

**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, June 18, 2024, at 6:30 p.m. in the offices of the Library located at 148 Smithtown Boulevard, Nesconset, NY (Nesconset 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 May 21, 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 May 31, 2024 be approved for filing (appended).*

b. WARRANTS

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

<i>i. Warrant #24 - June</i>	<i>("L" fund) PREPAYS</i>	\$ 45,404.71
<i>ii. Warrant #24 - June</i>	<i>("L" fund) WARRANT</i>	\$ 371,359.21
<i>iii. Warrant #24 - June</i>	<i>("M" fund) WARRANT</i>	\$ 1,950.00
<i>iv. Warrant #24 - June</i>	<i>(PAYROLL #11 – 5/24/24)</i>	\$ 269,092.54
<i>v. Warrant #24 - June</i>	<i>(PAYROLL #12 – 6/7/24)</i>	\$ 265,690.13

c. *CERTIFICATE OF DEPOSIT – M&T Bank*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the Treasurer and/or Business Manager to be authorized and directed to open Certificates of Deposit with M&T Bank, 1 East Main Street, Smithtown, NY, in the name of The Smithtown Library, to generate a stream of revenue at a fixed rate of interest.*

### 3. Report of the PERSONNEL COMMITTEE

#### a. PERSONNEL CHANGES

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

##### Part-time Appointments:

- i. Release of **Amanda Bayer** from a Page position and appointment into the part-time position of Library Clerk, Technical Services Department, Nesconset building, at an hourly rate of pay of \$19.20, not to exceed 17.5 hours per week; effective July 9, 2024 (to fill the vacancy created by the resignation of Taylor Fox, effective 4/5/24).*
- ii. Part-time appointment of **Patricia Lopez** to the position of Children's Librarian I, Children's Department, Commack building, at an hourly rate of pay of \$33.63, not to exceed 17.5 hours per week, effective June 24, 2024 (to fill part of the vacancy created by the reassignment of Jeannette Lynch to the Children's Department, Nesconset building, 11/1/23).*
- iii. Part-time appointment of **Erin Matura** to the position of Library Clerk, Circulation Department, Nesconset building, at an hourly rate of pay of \$19.20, not to exceed 17.5 hours per week, effective June 22, 2024 (to fill the vacancy created by the part-time appointment of Erica Howland to the position of Librarian Trainee, Children's Department, Nesconset building, effective 1/2/24).*
- iv. Part-time appointment of **Brian Noon** to the position of Page, Nesconset building, at an hourly rate of pay of \$16.00, effective July 9, 2024 (to fill the vacancy caused by unused designated hours).*
- v. Temporary appointment of **Steven Richardson** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$21.12, effective June 20, 2024 (to fill the vacancy created by the resignation of John Calo, effective 11/16/23).*
- vi. Part-time appointment of **TBD** to the position of Custodial Worker I, at an hourly rate of pay of \$21.12, effective date TBD (to fill the vacancy created by the resignation of Jonathan Torres, Custodial Worker I, effective 6/14/24).*

##### Resignations:

- vii. Resignation of **Andrew Salomon**, Librarian IV, Building Head, Kings Park building, effective July 12, 2024.*
- viii. Resignation of **Jonathan Torres**, Custodial Worker I, effective June 14, 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 "2024 Fall Literature Conference," sponsored by CLASC (Children's Librarians Association of Suffolk County), on October 17, 2024, to be held at the Courtyard Marriot Long Island, located in Ronkonkoma, NY, with reimbursement for actual and necessary expenses not to exceed \$95.00 per person:*

Librarian I **Christine Baum**, Librarian II **Jennifer Cattrano**, Librarian I **Wendy Johnson**, Librarian I **Jessica Mudano**.

4. Report of the BUILDINGS AND GROUNDS COMMITTEE

5. Report of the COMMUNICATIONS COMMITTEE

a. DONATION – The Smithtown News

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank David Ambro, Jennifer Paley and The Smithtown News for their generous donation of approximately one-hundred-sixty (160) volumes of The Smithtown News newspaper, from 1945 to present; and be it*

*FURTHER RESOLVED, that the Library will gladly accept future bound editions of the newspaper.*

6. Report of the STRATEGIC PLANNING COMMITTEE

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

**UNFINISHED BUSINESS**

8. NEW POLICY – Environmental Sustainability Policy [Policy 200-25] (2<sup>nd</sup> reading)

*The Smithtown Library commits to reducing its impact on the environment. The Library will strive to improve its environmental performance over time by way of participating in projects, activities, and practices that will further reduce environmental impacts. The Library's commitment to environmental sustainability extends to its patrons, administration, employees and the community at large.*

*The Library will:*

- *Observe all applicable environmental laws and regulations*
- *Prevent pollution whenever possible*
- *Train all staff on the Library's environmental sustainability program, empowering employees to participate*
- *Communicate the Library's environmental commitment to patrons, administration, staff and the general community*
- *Continue to measure the Library's environmental impacts and setting goals to annually reduce them*

*All employees will receive a copy of this policy upon hire, and be educated regarding the Library's efforts to continue to strive to meet the "triple bottom line" definition of sustainability, which states that to be truly sustainable, an organization must embody practices that are environmentally sound, economically feasible, and socially equitable.*

## **Energy Management**

*The Library will strive to attain energy efficiency, working to identify and utilize, whenever practical, products and equipment that are the most energy-efficient. Methods such as Energy Star and CEE rating systems will be used whenever practical to identify and select products that are the most energy-efficient and which meet the Library's needs.*

*The Library will seek to reduce its overall use of energy, optimizing equipment settings and schedules to meet the needs of the community, staff, and service programs while achieving the highest energy efficiency.*

## **Materials Management**

*The Library will endeavor to donate deaccessioned materials to not-for-profit organizations whenever practicable, purchase supplies only as-needed, and purchase sustainably-produced, recyclable materials whenever practicable.*

## **Transportation**

*The Library will encourage efficient travel practices when travel is required. Best practices, such as carpooling and using technology to remotely hold and attend meetings, will be employed whenever practicable.*

## **Land Use**

*The Library will strictly observe all laws pertaining to land use, as well as practice general conservation stewardship regarding its policies and practices.*

## **Water Reduction/Conservation**

*The Library will endeavor to reduce its use of water in the buildings and on the grounds and keep waters clean. This will be achieved through a combined approach involving equipment selection, policy, and practices.*

## **Solid Waste Management**

*The Library will follow its written waste disposal procedures, developed in partnership with the appropriate vendors and pertaining to garbage and recyclable materials. The Library will endeavor, whenever practicable, to dispose of equipment and supplies that have reached the end of their useful lives by either donating them to a not-for-profit organization(s) or recycling them through the services of the Town or of an appropriate vendor.*

## 9. REVISED POLICY – Circulation of Materials [Policy 800-10] (2<sup>nd</sup> reading)

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

*In order to ~~make~~ **assure that** library materials **are** available to all Library users on an equal basis, The Smithtown Library ~~will sets~~ **policies** for ~~lengths~~ **of loan periods**, renewals, reserves, and fees. The Library will ~~determine~~ **set forth** who is eligible to borrow materials and establish procedures for the return or replacement of such materials.*

### **A. LIBRARY CARDS**

1. The Smithtown Library issues a full-access library card without charge to any resident of The Smithtown **Special** Library **District**.



- a. The Library reserves the right to ~~stop~~ **suspend** a patron's Smithtown **Library** card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.
2. Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address, and must be presented in person. For the purposes of this section, a post office box is not sufficient proof of residency.
3. Library cards are issued for a ~~period~~ **term** of three (3) years.
4. Library cardholders are responsible for all materials borrowed with their library cards.
5. The Smithtown Library issues a full-access library card without charge to nonresidents who:
  - a. Own a business located in The Smithtown **Special** Library **District**. Proof of ownership is required at the time of initial application and renewal.
  - b. Own assessable **taxable** property in The Smithtown **Special** Library **District**. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.
  - c. Are current employees of The Smithtown Library. Proof of employment with The Smithtown Library is required at the time of initial application and renewal.
6. Library cards are issued to minors without charge who reside in The Smithtown **Special** Library **District**. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown **Special** Library **District** to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application. Students in grades six (6) through twelve (12) may present their school ID as an acceptable form of identification.
7. The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can ~~go~~ **travel** to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Library District ~~that~~ **who** apply for ~~our~~ **the** Homebound Mail Service can ~~use~~ **designate** the nursing home in which they reside as their address. A special application must be filled out to ~~get~~ **obtain** these services. A Library card will be issued to the individual whose name is on the Homebound Mail Service application. That individual will be responsible for all materials checked out on that library card.
8. In order to check-out library material, Smithtown Library cardholders must present either their Library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that ~~have~~ **possess** a Smithtown library card may present their school ID as an acceptable form of identification.
9. At its sole discretion, the Library may limit the number of items that may be charged-out on one Library card.

## **B. CONFIDENTIALITY OF CIRCULATION RECORDS**

1. Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of Library users ~~with specific materials~~ are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
2. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

### C. LOAN PERIODS

1. Fiction and nonfiction books, audiobooks and Blood Pressure Loaner Kits owned by the Library shall ~~have~~ **possess** a loan period of twenty-eight (28) days.
2. Storytime Kits owned by the Library shall have a loan period of twenty-one (21) days.
3. New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library, mobile hotspots\* (or wireless communication system) shall have a loan period of fourteen (14) days.
4. New fiction (less than 300 pages), automotive repair manuals, study notes, all magazines (adult, young adult, and children's), test preparation books, and video recordings (excluding those indicated in section C-3) owned by the library shall have a loan period of seven (7) days.
5. **Physical museum passes\* owned by the Library shall have a loan period of three (3) days. Digital "printable" museum passes are loaned for one (1) specific date, based on reservation.**
6. The "Library of Things" collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) "Library of Things" items may be borrowed at one time.
7. Reference material may not be checked-out of the Library.
8. The Library is not responsible for damages that may occur to equipment in the ~~playing~~ **utilizing** of Library audio/visual materials.
9. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, or to restrict items to in-house use only.

~~\*Patrons who borrow any item from the "Library of Things" collection, hotspots or a museum pass must be 18 years of age or older and sign a borrower's agreement.~~

**\*Patrons who borrow any item from the "Library of Things collection, hotspots or a museum pass must be 18 years of age or older. Patrons who borrow any item from the "Library of Things" collection or hotspots must sign a borrower's agreement.**

### D. RENEWALS

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. The "Library of Things" collection, **Hotspots** and Storytime Kits owned by the Library will have one (1) renewal for Smithtown Library card holders. Storytime Kits borrowed by non-residents will have zero (0) renewals.
5. Book Club Kits, museum passes and Blood Pressure Loaner Kits owned by the Library will have zero (0) renewals.
6. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
7. Materials with holds may not be renewed.

## **E. HOLDS AND RESERVES**

1. *Items which may be placed on hold in the online catalog include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, mobile hotspots (or wireless communication systems), "Library of Things" items, Storytime Kits, audio recordings, and video recordings.*
2. *Reference materials, museum passes and Blood Pressure Loaner Kits cannot be placed on hold **in the online catalog**.*
3. *Museum Passes may be reserved in the Children's Department at the Smithtown building or through the Museum Pass links on the Library's webpage, dates are subject to availability.*
4. *Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.*

## **F. EXTENDED USE**

1. *On the day **after subsequent to** the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.*
2. *Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.*
  - a. *Mobile hotspots (or wireless communication system) and the "Library of Things" collection owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item. ("Library of Things" items must be returned in person to the Reference Department at any Smithtown Library building.)*
  - b. ***Physical** museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item. (Must be returned in person to the Smithtown Building Children's Department.)*
  - c. *Book Club Kits owned by the Library shall accrue an extended use fee of \$10.00 per day. The maximum fee for such materials shall not exceed \$100.00 per item. (Must be returned in person to the Reference Department at any Smithtown Library building.)*
  - d. *All other Library materials shall not accrue extended use fees. However, the replacement cost of past due materials will be billed to the cardholder after 28 days. If billed material is returned within a reasonable period of time, the bill will be removed.*
3. *At its sole discretion, the Library may **ask require** cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.*
4. *The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.*
5. *Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.*
  - a. *Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by Library staff. The Library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.*

## **G. DAMAGED AND LOST MATERIALS**

1. Borrowers are liable for all lost and damaged Library materials checked out on their Library cards.
2. The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.
3. For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.
4. Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.
5. Charges for lost or damaged audio visual cases will be charged accordingly.
  - a. Audio Books
    - Extra Small (1-6 discs) \$5.00
    - Small (7-12 discs) \$7.00
    - Medium (13-22 discs) \$8.00
    - Large (23-44 discs) \$13.00
  - b. Blu Ray/DVD \$4.00
  - c. Music CD \$4.00
  - d. Plastic Inserts \$0.45

*The Library reserves the right to change these fees without notice.*

6. Items in the "Library of Things" collection that are damaged or lost will be charged at the value listed in the borrower's agreement.

## **H. DIRECT ACCESS**

1. For purposes of this section:
  - a. Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of The Smithtown Library.
  - b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.
2. Non-resident borrowers are prohibited from borrowing by direct access certain materials and equipment. Such materials shall include but not be limited to:
  - a. Materials in heavy local demand.
  - b. All newspapers.
  - c. Mobile Hotspots or other wireless communication system.
  - d. Museum passes.
  - e. The "Library of Things" collection
  - f. Microform material.
  - g. Reference material.
  - h. Special collections as determined by the Library.

## **I. NON-RESIDENT INTERLIBRARY LOAN**

1. For purposes of this section:
  - a. Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow The Smithtown Library's materials indirectly through another library.
  - b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.
2. Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:
  - a. Materials in heavy local demand.
  - b. New fiction and nonfiction books less than 4 months old.
  - c. New release Digital Video Discs less than 4 months old.
  - d. New release Blu-ray Discs less than 4 months old.
  - e. All newspapers.
  - f. Mobile hotspots or other wireless communication system.
  - g. Museum passes.
  - h. The "Library of Things" collection.
  - i. Storytime Kits
  - j. Microform material.
  - k. Reference material.
  - l. Special collections as determined by the Library.

## **J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS**

The Library will make reasonable efforts to locate material in other libraries when ~~we do~~ **the Library does** not own the material. Upon a patron's request, the Library will ~~try~~ **attempt** to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fees incurred by The Smithtown Library (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.

## **PUBLIC COMMENTS**

## **NEW BUSINESS**

### 10. REVISED POLICY - Public Behavior On Library Property [Policy 700-10] (1<sup>st</sup> reading)

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

## **STATUTORY AUTHORITY**

The Board of Trustees of The Smithtown Library hereby adopts the following rules and regulations governing ~~public~~ behavior **and deportment** on Library property and promulgates penalties for violations under the authority of NY Education Law § 260.

## **RULES AND REGULATIONS**

~~COVID 19 Safety. All Library patrons and visitors on Library property are to adhere to the rules and regulations outlined in the Library's COVID 19 Re-Opening Safety Plan. The rules and regulations in the COVID 19 Re-Opening Safety Plan are to supersede those set forth in this policy and will be enforced for such period as the Board of Trustees deems necessary.~~

### **1. Behavior and Conduct:** No person, either individually or in concert with others, shall:

- a. fail to comply with the lawful directives of Library supervisors or staff.
- b. behave in a manner that may be considered as harassment (sexual or otherwise). This includes **but is not limited to** engaging in unwelcome sexual advances, verbal or physical conduct of a sexual nature, and viewing material of a pornographic nature. This also includes staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed or disturbed.
- c. sleep for a ~~prolonged~~ period of time **deemed excessive by Library personnel.**
- d. emanate unreasonable noise, use abusive or obscene language, make obscene gestures, or undertake an act of violence or breach of the peace on Library property.
- e. possess, sell or use: alcohol, cannabis in any form, illicit narcotic substances, controlled substances (without a prescription) or dangerous weapons or instrumentalities on Library property.
- f. willfully misuse, mar, deface, damage or destroy Library property or equipment.
- g. disrupt, interfere with, or attempt to prevent the orderly conduct of lectures, patrons, staff, meetings, or public events conducted at the Library.
- h. engage patrons or staff in conversation which could reasonably be considered to be annoying or disturbing.
- i. make excessive noise or undertake acts that are distracting or disruptive to an environment conducive to reading and study. Normal conversational noise levels are permitted for reference and circulation services only. Headphones may be used, but noise from headphones must not be audible to others. Snoring is not permitted.
- j. **talk or whisper** in areas of the Library designated as "silent" study spaces. ~~no talking or whispering is allowed.~~
- k. ~~No running, dancing~~ **not run, dance or engage in** or physical exercise is ~~permitted~~ within the Library unless undertaken in conjunction with a Library sponsored program.
- l. ~~Unauthorized use of Library parking areas is not permitted~~ **in an unauthorized manner.**

### **2. Proper Dress, Foods and Beverages; Animals:**

- a. **Dress/Hygiene.** Presence within the Library shall require acceptable foot and bodily coverings; hygiene that is not disturbing to patrons or staff is to be observed.
- b. **Foods and Beverages.** The eating and drinking of small snacks and covered drinks similar to those made available in **for purchase at** the Library ~~micro-market~~ is permitted, except in computer areas.
- c. **Animals.** Except for service animals, no animals shall be brought into the Library. (see policy 700-15 Service Animals)
- d. **Smoking:** No smoking of any nature is permitted in Library buildings or on Library grounds. This includes but is not limited to, e-cigarettes, e.g., vaping.

### **3. Loitering; Trespassing:**

- a. **Loitering.** NY Penal Law Section 240.35 provides in relevant part that any person who loiters in or about a building in violation of rules and regulations is guilty of disorderly conduct. It is expected that all patrons will engage in activity that is related to Library functions.

b. **Trespassing.** NY Penal Law Section 140.05 provides in relevant part that any person who unlawfully enters into or remains unlawfully in or upon the premises is guilty of trespass. This includes individuals who have been notified by the Library that they are prohibited from entering Library property.

4. **Punitive Action:** Violation of any of the Rules and Regulations, as adopted by the Trustees of The Smithtown Library, may result in the following:

- a. Immediate ejection from the Library's property.
- b. Prohibition of entry upon Library property for a stated term.
- c. ~~Civil~~ and/or Criminal prosecution.
- d. Impositions of those penalties deemed appropriate by the Library Board of Trustees.

5. **Distribution of non-library materials, gathering of signatures for petitions, etc.:** The following activities are permitted only when authorized by the Library's Board of Trustees or Library Director:

- Distribution of non-Library related leaflets/fliers/materials.
- Solicitation of opinions through interviews or surveys on Library property.
- Solicitation of or the gathering of signatures for petitions on Library property.
- Solicitation of donations.
- Selling products or services.

11. Next "Regular" meeting of the Board of Trustees – July 16, 2024 – 6:30 p.m. – Commack building.

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
May 21, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 21<sup>st</sup> day of May, 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 and Theresa Stabile. Trustee Christopher Sarvis was absent with prior notice. Trustee Brianna Baker-Stines was absent without 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 April 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, Stabile; 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 April 30, 2024 be approved for filing (copy of report appended to the original of these minutes).*

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

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; 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 - April	(“L” fund) PREPAYS	\$ 40,467.58
ii. Warrant #24 - April	(“L” fund) WARRANT	\$ 612,728.95
iii. Warrant #24 - April	(“M” fund) WARRANT	\$ 1,750.00
iv. Warrant #24 - April	(PAYROLL #9 – 4/26/24)	\$ 274,476.29
v. Warrant #24 - April	(PAYROLL #10 – 5/10/24)	\$ 272,557.15

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

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

c. INDEPENDENT AUDIT REPORT

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

*RESOLVED, that the independent audit report for the fiscal year beginning January 1, 2023 and ending December 31, 2023, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented.*

Mr. Al Coster, of Baldessari & Coster, Certified Public Accountants, presented the Library’s 2023 independent audit report and answered questions from the Library Board. Mr. Coster congratulated the Library and noted that, once again, the Library had received the best report it could possibly get. The Library has been issued the highest opinion in that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2023 in accordance with generally accepted accounting principles.

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

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

Library Director Robert Lusak thanked Mr. Coster and his firm, along with Business Manager Jennifer Piano and Treasurer Kevin Miller for their professionalism and efforts in making the audit such a smooth process.

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

➤ d. BUDGET TRANSFER

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to execute a budget transfer for \$800.00 to decrease budget line L.4151 (Other Non-Book Materials) and increase budget line L.4290 (Programs).*

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

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

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

a. PERSONNEL CHANGES

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

*Part-time Appointment:*

- i. Part-time appointment of **Jessica Hymowitz** to the position of Page, Kings Park building, at a rate of pay of \$16.00 per hour, effective June 13, 2024 (for the purpose of filling unused hours).*

*Resignation:*

- ii. Resignation of **Norah Birdsall**, Page, Commack building, effective May 16, 2024.*

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

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

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b.i.”:

b. RECLASSIFICATION OF TITLES

- i. Gina Ferreira – Public Relations Specialist*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Department of Civil Service decision to reclassify the position of **Gina Ferreira**, nunc pro tunc, from “Public Relations Assistant” to “Public Relations Specialist” based on the careful review of her duties and responsibilities; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the permanent full-time appointment of **Gina Ferreira** to the position of Public Relations Specialist, Community Relations Department, Nesconset building, at an annual base rate of pay of \$80,222.00, effective May 9, 2024.*

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

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

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b.ii.”:

- ii. Lauren Gunderson – Associate Administrator*

*Resolved, that the Board of Trustees of The Smithtown Library does hereby accept the Department of Civil Service decision to reclassify the position of **Lauren Gunderson**, nunc pro tunc, from “Administrative Assistant” to “Associate Administrator” based on the careful review of her duties and responsibilities; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the permanent full-time promotional appointment of **Lauren Gunderson** to the position of Associate Administrator, Administration Office, Nesconset building, at an annual base rate of pay of \$111,675.00, effective April 15, 2024.*

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

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

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “c”:

c. CONFERENCE ATTENDANCE REQUESTS

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

- i. That the following staff members be authorized to attend, on paid release time, the “Play Offense, Not Defense: Have Soundbites Ready for Tough Situations” webinar, sponsored by Library Works, on May 23, 2024, to be paid for by the Library at a cost of \$25 per staff member: Assistant Library Director **Eileen Caulfield**, Administrative Assistant **Lauren Gunderson**, Building Head **Andrew Salomon**, Librarian III **Julie DeLaney**, Librarian III **Amanda Lentino**, Librarian III **Margaret Moloney**, Librarian III **Colleen Navins**, Librarian III **Jessica Quenzer**.*
- ii. That Librarian I **Marissa Cuebas**, LI Room/Adult Reference Department, Smithtown building, be authorized to attend, on paid release time, the “Safe Labeling and Marking of Historic Items” workshop sponsored by the Long Island Library Resources Council (LILRC), to be held at the Suffolk Cooperative Library System (SCLS) on June 24, 2024, with reimbursement for actual and necessary expenses not to exceed \$10.00.*
- iii. That Librarian II **Lindsay Christ**, Teen Department, Nesconset building, be authorized to attend, on paid release time, the “Reflect & Connect” 2024 Fall Literature Conference, sponsored by the Children’s Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System (SCLS), to be held October 17, 2024, with reimbursement for actual and necessary expenses not to exceed \$95.00.*
- iv. That Librarian I **James Hansen**, Technical Services/Reference Departments, Nesconset building, be authorized to attend a virtual self-scheduled course titled “NYS Notary Licensing Exam Prep Online 2024”, sponsored by [notaryny.thinkific.com/courses/NotaryNY](http://notaryny.thinkific.com/courses/NotaryNY), with reimbursement for actual and necessary expenses not to exceed \$77.00, on a date TBD.*

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

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

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “d”:

d. ROTARY MEMBERSHIP

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the purchase of a two-month membership from May 2024 through June 2024, to the Rotary Club of Commack–Kings Park, at a total amount not to exceed \$55.00, and be it*

*FURTHER RESOLVED, that said membership will be in the name of Kings Park Building Head, **Andrew Salomon**.*

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

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

4. In the absence of Buildings & Grounds Committee Liaison Brianna Baker-Stines, the BUILDINGS & GROUNDS COMMITTEE report was presented by Library Board President Annette Galarza, who moved to approve the adoption of resolution “a”:

a. HVAC SERVICE AGREEMENT

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to solicit bids for an HVAC Service Agreement for all library buildings.*

The motion was seconded by Trustee Theresa Stabile and adopted 5-0 after discussion by the following roll call vote:

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

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein, who moved to approve the adoption of resolutions “i.” and “ii”:

a. DONATIONS

- i. Online Donation – Anton Prokopenko

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Anton Prokopenko, of Kings Park, NY, for this most generous online donation of \$1,050.00; and be it*

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

- ii. Memorial Donation – Maria Riley

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Carol A. Kelly for the generous donation of FIFTY DOLLARS (\$50.00) in memory of Maria Riley; and be it*

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

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

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

6. The STRATEGIC PLANNING COMMITTEE report was presented by Library Board President Annette Galarza who noted that the committee had met earlier in the month to review the service plan. It is the hope of the committee to have an action plan going forward pertaining to events and activities of the Library, and that the Library Board be kept aware of the progress. There was discussion pertaining to the role that both the staff and the community play in determining future plans, in addition to a discussion of an upcoming patron survey.
7. DIRECTOR'S REPORT – Robert Lusak, Library Director

The Library Director had nothing further to add to his report that had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

## UNFINISHED BUSINESS

8. REVISED POLICY – **Board of Trustees Bylaws** [Policy 100-10] (3<sup>rd</sup> Reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough; revisions from the meeting of 4/16/24 are noted in red font]

Library Board President Annette Galarza moved to waive the reading of the Board of Trustees Bylaws [Policy 100-10]. The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 by the following roll call vote:

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

Library Board President Annette Galarza moved to approve the adoption of the Board of Trustees Bylaws [Policy 100-10]. The motion was seconded by Trustee Theresa Stabile and adopted 5-0 as amended after discussion by the following roll call vote:

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

### *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.~~

**Candidates for the position of Library Trustee shall be qualified voters of the Smithtown Special Library District. No salaried employees 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 unexcused** ~~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:**
- Be the chief executive officer and **designated the** official spokesman **spokesperson** for the Board of Trustees;
  - Preside, when present, at all meetings of the Board of Trustees;
  - Designate a trustee to perform his/her duties should the Vice-President be unable to do so;
  - 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;
  - Appoint the liaison(s) of each standing committee; **and be an ex-officio member thereof;**
  - 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 qualified voters as defined in Article I, Section 1, **and employees and contractors** of the Library District.
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 Board.**
  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 the Personnel Assistant 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~~ **end of the year**.

### **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.

### **PUBLIC COMMENTS**

In the time allotted for public comments one member of the public spoke.

## NEW BUSINESS

### 9. NEW POLICY – Environmental Sustainability Policy [Policy 200-25] (1<sup>st</sup> reading)

Library Board President Annette Galarza moved to waive the reading of the Environmental Sustainability Policy [Policy 200-25]. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

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

The policy will be reviewed and voted on at the June regular board meeting.

*The Smithtown Library commits to reducing its impact on the environment. The Library will strive to improve its environmental performance over time by way of participating in projects, activities, and practices that will further reduce environmental impacts. The Library's commitment to environmental sustainability extends to its patrons, administration, employees and the community at large.*

*The Library will:*

- *Observe all applicable environmental laws and regulations*
- *Prevent pollution whenever possible*
- *Train all staff on the Library's environmental sustainability program, empowering employees to participate*
- *Communicate the Library's environmental commitment to patrons, administration, staff and the general community*
- *Continue to measure the Library's environmental impacts and setting goals to annually reduce them*

*All employees will receive a copy of this policy upon hire, and be educated regarding the Library's efforts to continue to strive to meet the "triple bottom line" definition of sustainability, which states that to be truly sustainable, an organization must embody practices that are environmentally sound, economically feasible, and socially equitable.*

#### **Energy Management**

*The Library will strive to attain energy efficiency, working to identify and utilize, whenever practical, products and equipment that are the most energy-efficient. Methods such as Energy Star and CEE rating systems will be used whenever practical to identify and select products that are the most energy-efficient and which meet the Library's needs.*

*The Library will seek to reduce its overall use of energy, optimizing equipment settings and schedules to meet the needs of the community, staff, and service programs while achieving the highest energy efficiency.*

#### **Materials Management**

*The Library will endeavor to donate deaccessioned materials to not-for-profit organizations whenever practicable, purchase supplies only as-needed, and purchase sustainably-produced, recyclable materials whenever practicable.*

#### **Transportation**

*The Library will encourage efficient travel practices when travel is required. Best practices, such as carpooling and using technology to remotely hold and attend meetings, will be employed whenever practicable.*

## **Land Use**

The Library will strictly observe all laws pertaining to land use, as well as practice general conservation stewardship regarding its policies and practices.

## **Water Reduction/Conservation**

The Library will endeavor to reduce its use of water in the buildings and on the grounds and keep waters clean. This will be achieved through a combined approach involving equipment selection, policy, and practices.

## **Solid Waste Management**

The Library will follow its written waste disposal procedures, developed in partnership with the appropriate vendors and pertaining to garbage and recyclable materials. The Library will endeavor, whenever practicable, to dispose of equipment and supplies that have reached the end of their useful lives by either donating them to a not-for-profit organization(s) or recycling them through the services of the Town or of an appropriate vendor.

### 10. REVISED POLICY – Circulation of Materials [Policy 800-10] (1<sup>st</sup> reading)

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

Library Board President Annette Galarza moved to waive the reading of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

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

The policy will be reviewed and voted on at the June regular board meeting.

In order to ~~make~~ **assure that** library materials **are** available to all Library users on an equal basis, The Smithtown Library ~~will sets~~ **policies** for ~~lengths~~ of loan periods, renewals, reserves, and fees. The Library will ~~determine~~ **set forth** who is eligible to borrow materials and establish procedures for the return or replacement of such materials.

#### **A. LIBRARY CARDS**

1. The Smithtown Library issues a full-access library card without charge to any resident of The Smithtown **Special Library District**.
  - a. The Library reserves the right to ~~stop~~ **suspend** a patron's Smithtown **Library** card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.
2. Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address, and must be presented in person. For the purposes of this section, a post office box is not sufficient proof of residency.
3. Library cards are issued for a ~~period~~ **term** of three (3) years.
4. Library cardholders are responsible for all materials borrowed with their library cards.
5. The Smithtown Library issues a full-access library card without charge to nonresidents who:
  - a. Own a business located in The Smithtown **Special Library District**. Proof of ownership is required at the time of initial application and renewal.
  - b. Own assessable **taxable** property in The Smithtown **Special Library District**. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.

- c. Are current employees of The Smithtown Library. Proof of employment with The Smithtown Library is required at the time of initial application and renewal.
6. Library cards are issued to minors without charge who reside in The Smithtown **Special Library District**. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown **Special Library District** to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application. Students in grades six (6) through twelve (12) may present their school ID as an acceptable form of identification.
  7. The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can ~~go~~ **travel** to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Library ~~that~~ **who** apply for ~~our~~ **the** Homebound Mail Service can ~~use~~ **designate** the nursing home in which they reside as their address. A special application must be filled out to ~~get~~ **obtain** these services. A Library card will be issued to the individual whose name is on the Homebound Mail Service application. That individual will be responsible for all materials checked out on that library card.
  8. In order to check-out library material, Smithtown Library cardholders must present either their Library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that ~~have~~ **possess** a Smithtown library card may present their school ID as an acceptable form of identification.
  9. At its sole discretion, the Library may limit the number of items that may be charged-out on one Library card.

## **B. CONFIDENTIALITY OF CIRCULATION RECORDS**

1. Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of Library users ~~with specific materials~~ are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
2. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

## **C. LOAN PERIODS**

1. Fiction and nonfiction books, audiobooks and Blood Pressure Loaner Kits owned by the Library shall ~~have~~ **possess** a loan period of twenty-eight (28) days.
2. Storytime Kits owned by the Library shall have a loan period of twenty-one (21) days.
3. New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library, mobile hotspots\* (or wireless communication system) shall have a loan period of fourteen (14) days.
4. New fiction (less than 300 pages), automotive repair manuals, study notes, all magazines (adult, young adult, and children's), test preparation books, and video recordings (excluding those indicated in section C-3) owned by the library shall have a loan period of seven (7) days.
5. **Physical museum passes\*** owned by the Library shall have a loan period of three (3) days. **Digital "printable" museum passes are loaned for one (1) specific date, based on reservation.**



6. The "Library of Things" collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) "Library of Things" items may be borrowed at one time.
7. Reference material may not be checked-out of the Library.
8. The Library is not responsible for damages that may occur to equipment in the ~~playing~~ **utilizing** of Library audio/visual materials.
9. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, or to restrict items to in-house use only.

*\*Patrons who borrow any item from the "Library of Things" collection, hotspots or a museum pass must be 18 years of age or older and sign a borrower's agreement.*

**\*Patrons who borrow any item from the "Library of Things" collection, hotspots or a museum pass must be 18 years of age or older. Patrons who borrow any item from the "Library of Things" collection or hotspots must sign a borrower's agreement.**

#### **D. RENEWALS**

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. The "Library of Things" collection, **Hotspots** and Storytime Kits owned by the Library will have one (1) renewal for Smithtown Library card holders. Storytime Kits borrowed by non-residents will have zero (0) renewals.
5. Book Club Kits, museum passes and Blood Pressure Loaner Kits owned by the Library will have zero (0) renewals.
6. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
7. Materials with holds may not be renewed.

#### **E. HOLDS AND RESERVES**

1. Items which may be placed on hold in the online catalog include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, mobile hotspots (or wireless communication systems), "Library of Things" items, Storytime Kits, audio recordings, and video recordings.
2. Reference materials, museum passes and Blood Pressure Loaner Kits cannot be placed on hold **in the online catalog.**
3. Museum Passes may be reserved in the Children's Department at the Smithtown building or through the Museum Pass links on the Library's webpage, dates are subject to availability.
4. Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

#### **F. EXTENDED USE**

1. On the day after **subsequent to** the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.

2. *Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.*
  - a. *Mobile hotspots (or wireless communication system) and the "Library of Things" collection owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item. ("Library of Things" items must be returned in person to the Reference Department at any Smithtown Library building.)*
  - b. **Physical** *museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item. (Must be returned in person to the Smithtown Building Children's Department.)*
  - c. *Book Club Kits owned by the Library shall accrue an extended use fee of \$10.00 per day. The maximum fee for such materials shall not exceed \$100.00 per item. (Must be returned in person to the Reference Department at any Smithtown Library building.)*
  - d. *All other Library materials shall not accrue extended use fees. However, the replacement cost of past due materials will be billed to the cardholder after 28 days. If billed material is returned within a reasonable period of time, the bill will be removed.*
3. *At its sole discretion, the Library may ask **require** cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.*
4. *The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.*
5. *Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.*
  - a. *Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by Library staff. The Library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.*

## **G. DAMAGED AND LOST MATERIALS**

1. *Borrowers are liable for all lost and damaged Library materials checked out on their Library cards.*
2. *The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.*
3. *For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.*
4. *Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.*
5. *Charges for lost or damaged audio visual cases will be charged accordingly.*
  - a. *Audio Books*

• <i>Extra Small (1-6 discs)</i>	<i>\$5.00</i>
• <i>Small (7-12 discs)</i>	<i>\$7.00</i>
• <i>Medium (13-22 discs)</i>	<i>\$8.00</i>
• <i>Large (23-44 discs)</i>	<i>\$13.00</i>
  - b. *Blu Ray/DVD* *\$4.00*
  - c. *Music CD* *\$4.00*
  - d. *Plastic Inserts* *\$0.45*

*The Library reserves the right to change these fees without notice.*

6. *Items in the “Library of Things” collection that are damaged or lost will be charged at the value listed in the borrower’s agreement.*

#### **H. DIRECT ACCESS**

1. *For purposes of this section:*
  - a. *Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of The Smithtown Library.*
  - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing by direct access certain materials and equipment. Such materials shall include but not be limited to:*
  - a. *Materials in heavy local demand.*
  - b. *All newspapers.*
  - c. *Mobile Hotspots or other wireless communication system.*
  - d. *Museum passes.*
  - e. *The “Library of Things” collection*
  - f. *Microform material.*
  - g. *Reference material.*
  - h. *Special collections as determined by the Library.*

#### **I. NON-RESIDENT INTERLIBRARY LOAN**

1. *For purposes of this section:*
  - a. *Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS, or any member library in SCLS, to borrow The Smithtown Library’s materials indirectly through another library.*
  - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:*
  - a. *Materials in heavy local demand.*
  - b. *New fiction and nonfiction books less than 4 months old.*
  - c. *New release Digital Video Discs less than 4 months old.*
  - d. *New release Blu-ray Discs less than 4 months old.*
  - e. *All newspapers.*
  - f. *Mobile hotspots or other wireless communication system.*
  - g. *Museum passes.*
  - h. *The “Library of Things” collection.*

- i. Storytime Kits
- j. Microform material.
- k. Reference material.
- l. Special collections as determined by the Library.

#### **J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS**

*The Library will make reasonable efforts to locate material in other libraries when ~~we do~~ **the Library does** not own the material. Upon a patron's request, the Library will ~~try~~ **attempt** to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fees incurred by The Smithtown Library (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.*

11. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held June 18, 2024 at 6:30 pm at the Nesconset building.
12. The Library Director thanked the Library Board and staff members for the support his family received over the loss of his father.
13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 8:16 p.m. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

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

Minutes approved this 18<sup>th</sup> day of June, 2024

Annette Galarza, President  
Smithtown Library Board of Trustees

Linda Taurassi  
Secretary to the Board of Trustees

*(This is a draft of the May 21, 2024 Board of Trustees meeting; to be voted on for approval at the June 18, 2024 Board of Trustees meeting).*

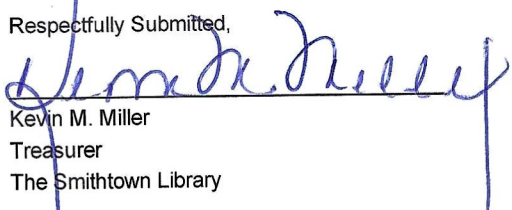
**THE SMITHTOWN LIBRARY**  
**Smithtown , New York**  
**TREASURER'S REPORT**  
**For the Month Ending May 31, 2024**

		General Fund Investment Acct.	General Fund Disbursement Checking Account	Payroll Checking Account	M Fund Grant/Donate Checking	T-Bills	TOTAL
BBF	4/30/2024	\$ 6,732,170.78	\$ 160,590.70	\$ 51,135.79	\$ 1,001,188.02	\$ 6,179,798.66	\$ 14,124,883.95
<b>MAY</b>							
Interest		\$ 15,969.38	\$ -	\$ -	\$ -	\$ 28,201.34	\$ 44,170.72
Real Property Taxes		\$ 1,589,070.95	\$ -	\$ -	\$ -	\$ -	\$ 1,589,070.95
Prop Tax Interest Distribution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PILOT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fines/Fees		\$ -	\$ 2,132.88	\$ -	\$ -	\$ -	\$ 2,132.88
Refund/Reimbursements		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commissions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts/Donations		\$ 1,058.22	\$ -	\$ -	\$ -	\$ -	\$ 1,058.22
E-Rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Passports		\$ -	\$ 1,958.35	\$ -	\$ -	\$ -	\$ 1,958.35
Miscellaneous		\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00
Programs		\$ -	\$ 21,672.00	\$ -	\$ -	\$ -	\$ 21,672.00
State Aid/Grants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
Prior Month Void Checks		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Equipment (Van)		\$ -	\$ 6,600.00	\$ -	\$ -	\$ -	\$ 6,600.00
Friends of the Library		\$ -	\$ 272.94	\$ -	\$ -	\$ -	\$ 272.94
Transfer From M Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer FROM T-Bills		\$ 868.80	\$ -	\$ -	\$ -	\$ -	\$ 868.80
Transfer FROM Investment Acct.		\$ -	\$ 650,000.00	\$ 550,000.00	\$ -	\$ -	\$ 1,200,000.00
<b>TOTAL:</b>		<b>\$ 8,339,138.13</b>	<b>\$ 843,536.87</b>	<b>\$ 601,135.79</b>	<b>\$ 1,001,188.02</b>	<b>\$ 6,208,000.00</b>	<b>\$ 16,992,998.81</b>
<b>Expenditures</b>							
<b>MAY</b>							
Monthly Disbursements		\$ -	\$ 650,772.67	\$ 559,681.09	\$ 1,750.00	\$ 868.80	\$ 1,213,072.56
Transfer to Investment Account		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to M Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to T-Bills		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Disburse. Acct.		\$ 650,000.00	\$ -	\$ -	\$ -	\$ -	\$ 650,000.00
Transfer to Payroll Acct.		\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
<b>TOTAL:</b>		<b>\$ 1,200,000.00</b>	<b>\$ 650,772.67</b>	<b>\$ 559,681.09</b>	<b>\$ 1,750.00</b>	<b>\$ 868.80</b>	<b>\$ 2,413,072.56</b>
<b>Balance</b>	5/31/2024	<b>\$ 7,139,138.13</b>	<b>\$ 192,764.20</b>	<b>\$ 41,454.70</b>	<b>\$ 999,438.02</b>	<b>\$ 6,207,131.20</b>	<b>\$ 14,579,926.25</b>

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

Respectfully Submitted,

Kevin M. Miller  
Treasurer  
The Smithtown Library



Library Trust Funds

Handley Fund	\$ 11,398.71
Board of Trustees	\$ 28,321.97
	\$ 39,720.68



**THE SMITHTOWN LIBRARY - L FUND**  
**REVENUE AND EXPENSE STATEMENT**  
 January through May 2024

	Jan - May 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
L.10010 · REAL PROPERTY TAXES	11,464,312.92	16,174,934.00	-4,710,621.08	70.9%
L.10810 · OTHER TAX ITEMS -PILOT	148,168.31	250,000.00	-101,831.69	59.3%
L.2082 · E-COMMERCE FINES	0.00	5,000.00	-5,000.00	0.0%
L.20821 · LIBRARY FINES	454.18	1,000.00	-545.82	45.4%
L.20823 · PASSPORT ACCEPTANCE FEES	8,759.25	30,000.00	-21,240.75	29.2%
L.20825 · LOST AND PAIDS	4,633.96	10,500.00	-5,866.04	44.1%
L.20826 · OUTSIDE LOST & PAIDS	856.64	2,600.00	-1,743.36	32.9%
L.20827 · PATRON PRINT FEES	5,385.35	15,000.00	-9,614.65	35.9%
L.20828 · PATRON COMPUTER DISC FEES	209.00	500.00	-291.00	41.8%
L.20829 · OTHER LIBRARY FEES	0.00	2,000.00	-2,000.00	0.0%
L.24011 · INTEREST EARNED MM & DISB	190,161.14	250,000.00	-59,838.86	76.1%
L.24501 · COMMISSIONS - COPIERS	3,389.16	7,500.00	-4,110.84	45.2%
L.27030 · REFUND PRIOR YEAR EXPENSE	13,433.41	13,500.00	-66.59	99.5%
L.27050 · GIFTS AND DONATIONS	5,157.40	2,000.00	3,157.40	257.9%
L.27700 · MISCELLANEOUS INCOME	19,527.00	30,000.00	-10,473.00	65.1%
L.38400 · STATE AID/BULLET 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>11,864,447.72</b>	<b>17,292,960.00</b>	<b>-5,428,512.28</b>	<b>68.6%</b>
<b>Gross Profit</b>	<b>11,864,447.72</b>	<b>17,292,960.00</b>	<b>-5,428,512.28</b>	<b>68.6%</b>
<b>Expense</b>				
L.1375 · Credit Card Expenses	1,891.67			
L.1410 · CERT LIBRARIANS SALARIES	1,488,678.32	4,084,800.00	-2,596,121.68	36.4%
L.1411 · LIBRARIAN PART TIME	132,255.55	539,700.00	-407,444.45	24.5%
L.1420 · CLERICAL STAFF SALARIES	625,794.23	1,756,900.00	-1,131,105.77	35.6%
L.1421 · CLERICAL PART TIME	270,792.99	684,500.00	-413,707.01	39.6%
L.1430 · PAGES SALARIES	108,854.24	294,000.00	-185,145.76	37.0%
L.1440 · CUSTODIAL SALARIES	54,121.84	143,300.00	-89,178.16	37.8%
L.1441 · CUSTODIAL PART TIME	86,165.79	240,000.00	-153,834.21	35.9%
L.1442 · MESSENGER/GROUNDSKEEPER PT	12,345.77	65,000.00	-52,654.23	19.0%
L.1443 · MESSENGER/GROUNDSKEEPER FT	8,587.04			
L.1449 · ACCRUED P/R COMPENSATION	0.00	0.00	0.00	0.0%
L.1450 · SUNDAY SALARIES	53,462.64	115,000.00	-61,537.36	46.5%
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	80,522.14	275,000.00	-194,477.86	29.3%
L.4110 · LOST AND PAID	937.82	2,000.00	-1,062.18	46.9%
L.4120 · RECORDINGS	25,396.39	90,000.00	-64,603.61	28.2%
L.4130 · PERIODICALS	11,998.72	45,000.00	-33,001.28	26.7%
L.4131 · OTHER SERIALS	17,505.46	53,000.00	-35,494.54	33.0%
L.4150 · ONLINE MATL'S AND SVC	542,095.14	680,000.00	-137,904.86	79.7%
L.4151 · OTHER NON BOOK MATLS	6,424.57	14,400.00	-7,975.43	44.6%
L.4160 · BINDING	0.00	500.00	-500.00	0.0%
L.4290 · PROGRAMS	19,858.20	115,800.00	-95,941.80	17.1%
L.4290S · SUMMER READING PROGRAM	10,299.66	25,000.00	-14,700.34	41.2%
L.4291 · STAFF DEVELOPMENT	3,848.29	8,020.00	-4,171.71	48.0%
L.4300 · OFFICE AND LIBRARY SUPPLIES	14,169.45	70,000.00	-55,830.55	20.2%
L.4301 · PAYROLL PROCESSING	8,460.94	21,400.00	-12,939.06	39.5%
L.4311 · TELECOMMUNICATIONS	24,794.61	96,640.00	-71,845.39	25.7%
L.4320 · Computer Supplies & Services	47,875.33	80,000.00	-32,124.67	59.8%

10:26 AM

06/11/24

Accrual Basis

**THE SMITHTOWN LIBRARY - L FUND**  
**REVENUE AND EXPENSE STATEMENT**  
 January through May 2024

	Jan - May 24	Budget	\$ Over Budget	% of Budget
L.4330 · POSTAGE AND FREIGHT	2,989.59	17,000.00	-14,010.41	17.6%
L.4340 · PRINTING	7,772.00	33,550.00	-25,778.00	23.2%
L.4350 · TRAVEL	5,818.69	9,000.00	-3,181.31	64.7%
L.4360 · SCLS MEMBER SUPPORT	163,088.00	167,000.00	-3,912.00	97.7%
L.4370 · PROFESSIONAL FEES	31,792.49	100,000.00	-68,207.51	31.8%
L.4375 · PROFESSIONAL FEES - SECURITY	129,635.19	425,000.00	-295,364.81	30.5%
L.4380 · MEMBERSHIP DUES	3,186.00	5,000.00	-1,814.00	63.7%
L.4390 · SHARED NETWORK MAINTENANCE	40,712.36	81,000.00	-40,287.64	50.3%
L.4500 · FUEL AND UTILITIES	76,368.61	275,000.00	-198,631.39	27.8%
L.4510 · CUSTODIAL SUPPLIES	7,446.15	15,000.00	-7,553.85	49.6%
L.4520 · BUILDING REPAIRS & MAINTENANCE	103,855.34	281,000.00	-177,144.66	37.0%
L.4540 · INSURANCE	77,676.00	124,000.00	-46,324.00	62.6%
L.4730 · MAINTENANCE OF VEHICLES	1,158.06	5,000.00	-3,841.94	23.2%
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	167,715.68	492,000.00	-324,284.32	34.1%
L.8210 · MEDICARE CONTRIBUTION	39,223.74	115,000.00	-75,776.26	34.1%
L.8300 · WORKMANS COMPENSATION	18,441.00	82,000.00	-63,559.00	22.5%
L.8400 · UNEMPLOYMENT COMPENSATION	0.00	5,000.00	-5,000.00	0.0%
L.8500 · HOSPITAL/MEDICAL INSURANCE	1,176,109.26	2,675,000.00	-1,498,890.74	44.0%
L.8600 · CSEA BENEFIT FUND	69,890.65	182,000.00	-112,109.35	38.4%
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>7,519,870.67</b>	<b>17,292,960.00</b>	<b>-9,773,089.33</b>	<b>43.5%</b>
<b>Net Income</b>	<b>4,344,577.05</b>	<b>0.00</b>	<b>4,344,577.05</b>	<b>100.0%</b>

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

	<u>Jan - May 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
M.2100 · OTHER CAPITAL	48,789.84			
M.4000 · MISC EXPENSE	0.00			
M.4300 · MISC DONATION	6,390.00			
Total Expense	<u>55,179.84</u>			
Net Ordinary Income	-55,179.84			
Other Income/Expense				
Other Income				
M.2401 · Interest	82.60			
Total Other Income	<u>82.60</u>			
Net Other Income	<u>82.60</u>	0.00	82.60	100.0%
Net Income	<u><u>-55,097.24</u></u>	<u><u>0.00</u></u>	<u><u>-55,097.24</u></u>	<u><u>100.0%</u></u>



**THE SMITHTOWN LIBRARY-L FUND**

**JUNE 2024 PREPAYS**

May 22 through June 11, 2024

Num	Date	Name	Memo	Account	Paid Amount
<b>14019</b>	<b>05/23/2024</b>	<b>NATIONAL GRID-N</b>	<b>31106-33007</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
31106-33007 N5/24	05/23/2024		N - GAS 4/11-5/10/24	L.4500 · FUEL AND UTILITIES	-547.72
<b>14020</b>	<b>05/23/2024</b>	<b>NATIONAL GRID-S</b>	<b>44773-87003</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
44773-87003 S5/24	05/23/2024		S - GAS 4/12-5/13/24	L.4500 · FUEL AND UTILITIES	-888.52
<b>14011</b>	<b>05/24/2024</b>	<b>PEARL CARROLL &amp; ASSOCIATES LLC</b>	<b>PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0720.0 · EMPLOYEES INSURANCE PAYABLE	-80.88
<b>14012</b>	<b>05/24/2024</b>	<b>CSEA</b>	<b>PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0720.0 · EMPLOYEES INSURANCE PAYABLE	-59.90
			PR# 11 DATED 5/24/24	L0724.0 · CSEA	-2,734.83
					<b>-2,794.73</b>
<b>14013</b>	<b>05/24/2024</b>	<b>MUTUAL OF OMAHA</b>	<b>PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0720.0 · EMPLOYEES INSURANCE PAYABLE	-598.50
<b>14014</b>	<b>05/24/2024</b>	<b>AFLAC</b>	<b>PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0720.0 · EMPLOYEES INSURANCE PAYABLE	-40.50
<b>14015</b>	<b>05/24/2024</b>	<b>EQUITABLE FINANCIAL</b>	<b>PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0729.0 · EMPLOYEES ANNUITIES	-2,698.00
<b>14017</b>	<b>05/24/2024</b>	<b>NYS DEFERRED COMP</b>	<b>PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0729.0 · EMPLOYEES ANNUITIES	-4,708.23
<b>14018</b>	<b>05/24/2024</b>	<b>METLIFE</b>	<b>PLAN#1009950-C1 403b PR# 11 DATED 5/24/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR# 11 DATED 5/24/24	L0729.0 · EMPLOYEES ANNUITIES	-220.00
<b>14025</b>	<b>06/06/2024</b>	<b>OPTIMUM - K</b>	<b>0784014995203-2</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
07840149952032 K6/24	06/06/2024		K - 6/1-6/30/24	L.4311 · TELECOMMUNICATIONS	-150.27
<b>14026</b>	<b>06/06/2024</b>	<b>OPTIMUM - S</b>	<b>0784094293802-3</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
07840942938023 S6/24	06/06/2024		S - 6/1-6/30/24	L.4311 · TELECOMMUNICATIONS	-200.24
<b>14027</b>	<b>06/06/2024</b>	<b>VERIZON WIRELESS</b>	<b>482485858-00001</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
9964915139	06/06/2024		SCKN - BROADBAND & CELL 5/24-6/23/24	L.4311 · TELECOMMUNICATIONS	-93.12
<b>14028</b>	<b>06/06/2024</b>	<b>POSTMASTER SMITHTOWN</b>		<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
SPOTLIGHT 6/2024	06/06/2024		SPOTLIGHT MAILING JUNE 2024	L.4330 · POSTAGE AND FREIGHT	-4,204.94
<b>14021</b>	<b>06/07/2024</b>	<b>CSEA</b>	<b>PR#12 DATED 5/7/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR#12 DATED 5/7/24	L0720.0 · EMPLOYEES INSURANCE PAYABLE	-59.90
			PR#12 DATED 5/7/24	L0724.0 · CSEA	-2,734.83
<b>14022</b>	<b>06/07/2024</b>	<b>EQUITABLE FINANCIAL</b>	<b>PR#12 DATED 5/7/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
			PR#12 DATED 5/7/24	L0729.0 · EMPLOYEES ANNUITIES	-2,698.00
<b>14023</b>	<b>06/07/2024</b>	<b>METLIFE</b>	<b>PLAN#1009950-C1 403b PR#12 DATED 5/7/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	

**THE SMITHTOWN LIBRARY-L FUND**  
**JUNE 2024 PREPAYS**  
**May 22 through June 11, 2024**

<b>14024</b>	<b>06/07/2024 NYS DEFERRED COMP</b>	PR#12 DATED 5/7/24	L0729.0 · EMPLOYEES ANNUITIES	-220.00
		<b>PR#12 DATED 5/7/24</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
		PR#12 DATED 5/7/24	L0729.0 · EMPLOYEES ANNUITIES	-4,708.23
<b>14029</b>	<b>06/07/2024 AT &amp; T MOBILITY</b>		<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
287304544233 6/24	06/07/2024	SCKN - FIRE COMMUNICATIONS & IPADS 6/2	L.4311 · TELECOMMUNICATIONS	-338.18
<b>14030</b>	<b>06/10/2024 PSEGLI - SCKN</b>	<b>Cust. ID #0715-0037-94-8</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
07150037948 5/24	06/10/2024	S - 8786417500 4/29-5/30/24	L.4500 · FUEL AND UTILITIES	-6,357.46
		C - 6505010201 4/24-5/24/24	L.4500 · FUEL AND UTILITIES	-2,456.95
		K - 6500371101 4/29-5/30/24	L.4500 · FUEL AND UTILITIES	-3,637.71
		N - 8955665401 4/19-5/21/24	L.4500 · FUEL AND UTILITIES	-4,667.86
				<b>-17,119.98</b>
<b>14031</b>	<b>06/11/2024 OPTIMUM - C</b>	<b>0784019860201-8</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
07840198602018 C6/24	06/11/2024	C - 6/8-7/7/24	L.4311 · TELECOMMUNICATIONS	-150.27
<b>14032</b>	<b>06/11/2024 OPTIMUM - N</b>	<b>0784019878201-8</b>	<b>L0201.0 · CASH DISBURSEMENTS #9350</b>	
07840198782018 N6/24	06/11/2024	N - 6/8-7/7/24	L.4311 · TELECOMMUNICATIONS	-150.27

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14033</b>	<b>06/18/2024</b>	<b>ABLE LOCKSMITH INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	72974	06/18/2024		C - REPAIR EMERGENCY DOOR PO#17646	L.4520 · BUILDING REPA...	-320.00
TOTAL						-320.00
<b>Bill Pmt -Che...</b>	<b>14034</b>	<b>06/18/2024</b>	<b>ACE HARDWARE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	47441/3	06/18/2024		RECEPTICLE OUTLET RPO#17450	L.4520 · BUILDING REPA...	-27.59
TOTAL						-27.59
<b>Bill Pmt -Che...</b>	<b>14035</b>	<b>06/18/2024</b>	<b>ADVANCED IMAGING SYSTEMS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	INV071515	06/18/2024		S - COPIER ID#10540 5/5-6/4/24	L.4520 · BUILDING REPA...	-16.53
Bill	INV071147	06/18/2024		N - COPIER ID#10034 5/3-6/2/24	L.4520 · BUILDING REPA...	-45.38
Bill	INV071146	06/18/2024		N - COPIER ID#07293 4/29-5/28/24	L.4520 · BUILDING REPA...	-15.35
TOTAL						-77.26
<b>Bill Pmt -Che...</b>	<b>14036</b>	<b>06/18/2024</b>	<b>AGLIATO, BETH</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND GREENWOOD BUS TRIP	L.4290T · TRIPS	-70.00
TOTAL						-70.00
<b>Bill Pmt -Che...</b>	<b>14037</b>	<b>06/18/2024</b>	<b>AMAZON BUSINESS</b>	<b>A4VU9S4Y6UBIA</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	1KGGTYM...	06/18/2024		FIRE EXTINGUISHER, CEILING FAN, FLAG, MISC. PO...	L.4520 · BUILDING REPA...	-71.67
				MISC. SUPPLIES PO#17523,31,41,43,56,66,17571,73,77	L.4300 · OFFICE AND LI...	-693.87
				COMPUTER SUPPLIES PO#17567,88	L.43201 · Computer Supp...	-1,442.67
				LL - FILAMENT, BAGS, PRINTER, INK, TRANSFER TAP...	L.41512 · LearnLab	-357.76
				LOT - OUTDOOR GAMES, PUPPET THEATER MISC. P...	L.41511 · Library of Things	-558.99
				ALL - BOARD & CARD GAMES PO#17568	L.42901 · All Abilities	-43.24
				T&M - PROGRAM SUPPLIES PO#17608,09	L.42903 · Virtual/Take & ...	-358.74
				SA - PROGRAM SUPPLIES PO#17589,91	L4290SA · SMITHTOWN ...	-82.40
				NA - PROGRAM SUPPLIES PO#17620	L4290NA · NESCONSET ...	-80.01
				NJ - PROGRAM SUPPLIES PO#17544,17632	L4290NJ · NESCONSET ...	-72.98
				KJ - PROGRAM SUPPLIES PO#17574	L4290KJ · KINGS PARK ...	-26.95
				SJ - PROGRAM SUPPLIES PO#17580	L4290SJ · SMITHTOWN ...	-218.57
				NYA - PAINT PENS PO#17582	L4290NY · NESCONSET ...	-24.97
				CYA - LABELS PO#17583	L4290CY · COMMACK Y...	-15.94
				SYA - PRINTER, INK, TRANSFER PAPER PO#17613	L4290SY · SMITHTOWN ...	-172.36
				SRP - KJ - PROGRAM SUPPLIES PO#17574	L.4290S · SUMMER REA...	-89.43

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
				SRP - NJ - PARTY HATS, JARS PO#17632	L.4290S · SUMMER REA...	-28.92
				SRP - SYA - CANDY, RICE KRISPIES TREATS PO#17586	L.4290S · SUMMER REA...	-46.34
				SRP - NYA - PROGRAM SUPPLIES PO#17582	L.4290S · SUMMER REA...	-285.01
TOTAL						-4,670.82
<b>Bill Pmt -Che...</b>	<b>14038</b>	<b>06/18/2024</b>	<b>American Express - Smithtown L...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	STATEME...	06/18/2024		EFAQ	L.4311 · TELECOMMUNI...	-138.94
				STAMPS.COM MONTHLY FEE	L.4330 · POSTAGE AND ...	-19.99
				MAT, CARDSTOCK, SCAN CARDS, FILE CABINET, BA...	L.4300 · OFFICE AND LI...	-645.39
				BOOKS PO#17601	L.4100 · BOOKS	-825.11
				SECURITY CAMERAS PO#17590	L.43201 · Computer Supp...	-838.86
				CRICUT, ADOBE, GLOWFORGE SOFTWARE RENEW...	L.42902 · Movie/Music Lic...	-1,499.04
				LL - WOODEN CIRCLES PO#17592	L.42906 · LearnLab Progr...	-52.63
				ALL - PLANTS PO#17623	L.42901 · All Abilities	-59.46
				EMERGENCY BACKUP BATTERIES PO#17612	L.4520 · BUILDING REPA...	-1,445.88
				WEBINAR, BOT WORKSHOP PO#17593,97	L.4291 · STAFF DEVELO...	-274.31
				SA - PINWOOD BOARDS PO#17587	L4290SA · SMITHTOWN ...	-116.74
				KA - WOODEN CIRCLES PO#17617	L4290KA · KINGS PARK ...	-73.28
				NA - SNACKS, GIFTCARDS PO#17619,33	L4290NA · NESCONSET ...	-149.27
				SYA - PROGRAM SUPPLIES PO#17564,69,70,92,17604	L4290SY · SMITHTOWN ...	-336.14
				CYA - CRICUT RENEWAL PO#17564	L4290CY · COMMACK Y...	-23.97
				KYA - CRICUT RENEWAL PO#17564	L4290KY · KINGS PARK ...	-23.97
				NYA - CRICUT RENEWAL PO#17564	L4290NY · NESCONSET ...	-23.97
				SJ - WOODEN CIRCLES PO#17592	L4290SJ · SMITHTOWN ...	-113.58
				NJ - PROGRAM SUPPLIES PO#17618	L4290NJ · NESCONSET ...	-14.88
				SRP - CYA - GLOWFORGE ACRYLIC PO#17542	L.4290S · SUMMER REA...	-17.99
				SRP - SYA - TROPHIES PO#17611	L.4290S · SUMMER REA...	-138.07
				SRP - A - GIFTCARDS PO#17576,85,84	L.4290S · SUMMER REA...	-243.20
				SRP - KJ - SNACKS, WATER PO#17579	L.4290S · SUMMER REA...	-64.94
				LOT - KNITTING LOOM PO#17559	L.41511 · Library of Things	-469.00
				LL - VINYL WEEDING TOOLS, MAPLE PLYWOOD PO#...	L.41512 · LearnLab	-147.26
TOTAL						-7,755.87
<b>Bill Pmt -Che...</b>	<b>14039</b>	<b>06/18/2024</b>	<b>ANDREIEV, GLENN T.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KA - LI JOINS THE SPACE RACE 5/22/24	L4290KA · KINGS PARK ...	-170.00
TOTAL						-170.00

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	14040	06/18/2024	ATLANTIC MARINE CONSERVATI...		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		SA - CLIMATE CHANGE IT'S GETTING HOTTER 5/23/24	L4290SA · SMITHTOWN ...	-175.00
TOTAL						-175.00
Bill Pmt -Che...	14041	06/18/2024	BAKER & TAYLOR	303805	L0201.0 · CASH DISBUR...	
Bill	VARIOUS ...	06/18/2024		BOOKS CONTINUATIONS	L.4100 · BOOKS L.4131 · OTHER SERIALS	-17,602.92 -553.49
TOTAL						-18,156.41
Bill Pmt -Che...	14042	06/18/2024	BALDESSARI & COSTER LLP		L0201.0 · CASH DISBUR...	
Bill	2024	06/18/2024		CERTIFIED 2023 FINANCIAL AUDIT, PREP OF IRS FO...	L.4370 · PROFESSIONA...	-23,400.00
TOTAL						-23,400.00
Bill Pmt -Che...	14043	06/18/2024	BAY SHORE-BRIGHTWATERS P...		L0201.0 · CASH DISBUR...	
Bill	636924	06/18/2024		L&P TO BAYSHORE-BRIGHTWATERS PATRON E.HEU...	L.4110 · LOST AND PAID	-18.00
TOTAL						-18.00
Bill Pmt -Che...	14044	06/18/2024	BESTCO / HARTFORD - 6795 (BE...		L0201.0 · CASH DISBUR...	
Bill	06221 7/1/...	06/18/2024		RETIRED HEALTH CLASS JULY 2024	L.8500 · HOSPITAL/MEDI...	-12,302.89
TOTAL						-12,302.89
Bill Pmt -Che...	14045	06/18/2024	BONDY, LISA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		MILEAGE TO SCLS FOR PAL MTG 5/30/24	L.4350 · TRAVEL	-11.26
TOTAL						-11.26

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14046</b>	<b>06/18/2024</b>	<b>BRANCH PLUMBING INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	4359	06/18/2024		S - REPAIR LEAK WATER COOLER 4/30/24 RPO#17126	L.4520 · BUILDING REPA...	-325.00
Bill	4360	06/18/2024		C - REPAIR BASEMENT EJECTOR PUMP 5/1/24 RPO#...	L.4520 · BUILDING REPA...	-525.00
TOTAL						-850.00
<b>Bill Pmt -Che...</b>	<b>14047</b>	<b>06/18/2024</b>	<b>BRODART CO/BOOKS, TS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	B6793762	06/18/2024		CONTINUATIONS	L.4131 · OTHER SERIALS	-450.87
TOTAL						-450.87
<b>Bill Pmt -Che...</b>	<b>14048</b>	<b>06/18/2024</b>	<b>BROOKS, CAROLYN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LILC CONFERENCE TICKET 5/9/24 MILEAGE FOR LILC CONFERENCE	L.4291 · STAFF DEVELO... L.4350 · TRAVEL	-80.00 -11.26
TOTAL						-91.26
<b>Bill Pmt -Che...</b>	<b>14049</b>	<b>06/18/2024</b>	<b>BUCKMAN, JAMES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		INTERBUILDING TRAVEL 5/1-5/31/24	L.4350 · TRAVEL	-69.01
TOTAL						-69.01
<b>Bill Pmt -Che...</b>	<b>14050</b>	<b>06/18/2024</b>	<b>CAULFIELD, EILEEN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LI LIBRARY CONFERENCE TICKET 5/9/24 MILEAGE LILC & SCLS	L.4291 · STAFF DEVELO... L.4350 · TRAVEL	-80.00 -40.40
TOTAL						-120.40
<b>Bill Pmt -Che...</b>	<b>14051</b>	<b>06/18/2024</b>	<b>CECCHINI, RACHEL</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LI LIBRARY CONFERENCE TICKET 5/9/24	L.4291 · STAFF DEVELO...	-80.00
TOTAL						-80.00

**THE SMITHTOWN LIBRARY -L FUND**  
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 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14052</b>	<b>06/18/2024</b>	<b>CENGAGE LEARNING</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	84265816	06/18/2024		BOOKS	L.4100 · BOOKS	-29.59
Bill	84265960	06/18/2024		BOOKS	L.4100 · BOOKS	-48.09
Bill	84266094	06/18/2024		BOOKS	L.4100 · BOOKS	-28.79
Bill	84272188	06/18/2024		BOOKS	L.4100 · BOOKS	-91.97
Bill	84272339	06/18/2024		BOOKS	L.4100 · BOOKS	-51.33
Bill	84283291	06/18/2024		BOOKS	L.4100 · BOOKS	-56.78
Bill	84295477	06/18/2024		BOOKS	L.4100 · BOOKS	-150.35
Bill	84336650	06/18/2024		BOOKS	L.4100 · BOOKS	-57.58
Bill	84357432	06/18/2024		BOOKS	L.4100 · BOOKS	-47.43
Bill	84365105	06/18/2024		BOOKS	L.4100 · BOOKS	-27.99
Bill	84365233	06/18/2024		BOOKS	L.4100 · BOOKS	-30.39
Bill	84394452	06/18/2024		BOOKS	L.4100 · BOOKS	-79.18
Bill	84439480	06/18/2024		BOOKS	L.4100 · BOOKS	-59.18
TOTAL						-758.65
<b>Bill Pmt -Che...</b>	<b>14053</b>	<b>06/18/2024</b>	<b>CENTER POINT PUBLISHING</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	2093868	06/18/2024		BOOKS	L.4100 · BOOKS	-25.97
TOTAL						-25.97
<b>Bill Pmt -Che...</b>	<b>14054</b>	<b>06/18/2024</b>	<b>CHRIST, LINDSAY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		NYA - PIZZA FOR RETRO GAME NIGHT 6/8/24	L4290NY · NESCONSET ...	-72.20
TOTAL						-72.20
<b>Bill Pmt -Che...</b>	<b>14055</b>	<b>06/18/2024</b>	<b>CONTEGNI, NANCY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP	L.4290T · TRIPS	-160.00
TOTAL						-160.00
<b>Bill Pmt -Che...</b>	<b>14056</b>	<b>06/18/2024</b>	<b>CROSS SOUND FERRY SERVICE...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	8/16/24 P...	06/18/2024		T - LIGHTHOUSE CRUISE 8/16/24 PO#17862 PAID IN F...	L.4290T · TRIPS	-1,300.50
TOTAL						-1,300.50

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14057</b>	<b>06/18/2024</b>	<b>D'ANDREA, MARIA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KA - DO YOU DREAM 5/30/24	L4290KA · KINGS PARK ...	-200.00
TOTAL						-200.00
<b>Bill Pmt -Che...</b>	<b>14058</b>	<b>06/18/2024</b>	<b>DAMATO, RITA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		PROGRAM REFUND TASTY HOLIDAY GATHERING	L.27701 · Program Income	-10.00
TOTAL						-10.00
<b>Bill Pmt -Che...</b>	<b>14060</b>	<b>06/18/2024</b>	<b>DASNY (DORM AUTHORITY STA...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	2ND HALF...	06/18/2024		2024 ADMINISTRATIVE FEE RPO#17128	L.4370 · PROFESSIONA...	-1,026.00
TOTAL						-1,026.00
<b>Bill Pmt -Che...</b>	<b>14061</b>	<b>06/18/2024</b>	<b>DELANEY, JULIE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LI LIBRARY CONFERENCE TICKET 5/9/24 MILEAGE TO SCLS & LILC	L.4291 · STAFF DEVELO... L.4350 · TRAVEL	-80.00 -46.46
TOTAL						-126.46
<b>Bill Pmt -Che...</b>	<b>14062</b>	<b>06/18/2024</b>	<b>DENAPOLI, CHRISTINA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KYA - PROGRAM REFUND (GEOMETRY)	L.27701 · Program Income	-15.00
TOTAL						-15.00
<b>Bill Pmt -Che...</b>	<b>14063</b>	<b>06/18/2024</b>	<b>DEYO, KATHLEEN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		CA - CHINESE BRUSHWORK PAINTING 5/31/24	L4290CA · COMMACK A...	-330.00
TOTAL						-330.00



**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14064</b>	<b>06/18/2024</b>	<b>EARLE, APRIL</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		NA - ONE-ON-ONE GENEALOGY RESEARCH 6/8/24	L4290NA · NESCONSET ...	-75.00
TOTAL						-75.00
<b>Bill Pmt -Che...</b>	<b>14065</b>	<b>06/18/2024</b>	<b>EAST ISLIP LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	804159	06/18/2024		L&P TO EAST ISLIP LIB PATRON D.DURSTON	L.4110 · LOST AND PAID	-18.00
TOTAL						-18.00
<b>Bill Pmt -Che...</b>	<b>14066</b>	<b>06/18/2024</b>	<b>EBSCO SUBSCRIPTION SERVIC...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	2402738	06/18/2024		S - LIBRARY JOURNAL SUBSCRIPTION 8/24-7/25	L.4130 · PERIODICALS	-419.74
TOTAL						-419.74
<b>Bill Pmt -Che...</b>	<b>14067</b>	<b>06/18/2024</b>	<b>EDDIE'S POWER EQUIPMENT, I...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	59475	06/18/2024		MOWER WHEEL PO#17607	L.4520 · BUILDING REPA...	-76.99
TOTAL						-76.99
<b>Bill Pmt -Che...</b>	<b>14068</b>	<b>06/18/2024</b>	<b>FERREIRA, GINA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		INTER BUILDING TRAVEL 3/9-5/24	L.4350 · TRAVEL	-78.12
TOTAL						-78.12
<b>Bill Pmt -Che...</b>	<b>14069</b>	<b>06/18/2024</b>	<b>FIDELE CONSTRUCTION, INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	20240040	06/18/2024		C - WAINSCOTING & MOLDING IN RECEPTION AREA ...	L.2100 · OTHER CAPITA...	-4,945.00
TOTAL						-4,945.00

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14070</b>	<b>06/18/2024</b>	<b>FUN EXPRESS LLC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	73105781...	06/18/2024		SAND ART NECKLACES, PAINT SET, CRAFT KITS, TA...	L.4290S · SUMMER REA...	-114.01
Bill	73127496...	06/18/2024		NJ - STREAMERS, MAGNETS, TOTE BAGS, STICKER...	L4290NJ · NESCONSET ...	-247.41
Bill	73136444...	06/18/2024		F - HALLOWEEN ERASERS & STICKERS PO#17640	L.4290F · Friday Night Pr...	-9.88
				SJ - HALLOWEEN MASKS, STICKERS, FRAMES PO#1...	L4290SJ · SMITHTOWN ...	-154.08
TOTAL						-525.38
<b>Bill Pmt -Che...</b>	<b>14071</b>	<b>06/18/2024</b>	<b>GALLOGLY, TERESA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP	L.4290T · TRIPS	-160.00
TOTAL						-160.00
<b>Bill Pmt -Che...</b>	<b>14072</b>	<b>06/18/2024</b>	<b>GIAMBALVO, MINDY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KA - TAI CHI 5/7-6/4/24	L4290KA · KINGS PARK ...	-200.00
TOTAL						-200.00
<b>Bill Pmt -Che...</b>	<b>14073</b>	<b>06/18/2024</b>	<b>GRAINGER, W.W.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	9110540649	06/18/2024		BATTERIES PO#17563	L.4520 · BUILDING REPA...	-31.68
Bill	9131193063	06/18/2024		HAND SOAP, CHANGING TABLE PADS PO#17631	L.4510 · CUSTODIAL SU...	-200.52
TOTAL						-232.20
<b>Bill Pmt -Che...</b>	<b>14074</b>	<b>06/18/2024</b>	<b>GREBOSZ, DONNA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP (2)	L.4290T · TRIPS	-320.00
TOTAL						-320.00
<b>Bill Pmt -Che...</b>	<b>14075</b>	<b>06/18/2024</b>	<b>GXC INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	1994	06/18/2024		SCKN - PROTECTIVE SERVICES 5/2-5/15/24 RPO# 17...	L.4375 · PROFESSIONA...	-16,914.23
Bill	242068	06/18/2024		SCKN - PROTECTIVE SERVICES 5/16-5/29/24 RPO# 1...	L.4375 · PROFESSIONA...	-15,490.39
TOTAL						-32,404.62

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14076</b>	<b>06/18/2024</b>	<b>HAMPTON BAYS PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	809824	06/18/2024		L&P TO HAMPTON BAYS LIB PATRON A.TENERELLI	L.4110 · LOST AND PAID	-29.99
TOTAL						-29.99
<b>Bill Pmt -Che...</b>	<b>14077</b>	<b>06/18/2024</b>	<b>HARBORFIELDS PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	800838	06/18/2024		L&P TO HARBORFIELD LIB PATRON C.ROBINSON	L.4110 · LOST AND PAID	-19.95
TOTAL						-19.95
<b>Bill Pmt -Che...</b>	<b>14078</b>	<b>06/18/2024</b>	<b>HEFT, DEBRA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		NA - PROGRAM REFUND EMPANADAS WITH MARIA	L.27701 · Program Income	-10.00
TOTAL						-10.00
<b>Bill Pmt -Che...</b>	<b>14079</b>	<b>06/18/2024</b>	<b>HELMLE, NANJI</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LILC CONFERENCE REGISTRATION 5/9/24 MILEAGE - NURSING HOME VISITS & LILC CONFERE...	L.4291 · STAFF DEVELO... L.4350 · TRAVEL	-80.00 -28.81
TOTAL						-108.81
<b>Bill Pmt -Che...</b>	<b>14080</b>	<b>06/18/2024</b>	<b>HEWLETT-PACKARD (PRINT SU...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	91085164...	06/18/2024		SCKN - PRINT SERVICES 5/1-5/31/24	L.4520 · BUILDING REPA...	-1,585.79
TOTAL						-1,585.79
<b>Bill Pmt -Che...</b>	<b>14081</b>	<b>06/18/2024</b>	<b>HOME DEPOT CREDIT SERVICES</b>	<b>6035-3220-0456-1233</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	STATEME...	06/18/2024		KJ - GARDEN CARE PRODUCT PO#17572 ALL - GARDEN CARE PRODUCTS PO#17602 WINDSHIELD WIPERS (BLUE VAN) PO#17602 POTTING SOIL PO#17600 MISC. SUPPLIES PO#17135	L4290KJ · KINGS PARK ... L.42901 · All Abilities L.4370 · PROFESSIONA... L.4300 · OFFICE AND LI... L.4520 · BUILDING REPA...	-125.88 -155.85 -32.96 -50.91 -420.24
TOTAL						-785.84

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14082</b>	<b>06/18/2024</b>	<b>HONICKMAN, JENNIFER</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LI LIBRARY CONFERENCE TICKET 5/9/24	L.4291 · STAFF DEVELO...	-80.00
TOTAL						-80.00
<b>Bill Pmt -Che...</b>	<b>14083</b>	<b>06/18/2024</b>	<b>HUNTINGTON PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	808066	06/18/2024		L&P TO HUNTINGTON LIB PATRON P.DIMEO STAYNE	L.4110 · LOST AND PAID	-25.99
TOTAL						-25.99
<b>Bill Pmt -Che...</b>	<b>14084</b>	<b>06/18/2024</b>	<b>INGRAM LIBRARY SERVICES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	63065467	06/18/2024		BOOKS	L.4100 · BOOKS	-203.07
Bill	63069897	06/18/2024		BOOKS	L.4100 · BOOKS	-86.25
Bill	67712594	06/18/2024		BOOKS	L.4100 · BOOKS	-71.88
Bill	67716819	06/18/2024		BOOKS	L.4100 · BOOKS	-17.97
TOTAL						-379.17
<b>Bill Pmt -Che...</b>	<b>14085</b>	<b>06/18/2024</b>	<b>IRON MOUNTAIN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	JLCB934	06/18/2024		SCKN - DOCUMENT STORAGE 5/1-5/31/24	L.4520 · BUILDING REPA...	-376.67
Bill	JMKL622	06/18/2024		SCKN - DOCUMENT STORAGE 6/1-6/31/24	L.4520 · BUILDING REPA...	-376.67
TOTAL						-753.34
<b>Bill Pmt -Che...</b>	<b>14086</b>	<b>06/18/2024</b>	<b>KELLER, JENNIFER</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		SYA - GLOBAL HISTORY REGENTS (2 SESSIONS) 6/1...	L4290SY · SMITHTOWN ...	-600.00
TOTAL						-600.00
<b>Bill Pmt -Che...</b>	<b>14087</b>	<b>06/18/2024</b>	<b>KMS NATIVE PLANTS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		NA - WANT BUTTERFLIES? YOU NEED HOST PLANTS...	L4290NA · NESCONSET ...	-200.00
TOTAL						-200.00

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14088</b>	<b>06/18/2024</b>	<b>LAKESHORE LEARNING MATERI...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	52369705...	06/18/2024		SJ - PUPPETS, PUPPET TREE PO#17606	L4290SJ · SMITHTOWN ...	-180.34
Bill	54289105...	06/18/2024		CJ - SAND & WATER TABLE PO#17637	L4290CJ · COMMACK JU...	-608.64
TOTAL						-788.98
<b>Bill Pmt -Che...</b>	<b>14089</b>	<b>06/18/2024</b>	<b>LALLY, DINA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		INTERBUILDING TRAVEL, NEWSLETTER DELIVERY 1...	L.4350 · TRAVEL	-94.53
TOTAL						-94.53
<b>Bill Pmt -Che...</b>	<b>14090</b>	<b>06/18/2024</b>	<b>LEAF</b>	<b>contract #100-2087037-002</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	16609624 ...	06/18/2024		SCKN - COPIER LEASE MAY 2024 RPO#17138	L.4520 · BUILDING REPA...	-1,087.84
TOTAL						-1,087.84
<b>Bill Pmt -Che...</b>	<b>14091</b>	<b>06/18/2024</b>	<b>LENA, JOSEPH</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		SYA - EARTH SCIENCE REGENTS 6/12/24 (2 SESSION...	L4290SY · SMITHTOWN ...	-600.00
TOTAL						-600.00
<b>Bill Pmt -Che...</b>	<b>14092</b>	<b>06/18/2024</b>	<b>LENTINO, AMANDA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		MILEAGE NURSING HOME VISITS 5/1-5/14/24	L.4350 · TRAVEL	-24.92
TOTAL						-24.92
<b>Bill Pmt -Che...</b>	<b>14093</b>	<b>06/18/2024</b>	<b>LIBRARY MARKET</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	3361	06/18/2024		ANNUAL HOSTING & MAINTENANCE FEE	L.43202 · Software Servic...	-4,850.00
				LIBRARY CALENDAR ANNUAL SUBSCRIPTION	L.43202 · Software Servic...	-3,000.00
TOTAL						-7,850.00

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14094</b>	<b>06/18/2024</b>	<b>LOCICERO, DOLORES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP	L.4290T · TRIPS	-160.00
TOTAL						-160.00
<b>Bill Pmt -Che...</b>	<b>14095</b>	<b>06/18/2024</b>	<b>LUCAS COLOR CARD</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	70104	06/18/2024		LIBRARY CARDS - SMHTOWN & NESCONSET ADUL ...	L.4300 · OFFICE AND LI...	-2,150.96
TOTAL						-2,150.96
<b>Bill Pmt -Che...</b>	<b>14096</b>	<b>06/18/2024</b>	<b>LUSAK, ROBERT - PETTY CASH</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KJ - COOKIES	L4290KJ · KINGS PARK ...	-12.43
				NJ - MARSHMALLOWS	L4290NJ · NESCONSET ...	-8.38
				SRP - KJ - BEACH BALLS	L.4290S · SUMMER REA...	-4.00
				SRP - CYA - VINYL	L.4290S · SUMMER REA...	-12.99
				SA - FIGURES, STAKES, PARCHMENT PAPER	L4290SA · SMITHTOWN ...	-6.25
				F - COOKIES & CHIPS	L.4290F · Friday Night Pr...	-12.09
				T- BUS TRIP GRATUITIES	L.4290T · TRIPS	-200.00
				LAUNDRY 5/25, 6/8/24	L.4510 · CUSTODIAL SU...	-13.75
				WATER BOTTLES	L.4291 · STAFF DEVELO...	-7.69
				HOSE	L.4520 · BUILDING REPA...	-4.44
				PLANT SAUCER	L.4300 · OFFICE AND LI...	-9.98
TOTAL						-292.00
<b>Bill Pmt -Che...</b>	<b>14097</b>	<b>06/18/2024</b>	<b>LYNCH, RYAN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		SYA - ALGEBRA 1 REGENTS REVIEW 5/30/24 2 SESSI...	L4290SY · SMITHTOWN ...	-600.00
TOTAL						-600.00
<b>Bill Pmt -Che...</b>	<b>14098</b>	<b>06/18/2024</b>	<b>MAJESTIC SYSTEMS INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	24-128628	06/18/2024		LIGHT REPAIR PO#17636	L.4520 · BUILDING REPA...	-250.00
TOTAL						-250.00

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14099</b>	<b>06/18/2024</b>	<b>MANAGED TECHNOLOGY, INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	40674	06/18/2024		OFFSITE BACKUP STORAGE 6/2024-5/2025 PO#17657	L.43202 · Software Servic...	-4,020.00
Bill	40551	06/18/2024		SCKN - MONTHLY SUPPORT JUNE 2024	L.43202 · Software Servic...	-825.00
TOTAL						-4,845.00
<b>Bill Pmt -Che...</b>	<b>14100</b>	<b>06/18/2024</b>	<b>MASTICS-MORICHES-SHIRLEY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	803755	06/18/2024		L&P TO MASTIC BEACH LIB PATRON E.TROISE	L.4110 · LOST AND PAID	-18.99
TOTAL						-18.99
<b>Bill Pmt -Che...</b>	<b>14101</b>	<b>06/18/2024</b>	<b>MIDWEST TAPE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VARIOUS ...	06/18/2024		RECORDINGS	L.4120 · RECORDINGS	-5,512.10
Bill	50556075...	06/18/2024		HOOPLA 5/1-5/31/24	L.4150 · ONLINE MATL'S...	-1,664.81
TOTAL						-7,176.91
<b>Bill Pmt -Che...</b>	<b>14102</b>	<b>06/18/2024</b>	<b>MILLER, CAROLANN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		CA - PROGRAM REFUND (CHAIR YOGA)	L.27701 · Program Income	-12.00
TOTAL						-12.00
<b>Bill Pmt -Che...</b>	<b>14103</b>	<b>06/18/2024</b>	<b>MOLONEY, MARGARET</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		SJ - DONUTS FOR PROGRAM	L4290SJ · SMITHTOWN ...	-44.97
TOTAL						-44.97
<b>Bill Pmt -Che...</b>	<b>14104</b>	<b>06/18/2024</b>	<b>MOSS, LEONARD</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP (2)	L.4290T · TRIPS	-320.00
TOTAL						-320.00

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	14105	06/18/2024	MUHLENBRUCK, BRUCE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		S - PIANO TUNING PO#17315	L.4520 · BUILDING REPA...	-175.00
TOTAL						-175.00
Bill Pmt -Che...	14106	06/18/2024	MY CLASSY BABY		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		KJ - MY FIRST SIGNS PROGRAM 6/6/24 KJ - SIGN & STEM PROGRAM 6/6/24	L4290KJ · KINGS PARK ... L4290KJ · KINGS PARK ...	-125.00 -125.00
TOTAL						-250.00
Bill Pmt -Che...	14107	06/18/2024	NATIONAL GRID-C	56647-97009	L0201.0 · CASH DISBUR...	
Bill	56647-970...	06/18/2024		C - GAS 5/2-6/3/24	L.4500 · FUEL AND UTILI...	-316.86
TOTAL						-316.86
Bill Pmt -Che...	14108	06/18/2024	NAVINS, COLLEEN		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		SYA - PIZZA FOR GROUP-UP GAMERS NIGHT 5/17/24	L4290SY · SMITHTOWN ...	-45.00
TOTAL						-45.00
Bill Pmt -Che...	14109	06/18/2024	NEWSDAY C	30383637	L0201.0 · CASH DISBUR...	
Bill	30383637 ...	06/18/2024		C - NEWSDAY (40 WEEKS) 24.99 PER WEEK	L.4130 · PERIODICALS	-999.60
TOTAL						-999.60
Bill Pmt -Che...	14110	06/18/2024	NYS EMPLOYEES HEALTH INS. (...)	03419	L0201.0 · CASH DISBUR...	
Bill	607 7/24 0...	06/18/2024		EMPLOYEE HEALTH INSURANCE JULY 2024	L.8500 · HOSPITAL/MEDI...	-201,686.81
TOTAL						-201,686.81



**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	14111	06/18/2024	NYS INDUSTRIES FOR THE DISA...		L0201.0 · CASH DISBUR...	
Bill	1053126	06/18/2024		SCKN - DOCUMENT DESTRUCTION 4/4/24 RPO#17141	L.4520 · BUILDING REPA...	-52.68
TOTAL						-52.68
Bill Pmt -Che...	14112	06/18/2024	OCLC, INC.		L0201.0 · CASH DISBUR...	
Bill	1000373028	06/18/2024		MUSEUM KEY SUBSCRIPTION 6/2024-6/2025 PO#17455	L.43202 · Software Servic...	-674.87
TOTAL						-674.87
Bill Pmt -Che...	14113	06/18/2024	OLD WESTBURY GARDENS		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		LIR - OLD WESTBURY GARDENS & SAGAMORE HILL ...	L.4290L · LONG ISLAND ...	-150.00
TOTAL						-150.00
Bill Pmt -Che...	14114	06/18/2024	ORIENTAL TRADING CO.	#3741427	L0201.0 · CASH DISBUR...	
Bill	73136408...	06/18/2024		SJ - STICKERS PO#17641	L4290SJ · SMITHTOWN ...	-66.48
TOTAL						-66.48
Bill Pmt -Che...	14115	06/18/2024	ORRIS, KATHLEEN		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP (2)	L.4290T · TRIPS	-320.00
TOTAL						-320.00
Bill Pmt -Che...	14116	06/18/2024	PROVANTAGE LLC		L0201.0 · CASH DISBUR...	
Bill	9694458	06/18/2024		LABELS PO#17669	L.4300 · OFFICE AND LI...	-217.99
TOTAL						-217.99
Bill Pmt -Che...	14117	06/18/2024	R.C. GLUCK ASSOCIATES LLC		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	06/18/2024		NA - CAREER COUNSELING 6/12/24	L4290NA · NESCONSET ...	-195.00
TOTAL						-195.00

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14118</b>	<b>06/18/2024</b>	<b>REGAL EXTERMINATORS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	374742	06/18/2024		N - BUG EXTERMINATION PO#17624	L.4520 · BUILDING REPA...	-150.00
TOTAL						-150.00
<b>Bill Pmt -Che...</b>	<b>14119</b>	<b>06/18/2024</b>	<b>RINGCENTRAL INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	CD_00082...	06/18/2024		SCKN - CLOUD SERVICE 5/29-6/28/24	L.4311 · TELECOMMUNI...	-2,362.65
TOTAL						-2,362.65
<b>Bill Pmt -Che...</b>	<b>14120</b>	<b>06/18/2024</b>	<b>RODGERS, MICHAEL</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		SA - HISTORY OF BELMONT 6/3/24	L4290SA · SMITHTOWN ...	-200.00
TOTAL						-200.00
<b>Bill Pmt -Che...</b>	<b>14121</b>	<b>06/18/2024</b>	<b>ROGERS MEMORIAL LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	809891	06/18/2024		L&P TO ROGERS MEMORIAL LIB PATRON L.NAPPI	L.4110 · LOST AND PAID	-12.99
TOTAL						-12.99
<b>Bill Pmt -Che...</b>	<b>14122</b>	<b>06/18/2024</b>	<b>ROMEO, SUSAN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		NA - PROGRAM REFUND EMPANADAS WITH MARIA	L.27701 · Program Income	-10.00
TOTAL						-10.00
<b>Bill Pmt -Che...</b>	<b>14123</b>	<b>06/18/2024</b>	<b>RONCO PAPER PRODUCTS COR...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	280171	06/18/2024		TISSUES, TOILET PAPER, TRASH BAGS PO#17630	L.4510 · CUSTODIAL SU...	-317.49
Bill	280170	06/18/2024		TOILET PAPER, TRASH BAGS, TISSUES PO#17627	L.4510 · CUSTODIAL SU...	-232.57
Bill	280169	06/18/2024		PAPER TOWELS, TOILET PAPER, TISSUES, PLASTIC ...	L.4510 · CUSTODIAL SU...	-294.37
Bill	280586	06/18/2024		WET MOPS PO#17630	L.4510 · CUSTODIAL SU...	-140.40
TOTAL						-984.83

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14124</b>	<b>06/18/2024</b>	<b>ROSENBERG, HOWARD</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		CA - UNSUNG HEROES - WW II 6/6/24	L4290CA · COMMACK A...	-150.00
TOTAL						-150.00
<b>Bill Pmt -Che...</b>	<b>14125</b>	<b>06/18/2024</b>	<b>ROSENZWEIG, ARI M.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		CYA - DUNGEONS & DRAGONS 1/10-5/6/24	L4290CY · COMMACK Y...	-250.00
Bill	VOUCHER	06/18/2024		CYA - ALGEBRA 1 REGENTS REVIEW 5/28/24	L4290CY · COMMACK Y...	-300.00
TOTAL						-550.00
<b>Bill Pmt -Che...</b>	<b>14126</b>	<b>06/18/2024</b>	<b>ROTARY CLUB OF SMITHTOWN ...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	53	06/18/2024		MEMBERSHIP RENEWAL R.LUSAK 7/1/24-6/30/24 PO#...	L.4380 · MEMBERSHIP D...	-250.00
TOTAL						-250.00
<b>Bill Pmt -Che...</b>	<b>14127</b>	<b>06/18/2024</b>	<b>SALOMON, ANDREW</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LI LIBRARY CONFERENCE TICKET 5/9/24	L.4291 · STAFF DEVELO...	-80.00
				MILEAGE REIMBURSEMENT MEETINGS	L.4350 · TRAVEL	-88.68
TOTAL						-168.68
<b>Bill Pmt -Che...</b>	<b>14128</b>	<b>06/18/2024</b>	<b>SAMUELS, MAUREEN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP	L.4290T · TRIPS	-160.00
TOTAL						-160.00
<b>Bill Pmt -Che...</b>	<b>14129</b>	<b>06/18/2024</b>	<b>SAYVILLE LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	814521	06/18/2024		L&P TO SAYVILLE LIB PATRON S.TURSI	L.4110 · LOST AND PAID	-16.79
TOTAL						-16.79

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14130</b>	<b>06/18/2024</b>	<b>SCARIZA, ROSALIE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP	L.4290T · TRIPS	-160.00
TOTAL						-160.00
<b>Bill Pmt -Che...</b>	<b>14131</b>	<b>06/18/2024</b>	<b>SCHICK, BETTE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		CA - PROGRAM REFUND (CHAIR YOGA)	L.27701 · Program Income	-12.00
TOTAL						-12.00
<b>Bill Pmt -Che...</b>	<b>14132</b>	<b>06/18/2024</b>	<b>SCLS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	92363	06/18/2024		S - OVERDUES MAILED MAY 2024	L.4330 · POSTAGE AND ...	-65.28
Bill	92362	06/18/2024		C - OVERDUES MAILED MAY 2024	L.4330 · POSTAGE AND ...	-21.76
Bill	92364	06/18/2024		K - OVERDUES MAILED MAY 2024	L.4330 · POSTAGE AND ...	-47.36
Bill	92365	06/18/2024		N - OVERDUES MAILED MAY 2024	L.4330 · POSTAGE AND ...	-25.60
Bill	92256	06/18/2024		AQUARIUM TICKETS (400) PO#17560	L.42904 · Ticket Transacti...	-10,800.00
TOTAL						-10,960.00
<b>Bill Pmt -Che...</b>	<b>14133</b>	<b>06/18/2024</b>	<b>SCOTT-EDWARDS, NICOLE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		CYA - CHEMISTRY REGENTS 6/12/24	L4290CY · COMMACK Y...	-300.00
TOTAL						-300.00
<b>Bill Pmt -Che...</b>	<b>14134</b>	<b>06/18/2024</b>	<b>SOUTH SHORE ELECTRIC, INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	8025	06/18/2024		S - BALLASTS & BULBS RPO#17147	L.4520 · BUILDING REPA...	-450.00
Bill	8027	06/18/2024		C - WIRING & BALLASTS RPO#17147	L.4520 · BUILDING REPA...	-450.00
Bill	8026	06/18/2024		K - BALLASTS RPO#17147	L.4520 · BUILDING REPA...	-240.00
Bill	8024	06/18/2024		N - BALLASTS & BULBS RPO#17147	L.4520 · BUILDING REPA...	-660.00
TOTAL						-1,800.00
<b>Bill Pmt -Che...</b>	<b>14135</b>	<b>06/18/2024</b>	<b>SPECHT, RICHARD</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KYA - LIVING ENVIRONMENT REGENTS 6/12/24	L4290KY · KINGS PARK ...	-300.00
TOTAL						-300.00

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14136</b>	<b>06/18/2024</b>	<b>SPOLANSKY, GARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		SA - THE POWER IS YOU 5/30/24	L4290SA · SMITHTOWN ...	-100.00
TOTAL						-100.00
<b>Bill Pmt -Che...</b>	<b>14137</b>	<b>06/18/2024</b>	<b>STAPLES BUSINESS ADVANTAGE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	7000617944	06/18/2024		BROCHURE HOLDERS, TAPE, PENCILS, PAPER PO#1...	L.4300 · OFFICE AND LI...	-64.10
TOTAL						-64.10
<b>Bill Pmt -Che...</b>	<b>14138</b>	<b>06/18/2024</b>	<b>STERLING NA (PREV STAR)</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	180150	06/18/2024		SCKN - NEWSLETTER JUNE 2024 RPO#17258	L.4340 · PRINTING	-1,550.00
TOTAL						-1,550.00
<b>Bill Pmt -Che...</b>	<b>14139</b>	<b>06/18/2024</b>	<b>SUFFOLK COUNTY WATER AUT...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	30005827...	06/18/2024		N - WATER 3/6-6/4/24	L.4500 · FUEL AND UTILI...	-319.91
TOTAL						-319.91
<b>Bill Pmt -Che...</b>	<b>14140</b>	<b>06/18/2024</b>	<b>SUMMERS, PATRICIA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		KA - TRAVEL CLUB 6/12/24	L4290KA · KINGS PARK ...	-175.00
TOTAL						-175.00
<b>Bill Pmt -Che...</b>	<b>14141</b>	<b>06/18/2024</b>	<b>TOSHIBA BUSINESS SOLUTIONS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	5962589	06/18/2024		PRINT ALLOWANCE 5/27-6/26/24 RPO#17150	L.4520 · BUILDING REPA...	-159.22
Bill	5957585	06/18/2024		MAINTENANCE CHARGE 5/7-6/6/24 RPO#17150	L.4520 · BUILDING REPA...	-34.00
TOTAL						-193.22

**THE SMITHTOWN LIBRARY -L FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>14142</b>	<b>06/18/2024</b>	<b>TOWN OF SMITHTOWN GENERA...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	1320-0624...	06/18/2024		S - SOLID WASTE DISPOSAL JUNE 2024	L.4520 · BUILDING REPA...	-256.33
Bill	2443-0624...	06/18/2024		C - SOLID WASTE DISPOSAL JUNE 2024	L.4520 · BUILDING REPA...	-128.16
Bill	0464-0624...	06/18/2024		K - SOLID WASTE DISPOSAL JUNE 2024	L.4520 · BUILDING REPA...	-128.16
Bill	1978-0624...	06/18/2024		N - SOLID WASTE DISPOSAL JUNE 2024	L.4520 · BUILDING REPA...	-128.16
TOTAL						-640.81
<b>Bill Pmt -Che...</b>	<b>14143</b>	<b>06/18/2024</b>	<b>TULLY, KAREN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		T - PROGRAM REFUND STORM KING BUS TRIP (2)	L.4290T · TRIPS	-320.00
TOTAL						-320.00
<b>Bill Pmt -Che...</b>	<b>14144</b>	<b>06/18/2024</b>	<b>UPRIGHT ASSOCIATES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	14793	06/18/2024		S - FIRE SPRINKLER QUARTERLY INSPECTION RPO#...	L.4520 · BUILDING REPA...	-125.00
Bill	14783	06/18/2024		C - FIRE SPRINKLER QUARTERLY INSPECTION RPO#...	L.4520 · BUILDING REPA...	-125.00
Bill	14798	06/18/2024		K - FIRE SPRINKLER QUARTERLY INSPECTION RPO#...	L.4520 · BUILDING REPA...	-125.00
Bill	14788	06/18/2024		N - FIRE SPRINKLER QUARTERLY INSPECTION RPO#...	L.4520 · BUILDING REPA...	-125.00
TOTAL						-500.00
<b>Bill Pmt -Che...</b>	<b>14145</b>	<b>06/18/2024</b>	<b>WINTERS BROS. HAULNG OF L...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	3912573 S...	06/18/2024		S - GARBAGE PICKUP JUNE 2024	L.4520 · BUILDING REPA...	-171.00
Bill	3912967 C...	06/18/2024		C - GARBAGE PICKUP JUNE 2024	L.4520 · BUILDING REPA...	-100.00
Bill	3912968 K...	06/18/2024		K - GARBAGE PICKUP JUNE 2024	L.4520 · BUILDING REPA...	-103.00
Bill	3917586 N...	06/18/2024		N - GARBAGE PICKUP JUNE 2024	L.4520 · BUILDING REPA...	-123.75
TOTAL						-497.75
<b>Bill Pmt -Che...</b>	<b>14146</b>	<b>06/18/2024</b>	<b>WORLOW, SHEILA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	06/18/2024		LI LIBRARY CONFERENCE TICKET 5/9/24	L.4291 · STAFF DEVELO...	-80.00
				MILEAGE LILC	L.4350 · TRAVEL	-11.15
Bill	VOUCHER	06/18/2024		MILEAGE TO SCLS 5/22/24	L.4350 · TRAVEL	-16.59
TOTAL						-107.74

**THE SMITHTOWN LIBRARY - M FUND**  
**JUNE 2024**  
 June 18, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -...</b>	<b>1142</b>	<b>06/18/2024</b>	<b>ADWAR VIDEO</b>		<b>M.0201 · CASH DISBURSEMEN...</b>	
Bill	99190	06/18/2024		S - SYSTEM MODIFICATIONS FOR 2 MEE...	M.2100 · OTHER CAPITAL	-1,550.00
TOTAL						-1,550.00
<b>Bill Pmt -...</b>	<b>1143</b>	<b>06/18/2024</b>	<b>AMERICAN EXPRESS</b>		<b>M.0201 · CASH DISBURSEMEN...</b>	
Bill	STATEMEN...	06/18/2024		MUSEUM PASS PO#M-161	M.4300 · MISC DONATION	-400.00
TOTAL						-400.00

FT PR# 11 Dated 5/24/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024      Run Number: 167		<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	71	\$0.00	\$141,159.60
<b>Totals:</b>				<b>71</b>	<b>\$0.00</b>	<b>\$141,159.60</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$64,177.93
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	\$430.98
<b>Totals:</b>					<b>\$0.00</b>	<b>\$64,608.91</b>
<b>Total ACH Debit:</b>						<b>\$205,768.51</b>
						<b>Impound Date: 5/23/2024</b>
<b>Total Payroll Funding (all items):</b>						<b>\$205,768.51</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	68
Direct Deposits	\$141,159.60	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$141,159.60</b>	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	68
Total Taxes	\$64,177.93	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
<b>**** Total Payroll</b>	<b>\$205,337.53</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (71)	\$141,159.60	Vouchers (Direct Deposit)	68	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>\$205,337.53</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	68
				Zero Net Checks	0	Active Employees this Month	68
						Employees with W2 Data	69
						Active Employees Not Paid	0

FT - 205,768.51 +  
 PT - 63,324.03 +  
 Total - 269,092.54 \*

O.I.C. RZ  
 13 May 24



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

	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	193,003.26	23,297.49	387,416.03	46,905.96	773,940.15	93,968.83	2,183,878.51	271,682.33
MED EE (1.450000%)	203,741.13	2,954.19	408,978.81	5,930.17	817,140.41	11,848.47	2,298,154.75	33,323.19
MED ER (1.450000%)	203,741.13	2,954.19	408,978.81	5,930.17	817,140.41	11,848.47	2,298,154.75	33,323.19
SOC SEC EE (6.200000%)	203,741.13	12,631.93	408,978.81	25,356.69	817,140.41	50,662.71	2,298,154.75	142,485.62
SOC SEC ER (6.200000%)	203,741.13	12,631.93	408,978.81	25,356.69	817,140.41	50,662.71	2,298,154.75	142,485.62
<b>Total Federal Deposits</b>		<b>54,469.73</b>		<b>109,479.68</b>		<b>218,991.19</b>		<b>623,299.95</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	196,114.90	9,708.20	393,726.35	19,499.24	786,615.29	38,995.65	2,216,076.54	113,479.20
<b>Total State/Local Employee Tax</b>		<b>9,708.20</b>		<b>19,499.24</b>		<b>38,995.65</b>		<b>113,479.20</b>
<b>Total Taxes</b>		<b>64,177.93</b>		<b>128,978.92</b>		<b>257,986.84</b>		<b>736,779.15</b>

<b>Client ID:</b> 21SSL - Smithtown Soecial Librarv District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024      Run Number: 167		<b>Payroll Type:</b> Regular Payroll

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

Employer Tax	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	203,741.13	2,954.19	408,978.81	5,930.17	817,140.41	11,848.47	2,298,154.75	33,323.19
SOC SEC ER (6.200000%)	203,741.13	12,631.93	408,978.81	25,356.69	817,140.41	50,662.71	2,298,154.75	142,485.62
<b>Total Employer Tax</b>		<b>15,586.12</b>		<b>31,286.86</b>		<b>62,511.18</b>		<b>175,808.81</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	42.50	2,670.65	118.50	7,469.07	241.50	15,313.44	661.00	42,297.78
Holiday	0.00	0.00	0.00	0.00	0.00	0.00	1,966.06	89,885.02
Regular	4,169.43	187,172.35	8,110.40	361,923.94	16,059.71	716,975.34	41,410.65	1,860,758.42
Sick	134.95	5,870.63	274.70	11,939.07	618.88	27,877.94	2,391.96	110,703.59
Vacation	231.75	10,335.93	717.58	35,034.36	1,536.81	75,117.71	3,072.99	142,670.23
Personal	36.62	1,621.41	62.49	2,825.47	119.87	5,452.39	480.80	21,767.91
Comp Time	60.27	2,749.18	205.73	9,209.86	442.41	19,583.39	1,228.52	56,123.61
Call Back	0.00	0.00	0.00	0.00	0.00	0.00	10.00	444.01
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	5.00	212.90
Stipend	0.00	0.00	0.00	0.00	0.00	1,300.00	0.00	2,600.00
NYS CP	0.00	0.00	0.00	0.00	0.00	0.00	280.75	13,126.59
Travel	1.88	101.50	3.00	150.01	7.72	367.41	22.67	1,004.19
Union Hours	0.00	0.00	2.50	105.64	2.50	105.64	3.50	147.90
Meetings	123.25	6,195.48	139.00	6,868.64	174.50	8,595.07	283.00	14,561.01
Medical Screen	1.85	51.39	4.60	163.57	7.60	327.89	34.10	1,692.05
Overtime Reg	0.00	0.00	0.00	0.00	3.25	201.87	7.25	371.60
Retro Pay	224.00	656.04	224.00	656.04	224.00	656.04	224.00	717.45
Vacation NR	0.00	0.00	0.00	0.00	0.00	0.00	346.87	18,903.10
Snow Day	0.00	0.00	0.00	0.00	0.00	0.00	471.75	20,876.93
Sick NR	0.00	0.00	0.00	0.00	0.00	0.00	626.66	34,150.59
Emergency Close	0.00	0.00	0.00	0.00	0.00	0.00	25.75	1,106.75
<b>Total Earnings</b>	<b>5,026.50</b>	<b>217,424.56</b>	<b>9,862.50</b>	<b>436,345.67</b>	<b>19,438.75</b>	<b>871,874.13</b>	<b>53,553.28</b>	<b>2,434,121.63</b>
<b>Memo Calculations</b>	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Memo Sunday Hours	38.50	0.00	118.00	0.00	237.75	0.00	667.25	0.00
Salary Hours	4,107.78	0.00	7,943.97	0.00	15,768.48	0.00	40,333.86	0.00
<b>Total Memo Calculations</b>	<b>4,146.28</b>	<b>0.00</b>	<b>8,061.97</b>	<b>0.00</b>	<b>16,006.23</b>	<b>0.00</b>	<b>41,001.11</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
Medical Pre-tax		13,663.18		27,326.36		54,652.72		135,764.38
Aflac		20.25		40.50		81.00		202.50
NYS Retirement		3,111.64		6,310.32		12,675.14		32,198.03
Retirement Loan		526.00		1,052.00		2,104.00		5,868.00

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

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

	----- CURRENT -----	----- MTD -----	----- QTD -----	----- YTD -----
AXA Equitable	2,698.00	5,396.00	10,792.00	27,928.00
CSEA Benefit Fd	402.00	804.00	1,602.00	4,296.00
NYS Def Comp	4,708.23	9,416.46	18,853.12	51,730.21
CSEA Ins	59.90	119.80	239.60	658.90
Disability	218.50	437.00	869.25	2,156.50
CSEA Dues	1,944.08	3,888.16	7,743.25	21,021.84
Retire Arrears	60.93	121.86	243.72	711.10
Pearl Carroll	40.44	80.88	161.76	444.83
Met Life	220.00	440.00	880.00	2,420.00
<b>Total Deductions</b>	<b>27,673.15</b>	<b>55,433.34</b>	<b>110,897.56</b>	<b>285,400.29</b>

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

O.C. RL  
13 May 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	13.00	656.57	34.00	1,734.94	73.00	3,629.45	198.00	9,934.05
Holiday							714.63	25,375.63
Regular	1,619.89	56,990.59	3,209.36	112,089.91	6,387.52	223,563.67	15,886.33	556,485.77
Sick	57.75	2,003.86	121.00	4,298.16	185.62	6,377.69	871.09	32,573.68
Vacation	91.50	3,344.38	194.33	7,786.16	417.33	16,206.16	992.94	36,364.34
Personal	10.98	375.32	18.18	638.90	40.93	1,429.30	178.61	6,666.18
Comp Time	38.03	1,350.02	92.03	3,233.87	164.43	5,826.67	455.13	16,642.15
Call Back							1.00	62.11
Stipend						700.00		1,400.00
NYS CP							49.75	1,458.97
Travel			0.75	27.06	2.82	101.57	9.42	342.63
Union Hours			2.50	105.64	2.50	105.64	3.50	147.90
Meetings					4.00	125.17	11.50	358.67
Medical Screen	1.85	51.39	1.85	51.39	4.85	215.71	6.85	268.43
Overtime Reg					3.25	201.87	3.25	201.87
Retro Pay	224.00	656.04	224.00	656.04	224.00	656.04	224.00	717.45
Snow Day							167.25	5,829.65
Emergency Close							8.00	213.79
<b>Total Gross Pay:</b>	<b>2,057.00</b>	<b>65,428.17</b>	<b>3,898.00</b>	<b>130,622.07</b>	<b>7,510.25</b>	<b>259,138.94</b>	<b>19,781.25</b>	<b>695,043.27</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,712.37		7,410.23		14,710.81		39,850.93
MED EE		868.19		1,733.02		3,440.39		9,319.94
FEDERAL WH		5,632.17		11,162.65		22,260.61		60,910.47
NEW YORK WH		2,640.96		5,262.61		10,454.54		28,395.64
<b>Total Employee Taxes:</b>		<b>12,853.69</b>		<b>25,568.51</b>		<b>50,866.35</b>		<b>138,476.98</b>
<b>Deductions:</b>								
Medical Pre-tax		5,530.85		11,061.70		21,786.69		52,084.11
Aflac		20.25		40.50		81.00		202.50
NYS Retirement		1,380.96		2,761.96		5,589.72		13,973.59
Retirement Loan		107.00		214.00		428.00		1,177.00
AXA Equitable		700.00		1,400.00		2,800.00		6,200.00
CSEA Benefit Fd		156.00		312.00		618.00		1,614.00
NYS Def Comp		2,554.53		5,109.06		10,238.32		28,039.51
CSEA Ins		59.90		119.80		239.60		658.90
Disability		76.00		152.00		299.25		726.75
CSEA Dues		653.22		1,306.44		2,579.81		6,846.40
Pearl Carroll		24.79		49.58		99.16		272.68
Met Life		120.00		240.00		480.00		1,320.00
<b>Total Deductions:</b>		<b>11,383.50</b>		<b>22,767.04</b>		<b>45,239.55</b>		<b>113,115.44</b>
<b>Netpay:</b>		<b>41,190.98</b>		<b>82,286.52</b>		<b>163,033.04</b>		<b>443,450.85</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,712.37		7,410.23		14,710.81		39,850.93
MED ER		868.19		1,733.02		3,440.39		9,319.94
<b>Total Employer Taxes:</b>		<b>4,580.56</b>		<b>9,143.25</b>		<b>18,151.20</b>		<b>49,170.87</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>LABOR ALLOCATION SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024	Run Number: 167	<b>Payroll Type:</b> Regular Payroll
	Group By: Position Category	

	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	25.00	1,727.65	71.00	4,874.84	146.00	10,251.84	395.50	28,067.28
Holiday							1,160.43	61,456.31
Regular	2,357.54	124,347.76	4,551.29	239,473.25	8,940.44	471,240.27	23,624.47	1,244,863.63
Sick	77.20	3,866.77	144.45	7,333.58	408.01	20,591.63	1,474.87	76,497.02
Vacation	140.25	6,991.55	488.25	25,736.85	1,070.48	56,935.05	2,009.00	103,446.93
Personal	16.14	835.87	34.81	1,776.35	69.44	3,612.87	268.62	13,683.20
Comp Time	20.74	1,334.39	104.20	5,645.42	260.48	13,080.70	730.31	37,860.15
Stipend						600.00		1,200.00
NYS CP							231.00	11,667.62
Travel	1.88	101.50	2.25	122.95	4.90	265.84	12.30	620.53
Meetings	116.25	5,893.21	132.00	6,566.37	163.50	8,167.63	264.50	13,900.07
Medical Screen			2.75	112.18	2.75	112.18	23.25	1,290.72
Vacation NR							346.87	18,903.10
Snow Day							290.50	14,588.36
Sick NR							626.66	34,150.59
Emergency Close							17.75	892.96
<b>Total Gross Pay:</b>	<b>2,755.00</b>	<b>145,098.70</b>	<b>5,531.00</b>	<b>291,641.79</b>	<b>11,066.00</b>	<b>584,858.01</b>	<b>31,476.03</b>	<b>1,663,088.47</b>
<b>Employee Taxes:</b>								
SOC SEC EE		8,512.78		17,115.13		34,307.02		98,132.07
MED EE		1,990.87		4,002.73		8,023.40		22,950.22
FEDERAL WH		16,995.73		34,341.12		68,966.86		203,097.33
NEW YORK WH		6,770.61		13,627.61		27,338.83		81,794.31
<b>Total Employee Taxes:</b>		<b>34,269.99</b>		<b>69,086.59</b>		<b>138,636.11</b>		<b>405,973.93</b>
<b>Deductions:</b>								
Medical Pre-tax		7,795.62		15,591.24		31,519.19		80,313.17
NYS Retirement		1,692.80		3,472.60		6,933.90		17,966.85
Retirement Loan		419.00		838.00		1,676.00		4,691.00
AXA Equitable		1,998.00		3,996.00		7,992.00		21,728.00
CSEA Benefit Fd		228.00		456.00		912.00		2,508.00
NYS Def Comp		2,153.70		4,307.40		8,614.80		23,690.70
Disability		137.75		275.50		551.00		1,382.25
CSEA Dues		1,222.92		2,445.84		4,891.68		13,430.70
Retire Arrears		60.93		121.86		243.72		711.10
Pearl Carroll		15.65		31.30		62.60		172.15
Met Life		100.00		200.00		400.00		1,100.00
<b>Total Deductions:</b>		<b>15,824.37</b>		<b>31,735.74</b>		<b>63,796.89</b>		<b>167,693.92</b>
<b>Netpay:</b>		<b>95,004.34</b>		<b>190,819.46</b>		<b>382,425.01</b>		<b>1,089,420.62</b>
<b>Employer Taxes:</b>								
SOC SEC ER		8,512.78		17,115.13		34,307.02		98,132.07
MED ER		1,990.87		4,002.73		8,023.40		22,950.22
<b>Total Employer Taxes:</b>		<b>10,503.65</b>		<b>21,117.86</b>		<b>42,330.42</b>		<b>121,082.29</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>LABOR ALLOCATION SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024	Run Number: 167	<b>Payroll Type:</b> Regular Payroll
	Group By: Position Category	

	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	13.50	859.29	22.50	1,432.15	67.50	4,296.45
Holiday							70.00	2,674.24
Regular	122.00	4,571.20	209.75	7,835.18	451.75	17,120.20	1,255.35	47,782.24
Sick			9.25	307.33	25.25	908.62	46.00	1,632.89
Vacation			35.00	1,511.35	49.00	1,976.50	71.05	2,858.96
Personal	9.50	410.22	9.50	410.22	9.50	410.22	33.57	1,418.53
Comp Time	1.50	64.77	9.50	330.57	17.50	676.02	43.08	1,621.31
Call Back							9.00	381.90
Snow Removal							5.00	212.90
Travel							0.95	41.03
Meetings	7.00	302.27	7.00	302.27	7.00	302.27	7.00	302.27
Medical Screen							4.00	132.90
Overtime Reg							4.00	169.73
Snow Day							9.00	368.72
<b>Total Gross Pay:</b>	<b>144.50</b>	<b>5,634.89</b>	<b>293.50</b>	<b>11,556.21</b>	<b>582.50</b>	<b>22,825.98</b>	<b>1,625.50</b>	<b>63,894.07</b>
<b>Employee Taxes:</b>								
SOC SEC EE		328.49		674.74		1,331.71		3,752.68
MED EE		76.82		157.80		311.44		877.64
FEDERAL WH		598.91		1,260.83		2,458.64		7,082.34
NEW YORK WH		251.27		518.30		1,020.84		2,889.04
<b>Total Employee Taxes:</b>		<b>1,255.49</b>		<b>2,611.67</b>		<b>5,122.63</b>		<b>14,601.70</b>
<b>Deductions:</b>								
Medical Pre-tax		336.71		673.42		1,346.84		3,367.10
CSEA Benefit Fd		12.00		24.00		48.00		132.00
Disability		4.75		9.50		19.00		47.50
CSEA Dues		67.94		135.88		271.76		744.74
<b>Total Deductions:</b>		<b>421.40</b>		<b>842.80</b>		<b>1,685.60</b>		<b>4,291.34</b>
<b>Netpay:</b>		<b>3,958.00</b>		<b>8,101.74</b>		<b>16,017.75</b>		<b>45,001.03</b>
<b>Employer Taxes:</b>								
SOC SEC ER		328.49		674.74		1,331.71		3,752.68
MED ER		76.82		157.80		311.44		877.64
<b>Total Employer Taxes:</b>		<b>405.31</b>		<b>832.54</b>		<b>1,643.15</b>		<b>4,630.32</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
Regular	70.00	1,262.80	140.00	2,525.60	280.00	5,051.20	466.00	8,406.64
Snow Day							5.00	90.20
<b>Total Gross Pay:</b>	<b>70.00</b>	<b>1,262.80</b>	<b>140.00</b>	<b>2,525.60</b>	<b>280.00</b>	<b>5,051.20</b>	<b>476.00</b>	<b>8,587.04</b>
<b>Employee Taxes:</b>								
SOC SEC EE		78.29		156.59		313.17		532.40
MED EE		18.31		36.62		73.24		124.51
FEDERAL WH		70.68		141.36		282.72		465.92
NEW YORK WH		45.36		90.72		181.44		303.63
<b>Total Employee Taxes:</b>		<b>212.64</b>		<b>425.29</b>		<b>850.57</b>		<b>1,426.46</b>
<b>Deductions:</b>								
NYS Retirement		37.88		75.76		151.52		257.59
CSEA Benefit Fd		6.00		12.00		24.00		42.00
<b>Total Deductions:</b>		<b>43.88</b>		<b>87.76</b>		<b>175.52</b>		<b>299.59</b>
<b>Netpay:</b>		<b>1,006.28</b>		<b>2,012.55</b>		<b>4,025.11</b>		<b>6,860.99</b>
<b>Employer Taxes:</b>								
SOC SEC ER		78.29		156.59		313.17		532.40
MED ER		18.31		36.62		73.24		124.51
<b>Total Employer Taxes:</b>		<b>96.60</b>		<b>193.21</b>		<b>386.41</b>		<b>656.91</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	42.50	2,670.65	118.50	7,469.07	241.50	15,313.44	661.00	42,297.78
Holiday							1,950.06	89,596.38
Regular	4,169.43	187,172.35	8,110.40	361,923.94	16,059.71	716,975.34	41,232.15	1,857,538.28
Sick	134.95	5,870.63	274.70	11,939.07	618.88	27,877.94	2,391.96	110,703.59
Vacation	231.75	10,335.93	717.58	35,034.36	1,536.81	75,117.71	3,072.99	142,670.23
Personal	36.62	1,621.41	62.49	2,825.47	119.87	5,452.39	480.80	21,767.91
Comp Time	60.27	2,749.18	205.73	9,209.86	442.41	19,583.39	1,228.52	56,123.61
Call Back							10.00	444.01
Snow Removal							5.00	212.90
Stipend						1,300.00		2,600.00
NYS CP							280.75	13,126.59
Travel	1.88	101.50	3.00	150.01	7.72	367.41	22.67	1,004.19
Union Hours			2.50	105.64	2.50	105.64	3.50	147.90
Meetings	123.25	6,195.48	139.00	6,868.64	174.50	8,595.07	283.00	14,561.01
Medical Screen	1.85	51.39	4.60	163.57	7.60	327.89	34.10	1,692.05
Overtime Reg					3.25	201.87	7.25	371.60
Retro Pay	224.00	656.04	224.00	656.04	224.00	656.04	224.00	717.45
Vacation NR							346.87	18,903.10
Snow Day							471.75	20,876.93
Sick NR							626.66	34,150.59
Emergency Close							25.75	1,106.75
<b>Total Gross Pay:</b>	<b>5,026.50</b>	<b>217,424.56</b>	<b>9,862.50</b>	<b>436,345.67</b>	<b>19,438.75</b>	<b>871,874.13</b>	<b>53,358.78</b>	<b>2,430,612.85</b>
<b>Employee Taxes:</b>								
SOC SEC EE		12,631.93		25,356.69		50,662.71		142,268.08
MED EE		2,954.19		5,930.17		11,848.47		33,272.31
FEDERAL WH		23,297.49		46,905.96		93,968.83		271,556.06
NEW YORK WH		9,708.20		19,499.24		38,995.65		113,382.62
<b>Total Employee Taxes:</b>		<b>48,591.81</b>		<b>97,692.06</b>		<b>195,475.66</b>		<b>560,479.07</b>
<b>Deductions:</b>								
Medical Pre-tax		13,663.18		27,326.36		54,652.72		135,764.38
Aflac		20.25		40.50		81.00		202.50
NYS Retirement		3,111.64		6,310.32		12,675.14		32,198.03
Retirement Loan		526.00		1,052.00		2,104.00		5,868.00
AXA Equitable		2,698.00		5,396.00		10,792.00		27,928.00
CSEA Benefit Fd		402.00		804.00		1,602.00		4,296.00
NYS Def Comp		4,708.23		9,416.46		18,853.12		51,730.21
CSEA Ins		59.90		119.80		239.60		658.90
Disability		218.50		437.00		869.25		2,156.50
CSEA Dues		1,944.08		3,888.16		7,743.25		21,021.84
Retire Arrears		60.93		121.86		243.72		711.10
Pearl Carroll		40.44		80.88		161.76		444.83
Met Life		220.00		440.00		880.00		2,420.00
<b>Total Deductions:</b>		<b>27,673.15</b>		<b>55,433.34</b>		<b>110,897.56</b>		<b>285,400.29</b>
<b>Netpay:</b>		<b>141,159.60</b>		<b>283,220.27</b>		<b>565,500.91</b>		<b>1,584,733.49</b>
<b>Employer Taxes:</b>								
SOC SEC ER		12,631.93		25,356.69		50,662.71		142,268.08
MED ER		2,954.19		5,930.17		11,848.47		33,272.31
<b>Total Employer Taxes:</b>		<b>15,586.12</b>		<b>31,286.86</b>		<b>62,511.18</b>		<b>175,540.39</b>

*o.i.c. RJ  
13 May 24*

PT PR# 11 Dated 5/24/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024      Run Number: 168		<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	\$48,534.80
<b>Totals:</b>				<b>78</b>	<b>\$0.00</b>	<b>\$48,534.80</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$14,543.53
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	\$245.70
<b>Totals:</b>					<b>\$0.00</b>	<b>\$14,789.23</b>
<b>Total ACH Debit:</b>						<b>\$63,324.03</b>
<b>Total Payroll Funding (all items):</b>						<b>\$63,324.03</b>

**Impound Date: 5/23/2024**

\*\*\* 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	\$48,534.80	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$48,534.80</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	\$14,543.53	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	78
<b>**** Total Payroll</b>	<b>\$63,078.33</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	3
		Direct Deposits (78)	\$48,534.80	Vouchers (Direct Deposit)	78	Terminated Employee Count	48
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	129
<b>**** Adjusted Total</b>	<b>\$63,078.33</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	78
				Zero Net Checks	0	Active Employees this Month	79
						Employees with W2 Data	81
						Active Employees Not Paid	0

O.C. RL  
12 May 24



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

	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	59,369.81	3,467.83	120,575.58	7,038.96	242,695.89	14,359.72	668,726.48	40,353.42
MED EE (1.450000%)	60,128.74	871.83	122,103.15	1,770.46	245,716.29	3,562.81	677,021.52	9,816.78
MED ER (1.450000%)	60,128.74	871.83	122,103.15	1,770.46	245,716.29	3,562.81	677,021.52	9,816.78
SOC SEC EE (6.200000%)	60,128.74	3,727.94	122,103.15	7,570.35	245,716.29	15,234.34	677,021.52	41,975.31
SOC SEC ER (6.200000%)	60,128.74	3,727.94	122,103.15	7,570.35	245,716.29	15,234.34	677,021.52	41,975.31
<b>Total Federal Deposits</b>		<b>12,667.37</b>		<b>25,720.58</b>		<b>51,954.02</b>		<b>143,937.60</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	60,128.74	1,876.16	122,103.15	3,822.02	245,716.29	7,725.29	677,021.52	21,173.89
<b>Total State/Local Employee Tax</b>		<b>1,876.16</b>		<b>3,822.02</b>		<b>7,725.29</b>		<b>21,173.89</b>
<b>Total Taxes</b>		<b>14,543.53</b>		<b>29,542.60</b>		<b>59,679.31</b>		<b>165,111.49</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024      Run Number: 168		<b>Payroll Type:</b> Regular Payroll

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

Employer Tax	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	60,128.74	871.83	122,103.15	1,770.46	245,716.29	3,562.81	677,021.52	9,816.78
SOC SEC ER (6.200000%)	60,128.74	3,727.94	122,103.15	7,570.35	245,716.29	15,234.34	677,021.52	41,975.31
<b>Total Employer Tax</b>		<b>4,599.77</b>		<b>9,340.81</b>		<b>18,797.15</b>		<b>51,792.09</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	642.46	37.00	1,774.60	86.50	4,036.79	243.00	11,164.86
Holiday	0.00	0.00	0.00	0.00	0.00	0.00	868.00	21,824.59
Regular	2,199.21	55,424.44	4,375.05	108,892.21	8,880.62	222,114.96	23,586.22	588,788.85
Sick	48.00	1,197.60	106.50	2,770.39	197.62	5,610.12	441.25	13,286.12
Vacation	69.25	1,710.23	209.75	6,032.83	311.75	9,226.56	702.68	19,810.84
Personal	15.93	480.99	19.01	589.49	27.34	846.43	168.45	4,843.04
Bereavement Ear	0.00	0.00	0.00	0.00	0.00	0.00	13.00	278.11
Comp Time	20.37	367.91	53.62	1,377.00	105.14	2,633.74	228.38	5,346.45
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	9.00	267.06
NYS CP	0.00	0.00	0.00	0.00	0.00	0.00	58.00	1,713.92
Meetings	7.00	240.11	10.25	404.63	13.25	507.53	22.75	707.37
Sunday Reg	4.00	65.00	16.00	262.00	36.00	589.00	111.85	1,831.56
Medical Screen	0.00	0.00	0.00	0.00	0.00	0.00	11.00	279.86
Vacation NR	0.00	0.00	0.00	0.00	7.72	151.16	7.72	151.16
Snow Day	0.00	0.00	0.00	0.00	0.00	0.00	228.75	5,429.25
Covid Vaccine	0.00	0.00	0.00	0.00	0.00	0.00	7.00	202.44
Blood Donation	0.00	0.00	0.00	0.00	0.00	0.00	3.00	64.62
Emergency Close	0.00	0.00	0.00	0.00	0.00	0.00	40.00	1,031.42
<b>Total Earnings</b>	<b>2,375.76</b>	<b>60,128.74</b>	<b>4,827.18</b>	<b>122,103.15</b>	<b>9,665.94</b>	<b>245,716.29</b>	<b>26,750.05</b>	<b>677,021.52</b>
Memo Calculations	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	16.75	0.00	49.75	0.00	131.37	0.00	347.22	0.00
<b>Total Memo Calculations</b>	<b>16.75</b>	<b>0.00</b>	<b>49.75</b>	<b>0.00</b>	<b>131.37</b>	<b>0.00</b>	<b>347.22</b>	<b>0.00</b>
Deductions		Dollars		Dollars		Dollars		Dollars
NYS Retirement		758.93		1,527.57		3,020.40		8,295.04
Disability		85.50		171.00		342.00		864.50
CSEA Dues		790.75		1,581.50		3,163.00		8,724.68
Retire Arrears		15.00		30.00		60.00		60.00
<b>Total Deductions</b>		<b>1,650.18</b>		<b>3,310.07</b>		<b>6,585.40</b>		<b>17,944.22</b>

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

*O.K. RJ*  
*12 May 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	8.00	342.28	20.00	868.69	48.00	2,070.69	140.50	6,064.71
Holiday							426.50	10,390.95
Regular	937.55	24,424.24	1,849.35	48,070.30	3,814.33	98,654.86	10,126.68	260,257.52
Sick	25.00	562.25	69.50	1,615.24	135.00	3,199.04	270.55	6,678.31
Vacation	61.75	1,458.36	126.75	3,002.73	175.25	4,209.07	445.08	10,906.43
Personal	9.33	210.15	10.53	245.38	15.56	365.52	104.27	2,652.52
Bereavement Ear							13.00	278.11
Comp Time	8.37	172.91	28.87	726.53	56.37	1,421.19	114.29	2,722.86
NYS CP							20.00	489.67
Vacation NR					7.72	151.16	7.72	151.16
Snow Day							101.00	2,657.43
Covid Vaccine							7.00	202.44
Emergency Close							14.00	319.30
<b>Total Gross Pay:</b>	<b>1,050.00</b>	<b>27,170.19</b>	<b>2,105.00</b>	<b>54,528.87</b>	<b>4,252.23</b>	<b>110,071.53</b>	<b>11,790.59</b>	<b>303,771.41</b>
<b>Employee Taxes:</b>								
SOC SEC EE		1,684.57		3,380.78		6,824.43		18,833.83
MED EE		393.95		790.67		1,596.02		4,404.68
FEDERAL WH		1,449.00		2,919.31		5,946.81		16,985.30
NEW YORK WH		852.69		1,715.73		3,463.21		9,528.94
<b>Total Employee Taxes:</b>		<b>4,380.21</b>		<b>8,806.49</b>		<b>17,830.47</b>		<b>49,752.75</b>
<b>Deductions:</b>								
NYS Retirement		400.11		805.75		1,589.73		4,507.14
Disability		42.75		85.50		171.00		437.00
CSEA Dues		517.34		1,034.68		2,069.36		5,728.24
Retire Arrears		15.00		30.00		60.00		60.00
<b>Total Deductions:</b>		<b>975.20</b>		<b>1,955.93</b>		<b>3,890.09</b>		<b>10,732.38</b>
<b>Netpay:</b>		<b>21,814.78</b>		<b>43,766.45</b>		<b>88,350.97</b>		<b>243,286.28</b>
<b>Employer Taxes:</b>								
SOC SEC ER		1,684.57		3,380.78		6,824.43		18,833.83
MED ER		393.95		790.67		1,596.02		4,404.68
<b>Total Employer Taxes:</b>		<b>2,078.52</b>		<b>4,171.45</b>		<b>8,420.45</b>		<b>23,238.51</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>LABOR ALLOCATION SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024	Run Number: 168	<b>Payroll Type:</b> Regular Payroll
	Group By: Position Category	

	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	8.00	600.36	16.00	1,200.72	39.50	2,964.28
Holiday							101.00	4,665.98
Regular	282.22	12,069.35	526.09	22,477.09	1,099.00	46,795.25	2,919.57	124,359.80
Sick	7.00	244.91	21.00	764.71	46.62	2,020.64	138.70	5,918.65
Vacation	2.50	85.75	38.50	1,601.99	65.00	2,776.80	141.71	5,554.78
Personal	4.78	229.24	5.91	277.01	8.91	406.95	34.40	1,457.74
Comp Time			8.75	390.47	13.75	607.04	20.41	900.17
NYS CP							19.00	822.97
Meetings	7.00	240.11	10.25	404.63	13.25	507.53	15.75	593.62
Medical Screen							3.00	151.86
Snow Day							13.50	580.34
Emergency Close							6.00	289.11
<b>Total Gross Pay:</b>	<b>307.50</b>	<b>13,169.54</b>	<b>618.50</b>	<b>26,516.26</b>	<b>1,262.53</b>	<b>54,314.93</b>	<b>3,452.54</b>	<b>148,259.30</b>
<b>Employee Taxes:</b>								
SOC SEC EE		816.50		1,643.99		3,367.50		9,192.06
MED EE		190.96		384.47		787.56		2,149.75
FEDERAL WH		961.85		1,947.49		4,117.35		11,210.64
NEW YORK WH		527.53		1,064.81		2,199.79		5,991.54
<b>Total Employee Taxes:</b>		<b>2,496.84</b>		<b>5,040.76</b>		<b>10,472.20</b>		<b>28,543.99</b>
<b>Deductions:</b>								
NYS Retirement		193.96		387.92		775.84		2,007.57
Disability		23.75		47.50		95.00		237.50
CSEA Dues		194.89		389.78		779.56		2,137.87
<b>Total Deductions:</b>		<b>412.60</b>		<b>825.20</b>		<b>1,650.40</b>		<b>4,382.94</b>
<b>Netpay:</b>		<b>10,260.10</b>		<b>20,650.30</b>		<b>42,192.33</b>		<b>115,332.37</b>
<b>Employer Taxes:</b>								
SOC SEC ER		816.50		1,643.99		3,367.50		9,192.06
MED ER		190.96		384.47		787.56		2,149.75
<b>Total Employer Taxes:</b>		<b>1,007.46</b>		<b>2,028.46</b>		<b>4,155.06</b>		<b>11,341.81</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>LABOR ALLOCATION SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024	Run Number: 168	<b>Payroll Type:</b> Regular Payroll
	Group By: Position Category	

	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	22.50	765.38	63.00	2,135.87
Holiday							132.00	3,354.68
Regular	301.18	7,580.70	606.93	15,040.49	1,247.63	31,178.57	3,368.86	84,996.40
Sick	13.00	342.30	13.00	342.30	13.00	342.30	20.00	496.59
Vacation	5.00	166.12	41.50	1,379.97	65.50	2,144.41	102.89	3,124.54
Personal	1.82	41.60	2.57	67.10	2.87	73.96	28.50	712.24
Comp Time					7.00	148.68	23.00	559.28
Snow Removal							9.00	267.06
NYS CP							19.00	401.28
Snow Day							29.00	754.19
Blood Donation							3.00	64.62
Emergency Close							10.00	262.01
<b>Total Gross Pay:</b>	<b>321.00</b>	<b>8,130.72</b>	<b>673.00</b>	<b>17,135.41</b>	<b>1,358.50</b>	<b>34,653.30</b>	<b>3,808.25</b>	<b>97,128.76</b>
<b>Employee Taxes:</b>								
SOC SEC EE		504.10		1,062.39		2,148.50		6,021.99
MED EE		117.90		248.47		502.47		1,408.37
FEDERAL WH		695.69		1,468.54		2,976.35		8,387.77
NEW YORK WH		338.14		724.27		1,470.06		4,141.75
<b>Total Employee Taxes:</b>		<b>1,655.83</b>		<b>3,503.67</b>		<b>7,097.38</b>		<b>19,959.88</b>
<b>Deductions:</b>								
NYS Retirement		37.03		78.69		162.01		441.80
Disability		19.00		38.00		76.00		190.00
CSEA Dues		78.52		157.04		314.08		858.57
<b>Total Deductions:</b>		<b>134.55</b>		<b>273.73</b>		<b>552.09</b>		<b>1,490.37</b>
<b>Netpay:</b>		<b>6,340.34</b>		<b>13,358.01</b>		<b>27,003.83</b>		<b>75,678.51</b>
<b>Employer Taxes:</b>								
SOC SEC ER		504.10		1,062.39		2,148.50		6,021.99
MED ER		117.90		248.47		502.47		1,408.37
<b>Total Employer Taxes:</b>		<b>622.00</b>		<b>1,310.86</b>		<b>2,650.97</b>		<b>7,430.36</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							17.00	284.57
Regular	44.93	719.82	93.03	1,490.38	182.18	2,919.15	566.39	9,278.02
Sick	3.00	48.14	3.00	48.14	3.00	48.14	12.00	192.57
Vacation			3.00	48.14	6.00	96.28	13.00	225.09
Personal							1.28	20.54
Comp Time							8.00	147.21
Snow Day							9.50	164.22
<b>Total Gross Pay:</b>	<b>47.93</b>	<b>767.96</b>	<b>99.03</b>	<b>1,586.66</b>	<b>191.18</b>	<b>3,063.57</b>	<b>627.17</b>	<b>10,312.22</b>
<b>Employee Taxes:</b>								
SOC SEC EE		47.62		98.37		189.95		639.36
MED EE		11.13		23.00		44.41		149.52
FEDERAL WH								357.87
NEW YORK WH		22.10		46.24		89.22		317.74
<b>Total Employee Taxes:</b>		<b>80.85</b>		<b>167.61</b>		<b>323.58</b>		<b>1,464.49</b>
<b>Netpay:</b>		<b>687.11</b>		<b>1,419.05</b>		<b>2,739.99</b>		<b>8,847.73</b>
<b>Employer Taxes:</b>								
SOC SEC ER		47.62		98.37		189.95		639.36
MED ER		11.13		23.00		44.41		149.52
<b>Total Employer Taxes:</b>		<b>58.75</b>		<b>121.37</b>		<b>234.36</b>		<b>788.88</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>LABOR ALLOCATION SUMMARY</b>	<b>Period Begin Date:</b> 5/4/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/17/2024
<b>Check Date:</b> 5/24/2024		<b>Pay Period:</b> 11
<b>Run Date:</b> 5/22/2024	Run Number: 168	<b>Payroll Type:</b> Regular Payroll
	Group By: Position Category	

	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							191.50	3,128.41
Regular	633.33	10,630.33	1,299.65	21,813.95	2,537.48	42,567.13	6,604.72	109,897.11
Comp Time	12.00	195.00	16.00	260.00	28.02	456.83	62.68	1,016.93
Meetings							7.00	113.75
Sunday Reg	4.00	65.00	16.00	262.00	36.00	589.00	111.85	1,831.56
Medical Screen							8.00	128.00
Snow Day							75.75	1,273.07
Emergency Close							10.00	161.00
<b>Total Gross Pay:</b>	<b>649.33</b>	<b>10,890.33</b>	<b>1,331.65</b>	<b>22,335.95</b>	<b>2,601.50</b>	<b>43,612.96</b>	<b>7,071.50</b>	<b>117,549.83</b>
<b>Employee Taxes:</b>								
SOC SEC EE		675.15		1,384.82		2,703.96		7,288.07
MED EE		157.89		323.85		632.35		1,704.46
FEDERAL WH		361.29		703.62		1,319.21		3,411.84
NEW YORK WH		135.70		270.97		503.01		1,193.92
<b>Total Employee Taxes:</b>		<b>1,330.03</b>		<b>2,683.26</b>		<b>5,158.53</b>		<b>13,598.29</b>
<b>Deductions:</b>								
NYS Retirement		127.83		255.21		492.82		1,338.53
<b>Total Deductions:</b>		<b>127.83</b>		<b>255.21</b>		<b>492.82</b>		<b>1,338.53</b>
<b>Netpay:</b>		<b>9,432.47</b>		<b>19,397.48</b>		<b>37,961.61</b>		<b>102,613.01</b>
<b>Employer Taxes:</b>								
SOC SEC ER		675.15		1,384.82		2,703.96		7,288.07
MED ER		157.89		323.85		632.35		1,704.46
<b>Total Employer Taxes:</b>		<b>833.04</b>		<b>1,708.67</b>		<b>3,336.31</b>		<b>8,992.53</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	12.00	642.46	37.00	1,774.60	86.50	4,036.79	243.00	11,164.86
Holiday							868.00	21,824.59
Regular	2,199.21	55,424.44	4,375.05	108,892.21	8,880.62	222,114.96	23,586.22	588,788.85
Sick	48.00	1,197.60	106.50	2,770.39	197.62	5,610.12	441.25	13,286.12
Vacation	69.25	1,710.23	209.75	6,032.83	311.75	9,226.56	702.68	19,810.84
Personal	15.93	480.99	19.01	589.49	27.34	846.43	168.45	4,843.04
Bereavement Ear							13.00	278.11
Comp Time	20.37	367.91	53.62	1,377.00	105.14	2,633.74	228.38	5,346.45
Snow Removal							9.00	267.06
NYS CP							58.00	1,713.92
Meetings	7.00	240.11	10.25	404.63	13.25	507.53	22.75	707.37
Sunday Reg	4.00	65.00	16.00	262.00	36.00	589.00	111.85	1,831.56
Medical Screen							11.00	279.86
Vacation NR					7.72	151.16	7.72	151.16
Snow Day							228.75	5,429.25
Covid Vaccine							7.00	202.44
Blood Donation							3.00	64.62
Emergency Close							40.00	1,031.42
<b>Total Gross Pay:</b>	<b>2,375.76</b>	<b>60,128.74</b>	<b>4,827.18</b>	<b>122,103.15</b>	<b>9,665.94</b>	<b>245,716.29</b>	<b>26,750.05</b>	<b>677,021.52</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,727.94		7,570.35		15,234.34		41,975.31
MED EE		871.83		1,770.46		3,562.81		9,816.78
FEDERAL WH		3,467.83		7,038.96		14,359.72		40,353.42
NEW YORK WH		1,876.16		3,822.02		7,725.29		21,173.89
<b>Total Employee Taxes:</b>		<b>9,943.76</b>		<b>20,201.79</b>		<b>40,882.16</b>		<b>113,319.40</b>
<b>Deductions:</b>								
NYS Retirement		758.93		1,527.57		3,020.40		8,295.04
Disability		85.50		171.00		342.00		864.50
CSEA Dues		790.75		1,581.50		3,163.00		8,724.68
Retire Arrears		15.00		30.00		60.00		60.00
<b>Total Deductions:</b>		<b>1,650.18</b>		<b>3,310.07</b>		<b>6,585.40</b>		<b>17,944.22</b>
<b>Netpay:</b>		<b>48,534.80</b>		<b>98,591.29</b>		<b>198,248.73</b>		<b>545,757.90</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,727.94		7,570.35		15,234.34		41,975.31
MED ER		871.83		1,770.46		3,562.81		9,816.78
<b>Total Employer Taxes:</b>		<b>4,599.77</b>		<b>9,340.81</b>		<b>18,797.15</b>		<b>51,792.09</b>

O.K. RL  
12-May-24



FT PR# 12 Dated 6/7/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/18/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 5/31/2024
<b>Check Date:</b> 6/7/2024		<b>Pay Period:</b> 12
<b>Run Date:</b> 6/5/2024      Run Number: 170		<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	71	\$0.00	\$139,030.07
<b>Totals:</b>				<b>71</b>	<b>\$0.00</b>	<b>\$139,030.07</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$63,089.75
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	\$394.23
<b>Totals:</b>					<b>\$0.00</b>	<b>\$63,483.98</b>
<b>Total ACH Debit:</b>						<b>\$202,514.05</b>
					<b>Impound Date: 6/6/2024</b>	
<b>Total Payroll Funding (all items):</b>						<b>\$202,514.05</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 68
Direct Deposits \$139,030.07	Additional Checks \$0.00	Additional Checks 0	Inactive Employees Paid 0
<b>**** Total Net Payroll \$139,030.07</b>	Manual Checks \$0.00	Manual Checks 0	Terminated Employees Paid 0
	Void Checks/Direct Deposits \$0.00	Void Checks 0	Total Employees Paid 68
Total Taxes \$63,089.75	Third Party Sick Checks \$0.00	Third Party Sick Checks 0	Active Employee Count 68
<b>**** Total Payroll \$202,119.82</b>	Adjustments \$0.00	Adjustments 0	Inactive Employee Count 0
	Direct Deposits (71) \$139,030.07	Vouchers (Direct Deposit) 68	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 \$202,119.82</b>	Total Third Party Void Checks \$0.00	Total Third Party Voids 0	Employees Paid this Month 68
		Zero Net Checks 0	Active Employees this Month 68
			Employees with W2 Data 69
			Active Employees Not Paid 0

0\* \*

FT - 202,514.050 +  
 PT - 63,176.080 +  
 205,690.130 \*

Total

O.K. RL  
 26 May 24

Client ID: 21SSL - Smithtown Special Library District

Pay Group: FT

Check Date: 6/7/2024

Run Date: 6/5/2024 Run Number: 170

**PAYROLL SUMMARY**

Smithtown Special Library District

Period Begin Date: 5/18/2024

Period End Date: 5/31/2024

Pay Period: 12

Payroll Type: Regular Payroll

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

	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	190,181.42	22,825.54	190,181.42	22,825.54	964,121.57	116,794.37	2,374,059.93	294,507.87
MED EE (1.450000%)	200,826.32	2,912.03	200,826.32	2,912.03	1,017,966.73	14,760.50	2,498,981.07	36,235.22
MED ER (1.450000%)	200,826.32	2,912.03	200,826.32	2,912.03	1,017,966.73	14,760.50	2,498,981.07	36,235.22
SOC SEC EE (6.200000%)	200,826.32	12,451.26	200,826.32	12,451.26	1,017,966.73	63,113.97	2,498,981.07	154,936.88
SOC SEC ER (6.200000%)	200,826.32	12,451.26	200,826.32	12,451.26	1,017,966.73	63,113.97	2,498,981.07	154,936.88
<b>Total Federal Deposits</b>		<b>53,552.12</b>		<b>53,552.12</b>		<b>272,543.31</b>		<b>676,852.07</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	193,200.09	9,537.63	193,200.09	9,537.63	979,815.38	48,533.28	2,409,276.63	123,016.83
<b>Total State/Local Employee Tax</b>		<b>9,537.63</b>		<b>9,537.63</b>		<b>48,533.28</b>		<b>123,016.83</b>
<b>Total Taxes</b>		<b>63,089.75</b>		<b>63,089.75</b>		<b>321,076.59</b>		<b>799,868.90</b>

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

Employer Tax	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	200,826.32	2,912.03	200,826.32	2,912.03	1,017,966.73	14,760.50	2,498,981.07	36,235.22
SOC SEC ER (6.200000%)	200,826.32	12,451.26	200,826.32	12,451.26	1,017,966.73	63,113.97	2,498,981.07	154,936.88
<b>Total Employer Tax</b>		<b>15,363.29</b>		<b>15,363.29</b>		<b>77,874.47</b>		<b>191,172.10</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



Client ID: 21SSL - Smithtown Special Library District

Pay Group: FT

Check Date: 6/7/2024

Run Date: 6/5/2024 Run Number: 170

PAYROLL SUMMARY

Smithtown Special Library District

Period Begin Date: 5/18/2024

Period End Date: 5/31/2024

Pay Period: 12

Payroll Type: Regular Payroll

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

Earnings	CURRENT		MTD		QTD		YTD	
	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	0.00	0.00	0.00	0.00	241.50	15,313.44	661.00	42,297.78
Holiday	476.00	21,450.94	476.00	21,450.94	476.00	21,450.94	2,442.06	111,335.96
Regular	3,617.55	162,930.16	3,617.55	162,930.16	19,677.26	879,905.50	45,028.20	2,023,688.58
Sick	141.69	6,325.24	141.69	6,325.24	760.57	34,203.18	2,533.65	117,028.83
Vacation	395.00	17,764.34	395.00	17,764.34	1,931.81	92,882.05	3,467.99	160,434.57
Personal	43.07	2,050.06	43.07	2,050.06	162.94	7,502.45	523.87	23,817.97
Comp Time	44.11	2,203.90	44.11	2,203.90	486.52	21,787.29	1,272.63	58,327.51
Call Back	0.00	0.00	0.00	0.00	0.00	0.00	10.00	444.01
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	5.00	212.90
Stipend	0.00	0.00	0.00	0.00	0.00	1,300.00	0.00	2,600.00
NYS CP	21.00	734.74	21.00	734.74	21.00	734.74	301.75	13,861.33
Travel	2.67	126.49	2.67	126.49	10.39	493.90	25.34	1,130.68
Union Hours	0.00	0.00	0.00	0.00	2.50	105.64	3.50	147.90
Meetings	16.41	782.62	16.41	782.62	190.91	9,377.69	299.41	15,343.63
Medical Screen	2.50	141.26	2.50	141.26	10.10	469.15	36.60	1,833.31
Overtime Reg	0.00	0.00	0.00	0.00	3.25	201.87	7.25	371.60
Retro Pay	0.00	0.00	0.00	0.00	224.00	656.04	224.00	717.45
Vacation NR	0.00	0.00	0.00	0.00	0.00	0.00	346.87	18,903.10
Snow Day	0.00	0.00	0.00	0.00	0.00	0.00	471.75	20,876.93
Sick NR	0.00	0.00	0.00	0.00	0.00	0.00	626.66	34,150.59
Emergency Close	0.00	0.00	0.00	0.00	0.00	0.00	25.75	1,106.75
<b>Total Earnings</b>	<b>4,760.00</b>	<b>214,509.75</b>	<b>4,760.00</b>	<b>214,509.75</b>	<b>24,198.75</b>	<b>1,086,383.88</b>	<b>58,313.28</b>	<b>2,648,631.38</b>
<b>Memo Calculations</b>	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	42.75	0.00	42.75	0.00	280.50	0.00	710.00	0.00
Salary Hours	3,558.67	0.00	3,558.67	0.00	19,327.15	0.00	43,892.53	0.00
<b>Total Memo Calculations</b>	<b>3,601.42</b>	<b>0.00</b>	<b>3,601.42</b>	<b>0.00</b>	<b>19,607.65</b>	<b>0.00</b>	<b>44,602.53</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
Medical Pre-tax		13,663.18		13,663.18		68,315.90		149,427.56
Aflac		20.25		20.25		101.25		222.75
NYS Retirement		3,018.67		3,018.67		15,693.81		35,216.70
Retirement Loan		526.00		526.00		2,630.00		6,394.00

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

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

	CURRENT	MTD	QTD	YTD
AXA Equitable	2,698.00	2,698.00	13,490.00	30,626.00
CSEA Benefit Fd	402.00	402.00	2,004.00	4,698.00
NYS Def Comp	4,708.23	4,708.23	23,561.35	56,438.44
CSEA Ins	59.90	59.90	299.50	718.80
Disability	218.50	218.50	1,087.75	2,375.00
CSEA Dues	1,944.08	1,944.08	9,687.33	22,965.92
Retire Arrears	233.97	233.97	477.69	945.07
Pearl Carroll	40.44	40.44	202.20	485.27
Met Life	220.00	220.00	1,100.00	2,640.00
<b>Total Deductions</b>	<b>27,753.22</b>	<b>27,753.22</b>	<b>138,650.78</b>	<b>313,153.51</b>

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

*OK - AR*  
*26 May 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					73.00	3,629.45	198.00	9,934.05
Holiday	182.00	6,452.74	182.00	6,452.74	182.00	6,452.74	896.63	31,828.37
Regular	1,404.46	49,713.61	1,404.46	49,713.61	7,791.98	273,277.28	17,290.79	606,199.38
Sick	56.25	1,961.80	56.25	1,961.80	241.87	8,339.49	927.34	34,535.48
Vacation	156.00	5,489.09	156.00	5,489.09	573.33	21,695.25	1,148.94	41,853.43
Personal	6.87	247.44	6.87	247.44	47.80	1,676.74	185.48	6,913.62
Comp Time	13.17	610.05	13.17	610.05	177.60	6,436.72	468.30	17,252.20
Call Back							1.00	62.11
Stipend						700.00		1,400.00
NYS CP							49.75	1,458.97
Travel	1.25	52.71	1.25	52.71	4.07	154.28	10.67	395.34
Union Hours					2.50	105.64	3.50	147.90
Meetings					4.00	125.17	11.50	358.67
Medical Screen					4.85	215.71	6.85	268.43
Overtime Reg					3.25	201.87	3.25	201.87
Retro Pay					224.00	656.04	224.00	717.45
Snow Day							167.25	5,829.65
Emergency Close							8.00	213.79
<b>Total Gross Pay:</b>	<b>1,820.00</b>	<b>64,527.44</b>	<b>1,820.00</b>	<b>64,527.44</b>	<b>9,330.25</b>	<b>323,666.38</b>	<b>21,601.25</b>	<b>759,570.71</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,656.53		3,656.53		18,367.34		43,507.46
MED EE		855.20		855.20		4,295.59		10,175.14
FEDERAL WH		5,503.96		5,503.96		27,764.57		66,414.43
NEW YORK WH		2,586.40		2,586.40		13,040.94		30,982.04
<b>Total Employee Taxes:</b>		<b>12,602.09</b>		<b>12,602.09</b>		<b>63,468.44</b>		<b>151,079.07</b>
<b>Deductions:</b>								
Medical Pre-tax		5,530.85		5,530.85		27,317.54		57,614.96
Aflac		20.25		20.25		101.25		222.75
NYS Retirement		1,331.28		1,331.28		6,921.00		15,304.87
Retirement Loan		107.00		107.00		535.00		1,284.00
AXA Equitable		700.00		700.00		3,500.00		6,900.00
CSEA Benefit Fd		156.00		156.00		774.00		1,770.00
NYS Def Comp		2,554.53		2,554.53		12,792.85		30,594.04
CSEA Ins		59.90		59.90		299.50		718.80
Disability		76.00		76.00		375.25		802.75
CSEA Dues		653.22		653.22		3,233.03		7,499.62
Retire Arrears		98.97		98.97		98.97		98.97
Pearl Carroll		24.79		24.79		123.95		297.47
Met Life		120.00		120.00		600.00		1,440.00
<b>Total Deductions:</b>		<b>11,432.79</b>		<b>11,432.79</b>		<b>56,672.34</b>		<b>124,548.23</b>
<b>Netpay:</b>		<b>40,492.56</b>		<b>40,492.56</b>		<b>203,525.60</b>		<b>483,943.41</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,656.53		3,656.53		18,367.34		43,507.46
MED ER		855.20		855.20		4,295.59		10,175.14
<b>Total Employer Taxes:</b>		<b>4,511.73</b>		<b>4,511.73</b>		<b>22,662.93</b>		<b>53,682.60</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					146.00	10,251.84	395.50	28,067.28
Holiday	273.00	14,337.07	273.00	14,337.07	273.00	14,337.07	1,433.43	75,793.38
Regular	2,046.15	107,999.96	2,046.15	107,999.96	10,986.59	579,240.23	25,670.62	1,352,863.59
Sick	85.44	4,363.44	85.44	4,363.44	493.45	24,955.07	1,560.31	80,860.46
Vacation	218.00	11,577.52	218.00	11,577.52	1,288.48	68,512.57	2,227.00	115,024.45
Personal	35.20	1,769.39	35.20	1,769.39	104.64	5,382.26	303.82	15,452.59
Comp Time	30.94	1,593.85	30.94	1,593.85	291.42	14,674.55	761.25	39,454.00
Stipend						600.00		1,200.00
NYS CP	21.00	734.74	21.00	734.74	21.00	734.74	252.00	12,402.36
Travel	1.42	73.78	1.42	73.78	6.32	339.62	13.72	694.31
Meetings	16.35	780.03	16.35	780.03	179.85	8,947.66	280.85	14,680.10
Medical Screen	2.50	141.26	2.50	141.26	5.25	253.44	25.75	1,431.98
Vacation NR							346.87	18,903.10
Snow Day							290.50	14,588.36
Sick NR							626.66	34,150.59
Emergency Close							17.75	892.96
<b>Total Gross Pay:</b>	<b>2,730.00</b>	<b>143,371.04</b>	<b>2,730.00</b>	<b>143,371.04</b>	<b>13,796.00</b>	<b>728,229.05</b>	<b>34,206.03</b>	<b>1,806,459.51</b>
<b>Employee Taxes:</b>								
SOC SEC EE		8,405.72		8,405.72		42,712.74		106,537.79
MED EE		1,965.85		1,965.85		9,989.25		24,916.07
FEDERAL WH		16,715.00		16,715.00		85,681.86		219,812.33
NEW YORK WH		6,670.35		6,670.35		34,009.18		88,464.66
<b>Total Employee Taxes:</b>		<b>33,756.92</b>		<b>33,756.92</b>		<b>172,393.03</b>		<b>439,730.85</b>
<b>Deductions:</b>								
Medical Pre-tax		7,795.62		7,795.62		39,314.81		88,108.79
NYS Retirement		1,649.51		1,649.51		8,583.41		19,616.36
Retirement Loan		419.00		419.00		2,095.00		5,110.00
AXA Equitable		1,998.00		1,998.00		9,990.00		23,726.00
CSEA Benefit Fd		228.00		228.00		1,140.00		2,736.00
NYS Def Comp		2,153.70		2,153.70		10,768.50		25,844.40
Disability		137.75		137.75		688.75		1,520.00
CSEA Dues		1,222.92		1,222.92		6,114.60		14,653.62
Retire Arrears		135.00		135.00		378.72		846.10
Pearl Carroll		15.65		15.65		78.25		187.80
Met Life		100.00		100.00		500.00		1,200.00
<b>Total Deductions:</b>		<b>15,855.15</b>		<b>15,855.15</b>		<b>79,652.04</b>		<b>183,549.07</b>
<b>Netpay:</b>		<b>93,758.97</b>		<b>93,758.97</b>		<b>476,183.98</b>		<b>1,183,179.59</b>
<b>Employer Taxes:</b>								
SOC SEC ER		8,405.72		8,405.72		42,712.74		106,537.79
MED ER		1,965.85		1,965.85		9,989.25		24,916.07
<b>Total Employer Taxes:</b>		<b>10,371.57</b>		<b>10,371.57</b>		<b>52,701.99</b>		<b>131,453.86</b>

	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					22.50	1,432.15	67.50	4,296.45
Holiday	14.00	534.85	14.00	534.85	14.00	534.85	84.00	3,209.09
Regular	103.94	4,080.07	103.94	4,080.07	555.69	21,200.27	1,359.29	51,862.31
Sick					25.25	908.62	46.00	1,632.89
Vacation	21.00	697.73	21.00	697.73	70.00	2,674.23	92.05	3,556.69
Personal	1.00	33.23	1.00	33.23	10.50	443.45	34.57	1,451.76
Comp Time					17.50	676.02	43.08	1,621.31
Call Back							9.00	381.90
Snow Removal							5.00	212.90
Travel							0.95	41.03
Meetings	0.06	2.59	0.06	2.59	7.06	304.86	7.06	304.86
Medical Screen							4.00	132.90
Overtime Reg							4.00	169.73
Snow Day							9.00	368.72
<b>Total Gross Pay:</b>	<b>140.00</b>	<b>5,348.47</b>	<b>140.00</b>	<b>5,348.47</b>	<b>722.50</b>	<b>28,174.45</b>	<b>1,765.50</b>	<b>69,242.54</b>
<b>Employee Taxes:</b>								
SOC SEC EE		310.72		310.72		1,642.43		4,063.40
MED EE		72.67		72.67		384.11		950.31
FEDERAL WH		535.90		535.90		2,994.54		7,618.24
NEW YORK WH		235.52		235.52		1,256.36		3,124.56
<b>Total Employee Taxes:</b>		<b>1,154.81</b>		<b>1,154.81</b>		<b>6,277.44</b>		<b>15,756.51</b>
<b>Deductions:</b>								
Medical Pre-tax		336.71		336.71		1,683.55		3,703.81
CSEA Benefit Fd		12.00		12.00		60.00		144.00
Disability		4.75		4.75		23.75		52.25
CSEA Dues		67.94		67.94		339.70		812.68
<b>Total Deductions:</b>		<b>421.40</b>		<b>421.40</b>		<b>2,107.00</b>		<b>4,712.74</b>
<b>Netpay:</b>		<b>3,772.26</b>		<b>3,772.26</b>		<b>19,790.01</b>		<b>48,773.29</b>
<b>Employer Taxes:</b>								
SOC SEC ER		310.72		310.72		1,642.43		4,063.40
MED ER		72.67		72.67		384.11		950.31
<b>Total Employer Taxes:</b>		<b>383.39</b>		<b>383.39</b>		<b>2,026.54</b>		<b>5,013.71</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	7.00	126.28	7.00	126.28	7.00	126.28	12.00	216.48
Regular	63.00	1,136.52	63.00	1,136.52	343.00	6,187.72	529.00	9,543.16
Snow Day							5.00	90.20
<b>Total Gross Pay:</b>	<b>70.00</b>	<b>1,262.80</b>	<b>70.00</b>	<b>1,262.80</b>	<b>350.00</b>	<b>6,314.00</b>	<b>546.00</b>	<b>9,849.84</b>
<b>Employee Taxes:</b>								
SOC SEC EE		78.29		78.29		391.46		610.69
MED EE		18.31		18.31		91.55		142.82
FEDERAL WH		70.68		70.68		353.40		536.60
NEW YORK WH		45.36		45.36		226.80		348.99
<b>Total Employee Taxes:</b>		<b>212.64</b>		<b>212.64</b>		<b>1,063.21</b>		<b>1,639.10</b>
<b>Deductions:</b>								
NYS Retirement		37.88		37.88		189.40		295.47
CSEA Benefit Fd		6.00		6.00		30.00		48.00
<b>Total Deductions:</b>		<b>43.88</b>		<b>43.88</b>		<b>219.40</b>		<b>343.47</b>
<b>Netpay:</b>		<b>1,006.28</b>		<b>1,006.28</b>		<b>5,031.39</b>		<b>7,867.27</b>
<b>Employer Taxes:</b>								
SOC SEC ER		78.29		78.29		391.46		610.69
MED ER		18.31		18.31		91.55		142.82
<b>Total Employer Taxes:</b>		<b>96.60</b>		<b>96.60</b>		<b>483.01</b>		<b>753.51</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					241.50	15,313.44	661.00	42,297.78
Holiday	476.00	21,450.94	476.00	21,450.94	476.00	21,450.94	2,426.06	111,047.32
Regular	3,617.55	162,930.16	3,617.55	162,930.16	19,677.26	879,905.50	44,849.70	2,020,468.44
Sick	141.69	6,325.24	141.69	6,325.24	760.57	34,203.18	2,533.65	117,028.83
Vacation	395.00	17,764.34	395.00	17,764.34	1,931.81	92,882.05	3,467.99	160,434.57
Personal	43.07	2,050.06	43.07	2,050.06	162.94	7,502.45	523.87	23,817.97
Comp Time	44.11	2,203.90	44.11	2,203.90	486.52	21,787.29	1,272.63	58,327.51
Call Back							10.00	444.01
Snow Removal							5.00	212.90
Stipend						1,300.00		2,600.00
NYS CP	21.00	734.74	21.00	734.74	21.00	734.74	301.75	13,861.33
Travel	2.67	126.49	2.67	126.49	10.39	493.90	25.34	1,130.68
Union Hours					2.50	105.64	3.50	147.90
Meetings	16.41	782.62	16.41	782.62	190.91	9,377.69	299.41	15,343.63
Medical Screen	2.50	141.26	2.50	141.26	10.10	469.15	36.60	1,833.31
Overtime Reg					3.25	201.87	7.25	371.60
Retro Pay					224.00	656.04	224.00	717.45
Vacation NR							346.87	18,903.10
Snow Day							471.75	20,876.93
Sick NR							626.66	34,150.59
Emergency Close							25.75	1,106.75
<b>Total Gross Pay:</b>	<b>4,760.00</b>	<b>214,509.75</b>	<b>4,760.00</b>	<b>214,509.75</b>	<b>24,198.75</b>	<b>1,086,383.88</b>	<b>58,118.78</b>	<b>2,645,122.60</b>
<b>Employee Taxes:</b>								
SOC SEC EE		12,451.26		12,451.26		63,113.97		154,719.34
MED EE		2,912.03		2,912.03		14,760.50		36,184.34
FEDERAL WH		22,825.54		22,825.54		116,794.37		294,381.60
NEW YORK WH		9,537.63		9,537.63		48,533.28		122,920.25
<b>Total Employee Taxes:</b>		<b>47,726.46</b>		<b>47,726.46</b>		<b>243,202.12</b>		<b>608,205.53</b>
<b>Deductions:</b>								
Medical Pre-tax		13,663.18		13,663.18		68,315.90		149,427.56
Aflac		20.25		20.25		101.25		222.75
NYS Retirement		3,018.67		3,018.67		15,693.81		35,216.70
Retirement Loan		526.00		526.00		2,630.00		6,394.00
AXA Equitable		2,698.00		2,698.00		13,490.00		30,626.00
CSEA Benefit Fd		402.00		402.00		2,004.00		4,698.00
NYS Def Comp		4,708.23		4,708.23		23,561.35		56,438.44
CSEA Ins		59.90		59.90		299.50		718.80
Disability		218.50		218.50		1,087.75		2,375.00
CSEA Dues		1,944.08		1,944.08		9,687.33		22,965.92
Retire Arrears		233.97		233.97		477.69		945.07
Pearl Carroll		40.44		40.44		202.20		485.27
Met Life		220.00		220.00		1,100.00		2,640.00
<b>Total Deductions:</b>		<b>27,753.22</b>		<b>27,753.22</b>		<b>138,650.78</b>		<b>313,153.51</b>
<b>Netpay:</b>		<b>139,030.07</b>		<b>139,030.07</b>		<b>704,530.98</b>		<b>1,723,763.56</b>
<b>Employer Taxes:</b>								
SOC SEC ER		12,451.26		12,451.26		63,113.97		154,719.34
MED ER		2,912.03		2,912.03		14,760.50		36,184.34
<b>Total Employer Taxes:</b>		<b>15,363.29</b>		<b>15,363.29</b>		<b>77,874.47</b>		<b>190,903.68</b>

O.K. RZ  
20 May 24



PT PR#12 Dated 6/7/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/18/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/31/2024
<b>Check Date:</b> 6/7/2024		<b>Pay Period:</b> 12
<b>Run Date:</b> 6/5/2024      Run Number: 169		<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	77	\$0.00	\$48,467.44
<b>Totals:</b>				<b>77</b>	<b>\$0.00</b>	<b>\$48,467.44</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$14,466.09
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	\$242.55
<b>Totals:</b>					<b>\$0.00</b>	<b>\$14,708.64</b>
<b>Total ACH Debit:</b>						<b>\$63,176.08</b>
					<b>Impound Date: 6/6/2024</b>	
<b>Total Payroll Funding (all items):</b>						<b>\$63,176.08</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                      77
Direct Deposits                      \$48,467.44	Additional Checks                      \$0.00	Additional Checks                      0	Inactive Employees Paid                      0
<b>**** Total Net Payroll                      \$48,467.44</b>	Manual Checks                      \$0.00	Manual Checks                      0	Terminated Employees Paid                      0
	Void Checks/Direct Deposits                      \$0.00	Void Checks                      0	Total Employees Paid                      77
Total Taxes                      \$14,466.09	Third Party Sick Checks                      \$0.00	Third Party Sick Checks                      0	Active Employee Count                      77
<b>**** Total Payroll                      \$62,933.53</b>	Adjustments                      \$0.00	Adjustments                      0	Inactive Employee Count                      3
	Direct Deposits (77)                      \$48,467.44	Vouchers (Direct Deposit)                      77	Terminated Employee Count                      49
Payroll Adjustments                      \$0.00	Total Third Party Pays                      \$0.00	Total Third Party Payments                      0	Total Employee Count                      129
<b>**** Adjusted Total                      \$62,933.53</b>	Total Third Party Void Checks                      \$0.00	Total Third Party Voids                      0	Employees Paid this Month                      77
		Zero Net Checks                      0	Active Employees this Month                      77
			Employees with W2 Data                      81
			Active Employees Not Paid                      0

G.I.C. RL  
6 JUN 24

Client ID: 21SSL - Smithtown Special Library District

Pay Group: PT

Check Date: 6/7/2024

Run Date: 6/5/2024 Run Number: 169

**PAYROLL SUMMARY**

Smithtown Special Library District

Period Begin Date: 5/18/2024

Period End Date: 5/31/2024

Pay Period: 12

Payroll Type: Regular Payroll

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

	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	59,298.05	3,408.07	59,298.05	3,408.07	301,993.94	17,767.79	728,024.53	43,761.49
MED EE (1.450000%)	60,034.15	870.50	60,034.15	870.50	305,750.44	4,433.31	737,055.67	10,687.28
MED ER (1.450000%)	60,034.15	870.50	60,034.15	870.50	305,750.44	4,433.31	737,055.67	10,687.28
SOC SEC EE (6.200000%)	60,034.15	3,722.20	60,034.15	3,722.20	305,750.44	18,956.54	737,055.67	45,697.51
SOC SEC ER (6.200000%)	60,034.15	3,722.20	60,034.15	3,722.20	305,750.44	18,956.54	737,055.67	45,697.51
<b>Total Federal Deposits</b>		<b>12,593.47</b>		<b>12,593.47</b>		<b>64,547.49</b>		<b>156,531.07</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	60,034.15	1,872.62	60,034.15	1,872.62	305,750.44	9,597.91	737,055.67	23,046.51
<b>Total State/Local Employee Tax</b>		<b>1,872.62</b>		<b>1,872.62</b>		<b>9,597.91</b>		<b>23,046.51</b>
<b>Total Taxes</b>		<b>14,466.09</b>		<b>14,466.09</b>		<b>74,145.40</b>		<b>179,577.58</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 5/18/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 5/31/2024
<b>Check Date:</b> 6/7/2024		<b>Pay Period:</b> 12
<b>Run Date:</b> 6/5/2024      Run Number: 169		<b>Payroll Type:</b> Regular Payroll

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

Employer Tax	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	60,034.15	870.50	60,034.15	870.50	305,750.44	4,433.31	737,055.67	10,687.28
SOC SEC ER (6.200000%)	60,034.15	3,722.20	60,034.15	3,722.20	305,750.44	18,956.54	737,055.67	45,697.51
<b>Total Employer Tax</b>		<b>4,592.70</b>		<b>4,592.70</b>		<b>23,389.85</b>		<b>56,384.79</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



Client ID: 21SSL - Smithtown Special Library District

Pay Group: PT

Check Date: 6/7/2024

Run Date: 6/5/2024

Run Number: 169

PAYROLL SUMMARY

Smithtown Special Library District

Period Begin Date: 5/18/2024

Period End Date: 5/31/2024

Pay Period: 12

Payroll Type: Regular Payroll

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

Earnings	CURRENT		MTD		QTD		YTD	
	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	0.00	0.00	0.00	0.00	86.50	4,036.79	243.00	11,164.86
Holiday	238.50	5,692.17	238.50	5,692.17	238.50	5,692.17	1,106.50	27,516.76
Regular	1,956.08	49,353.54	1,956.08	49,353.54	10,836.70	271,468.50	25,542.30	638,142.39
Sick	40.00	1,247.33	40.00	1,247.33	237.62	6,857.45	481.25	14,533.45
Vacation	92.00	2,576.10	92.00	2,576.10	403.75	11,802.66	794.68	22,386.94
Personal	8.84	259.55	8.84	259.55	36.18	1,105.98	177.29	5,102.59
Bereavement Ear	0.00	0.00	0.00	0.00	0.00	0.00	13.00	278.11
Comp Time	42.00	891.00	42.00	891.00	147.14	3,524.74	270.38	6,237.45
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	9.00	267.06
NYS CP	0.00	0.00	0.00	0.00	0.00	0.00	58.00	1,713.92
Meetings	0.50	14.46	0.50	14.46	13.75	521.99	23.25	721.83
Sunday Reg	0.00	0.00	0.00	0.00	36.00	589.00	111.85	1,831.56
Medical Screen	0.00	0.00	0.00	0.00	0.00	0.00	11.00	279.86
Vacation NR	0.00	0.00	0.00	0.00	7.72	151.16	7.72	151.16
Snow Day	0.00	0.00	0.00	0.00	0.00	0.00	228.75	5,429.25
Covid Vaccine	0.00	0.00	0.00	0.00	0.00	0.00	7.00	202.44
Blood Donation	0.00	0.00	0.00	0.00	0.00	0.00	3.00	64.62
Emergency Close	0.00	0.00	0.00	0.00	0.00	0.00	40.00	1,031.42
<b>Total Earnings</b>	<b>2,377.92</b>	<b>60,034.15</b>	<b>2,377.92</b>	<b>60,034.15</b>	<b>12,043.86</b>	<b>305,750.44</b>	<b>29,127.97</b>	<b>737,055.67</b>
<b>Memo Calculations</b>	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Memo Sunday Hours	16.25	0.00	16.25	0.00	147.62	0.00	363.47	0.00
<b>Total Memo Calculations</b>	<b>16.25</b>	<b>0.00</b>	<b>16.25</b>	<b>0.00</b>	<b>147.62</b>	<b>0.00</b>	<b>363.47</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
NYS Retirement		736.10		736.10		3,756.50		9,031.14
Disability		85.50		85.50		427.50		950.00
CSEA Dues		790.75		790.75		3,953.75		9,515.43
Retire Arrears		80.97		80.97		140.97		140.97
<b>Total Deductions</b>		<b>1,693.32</b>		<b>1,693.32</b>		<b>8,278.72</b>		<b>19,637.54</b>

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

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	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					48.00	2,070.69	140.50	6,064.71
Holiday	96.00	2,373.87	96.00	2,373.87	96.00	2,373.87	522.50	12,764.82
Regular	844.51	22,187.59	844.51	22,187.59	4,658.84	120,842.45	10,971.19	282,445.11
Sick	15.50	367.37	15.50	367.37	150.50	3,566.41	286.05	7,045.68
Vacation	54.00	1,138.54	54.00	1,138.54	229.25	5,347.61	499.08	12,044.97
Personal	4.49	101.85	4.49	101.85	20.05	467.37	108.76	2,754.37
Bereavement Ear							13.00	278.11
Comp Time	26.00	631.00	26.00	631.00	82.37	2,052.19	140.29	3,353.86
NYS CP							20.00	489.67
Meetings	0.50	14.46	0.50	14.46	0.50	14.46	0.50	14.46
Vacation NR					7.72	151.16	7.72	151.16
Snow Day							101.00	2,657.43
Covid Vaccine							7.00	202.44
Emergency Close							14.00	319.30
<b>Total Gross Pay:</b>	<b>1,041.00</b>	<b>26,814.68</b>	<b>1,041.00</b>	<b>26,814.68</b>	<b>5,293.23</b>	<b>136,886.21</b>	<b>12,831.59</b>	<b>330,586.09</b>
<b>Employee Taxes:</b>								
SOC SEC EE		1,662.53		1,662.53		8,486.96		20,496.36
MED EE		388.81		388.81		1,984.83		4,793.49
FEDERAL WH		1,418.58		1,418.58		7,365.39		18,403.88
NEW YORK WH		834.09		834.09		4,297.30		10,363.03
<b>Total Employee Taxes:</b>		<b>4,304.01</b>		<b>4,304.01</b>		<b>22,134.48</b>		<b>54,056.76</b>
<b>Deductions:</b>								
NYS Retirement		389.85		389.85		1,979.58		4,896.99
Disability		42.75		42.75		213.75		479.75
CSEA Dues		517.34		517.34		2,586.70		6,245.58
Retire Arrears		26.52		26.52		86.52		86.52
<b>Total Deductions:</b>		<b>976.46</b>		<b>976.46</b>		<b>4,866.55</b>		<b>11,708.84</b>
<b>Netpay:</b>		<b>21,534.21</b>		<b>21,534.21</b>		<b>109,885.18</b>		<b>264,820.49</b>
<b>Employer Taxes:</b>								
SOC SEC ER		1,662.53		1,662.53		8,486.96		20,496.36
MED ER		388.81		388.81		1,984.83		4,793.49
<b>Total Employer Taxes:</b>		<b>2,051.34</b>		<b>2,051.34</b>		<b>10,471.79</b>		<b>25,289.85</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					16.00	1,200.72	39.50	2,964.28
Holiday	21.50	978.08	21.50	978.08	21.50	978.08	122.50	5,644.06
Regular	228.65	9,873.64	228.65	9,873.64	1,327.65	56,668.89	3,148.22	134,233.44
Sick	24.50	879.96	24.50	879.96	71.12	2,900.60	163.20	6,798.61
Vacation	28.00	1,157.16	28.00	1,157.16	93.00	3,933.96	169.71	6,711.94
Personal	4.35	157.70	4.35	157.70	13.26	564.65	38.75	1,615.44
Comp Time					13.75	607.04	20.41	900.17
NYS CP							19.00	822.97
Meetings					13.25	507.53	15.75	593.62
Medical Screen							3.00	151.86
Snow Day							13.50	580.34
Emergency Close							6.00	289.11
<b>Total Gross Pay:</b>	<b>307.00</b>	<b>13,046.54</b>	<b>307.00</b>	<b>13,046.54</b>	<b>1,569.53</b>	<b>67,361.47</b>	<b>3,759.54</b>	<b>161,305.84</b>
<b>Employee Taxes:</b>								
SOC SEC EE		808.90		808.90		4,176.40		10,000.96
MED EE		189.18		189.18		976.74		2,338.93
FEDERAL WH		919.59		919.59		5,036.94		12,130.23
NEW YORK WH		520.77		520.77		2,720.56		6,512.31
<b>Total Employee Taxes:</b>		<b>2,438.44</b>		<b>2,438.44</b>		<b>12,910.64</b>		<b>30,982.43</b>
<b>Deductions:</b>								
NYS Retirement		193.96		193.96		969.80		2,201.53
Disability		23.75		23.75		118.75		261.25
CSEA Dues		194.89		194.89		974.45		2,332.76
Retire Arrears		54.45		54.45		54.45		54.45
<b>Total Deductions:</b>		<b>467.05</b>		<b>467.05</b>		<b>2,117.45</b>		<b>4,849.99</b>
<b>Netpay:</b>		<b>10,141.05</b>		<b>10,141.05</b>		<b>52,333.38</b>		<b>125,473.42</b>
<b>Employer Taxes:</b>								
SOC SEC ER		808.90		808.90		4,176.40		10,000.96
MED ER		189.18		189.18		976.74		2,338.93
<b>Total Employer Taxes:</b>		<b>998.08</b>		<b>998.08</b>		<b>5,153.14</b>		<b>12,339.89</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	765.38	63.00	2,135.87
Holiday	43.00	1,056.32	43.00	1,056.32	43.00	1,056.32	175.00	4,411.00
Regular	292.00	7,409.42	292.00	7,409.42	1,539.63	38,587.99	3,660.86	92,405.82
Sick					13.00	342.30	20.00	496.59
Vacation	10.00	280.40	10.00	280.40	75.50	2,424.81	112.89	3,404.94
Personal					2.87	73.96	28.50	712.24
Comp Time					7.00	148.68	23.00	559.28
Snow Removal							9.00	267.06
NYS CP							19.00	401.28
Snow Day							29.00	754.19
Blood Donation							3.00	64.62
Emergency Close							10.00	262.01
<b>Total Gross Pay:</b>	<b>345.00</b>	<b>8,746.14</b>	<b>345.00</b>	<b>8,746.14</b>	<b>1,703.50</b>	<b>43,399.44</b>	<b>4,153.25</b>	<b>105,874.90</b>
<b>Employee Taxes:</b>								
SOC SEC EE		542.26		542.26		2,690.76		6,564.25
MED EE		126.82		126.82		629.29		1,535.19
FEDERAL WH		754.41		754.41		3,730.76		9,142.18
NEW YORK WH		372.56		372.56		1,842.62		4,514.31
<b>Total Employee Taxes:</b>		<b>1,796.05</b>		<b>1,796.05</b>		<b>8,893.43</b>		<b>21,755.93</b>
<b>Deductions:</b>								
NYS Retirement		37.03		37.03		199.04		478.83
Disability		19.00		19.00		95.00		209.00
CSEA Dues		78.52		78.52		392.60		937.09
<b>Total Deductions:</b>		<b>134.55</b>		<b>134.55</b>		<b>686.64</b>		<b>1,624.92</b>
<b>Netpay:</b>		<b>6,815.54</b>		<b>6,815.54</b>		<b>33,819.37</b>		<b>82,494.05</b>
<b>Employer Taxes:</b>								
SOC SEC ER		542.26		542.26		2,690.76		6,564.25
MED ER		126.82		126.82		629.29		1,535.19
<b>Total Employer Taxes:</b>		<b>669.08</b>		<b>669.08</b>		<b>3,320.05</b>		<b>8,099.44</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	3.00	48.14	3.00	48.14	3.00	48.14	20.00	332.71
Regular	40.96	656.22	40.96	656.22	223.14	3,575.37	607.35	9,934.24
Sick					3.00	48.14	12.00	192.57
Vacation					6.00	96.28	13.00	225.09
Personal							1.28	20.54
Comp Time							8.00	147.21
Snow Day							9.50	164.22
<b>Total Gross Pay:</b>	<b>43.96</b>	<b>704.36</b>	<b>43.96</b>	<b>704.36</b>	<b>235.14</b>	<b>3,767.93</b>	<b>671.13</b>	<b>11,016.58</b>
<b>Employee Taxes:</b>								
SOC SEC EE		43.67		43.67		233.62		683.03
MED EE		10.22		10.22		54.63		159.74
FEDERAL WH								357.87
NEW YORK WH		19.56		19.56		108.78		337.30
<b>Total Employee Taxes:</b>		<b>73.45</b>		<b>73.45</b>		<b>397.03</b>		<b>1,537.94</b>
<b>Netpay:</b>		<b>630.91</b>		<b>630.91</b>		<b>3,370.90</b>		<b>9,478.64</b>
<b>Employer Taxes:</b>								
SOC SEC ER		43.67		43.67		233.62		683.03
MED ER		10.22		10.22		54.63		159.74
<b>Total Employer Taxes:</b>		<b>53.89</b>		<b>53.89</b>		<b>288.25</b>		<b>842.77</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	75.00	1,235.76	75.00	1,235.76	75.00	1,235.76	266.50	4,364.17
Regular	549.96	9,226.67	549.96	9,226.67	3,087.44	51,793.80	7,154.68	119,123.78
Comp Time	16.00	260.00	16.00	260.00	44.02	716.83	78.68	1,276.93
Meetings							7.00	113.75
Sunday Reg					36.00	589.00	111.85	1,831.56
Medical Screen							8.00	128.00
Snow Day							75.75	1,273.07
Emergency Close							10.00	161.00
<b>Total Gross Pay:</b>	<b>640.96</b>	<b>10,722.43</b>	<b>640.96</b>	<b>10,722.43</b>	<b>3,242.46</b>	<b>54,335.39</b>	<b>7,712.46</b>	<b>128,272.26</b>
<b>Employee Taxes:</b>								
SOC SEC EE		664.84		664.84		3,368.80		7,952.91
MED EE		155.47		155.47		787.82		1,859.93
FEDERAL WH		315.49		315.49		1,634.70		3,727.33
NEW YORK WH		125.64		125.64		628.65		1,319.56
<b>Total Employee Taxes:</b>		<b>1,261.44</b>		<b>1,261.44</b>		<b>6,419.97</b>		<b>14,859.73</b>
<b>Deductions:</b>								
NYS Retirement		115.26		115.26		608.08		1,453.79
<b>Total Deductions:</b>		<b>115.26</b>		<b>115.26</b>		<b>608.08</b>		<b>1,453.79</b>
<b>Netpay:</b>		<b>9,345.73</b>		<b>9,345.73</b>		<b>47,307.34</b>		<b>111,958.74</b>
<b>Employer Taxes:</b>								
SOC SEC ER		664.84		664.84		3,368.80		7,952.91
MED ER		155.47		155.47		787.82		1,859.93
<b>Total Employer Taxes:</b>		<b>820.31</b>		<b>820.31</b>		<b>4,156.62</b>		<b>9,812.84</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					86.50	4,036.79	243.00	11,164.86
Holiday	238.50	5,692.17	238.50	5,692.17	238.50	5,692.17	1,106.50	27,516.76
Regular	1,956.08	49,353.54	1,956.08	49,353.54	10,836.70	271,468.50	25,542.30	638,142.39
Sick	40.00	1,247.33	40.00	1,247.33	237.62	6,857.45	481.25	14,533.45
Vacation	92.00	2,576.10	92.00	2,576.10	403.75	11,802.66	794.68	22,386.94
Personal	8.84	259.55	8.84	259.55	36.18	1,105.98	177.29	5,102.59
Bereavement Ear							13.00	278.11
Comp Time	42.00	891.00	42.00	891.00	147.14	3,524.74	270.38	6,237.45
Snow Removal							9.00	267.06
NYS CP							58.00	1,713.92
Meetings	0.50	14.46	0.50	14.46	13.75	521.99	23.25	721.83
Sunday Reg					36.00	589.00	111.85	1,831.56
Medical Screen							11.00	279.86
Vacation NR					7.72	151.16	7.72	151.16
Snow Day							228.75	5,429.25
Covid Vaccine							7.00	202.44
Blood Donation							3.00	64.62
Emergency Close							40.00	1,031.42
<b>Total Gross Pay:</b>	<b>2,377.92</b>	<b>60,034.15</b>	<b>2,377.92</b>	<b>60,034.15</b>	<b>12,043.86</b>	<b>305,750.44</b>	<b>29,127.97</b>	<b>737,055.67</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,722.20		3,722.20		18,956.54		45,697.51
MED EE		870.50		870.50		4,433.31		10,687.28
FEDERAL WH		3,408.07		3,408.07		17,767.79		43,761.49
NEW YORK WH		1,872.62		1,872.62		9,597.91		23,046.51
<b>Total Employee Taxes:</b>		<b>9,873.39</b>		<b>9,873.39</b>		<b>50,755.55</b>		<b>123,192.79</b>
<b>Deductions:</b>								
NYS Retirement		736.10		736.10		3,756.50		9,031.14
Disability		85.50		85.50		427.50		950.00
CSEA Dues		790.75		790.75		3,953.75		9,515.43
Retire Arrears		80.97		80.97		140.97		140.97
<b>Total Deductions:</b>		<b>1,693.32</b>		<b>1,693.32</b>		<b>8,278.72</b>		<b>19,637.54</b>
<b>Netpay:</b>		<b>48,467.44</b>		<b>48,467.44</b>		<b>246,716.17</b>		<b>594,225.34</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,722.20		3,722.20		18,956.54		45,697.51
MED ER		870.50		870.50		4,433.31		10,687.28
<b>Total Employer Taxes:</b>		<b>4,592.70</b>		<b>4,592.70</b>		<b>23,389.85</b>		<b>56,384.79</b>

O.K. RL  
6 JUN 24





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

## DIRECTOR'S REPORT June 18, 2024

### Buildings & Grounds












































*People Counters:* During the month of May, a total of 32,901 patrons visited our Library buildings. The breakdown, by building, is as follows: Commack (6,630); Kings Park (6,736); Nesconset (7,352); and Smithtown (12,183).

*Flag Collection Box:* During the month of May, 54 American flags were deposited in the flag collection box that is located at the front entrance of our Smithtown building.

*Sustainable Libraries Initiative:* As part of the SLI certification process, the Library will need to adopt a healthy indoor air quality plan. In order to accomplish this task, we will be purchasing an air quality measuring tool. This type of tool will accurately assess air quality parameters, including temperature, humidity, and airflow. We'll be using this tool for several days in each building annually and the rest of the time it will be circulating to patrons through our Library of Things.


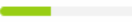
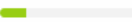
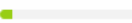

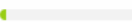
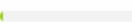
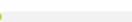
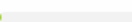


### IT Network

*May Statistics:* Scanners—The Library had a total of 39 logins for the scanner computers. The breakdown, by building, is as follows: Commack (0); Kings Park (0); Nesconset (27); and Smithtown (12). Faxes—The Library had a total of 1,262 pages sent by fax. The breakdown, by building, is as follows: Commack (223); Kings Park (360); Nesconset (441); and Smithtown (238). Patron Release Station—The Library had a total of 1,719 pages printed on the patron release station. The breakdown, by building, is as follows: Commack (284); Kings Park (213); Nesconset (582); and Smithtown (640). WIFI—Traffic statistics and categories visited in May. Users per building are as follows: Commack (765); Kings Park (551); Nesconset (1,521); and Smithtown (2,503).











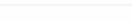
<p>Nesconset 533 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> iCloud</li> <li> iTunes/App Store</li> <li> Nintendo</li> <li> Web File Transfer</li> <li> Google APIs(SSL)</li> <li> World Wide Web HTTP</li> <li> Akamai.net</li> <li> SSL/TLS</li> <li> Netflix</li> <li> X</li> </ul>	<p>Smithtown 329 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 29.3 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> iTunes/App Store</li> <li> Web File Transfer</li> <li> iCloud</li> <li> Netflix</li> <li> World Wide Web HTTP</li> <li> Twitter</li> <li> Google APIs(SSL)</li> <li> SSL/TLS</li> <li> Facebook</li> <li> Google</li> </ul>	<p>Kings Park 140 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> Netflix</li> <li> Amazon Video</li> <li> iTunes/App Store</li> <li> Akamai.net</li> <li> Facebook</li> <li> iCloud</li> <li> World Wide Web HTTP</li> <li> Google APIs(SSL)</li> <li> Amazon CloudFront</li> <li> Web File Transfer</li> </ul>

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












Commack

#	RATING NAME	SESSIONS	
		COUNT 	PERCENTAGE
1	Information Technology/Computer	3.42M	 38%
2	Business and Economy	1.81M	 20%
3	Advertisement	865.45K	 9%
4	Parked Domains	703.46K	 7%
5	Computer and Internet Security	467.75K	 5%
6	Training and Tools	313.80K	 3%
7	Search Engines and Portals	258.22K	 2%
8	Content Delivery Networks	192.09K	 2%
9	Shopping	135.84K	 1%
10	Arts/Entertainment	92.62K	 1%












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	5.41M	 40%
2	Business and Economy	3.47M	 26%
3	Advertisement	1.15M	 8%
4	Computer and Internet Security	825.59K	 6%
5	Search Engines and Portals	470.04K	 3%
6	Content Delivery Networks	329.37K	 2%
7	Shopping	284.38K	 2%
8	Training and Tools	282.29K	 2%
9	Arts/Entertainment	176.07K	 1%
10	Web Communications	129.93K	 0%

## Smithtown

#	RATING NAME	SESSIONS	
		COUNT 	PERCENTAGE
1	Information Technology/Computer	5.48M	 38%
2	Business and Economy	3.32M	 23%
3	Advertisement	1.31M	 9%
4	Parked Domains	1.09M	 7%
5	Computer and Internet Security	734.44K	 5%
6	Search Engines and Portals	458.36K	 3%
7	Content Delivery Networks	320.33K	 2%
8	Training and Tools	220.63K	 1%
9	Shopping	195.52K	 1%
10	Web Communications	140.17K	 0%

## Public Relations

*Passport Acceptance Facility Statistics:* Our PAF numbers picked up during the month of May. We also experienced a good number of “no shows”. The stats are as follows: 49 Passport Reference Questions and 39 Applications Processed. The Library had 35 photos taken. Total revenue for the Library was \$1,855.

*Outreach and Library of Things Statistics:* The statistics for the month of May are as follows: Library of Things Circulation—The Library had a total of 285 items that circulated. Hotspots—The Library had 104 hotspots circulate. Nursing Home Visits—The Library had 5 visits. There was a total of 54 people in attendance. The Library processed 10 new library cards. There were 214 transactions. All Abilities Programs—The Library had 12 sessions. There was 1 outreach session. There were 144 people who attended the sessions.

*2024 Dennis Cannataro Family Summer Concert Series:* The Library is all set for its 18<sup>th</sup> series of Thursday outdoor summer shows. This free concert series is underwritten by a generous Omnibus Grant obtained by Suffolk County Legislator Robert Trotta. The kickoff begins on Thursday, July 11 with The Gold Coast—playing Motown hits. Also scheduled to perform are: Radio Active—playing music of the 80s, 90s, and 200s (July 18); Boardwalk Nights—a Jersey Shore tribute (July 25); New York’s Finest—a Sting/The Police tribute band (August 1); Penny Lane—a Beatles tribute band (August 8); and Any Way You Want It—a Journey tribute band (August 15). All concerts will be performed on the lawn at our Smithtown building and will begin at 7:30 pm.

*Educate Station Database.* The Children’s Departments at The Smithtown Library will be adding a new database, entitled “Educate Station”, to its collection. This online database provides lesson plans and worksheets for preschoolers through children in fifth grade. It includes English Language Arts, Social Studies, Science, Math, Social Emotional Learning, and Art. This database will appeal to a wide variety of patrons. Our homeschooling population can find relevant curriculum and support materials. Students are able to find appropriate materials, should they need extra practice in a subject area. Educate Station can also assist educators allowing them to enhance their skills.

*Long Island Room:* On May 28, the Long Island Room kicked off its 2024 Program Series, “Greetings from Long Island,” with a fascinating lecture that compared two of the region’s most popular historic sites: Old Westbury Gardens and Sagamore Hill. This year’s six-part series, which continues through the summer and into the fall, features programs about the history of some of Long Island’s iconic amusements and attractions. Additional topics include the 1964-1965 New York World’s Fair, Long Island beaches, historic amusement parks, the Big Duck, and wine country. The Long Island Room’s complementary exhibition, located on the lower level of the Smithtown Building, further enhances an understanding of these topics through the curated presentation of more than 100 relevant collection items. The exhibit will be on view until the end of the year.

*Quarterly Newsletter:* The Spring 2024 issue of the Spotlight bulletin has been mailed out to all Smithtown residents. Some of the highlights include: Summer Reading Programs; Summer Blockbuster Challenge; Bingo for Adults; The Friends Museum Pass Program; 2024 Suffolk County Public Libraries Summer Tour; and a Message from the Library Director.

*LearnLab Happenings:* During the month of April, 114 total patrons were served. In early April, Dawn Bauer hosted another session of a fan-favorite program: Laser Engraved Keychains! The program was for 7-12 year olds. The program started by talking a little bit about the Glowforge and how it works, and then the kids got to create their own keychain designs. Everyone had a great time, and their keychains came out amazing. In mid-April, the LearnLab had the monthly session of Cricut Crafts: the theme was Spring Stencil Art. Dawn taught kids, ages 5-10, the basics of the Cricut and showed them how to use Design Space to make stencils. After a demonstration of the Cricut in action, the kids used stencils cut with the machine to make their own springtime scene -- one child even added dinosaurs to their artwork; a creative twist to the project! Carrie George hosted Mouse Maker Monday on May 6, where eight adult patrons made custom Disney inspired tumblers.

*Teen Services:* Our Library District's Teen Departments hosted 33 programs for the month of April. The total attendance at these programs was 238. Smithtown building's Teen Librarian Colleen Navins attended the annual Poetry Day program at Smithtown High School East on Friday, April 19. She promoted teens services, gave away prizes and spoke to high schoolers about community service and scholarship opportunities. The Commack building's Teen Department hosted Wood Veneer Jewelry on May 1 and had 100% attendance! This program used our mobile LearnLab to teach the teens how to design, cut and assemble their own jewelry out of wood veneer with the Cricut. On May 13, teen volunteers at our Commack building planted the second round of seedlings for our community garden. Teens planted zucchini, tomatoes, peppers and eggplant. All of the seedlings from the first session have sprouted and we are looking forward to a bountiful harvest this summer for the Smithtown Food Emergency Pantry. Katie Brand spoke last month at the Long Island Library Conference at a panel sponsored by CATS titled "Ask Me Anything: Women and Technology", in which she shared her experience working with technology in teen programming. Teen volunteers at our Kings Park building made over 150 Cognitive Care kits for patrons with memory impairment. These kits have been widely received by the community and the teens also enjoy assisting the Library in providing this service to Smithtown. Teens at our Smithtown building assembled Community Wash Kits that were donated to a local church and given out to the homeless in our community. Over 60 wash kits were created. Teens at the Smithtown building celebrated National Pet Month by creating digitized photo keychains of their furry friends, using the Glowforge in the Library's LearnLab. We had 100% attendance and every teen walked out with a smile. Paw-fect Pet Keychains took place on Wednesday, May 8.

*Jeans Day:* On May 15, 48 Library staff members participated in a jeans day to recognize National Brain Tumor Month. Staff members who donated \$5 or more were permitted to



wear jeans to work on that day. The Library was able to collect \$241 for this important cause. The proceeds were donated to the National Brain Tumor Society. 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.

*Rotary Club Presentation:* Andy Salomon, our Kings Park Building Head, recently became a member of the Commack-Kings Park Rotary Club and was asked to present/host at their June 4 meeting. Andy hosted a demonstration of AtoZdatabases, considered one of the premier job search, reference and mailing list databases. It includes 65 million business and executive profiles and 240 million residents. The database is ideal for sales leads, mailing lists, market research, employment opportunities, finding friends and relatives, and more. Andy thought it would be a great resource for his fellow Rotarians because it could possibly be used to find donors for nonprofits (in addition to all of the business benefits). A representative from the database company attended the meeting to do a demonstration of the product and, according to Andy, it was very well received.

*100 Books Before Graduation:* The Teen Department recently announced a new, on-going initiative called "100 Books Before Graduation". With this reading initiative, we are hopeful that teens will step up to the challenge to read 100 books and at the same time foster their love of reading. Starting on June 17th, teens in grades 6-12 will be able to sign up for 100 Books Before Graduation at any Smithtown Library building. Our staff will sign teens up in the 100 Books Before Graduation Registration Sheet. Upon registration, teens will receive an informational packet that contains a FAQ sheet, a reading log, and a card with a QR code that will take the teen directly to the "Teen Recommended Reads" page on our Library's homepage.

*Pride Picnic:* The Library will have a table, once again, at the Town of Smithtown Unity Council & Youth Bureau Pride Picnic that will be taking place on Monday, June 24 at Hoyt Farm in Commack. The hours of the picnic are 5:30-7:30pm. Our table will have crafts, booklists and an opportunity for attendees to make buttons.

## **Suffolk Cooperative Library System**

*Summer Tour:* Our Library will be one of the many libraries in Suffolk participating again this year in the 2024 "Suffolk County Public Libraries Summer Tour". With your free Suffolk Summer Tour booklet, which will be made available at each of our Library buildings, young patrons will be able to visit public libraries all around Suffolk County any time from July 1st through August 31st. While visiting, they will be able to get their booklet stamped, see new sights, learn fun facts, and be entered into some fun raffles. Raffle prizes include Barnes & Noble Gift Cards and a grand prize of a Nook eReader. We will be publicizing the event on our website, social media, and current issue of our Spotlight newsletter.

## **Conferences and Meetings and Workshops**

On Thursday, May 23, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

On Thursday, May 30, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

On Tuesday, June 11, I completed an online training session entitled "End User Cyber Security Fundamentals Series – Browsing".

On Thursday, June 13, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

Respectfully Submitted,

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

June 14, 2024

**MAY - 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	617	3,081	698	2,441	640	82,172
Adult Nonfiction Books	2	99,452	456	2,177	525	2,814	(637)	98,815
<b>Subtotal Adult Books</b>		<b>180,984</b>	<b>1,073</b>	<b>5,258</b>	<b>1,223</b>	<b>5,255</b>	<b>3</b>	<b>180,987</b>
Juvenile Fiction Books	3	61,645	399	1,757	370	2,278	(521)	61,124
Juvenile Nonfiction Books	4	31,699	160	450	37	726	(276)	31,423
<b>Subtotal Juv Books</b>		<b>93,344</b>	<b>559</b>	<b>2,207</b>	<b>407</b>	<b>3,004</b>	<b>(797)</b>	<b>92,547</b>
<b>Subtotal All Books</b>		<b>274,328</b>	<b>1,632</b>	<b>7,465</b>	<b>1,630</b>	<b>8,259</b>	<b>(794)</b>	<b>273,534</b>
Adult Periodical (Serial)	5	10,352	505	2,661	419	2,461	200	10,552
Juvenile Periodical (Serial)	s	314	19	97	25	562	(465)	(151)
<b>Subtotal Magazines</b>		<b>10,666</b>	<b>524</b>	<b>2,758</b>	<b>444</b>	<b>3,023</b>	<b>(265)</b>	<b>10,401</b>
Adult Audio Recordings	a	20,626	83	489	227	952	(463)	20,163
Juvenile Audio Recordings	v	1,292	0	28	1	75	(47)	1,245
<b>Subtotal Audio Recordings</b>		<b>21,918</b>	<b>83</b>	<b>517</b>	<b>228</b>	<b>1,027</b>	<b>(510)</b>	<b>21,408</b>
Adult Video Recording	6	37,118	154	722	79	1,081	(359)	36,759
Juvenile Video Recording	j	6,945	13	137	36	399	(262)	6,683
<b>Subtotal Video Recording</b>		<b>44,063</b>	<b>167</b>	<b>859</b>	<b>115</b>	<b>1,480</b>	<b>(621)</b>	<b>43,442</b>
<b>Subtotal Adult A/V</b>		<b>57,744</b>	<b>237</b>	<b>1,211</b>	<b>306</b>	<b>2,033</b>	<b>(822)</b>	<b>56,922</b>
<b>Subtotal Juvenile A/V</b>		<b>8,237</b>	<b>13</b>	<b>165</b>	<b>37</b>	<b>474</b>	<b>(309)</b>	<b>7,928</b>
<b>Subtotal All A/V</b>		<b>65,981</b>	<b>250</b>	<b>1,376</b>	<b>343</b>	<b>2,507</b>	<b>(1,131)</b>	<b>64,850</b>
Other	9	818	4	68	9	15	53	871
<b>Grand Total Library Collection</b>		<b>351,793</b>	<b>2,410</b>	<b>11,667</b>	<b>2,426</b>	<b>13,804</b>	<b>(2,137)</b>	<b>349,656</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)		32,901	162,713	Adult Registrations		270	1,766	
SCKN Internet/ Social Media		33,683	162,677	Juvenile Registrations		58	480	
				<b>Total Borrower Registrations</b>		<b>328</b>	<b>2,246</b>	
<b>CIRCULATION TRANSACTIONS</b>		<b>Current</b>	<b>YTD</b>					
Checkouts		25,920	140,761					
Renewals		28,179	137,588		<b>YTD Self Check</b>	<b>YTD Online</b>	<b>YTD Txt Msg</b>	
Downloadable Check-Outs		31,710	158,944		5,735	(not applic.)	(not applic.)	
Hot Spot Check-Outs		104	860		137	132,851	0	
Library of Things		285	1,041		<i>Included in Circulation Transaction totals at left.</i>			
<b>Grand Total Library Circulation</b>		<b>86,198</b>	<b>439,194</b>					
<b>INTERLIBRARY LOAN</b>		<b>Current</b>	<b>YTD</b>	<b>SERVICES</b>				
Borrowed		3,576	19,880		<b>Current</b>	<b>YTD</b>		
Loaned		4,405	21,614		Curbside Visits	6	35	
<b>Total Interlibrary Loan</b>		<b>7,981</b>	<b>41,494</b>		FAX (Pages)	1262	7103	
					LearnLab Uses	114	721	
<b>RESERVES PLACED</b>		<b>Current</b>	<b>YTD</b>		Microfilm	2	19	
		7,727	40,886		Museum Pass	212	806	
					Notary	547	2976	
<b>COMPUTER USE</b>		<b>Current</b>	<b>YTD</b>	<b>SCANNING</b>				
Adult		2,018	10,777		Station Sessions	39	217	
Juvenile		326	2,332		Patron Printer Pgs	1719	12,127	
<b>Total Computer Internet Use</b>		<b>2,344</b>	<b>13,109</b>					
<b>REFERENCE TRANSACTIONS</b>		<b>Current</b>	<b>YTD</b>	<b>PASSPORT ACCEPTANCE FACILITY</b>				
Adult Reference		6,091	33,930		<b>Current</b>	<b>YTD</b>		
Juvenile Reference		2,452	14,002		Passport Ref. Questions	49	259	
<b>Total Reference Transactions</b>		<b>8,543</b>	<b>47,932</b>		Applications Processed	39	185	
					Passport Photos Taken	35	155	
<b>LIBRARY WIDE VIRTUAL REFERENCE</b>		<b>Current</b>	<b>YTD</b>		Revenue	\$ 1,855.00	\$ 8,645.00	
Chat		149	796					
Email		78	377					
Social Media		9	24					
*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		144	1,467	659	6,170	9		
Young Adult Programs		39	1,100	161	2,197	14		
Juvenile Programs		105	3,802	510	12,965	25		
General Interest Programs		1	200	1	200	200		
<b>Total Library Programs</b>		<b>289</b>	<b>6,569</b>	<b>1,331</b>	<b>21,532</b>	<b>16</b>		
<b>LIBRARY WIDE YA VIRTUAL</b>		<b>Current</b>	<b>YTD</b>					
Email Interactions		14	33					
Recommended Reads		0	0					
Social Media Posts		0	20					
Volunteers		136	856					

Circulation Activity By Library - May 2024- System Wide 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	PreviousYear 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>139,626</u></b>	<b><u>145,946</u></b>	<b><u>25,998</u></b>	<b><u>25,042</u></b>	<b><u>26,945</u></b>	<b><u>956</u></b>	<b><u>3,039</u></b>	<b><u>1</u></b>	<b><u>55,983</u></b>	<b><u>0</u></b>
223-Sachem	88,466	89,586	15,883	15,440	15,778	443	1,338	0	32,999	3.5%
260-Emma S Clark	82,884	86,865	15,199	14,902	16,238	297	675	0	32,112	3.5%
208-Comsewogue	55,475	55,556	9,751	9,370	10,421	381	1,066	0	21,238	2.3%
216-Longwood	52,815	55,431	9,585	9,062	12,430	523	1,341	0	23,356	2.5%
231-South Huntington	46,582	52,223	8,044	7,793	9,806	251	508	0	18,358	2.0%
<b><u>226-Smithtown-Main</u></b>	<b><u>45,566</u></b>	<b><u>47,652</u></b>	<b><u>8,098</u></b>	<b><u>7,811</u></b>	<b><u>8,385</u></b>	<b><u>287</u></b>	<b><u>962</u></b>	<b><u>1</u></b>	<b><u>17,446</u></b>	<b><u>1.9%</u></b>
213-Harborfields	42,711	46,128	7,486	7,342	7,690	144	605	1	15,782	1.7%
219-Northport-Main	41,456	40,653	7,287	6,909	7,640	378	727	0	15,654	1.7%
244-Center Moriches	38,867	43,182	7,157	6,908	7,118	249	659	0	14,934	1.6%
211-HHL-Dix Hills	38,508	39,880	6,466	6,235	6,732	231	1,000	2	14,200	1.5%
239-Patchogue Medford	37,975	39,438	6,823	6,363	6,691	460	674	1	14,189	1.5%
215-Lindenhurst	34,824	36,135	6,241	6,037	6,498	204	640	0	13,379	1.4%
<b><u>227-Smithtown-Commack</u></b>	<b><u>32,184</u></b>	<b><u>34,775</u></b>	<b><u>6,059</u></b>	<b><u>5,877</u></b>	<b><u>6,300</u></b>	<b><u>182</u></b>	<b><u>818</u></b>	<b><u>0</u></b>	<b><u>13,177</u></b>	<b><u>1.4%</u></b>
224-Sayville	32,054	32,659	5,609	5,442	6,160	167	558	0	12,327	1.3%
214-Islip	32,002	34,464	5,733	5,618	5,869	115	373	0	11,975	1.3%
<b><u>229-Smithtown-Nesconset</u></b>	<b><u>31,757</u></b>	<b><u>30,927</u></b>	<b><u>6,288</u></b>	<b><u>6,000</u></b>	<b><u>6,595</u></b>	<b><u>288</u></b>	<b><u>698</u></b>	<b><u>0</u></b>	<b><u>13,581</u></b>	<b><u>1.5%</u></b>
210-East Islip	30,842	31,795	5,242	5,097	5,900	145	419	0	11,561	1.2%
<b><u>228-Smithtown-Kings Park</u></b>	<b><u>30,119</u></b>	<b><u>32,592</u></b>	<b><u>5,553</u></b>	<b><u>5,354</u></b>	<b><u>5,665</u></b>	<b><u>199</u></b>	<b><u>561</u></b>	<b><u>0</u></b>	<b><u>11,779</u></b>	<b><u>1.3%</u></b>
203-Brentwood	29,731	30,569	4,972	4,772	5,275	200	562	12	10,821	1.2%
233-West Islip	29,186	29,942	4,960	4,914	5,353	46	316	0	10,629	1.1%
221-Port Jefferson	28,939	30,364	5,038	4,928	5,380	110	487	0	10,905	1.2%
230-South Country	28,244	29,576	5,172	4,903	5,128	269	747	4	11,051	1.2%
207-Commack	27,113	25,262	5,039	4,798	5,064	241	684	0	10,787	1.2%
250-Riverhead	26,136	28,864	4,681	4,481	4,996	200	532	0	10,209	1.1%
220-Northport-East Northport	26,065	26,737	4,188	3,922	5,001	266	444	1	9,634	1.0%
259-Bayshore-Brightwaters	25,751	26,028	4,433	4,060	4,445	373	556	0	9,434	1.0%
232-West Babylon	25,725	28,067	4,577	4,452	4,897	125	339	0	9,813	1.1%
225-North Shore	25,386	26,506	4,518	4,042	6,648	476	425	0	11,591	1.2%
202-Bayport	25,123	26,066	4,598	4,374	4,556	224	540	0	9,694	1.0%
255-Rogers Memorial	24,533	23,935	4,678	4,480	4,995	198	540	0	10,213	1.1%
245-Hampton Bays	21,604	20,093	4,393	4,211	3,931	182	523	0	8,847	1.0%
201-Babylon	20,776	20,421	3,493	3,463	3,617	30	278	0	7,388	0.8%
246-Hauppauge	20,101	22,074	3,710	3,565	3,609	145	398	0	7,717	0.8%
240-Huntington Main	18,428	18,883	3,280	3,052	5,798	228	733	1	9,812	1.1%
218-North Babylon	18,078	19,508	3,189	2,974	3,074	215	304	1	6,568	0.7%
234-Westhampton	17,941	19,754	3,494	3,319	3,354	175	451	0	7,299	0.8%
205-Central Islip	17,353	18,281	3,172	3,037	3,077	135	208	0	6,457	0.7%
252-East Hampton	15,826	17,133	3,191	3,083	3,120	108	354	1	6,666	0.7%
243-Deer Park	14,989	15,411	2,757	2,542	3,984	215	325	0	7,066	0.8%
264-Copague	14,682	11,127	2,748	2,670	2,503	78	254	0	5,505	0.6%
206-Cold Spring Harbor	14,289	14,408	2,485	2,278	2,333	207	228	0	5,046	0.5%
200-Amityville	12,954	16,158	2,253	2,185	2,207	68	273	0	4,733	0.5%
265-Mastic-Moriches-Mastic Be	12,599	12,493	2,083	1,902	2,378	181	362	0	4,823	0.5%
251-Elwood	12,582	12,967	2,338	2,234	2,507	104	409	0	5,254	0.6%
209-Cutchogue	11,233	11,979	2,194	2,076	1,975	118	281	0	4,450	0.5%
248-John Jermain	10,223	11,242	2,062	1,989	1,895	73	240	0	4,197	0.5%
212-HHL-Melville	10,102	12,121	1,896	1,785	1,889	111	410	0	4,195	0.5%
253-Mattituck-Laurel	10,043	10,924	1,855	1,785	1,825	70	161	0	3,841	0.4%
254-Floyd Memorial	9,756	11,325	1,866	1,696	1,754	170	266	0	3,886	0.4%
247-Southold	8,695	10,798	1,565	1,504	1,612	61	262	0	3,439	0.4%
266-Mastic-Moriches-Moriches	8,399	2,170	1,623	1,527	1,867	96	260	0	3,750	0.4%
257-Shelter Island	7,018	7,834	1,413	1,288	1,359	125	331	0	3,103	0.3%
204-Brookhaven	6,903	6,932	1,311	1,281	1,277	30	106	0	2,694	0.3%
256-Quogue	6,593	5,610	1,428	1,243	1,219	185	215	0	2,862	0.3%
238-Montauk	6,571	7,031	1,514	1,394	1,250	120	150	0	2,914	0.3%
249-Hampton Library	5,372	5,190	1,041	876	843	165	154	1	2,039	0.2%
258- Amagansett	4,631	4,668	972	918	851	54	224	0	2,047	0.2%
241-Huntington Station	4,472	4,132	951	919	1,088	32	233	0	2,272	0.2%
235-Wyandach	1,481	970	233	180	186	53	11	0	430	0.0%
261-Fisher's Island	314	242	93	90	78	3	0	0	171	0.0%
217-Mastic-Moriches-Shirley 1	29	3,184	16	15	10	1	37	0	63	0.0%