

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

A meeting of the Board of Trustees ("Board") of The Smithtown Library ("Library") will be held on Tuesday, March 18, 2025, at 6:30 p.m. in the offices of the Library located at 3 Indian Head Road, Commack, NY (Commack building).

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

READING AND APPROVAL OF MINUTES

1. Approval of MINUTES

- a. *RESOLVED, that the REGULAR MEETING MINUTES of February 18, 2025 be approved as presented (appended):*

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

2. Report of the BUDGET AND FINANCE COMMITTEE

a. *TREASURER'S REPORT*

RESOLVED, that the TREASURER'S REPORT for the month ended February 28, 2025 be approved for filing (appended).

b. WARRANTS

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #25 - March ("L" fund) PREPAYS	\$ 30,567.72
ii. Warrant #25 - March ("L" fund) WARRANT	\$ 497,088.27
iii. Warrant #25 - March ("M" fund) WARRANT	\$ 286,496.25
iv. Warrant #25 - March (PAYROLL #5 – 2/28/25)	\$ 269,792.58
v. Warrant #54 - March (PAYROLL #6 – 3/14/25)	\$ 303,405.99

3. Report of the PERSONNEL COMMITTEE

a. *PERSONNEL CHANGES*

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

Part-time appointment:

- i. *Part-time appointment of **Emma Zanfardino** to the position of Librarian Trainee, Adult Reference/Government Services, temporarily located at Nesconset building (while Smithtown building is closed for flood recovery) at an hourly rate of pay of \$31.09, effective April 7, 2025 (new position for new Government Services Department).*

Resignation:

- ii. Resignation of **Amanda Bayer**, Page, Nesconset building, effective March 14, 2025.

Retirements:

- iii. Retirement of **Christine Bell**, Librarian II, Reference Department, Smithtown building, effective March 1, 2025 (last day of employment – February 28, 2025).
- iv. Retirement of **Karen Conte**, Senior Library Clerk, Circulation Department, Commack building, effective February 28, 2025 (last day of employment – February 27, 2025).

b. CONFERENCE ATTENDANCE REQUESTS

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

- i. That Library Director **Robert Lusak** be authorized to attend, on paid release time, the “2025 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 8, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts.
- ii. That Library Director **Robert Lusak** be authorized to attend, on paid release time, the 2025 NYLA Spring on the Hill Conference sponsored by the New York Public Library Association, to be held in Albany, NY, from May 19, 2025 through May 21, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts.
- iii. That Assistant Library Director **Eileen Caulfield** be authorized to attend, on paid release time, the ALA Annual Conference & Exhibition 2025, sponsored by the American Library Association, to be held in Philadelphia, PA, from June 26, 2025 through June 30, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts. (Note: Eileen Caulfield will be a presenter at the conference.)
- iv. That **Laura Dellova**, Librarian I, Children’s Services, Kings Park building, be authorized to attend, on paid release time, the “CLASC Membership Meeting and Dinner”, sponsored by the Children’s Librarians Association of Suffolk County, on April 24, 2025 to be held at The Bench Bar & Grill, Stony Brook, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.
- v. That **Kimberly McCarthy**, Librarian II, Children’s Services, Nesconset building, be authorized to attend, on paid release time, the “CLASC Membership Meeting and Dinner”, sponsored by the Children’s Librarians Association of Suffolk County, on April 24, 2025 to be held at The Bench Bar & Grill, Stony Brook, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.

c. SEASONAL INCREASE TO EMPLOYEES SCHEDULED HOURS

RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, pending approval by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children's, Reference and Teen Departments, during the period June 1, 2025 through September 1, 2025, not to exceed \$29,700.00.

d. RETIREMENT – Resolution of Appreciation – **Christine Bell**

WHEREAS, Christine Bell has announced her retirement as of March 1, 2025, and

WHEREAS, having begun her tenure with The Smithtown Library on July 31, 1996 as a full-time Librarian I at our Commack Building Reference Department; and

WHEREAS, in September of 1997 she was reassigned to the Smithtown Building Reference Department and promoted to Librarian II in the Reference Department on March 1, 2001; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Christine Bell for her twenty-nine years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Christine Bell their best wishes for many years of health and happiness during her retirement.

e. RETIREMENT – Resolution of Appreciation – **Karen Conte**

WHEREAS, Karen Conte has announced her retirement as of February 28, 2025 and

WHEREAS, having begun her tenure with The Smithtown Library on August 16, 2006, as a Page at the Nesconset Building; and

WHEREAS, on May 1, 2007 she became a part-time Library Clerk in the Circulation Department, appointed to certified status on January 1, 2010, and then to full-time status on July 30, 2012, and finally being promoted to Senior Library Clerk on August 1, 2017; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Karen Conte for her nineteen years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Karen Conte their best wishes for many years of health and happiness during her retirement.

4. Report of the BUILDINGS AND GROUNDS COMMITTEE

a. ASSESSMENT OF HISTORICAL DOCUMENTS – Prism Specialists of Southeast Michigan

Resolved, that the following staff members be authorized to attend, on paid release time, a meeting with Prism Specialists of Southeast Michigan, located in Livonia, MI, on March 24, 2025 through March 27, 2025, for the assessment of historical documents damaged in the August 2024 flood, to be paid for by the Library with reimbursement for reasonable expenses incurred with the display of certified receipts: Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Librarian III Caren Zatyk..

b. PRESENTATION – John Tanzi Architects – Smithtown Building - Rebuild Plan

5. Report of the COMMUNICATIONS COMMITTEE

a. DONATION – Friends of the Riverhead Free Library

Resolved, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Friends of the Riverhead Free Library for its most generous donation of approximately 3,000 items consisting of DVDs, Blu-Rays, CDs, books on CDs, children's books and new adult fiction books, for the purpose of restoring the AV and book collections of the Smithtown building that was lost due to the catastrophic flood of August 19, 2024.

b. DONATION – Smithtown Building Restoration – Condzal Family

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Condzal family for the generous donation of **Fifty dollars (\$50.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

6. Report of the STRATEGIC PLANNING COMMITTEE

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

UNFINISHED BUSINESS

PUBLIC COMMENTS

NEW BUSINESS

8. NEW YORK STATE ANNUAL REPORT

RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2024 be accepted for filing as presented (appended).

9. REPEALED POLICY - **COVID-19 Reopening Safety Plan** [Policy 500-70] (1ST reading)

Phased Reopening Time Line

The Smithtown Library will adhere to the following phased reopening schedule. The Library's Board of Trustees will determine when to advance from phase to phase. The determination will be based on the most current information from NYS and Suffolk County health officials.

The Smithtown Library Phase 1 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)

- *Library employees may return to work in the number approved by the Director.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted to reduce density; supplementary cleaning protocols will be effected in Library facilities.*
- *Library employees will be assigned to enhance distance services and prepare the Library facility for onsite Library services.*

The Smithtown Library Phase 2 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)

- *The Library may begin to allow the lending and returning of Library items by way of contactless curbside pickup or delivery services. Subject to guidance received from the CDC and/or the Federal Institute of Library and Museum Services, Library materials will be quarantined for a period determined to be safe by local standards prior to being handled.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

The Smithtown Library Phase 3 (Approximately 2-10 weeks as deemed appropriate by the Board of Trustees)

- *Library facilities may open to the public with social distancing restrictions in place.*
- *Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.*
- *The Library may offer in-building computer use by appointment but only with the ability to maintain safe social distances. Computers will be regularly sanitized between uses.*
- *Social distancing will be practiced*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

The Smithtown Library Phase 4 (Approximately 4-12 months as deemed appropriate by the Board of Trustees)

- *The Library may open to the public with social distancing protocols in place. Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.*
- *Small group events may be permissible.*
- *Social distancing will be practiced.*

- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

Post Phase 4

- *Library may return to normal, pre-COVID-19 operations and reinstate regular service programs including events. The use of face coverings and observance of social distancing will be determined by the Board of Trustees based on local standards recommendations.*

At the May 18, 2021 Regular Board meeting, the following resolution was adopted:

RESOLVED, that the Board of Trustees hereby acknowledges and adopts the May 19, 2021 NYS regulations which allow fully vaccinated individuals to conduct most public indoor activities without a mask, including within a Public Library, and rescinds all prior Board resolutions on this subject that are inconsistent with this new regulation and current CDC guidelines.

Communication

The Library will continually review and implement State and County issued guidelines regarding social distancing, protective equipment, hygiene and cleaning, screening and contact tracing, etc. for patrons and staff.

Employees will be notified of updated information via their smithlib.org email account.

All employees will be trained on new protocols and informed of all safety guidelines.

The Library will use social media, the Library website and signage to provide patrons with updated information.

Signage inside and outside of the Library will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

The Library will conspicuously post safety plans.

The Library will use social media, verbal communication and signage to provide patrons with instructions for ordering/pick-up of Library materials.

Social Distancing

The Library will adhere to State and County issued guidelines regarding social distancing for library patrons and staff. Not all of the following guidelines will be observed depending on the current guidance.

Employees must maintain a six (6) foot distance from each other, unless safety or the core function of the work activity performed by masked employees requires a shorter distance in which case masks are to be worn.

Employees will be limited to in-house presence only as scheduled for assigned tasks to be accomplished; Library hours may be adjusted to spread employee and patron traffic over a period of time.

Workspaces and employee seating areas will be modified and/or restricted (as to capacity) in order to maintain 6 ft. distance. If not feasible, face coverings will be required; or physical barriers (e.g. clear shielding walls) will be enacted (in accordance with governmental guidelines) in areas where they will not impair airflow, heating, cooling, or ventilation.

When employees are less than 6 ft. apart from each other (or a patron) and without a physical barrier (e.g. clear shielding wall); employees must wear acceptable face coverings.

Signs with arrows may be posted to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces.

Tightly confined spaces (e.g. elevators, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, the occupancy will be maintained at or under 50% of maximum capacity.

When possible patron arrivals will be staggered by advising of pick-up time “windows”; and avoiding direct hand-offs.

Social distancing markers that denote 6 ft. of spacing in commonly used (and other applicable) areas will be clearly designated.

Designated areas for pick-ups and deliveries will be established; limiting contact to the extent possible.

Designated patron waiting areas (e.g. lines, parking areas) will be arranged to maximize social distancing; a contactless delivery system will be implemented.

In-person gatherings will be limited. Tele-or-video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Non-essential visitors will be prohibited from the Library.

Protective Equipment

The Library will adhere to New York State guidance regarding face coverings for patrons and staff.

Employees will be provided with an acceptable face covering at no cost to the employee. An adequate supply of replacement coverings will be available. Acceptable face coverings include but are not limited to cloth and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95, face shield).

Employees must clean or replace face coverings after use or when damaged or soiled. Face coverings must not be shared and should be properly stored or discarded.

The sharing of objects (e.g. telephones) will be limited; the touching of shared surfaces is discouraged; when employees are in contact with shared objects or frequently touched areas they will have the option to wear gloves; or sanitize or wash hands before and after contact.

Hygiene & Cleaning

The Library will adhere to the hygiene and sanitation requirements of the Centers for Disease Control and Prevention (CDC) and State and County Departments of Health (DOH) and maintain cleaning logs on site that document the date, time, and scope of cleaning.

The Library will provide and maintain hand hygiene stations for employees, including accessibility for handwashing with soap, water, and paper towels or air dryers, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

The Library will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared or frequently touched surfaces, followed by hand hygiene.

The Library will provide adequate space for employees to observe social distancing while eating meals. The sharing of food and beverages is prohibited.

Employees have the option to wear gloves when handling Library materials (books, DVDs, etc.) that have not been quarantined for the period determined to be safe by local standards. Employees must wash or sanitize their hands before and after handling Library materials.

Regular premises cleaning and disinfection (after every shift, or more frequently as needed) and more frequent cleaning and disinfection of shared objects (e.g. telephones), shared surfaces, and high touch areas (self-checkout stations, pickup areas, restrooms, common areas) will be implemented.

Cleaning and disinfecting will be performed using Department of Environment Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. If cleaning or disinfection products (or the act of cleaning and disinfecting) causes safety hazards or degrades the material or machinery, employees will receive access to a hand hygiene station between use and/or be supplied with disposable gloves if requested.

In the event an employee tests positive COVID-19 the Library will execute a plan for cleaning and disinfecting.

Screening & Contact Tracing

Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.

Employees may be asked to undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented. The need for health self-assessments will be periodically evaluated by the Director and changes will be communicated to employees via their smithlib.org email account.

Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return to work after completing the NY State mandated quarantine period.

Employees who present no symptoms but have tested positive may only return to work after completing the NY State mandated quarantine period.

Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing symptoms should inform their supervisors and may be permitted to work with additional precautions, including regular self-monitoring for symptoms and temperature, required wearing of face covering at all times and appropriate social distancing from others.

The Library will maintain records of employees, who may have had close contact with other individuals at the Library. Logs for vendors and or delivery persons who have visited the Library will also be kept on record.

If an employee, was in close contact with another (or others) at the Library and tests positive for COVID-19, the Library will immediately notify staff, via a memorandum from the Director, the building and the date in which the employee last worked, while maintaining the confidentiality required by state and federal law and regulations.

10. REPEALED POLICY – Notification and Dissemination of Information on Sex Offenders Placed Within The Community (Megan’s Law) [Policy 700-150] (1st reading)

The Smithtown Library recognizes that one of its significant responsibilities is the protection of the health and safety of adult patrons and their children who receive services or participate in programs or events sponsored by the Library. As the Suffolk County Police Department has determined that it may notify The Smithtown Library when a “sex offender” is to be released to a residence within the geographical area served by the Library, it is determined by the Board of Trustees of The Smithtown Library that it is incumbent upon it that this information be disseminated in a manner which will provide, to the greatest degree possible, the protection of the Library’s adult patrons and their children who participate in Library programs and events, who avail themselves of Library services, or who utilize Library property.

Under the terms of the applicable statute, and the policy of the Suffolk County Police Department, the Library will receive notification (dependent upon the “class” of the offender) of information which may include the offender’s exact address, a photograph of the offender, background information including the offender’s crime of conviction, method of operation, type of victim targeted and a description of special conditions imposed on the offender by the authorities.

It is the Library’s understanding that the purpose of this notification is to provide, to the greatest extent possible, for the safety of adult patrons and their children.

In order that the information received by the Library might be most effectively utilized to secure, to the greatest extent possible, the protection of the Library’s adult patrons and their children utilizing Library programs, services, and facilities, the Library Director will immediately relay information received with the “Notification” to all pertinent Library personnel, including Library administrators, professional staff, security, or other personnel deemed by the Director to be in a position to utilize appropriately the information to protect the interests of the Library’s adult patrons and their children utilizing Library facilities.

Notifications received by The Smithtown Library from the Suffolk County Police Department shall be considered “Government Information” and accessible to the public as such. A disclaimer regarding the accuracy of such documents shall be affixed to each notification.

Disclaimer:

With respect to the attached documents made available by the Suffolk County Police Department, neither The Smithtown Library nor its Trustees nor any of its employees assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe rights of privacy.

11. REVISED POLICY – Photocopy, Fax and Scan Services Policy [Policy 700-75] (1st reading)

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

In accordance with New York State Division of Library Development “Minimum Standards for Public Libraries”, The Smithtown Library affords photocopy, fax and scan services for patrons.

The Library’s photocopy, fax and scan services may be utilized only for lawful purposes.

The copyright laws of the United States govern the making of photocopies or other reproductions of copyrighted material. A notice of copyright restrictions will be prominently displayed adjacent to the copier equipment. The person using the equipment is liable for any infringement.

Photocopy

Each Smithtown Library building will provide at least one self-service photocopier for patron use.

A fee, determined by the cost of maintaining and operating the copier equipment, will be charged for all copies. Fees for use of the copier will be clearly displayed.

The use of paper from an outside source is not permitted.

Fax

A ~~free~~ self-service public fax **machine** is available at each of The Smithtown Library buildings for ~~sending~~ **transmitting** out-going documents only. The Library does not accept in-coming faxes. Faxing to international numbers is not available. **A fee, determined by the cost of maintaining and operating the fax equipment, will be charged for all pages faxed (a double sided document constitutes two pages). Fees for use of the fax service will be clearly displayed.**

The user of the fax retains the sole responsibility and duty for confirming delivery of a fax to the intended recipient. In no event will the Library, including its staff, be liable for losses or damages of any kind suffered by the sender of the fax or any third party resulting from delays, non-deliveries, wrong deliveries, service interruptions, performance or failure of the fax service.

Scan

Free self-service scanners are available at each of the Library's buildings for scanning and saving documents to a USB (flash) drive or sending via email. Users must provide their own USB storage device. Flash drives may be available for purchase from the Circulation Desk.

12. REVISED POLICY – Freedom of Information [Policy 700-110] (1st reading)

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

The Freedom of Information Law, provides the public the right of access to Library records.

The public may review official Library records such as the minutes of The Smithtown Library Board of Trustees, written policies, and Library financial records. It shall be the policy of the Library to make available for public inspection all records subject to such inspection in accordance with the provisions of Article 6 of the Public Officers Law. However, no records pertaining to the circulation of Library materials which contain names or other personally identifying details of patrons will be released for inspection to an unauthorized person.

The Board of Trustees has adopted regulations governing when, where, and how an individual can view public records as follows:

I. Designation of Records Management Officer

- 1. The Records Management Officer shall be the Clerk. The Records Management Officer shall ensure that Library records that are not permitted to be released are not released. He/She shall receive requests for records of the Library and make such records available for inspection or copying when such requests are granted.*

2. *The Records Management Officer shall compile and maintain a detailed current list by subject matter of all records in the possession of the Library whether or not available to the public. In addition, he/she shall develop and oversee a program for the orderly and efficient management of Library records, including maintenance of information security as it pertains to the release of Library records.*

II. Definition of Records

1. *A record is defined as any information kept, held, filed, produced or reproduced by, with or for the Library in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, storage media, rules, regulations or codes, and emails.*
2. *The Records Management Officer will have the responsibility for compiling and maintaining the following records:*
 - a. *a record of the final vote of each member of the Board on any proceeding or matter on which the member votes; and*
 - b. *a record setting forth the name, business address, title and salary of every employee of the Library;*
 - c. *a reasonably detailed current list by subject matter of all records in possession of the Library whether or not available for public inspection and copying.*
3. *No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the Library to create any record not possessed or maintained by it.*

III. Access to Records

1. *Requests to inspect or secure printed or electronic copies of records shall be submitted in writing (or by completing the Library's Freedom of Information Application) to the Records Management Officer at 148 Smithtown Boulevard, Nesconset, NY 11767 either in person or by mail. Requests may also be submitted via e-mail at smithlib@smithlib.org.*
2. *Records may be inspected in-person at, the Office of the Records Management Officer, located at the Nesconset building, 148 Smithtown Boulevard, Nesconset, NY, during the hours of 10:00 a.m. to 5:00 p.m. on any business day on which the Library Administration offices are open. Records may also be received via email.*
3. *The fee for documents up to 8-1/2" x 14" is 25 cents per page. To determine the actual cost of reproducing a record that is either in excess of 8 1/2" x 14" or is in a different format (i.e. storage media record), the Library will charge an amount equal to the hourly rate attributed to the lowest paid Library employee who has the necessary skill required to prepare a copy of the requested record, as well as the cost of reproduction of said record. However, no fee shall be charged for records maintained digitally and sent via email, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited as to the discretion of the Records Management Officer.*

4. *All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Management Officer shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.*
5. *If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the Library must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.*
6. *When a request for access to a public record is denied, the Records Management Officer shall indicate in writing the reasons for such denial, and the right to appeal.*
7. *An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Library Director within 30 days after the denial from which such appeal is taken.*
8. *The applicant will be informed of the Library Director's determination in writing within 10 business days of receipt of an appeal. The Library Director shall transmit to the Committee on Open Government photocopies of all appeals and determinations.*

IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. *are specifically exempted from disclosure by state and/or federal statute;*
2. *if disclosed would constitute an unwarranted invasion of personal privacy;*
3. *if disclosed would impair present or imminent contract awards or collective bargaining negotiations;*
4. *are confidentially disclosed to the Library and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;*
5. *are compiled for law enforcement purposes and which, if disclosed, would:*
 - a. *interfere with law enforcement investigations or judicial proceedings;*
 - b. *deprive a person of a right to a fair trial or impartial adjudication;*
 - c. *identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or*
 - d. *reveal criminal investigative techniques or procedures, except routine techniques and procedures;*
6. *records which if disclosed, would endanger the life or safety of any person;*
7. *records which are interagency or intra-agency communications, except to the extent that such materials consist of:*
 - a. *statistical or factual tabulations or data;*
 - b. *instructions to staff which affect the public;*
 - c. *final Board policy or determinations; or*

- d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. records which, if disclosed, would jeopardize the Library's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Management Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Library which are not relevant or essential to the ordinary work of the Library;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Library if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Library; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

VI. Notification of Disclosure of Employee Disciplinary Records

In accordance with New York State Public Officers Law § 87(6), this policy establishes a process to notify Library employees when the Library responds to a request for disciplinary records.

This notification will apply to all current and former employees of the Library whose disciplinary records may be subject to public disclosure under the Freedom of Information Law (FOIL).

1. **For purposes of this policy, disciplinary records will constitute any records created in furtherance of a disciplinary proceeding, including, but not limited to:**
 - a. **the complaints, allegations, and charges against an employee;**
 - b. **the name of the employee complained of or charged;**
 - c. **the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;**
 - d. **the disposition of any disciplinary proceeding; and**
 - e. **the final written opinion or memorandum supporting the disposition and discipline imposed including the District's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.**

2. Notification Upon Release of Disciplinary Records

When the Library releases an employee's disciplinary records in response to a FOIL request, it will promptly provide written notification to the affected employee, unless the request is from the employee for his/her own records.

For current employees, this notification will be sent to the employee's work email address or, if unavailable, his/her home address on file with the Business Office.

For former employees, this notification will be sent to the employee's last known home address on file with the Business Office. The Library will make every reasonable effort to notify former employees, and will document the steps taken to do so.

3. Content of Notification

The notification will include a brief description of the released records. This notification is for informational purposes only and does not require employee consent. Its purpose is to ensure that employees are aware of the disclosure.

13. Next "Regular" meeting of the Board of Trustees – April 15, 2025 – 6:30 p.m. – Kings Park building.

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
February 18, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 18th day of February, 2025. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Theresa Stabile (arrived 6:36 pm). Trustee Christopher Sarvis was absent with prior notice.

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

Library Board President Annette Galarza acted as Chairperson of the meeting.

1. APPOINTMENT OF COMMITTEE LIAISONS

In her capacity as President, Library Board President Annette Galarza appointed liaisons to the following committees:

Budget & Finance Committee Liaisons – Howard Knispel, Mildred Bernstein
Buildings & Grounds Committee Liaisons – Christopher Sarvis, Theresa Stabile
Communications & Friends Committee Liaisons – Christopher Sarvis, Mildred Bernstein
Personnel Committee Liaisons – Barbara Deal, Brianna Baker-Stines
Policy and Bylaws Committee Liaisons – Barbara Deal, Howard Knispel, Theresa Stabile
Strategic Planning – Annette Galarza, Brianna Baker-Stines

READING AND APPROVAL OF MINUTES

2. APPROVAL OF MINUTES

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

- a. *RESOLVED, that the REGULAR meeting minutes of January 21, 2025 be approved as presented:*

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; AGAINST—none

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Howard Knispel, who moved to approve the adoption of resolution "a":

a. TREASURER'S REPORT

RESOLVED, that the TREASURER'S REPORT for the month ended January 31, 2025 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; AGAINST—none

b. WARRANTS

Budget and Finance Committee Liaison Howard Knispel moved to approve the adoption of resolution "b":

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #25 - February ("L" fund) PREPAYS	\$ 31,878.64
ii. Warrant #25 - February ("L" fund) WARRANT	\$ 1,017,566.58
iii. Warrant #25 - February ("M" fund) WARRANT	\$ 90,587.06
iv. Warrant #25 - February (PAYROLL #3 – 1/31/25)	\$ 283,963.52
v. Warrant #54 - February (PAYROLL #4 – 2/14/25)	\$ 273,215.44

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; AGAINST—none

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Barbara Deal, who moved to approve the adoption of resolution "a":

a. PERSONNEL CHANGES

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

Temporary Appointment:

- i. Status change for **Brian Holtje** from the position of Groundskeeper I on a part-time basis into the temporary position of Groundskeeper I on a call-in basis, at an hourly rate of pay of \$18.95, effective January 31, 2025.

Leave of Absence:

- ii. Extended leave of absence without pay, nunc pro tunc, for **Employee #1245** from February 6, 2025 through February 20, 2025.
- iii. Leave of absence without pay, nunc pro tunc, for **Employee #1340** from January 17, 2025 through February 4, 2025.

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; AGAINST—none

b. CONFERENCE ATTENDANCE REQUESTS

Personnel Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

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 “2025 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 8, 2025, with reimbursement for conference registration not to exceed \$85.00: **Kaitlin Brand, Jennifer Cattrano, Eileen Caulfield, Lindsay Christ, Angelique Daley, Julie DeLaney, Lee-Ann Finn, Wendy Johnson, Margaret Lopez, Margaret Moloney, Jessica Quenzer, Sheila Worlow, Caren Zatyk.** (NOTE: amount noted above does not include mileage costs).*
- ii. *That the following Library Trustees be authorized to attend the “2025 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 8, 2025, with each registration of \$110.00 to be paid for by The Smithtown Library: **Mildred Bernstein, Barbara Deal, Annette Galarza, Christopher Sarvis, Theresa Stabile.***

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; AGAINST—none

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

a. CONTRACT – Winters Bros. Waste Systems

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 1-year contract agreement with Winters Bros. Waste Systems for the period April 1, 2025 through March 31, 2026, for the purpose of providing waste and recycling management service for all Library buildings, at a total annual cost not to exceed \$6,000.00 for the year (note: as needed, additional pickups can be arranged for an additional charge; Winters Bros. Waste Management Systems is on NY State Contract, Award #22760).

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; AGAINST—none

Trustee Theresa Stabile entered the meeting at 6:36 pm

6. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein, who moved to approve the adoption of resolution "a":

- a. MEMORIAL DONATION – Manning family in memory of Lydia Moser

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Lisa, Peter and Jack Manning, of Kings Park, NY, for the generous donation of **One Hundred dollars (\$100.00)** in memory of Lydia Moser who was a beloved former employee of The Smithtown Library, 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 Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

7. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson presented an overview pertaining to the goals, action plan and progress of the Strategic Planning Committee.

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

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

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC COMMENTS

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

NEW BUSINESS

10. DISCUSSIONS –

- a. Smithtown Building Restoration Funding

There was discussion on options for funding the restoration of the Smithtown building. After discussion the Library Board was in agreement to wait until further information is available from Architect John Tanzi at the March meeting.

- b. \$20,000 bullet aid secured by Assemblyman Michael Fitzpatrick – to be possibly used towards the creation of a Government Services Department in the Smithtown building.
- c. Gardiner Foundation - Long Island History Collection
- d. Kings Park building - playground

11. At 8:31 pm Library Board President Annette Galarza moved to enter executive session pursuant to Article 7, Section 105 (F) of the Public Officer's Law to discuss the employment history of particular people. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

The following Library Trustees were present and participating in executive session: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Theresa Stabile.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

12. At 9:13 pm Library Board President Annette Galarza made a motion to reconvene in open public session. The motion was seconded by Trustee Howard Knispel and adopted by general consent.
13. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to be held March 18, 2025 at 6:30 pm at the Commack building.
14. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 9:15 pm. The motion was seconded by Trustee Barbara Deal and adopted by general consent.

Minutes approved this 18th day of March, 2025.

Annette Galarza, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

(This is a draft of the February 18, 2025 Board of Trustees meeting; to be voted on for approval at the March 18, 2025 Board of Trustees meeting).

THE SMITHTOWN LIBRARY
Smithtown , New York
TREASURER'S REPORT
For the Month Ending February 28, 2025

		General Fund Investment Acct.	General Fund Disbursement Checking Account	Payroll Checking Account	M Fund Grant/Donate Checking	T-Bills	TOTAL
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BBF 1/31/2025 \$ 6,886,309.59 \$ 449,000.54 \$ 77,911.77 \$ 1,101,699.66 \$ 7,999,179.85 \$ 16,514,101.41

FEBRUARY

Interest	\$ 8,816.90	\$ -	\$ -	\$ -	\$ -	\$ 33,820.15	\$ 42,637.05
Real Property Taxes	\$ 2,170,726.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,170,726.81
Prop Tax Interest Distribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PILOT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fines/Fees	\$ -	\$ 2,243.57	\$ -	\$ -	\$ -	\$ -	\$ 2,243.57
Refund/Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commissions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts/Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E-Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Passports	\$ -	\$ 2,464.00	\$ -	\$ -	\$ -	\$ -	\$ 2,464.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Programs	\$ -	\$ 12,896.00	\$ -	\$ -	\$ -	\$ -	\$ 12,896.00
State Aid/Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance	\$ -	\$ 666.78	\$ -	\$ -	\$ -	\$ -	\$ 666.78
Prior Month Void Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment (s)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E-Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer From M Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer FROM T-Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer FROM Investment Acct.	\$ -	\$ 1,025,000.00	\$ 555,000.00	\$ -	\$ -	\$ 2,999,361.04	\$ 4,579,361.04
TOTAL:	\$ 9,065,853.30	\$ 1,492,270.89	\$ 632,911.77	\$ 1,101,699.66	\$ 11,032,361.04	\$ 23,325,096.66	

Expenditures

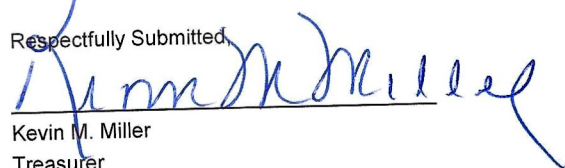
FEBRUARY

Monthly Disbursements	\$ -	\$ 1,049,740.47	\$ 568,162.31	\$ 90,587.06	\$ -	\$ 1,708,489.84
Transfer to CD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to M Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to T-Bills	\$ 2,999,361.04	\$ -	\$ -	\$ -	\$ -	\$ 2,999,361.04
Transfer to Disburse. Acct.	\$ 1,025,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,025,000.00
Transfer to Payroll Acct.	\$ 555,000.00	\$ -	\$ -	\$ -	\$ -	\$ 555,000.00
TOTAL:	\$ 4,579,361.04	\$ 1,049,740.47	\$ 568,162.31	\$ 90,587.06	\$ -	\$ 6,287,850.88

Balance 2/28/2025 \$ 4,486,492.26 \$ 442,530.42 \$ 64,749.46 \$ 1,011,112.60 \$ 11,032,361.04 \$ 17,037,245.78

I CERTIFY THAT THIS REPORT IS A TRUE AND CORRECT STATEMENT OF THE FINANCIAL TRANSACTION
FOR THE SMITHTOWN LIBRARY FOR MONTH ENDING FEBRUARY 28, 2025

Respectfully Submitted,


Kevin M. Miller
Treasurer
The Smithtown Library

Library Trust Funds

Handley Fund	\$ 11,426.41
Board of Trustees	\$ 28,428.06
	\$ 39,854.47

10:13 AM

03/12/25

Accrual Basis

THE SMITHTOWN LIBRARY - L FUND

REVENUE AND EXPENSE STATEMENT

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Income				
L.10010 · REAL PROPERTY TAXES	10,670,976.99	16,514,443.00	-5,843,466.01	64.6%
L.10810 · OTHER TAX ITEMS -PILOT	0.00	288,485.00	-288,485.00	0.0%
L.20821 · LIBRARY FINES	175.30	1,200.00	-1,024.70	14.6%
L.20823 · PASSPORT ACCEPTANCE FEES	4,983.90	30,000.00	-25,016.10	16.6%
L.20825 · LOST AND PAIDS	1,559.67	12,000.00	-10,440.33	13.0%
L.20826 · OUTSIDE LOST & PAIDS	260.86	2,600.00	-2,339.14	10.0%
L.20827 · PATRON PRINT FEES	1,411.45	15,000.00	-13,588.55	9.4%
L.20828 · PATRON COMPUTER DISC FEES	40.00	500.00	-460.00	8.0%
L.20829 · OTHER LIBRARY FEES	0.00	2,000.00	-2,000.00	0.0%
L.24011 · INTEREST EARNED MM & DISB	79,075.76	350,000.00	-270,924.24	22.6%
L.24501 · COMMISSIONS - COPIERS	1,091.20	7,500.00	-6,408.80	14.5%
L.27030 · REFUND PRIOR YEAR EXPENSE	0.00	13,500.00	-13,500.00	0.0%
L.27050 · GIFTS AND DONATIONS	1,416.06	5,000.00	-3,583.94	28.3%
L.27700 · MISCELLANEOUS INCOME	225.00	2,500.00	-2,275.00	9.0%
L.27701 · Program Income	1,762.00	27,500.00	-25,738.00	6.4%
L.38400 · STATE AID/BULLET GRANT	20,000.00	35,000.00	-15,000.00	57.1%
L0599.0 · BUDGET APPROP FUND BALANCE	0.00	799,351.00	-799,351.00	0.0%
Total Income	10,782,978.19	18,106,579.00	-7,323,600.81	59.6%
Gross Profit	10,782,978.19	18,106,579.00	-7,323,600.81	59.6%
Expense				
L.1375 · Credit Card Expenses	580.73	0.00	580.73	100.0%
L.1410 · CERT LIBRARIANS SALARIES	553,974.92	4,095,100.00	-3,541,125.08	13.5%
L.1411 · LIBRARIAN PART TIME	60,450.74	509,500.00	-449,049.26	11.9%
L.1420 · CLERICAL STAFF SALARIES	215,373.71	1,878,100.00	-1,662,726.29	11.5%
L.1421 · CLERICAL PART TIME	108,089.00	813,200.00	-705,111.00	13.3%
L.1430 · PAGES SALARIES	42,049.19	315,000.00	-272,950.81	13.3%
L.1440 · CUSTODIAL SALARIES	9,929.02	135,000.00	-125,070.98	7.4%
L.1441 · CUSTODIAL PART TIME	33,205.05	285,000.00	-251,794.95	11.7%
L.1442 · MESSENGER/GROUNDSKEEPER PT	3,858.53	49,000.00	-45,141.47	7.9%
L.1443 · MESSENGER/GROUNDSKEEPER FT	5,070.78	36,000.00	-30,929.22	14.1%
L.1450 · SUNDAY SALARIES	18,375.20	115,000.00	-96,624.80	16.0%
L.2000 · COMPUTER EQUIPMENT	0.00	20,000.00	-20,000.00	0.0%
L.2030 · BUILDING EQUIPMENT	1,580.55	90,000.00	-88,419.45	1.8%
L.2100 · OTHER CAPITAL OUTLAY	0.00	35,000.00	-35,000.00	0.0%
L.4000 · MISCELLANEOUS EXPENSE	17.00	100.00	-83.00	17.0%
L.4100 · BOOKS	20,407.42	275,000.00	-254,592.58	7.4%
L.4110 · LOST AND PAID	188.86	2,000.00	-1,811.14	9.4%
L.4120 · RECORDINGS	2,152.66	80,000.00	-77,847.34	2.7%
L.4130 · PERIODICALS	46,864.49	45,000.00	1,864.49	104.1%
L.4131 · OTHER SERIALS	13,466.16	53,000.00	-39,533.84	25.4%
L.4150 · ONLINE MATL'S AND SVC	576,146.30	680,000.00	-103,853.70	84.7%
L.4151 · OTHER NON BOOK MATLS	1,213.36	15,200.00	-13,986.64	8.0%
L.4160 · BINDING	0.00	500.00	-500.00	0.0%
L.4290 · PROGRAMS	9,266.89	121,000.00	-111,733.11	7.7%
L.4290S · SUMMER READING PROGRAM	2,013.73	25,000.00	-22,986.27	8.1%
L.4291 · STAFF DEVELOPMENT	226.12	7,500.00	-7,273.88	3.0%
L.4300 · OFFICE AND LIBRARY SUPPLIES	3,848.94	70,000.00	-66,151.06	5.5%
L.4301 · PAYROLL PROCESSING	3,421.92	21,400.00	-17,978.08	16.0%
L.4311 · TELECOMMUNICATIONS	7,346.35	96,550.00	-89,203.65	7.6%
L.4320 · Computer Supplies & Services	19,485.42	90,000.00	-70,514.58	21.7%

10:13 AM

03/12/25

Accrual Basis

THE SMITHTOWN LIBRARY - L FUND

REVENUE AND EXPENSE STATEMENT

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
L.4330 · POSTAGE AND FREIGHT	1,106.19	18,350.00	-17,243.81	6.0%
L.4340 · PRINTING	3,100.00	34,950.00	-31,850.00	8.9%
L.4350 · TRAVEL	4,151.64	10,000.00	-5,848.36	41.5%
L.4360 · SCLS MEMBER SUPPORT	163,702.00	171,000.00	-7,298.00	95.7%
L.4370 · PROFESSIONAL FEES	7,303.75	105,000.00	-97,696.25	7.0%
L.4375 · PROFESSIONAL FEES - SECURITY	14,582.26	250,000.00	-235,417.74	5.8%
L.4380 · MEMBERSHIP DUES	1,075.00	4,500.00	-3,425.00	23.9%
L.4390 · SHARED NETWORK MAINTENANCE	21,088.81	86,000.00	-64,911.19	24.5%
L.4500 · FUEL AND UTILITIES	20,686.18	299,000.00	-278,313.82	6.9%
L.4510 · CUSTODIAL SUPPLIES	1,675.99	16,050.00	-14,374.01	10.4%
L.4520 · BUILDING REPAIRS & MAINTENANCE	31,136.75	285,000.00	-253,863.25	10.9%
L.4540 · INSURANCE	31,028.00	140,000.00	-108,972.00	22.2%
L.4730 · MAINTENANCE OF VEHICLES	914.75	5,000.00	-4,085.25	18.3%
L.4900 · Lease - Principal	0.00	11,861.00	-11,861.00	0.0%
L.4901 · Lease - Interest	0.00	1,193.00	-1,193.00	0.0%
L.6000 · DEBT SERVICE	0.00	1,435,250.00	-1,435,250.00	0.0%
L.6010 · DEBT SERVICE - INTEREST	0.00	107,875.00	-107,875.00	0.0%
L.8100 · RETIREMENT SYSTEM CONTRIBUTION	237,852.00	1,181,000.00	-943,148.00	20.1%
L.8200 · SOCIAL SECURITY CONTRIBUTION	63,050.77	516,000.00	-452,949.23	12.2%
L.8210 · MEDICARE CONTRIBUTION	14,745.72	122,000.00	-107,254.28	12.1%
L.8300 · WORKMANS COMPENSATION	10,984.00	83,000.00	-72,016.00	13.2%
L.8400 · UNEMPLOYMENT COMPENSATION	0.00	5,000.00	-5,000.00	0.0%
L.8500 · HOSPITAL/MEDICAL INSURANCE	574,517.51	3,076,300.00	-2,501,782.49	18.7%
L.8600 · CSEA BENEFIT FUND	26,998.14	179,000.00	-152,001.86	15.1%
L.8700 · EMPLOYEE ASSISTANCE PROGRAM	0.00	5,100.00	-5,100.00	0.0%
L.9901 · INTERFUND EXPENSE TRANSFER	1,504,125.00			
Total Expense	4,492,427.50	18,106,579.00	-13,614,151.50	24.8%
Net Income	6,290,550.69	0.00	6,290,550.69	100.0%

9:43 AM

03/12/25

Accrual Basis

THE SMITHTOWN LIBRARY -M FUND

REVENUE AND EXPENSE STATEMENT

January through February 2025

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
M.2100 · OTHER CAPITAL	89,845.06			
M.4000 · MISC EXPENSE	15.00			
M.4300 · MISC DONATION	742.00			
Total Expense	<u>90,602.06</u>			
Net Ordinary Income	-90,602.06			
Other Income/Expense				
Other Income				
M.2401 · Interest	32.20			
Total Other Income	<u>32.20</u>			
Net Other Income	32.20	0.00	32.20	100.0%
Net Income	<u>-90,569.86</u>	<u>0.00</u>	<u>-90,569.86</u>	<u>100.0%</u>

THE SMITHTOWN LIBRARY-L FUND
MARCH 2025 PREPAYS
February 20 - March 12, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	15353	02/20/2025	NATIONAL GRID-K	19964-96006	L0201.0 · CASH DISBURSEME...	
Bill	19964-96006 K...	02/20/2025		K - GAS 1/8 - 2/6/25	L.4500 · FUEL AND UTILITIES	-1,715.20
TOTAL						-1,715.20
Bill Pmt -Check	15361	02/26/2025	NATIONAL GRID-N	31106-33007	L0201.0 · CASH DISBURSEME...	
Bill	31106-33007 N...	02/26/2025		N - GAS 1/13 - 2/12/25	L.4500 · FUEL AND UTILITIES	-1,764.14
TOTAL						-1,764.14
Bill Pmt -Check	15362	02/26/2025	NATIONAL GRID-S	44773-87003	L0201.0 · CASH DISBURSEME...	
Bill	44773-87003 S...	02/26/2025		S - GAS 1/14 - 2/12/25	L.4500 · FUEL AND UTILITIES	-4,814.15
TOTAL						-4,814.15
Check	15354	02/28/2025	METLIFE	PLAN#1009950-C1 403b PR# 5 DA...	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0729.0 · EMPLOYEES ANNUIT...	-720.00
TOTAL						-720.00
Check	15355	02/28/2025	NYS DEFERRED COMP	PR# 5 DATED 2/28/25	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0729.0 · EMPLOYEES ANNUIT...	-5,030.26
TOTAL						-5,030.26
Check	15356	02/28/2025	EQUITABLE FINANCIAL	PR# 5 DATED 2/28/25	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0729.0 · EMPLOYEES ANNUIT...	-2,748.00
TOTAL						-2,748.00

THE SMITHTOWN LIBRARY-L FUND
MARCH 2025 PREPAYS
February 20 - March 12, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	15357	02/28/2025	CSEA	PR# 5 DATED 2/28/25	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0720.0 · EMPLOYEES INSURA...	-93.77
				PR# 5 DATED 2/28/25	L0724.0 · CSEA	-2,563.09
TOTAL						-2,656.86
Check	15358	02/28/2025	AFLAC	PR# 5 DATED 2/28/25	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0720.0 · EMPLOYEES INSURA...	-40.50
TOTAL						-40.50
Check	15359	02/28/2025	PEARL CARROLL & ASSOCIAT...	PR# 5 DATED 2/28/25	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0720.0 · EMPLOYEES INSURA...	-80.88
TOTAL						-80.88
Check	15360	02/28/2025	MUTUAL OF OMAHA	PR# 5 DATED 2/28/25	L0201.0 · CASH DISBURSEME...	
				PR# 5 DATED 2/28/25	L0720.0 · EMPLOYEES INSURA...	-570.00
TOTAL						-570.00
Bill Pmt -Check	15363	03/04/2025	OPTIMUM - K	0784014995203-2	L0201.0 · CASH DISBURSEME...	
Bill	07840-1499520...	03/04/2025		K - 3/1 - 3/31/25	L.4311 · TELECOMMUNICATIO...	-186.26
TOTAL						-186.26
Bill Pmt -Check	15364	03/04/2025	OPTIMUM - S	0784094293802-3	L0201.0 · CASH DISBURSEME...	
Bill	07840-9429380...	03/04/2025		S - 3/1 - 3/31/25	L.4311 · TELECOMMUNICATIO...	-236.26
TOTAL						-236.26

THE SMITHTOWN LIBRARY-L FUND
MARCH 2025 PREPAYS
February 20 - March 12, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	15365	03/04/2025	VERIZON WIRELESS	482485858-00001	L0201.0 · CASH DISBURSEME...	
Bill	6106782861	03/04/2025		SCKN - BROADBAND AND CELL	L.4311 · TELECOMMUNICATIO...	-93.30
TOTAL						-93.30
Bill Pmt -Check	15370	03/12/2025	PSEGLI - SCKN	Cust. ID #0715-0037-94-8	L0201.0 · CASH DISBURSEME...	
Bill	07150037948 ...	03/12/2025		K - 6500371101 1/30 - 2/28/25	L.4500 · FUEL AND UTILITIES	-3,016.48
				C - 6505010201 1/27 - 2/25/25	L.4500 · FUEL AND UTILITIES	-2,484.47
				N - 8955665401 1/22 - 2/20/25	L.4500 · FUEL AND UTILITIES	-4,410.96
TOTAL						-9,911.91

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
 March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15371	03/18/2025	4IMPRINT.COM		L0201.0 · CASH DISBUR...	
Bill	13544637	03/18/2025		SRP-YA - PO#18455 - COLORED PENCIL & SHARPEN...	L.4290S · SUMMER REA...	-630.59
Bill	13558323	03/18/2025		SRP-A - PO#18464 - ADULT COLORING BOOK TO-GO ...	L.4290S · SUMMER REA...	-679.37
TOTAL						-1,309.96
Bill Pmt -Che...	15372	03/18/2025	A MANO BAKING COMPANY, LLC		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		KA - Irish Soda Bread - 03/05/2025	L4290KA · KINGS PARK ...	-500.00
TOTAL						-500.00
Bill Pmt -Che...	15373	03/18/2025	ACE HARDWARE		L0201.0 · CASH DISBUR...	
Bill	49627/3	03/18/2025		KEYS	L.4520 · BUILDING REPA...	-13.23
Bill	49720/3	03/18/2025		ICE MELT	L.4520 · BUILDING REPA...	-423.00
TOTAL						-436.23
Bill Pmt -Che...	15374	03/18/2025	ADVANCED IMAGING SYSTEMS		L0201.0 · CASH DISBUR...	
Bill	INV083337	03/18/2025		N - Copier ID # 07293 1/29 - 2/27/25	L.4520 · BUILDING REPA...	-9.88
Bill	INV083630	03/18/2025		N - Copier ID# 10034 2/3 - 3/2/25	L.4520 · BUILDING REPA...	-6.25
TOTAL						-16.13
Bill Pmt -Che...	15375	03/18/2025	ALEXANDER,CHRISTINE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		INTER BUILDING TRAVEL JANUARY AND FEBRUARY ...	L.4350 · TRAVEL	-49.41
TOTAL						-49.41
Bill Pmt -Che...	15376	03/18/2025	AMAZON BUSINESS	A4VU9S4Y6UBIA	L0201.0 · CASH DISBUR...	
Bill	1GFHNW...	03/18/2025		T&M - Program Supplies (Spring Chickens) - PO#183.92	L.42903 · Virtual/Take & ...	-159.31
				ALL - Seeds, Multi Purpose Scraper - PO#'s 18427, 74	L.42901 · All Abilities	-59.42
				LOT - Camera Case, Yard Sign - PO#'s 18456, 88	L.41511 · Library of Things	-201.07
				F- Charms - PO#18339	L.4290F · Friday Night Pr...	-8.86
				CA - Puzzles - PO#18473	L4290CA · COMMACK A...	-48.67
				Pointing Stick - PO# 18482	L.4290 · PROGRAMS	-4.91
				CJ - Program Supplies - PO#18415 - lucky Slime, Garden...	L4290CJ · COMMACK JU...	-98.74
				SJ - Program Supplies - PO#18393 - Truffle Tree, Little E...	L4290SJ · SMITHTOWN ...	-200.34

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
				NJ - Program Supplies - PO#'s 18416, 21, 96 - Clay Creat...	L4290NJ · NESCONSET ...	-367.77
				KJ - Program Supplies - PO# 18411 - Storytime, Music M...	L4290KJ · KINGS PARK ...	-74.69
				KYA - Program Supplies - PO#18442 - Craft & Chill, Book...	L4290KY · KINGS PARK ...	-307.25
				Water Filter - PO#18407	L.4520 · BUILDING REPA...	-53.19
				Misc Supplies - PO#'s 18398, 18409, 11, 13, 15, 35, 36, 3...	L.4300 · OFFICE AND LI...	-677.28
				Webcam, Thermometer, Sound Cards, Cable - PO#'s 183...	L.43201 · Computer Supp...	-841.92
				SM FLOOD - Computer Parts - Build a Thon - PO#'s 183...	L.43201 · Computer Supp...	-6,528.86
				SRP - SYA - Prizes - PO#'s 18450, 54	L.4290S · SUMMER REA...	-423.45
				SRP - CYA - Prizes - PO#18450	L.4290S · SUMMER REA...	-296.43
				SRP - KYA - Prizes - PO#18450	L.4290S · SUMMER REA...	-296.43
				SRP - NYA - Prizes - PO#18450	L.4290S · SUMMER REA...	-296.43
				SRP - SJ - Lawn Toys, Legos, Building Toys - PO#18388	L.4290S · SUMMER REA...	-301.42
TOTAL						-11,246.44
Bill Pmt -Che...	15377	03/18/2025	American Express - Smithtown L...		L0201.0 · CASH DISBUR...	
Bill	STATEME...	03/18/2025		EFAX, Hot Spot Service - 2/2025 - 2/2026 - PO#18439	L.4311 · TELECOMMUNI...	-6,128.94
				Stamps.com	L.4330 · POSTAGE AND ...	-19.99
				Hotel, Food - Advocacy Day - PO#18291	L.4350 · TRAVEL	-386.30
				Airfare to Detroit for LI Room - CZ, EC, RL - PO#18467	L.4350 · TRAVEL	-1,350.88
				ALL - Giftcards (DD & 7-11) PO#'s 18447, 48	L.42901 · All Abilities	-200.00
				Button Making Supplies - PO#18494	L.4300 · OFFICE AND LI...	-63.14
				Supplies for National Library Day Raffle - PO#18449	L.4290 · PROGRAMS	-263.77
				Snack, Water, Giftcards (Starbucks) for Bingo PO#'s 184...	L4290NA · NESCONSET ...	-126.76
				Snacks, Wood Boards for Bingo - PO#'s 18471, 72	L.4290F · Friday Night Pr...	-60.96
				Giftcards (Starbucks) Bingo - PO#'s 18346, 74	L4290CA · COMMACK A...	-48.99
				Sweet Treats & Pot of Gold Programs - PO#'s 18438, 87	L4290KJ · KINGS PARK ...	-16.12
				Teen Bingo Supplies PO#18438	L4290KY · KINGS PARK ...	-48.27
				Quickbooks Renewal - PO#18417	L.43202 · Software Servic...	-7,197.00
				Rotary Mtgs 02/13, 02/20, 02/27/2025	L.4291 · STAFF DEVELO...	-100.43
				LI Library Conf (Trustees) PO#18492	L.4291 · STAFF DEVELO...	-550.00
				LI Library Conf (R. Lusak) - PO#18498	L.4291 · STAFF DEVELO...	-85.00
				SM FLOOD - Computer Equipment - PO#18497	L.2030 · BUILDING EQUI...	-6,139.60
TOTAL						-22,786.15
Bill Pmt -Che...	15378	03/18/2025	AT & T MOBILITY		L0201.0 · CASH DISBUR...	
Bill	28730454...	03/18/2025		SCKN - Fire Communications and Ipads 3/2-4/1/25	L.4311 · TELECOMMUNI...	-350.27
TOTAL						-350.27

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15379	03/18/2025	BAKER & TAYLOR	303805	L0201.0 · CASH DISBUR...	
Bill	VARIOUS ...	03/18/2025		BOOKS CONTINUATIONS SUMMER READING PROGRAMS - J	L.4100 · BOOKS L.4131 · OTHER SERIALS L.4290S · SUMMER REA...	-14,108.70 -1,952.09 -25.52
TOTAL						-16,086.31
Bill Pmt -Che...	15380	03/18/2025	BARRERA NUBIA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		02/12/2025 - PROGRAM REFUND MORGAN LIBRARY ...	L.27701 · Program Income	-80.00
TOTAL						-80.00
Bill Pmt -Che...	15381	03/18/2025	BERNABEO JANET		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PROGRAM REFUND CHAIR YOGA MARCH 2025	L.27701 · Program Income	-12.00
TOTAL						-12.00
Bill Pmt -Che...	15382	03/18/2025	BERNARDINI, CYNTHIA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PROGRAM REFUND - Tortellini in Brodo - 01/28/2025 - ...	L.27701 · Program Income	-10.00
TOTAL						-10.00
Bill Pmt -Che...	15383	03/18/2025	BESTCO / HARTFORD - 6795 (BE...		L0201.0 · CASH DISBUR...	
Bill	06221 4/1...	03/18/2025		RETIRED HEALTH CLASS April 2025	L.8500 · HOSPITAL/MEDI...	-12,432.18
TOTAL						-12,432.18
Bill Pmt -Che...	15384	03/18/2025	BIENZ, JOSEPH		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		SJ- BLUEY BASH - 02/21/2025	L4290SJ · SMITHTOWN ...	-275.00
TOTAL						-275.00

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15385	03/18/2025	BOSHACK, JUDY		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		SYA - POP TART PASTRY CLASS - 02/15/2025	L4290SY · SMITHTOWN ...	-350.00
Bill	VOUCHER	03/18/2025		CA - Tortellini in Brodo - 03/01/2025 - rescheduled from 0...	L4290CA · COMMACK A...	-450.00
TOTAL						-800.00
Bill Pmt -Che...	15386	03/18/2025	BRODART CO/BOOKS, TS		L0201.0 · CASH DISBUR...	
Bill	B6930904	03/18/2025		CONTINUATIONS	L.4131 · OTHER SERIALS	-69.54
Bill	B6934780	03/18/2025		CONTINUATIONS	L.4131 · OTHER SERIALS	-211.04
Bill	B6941858	03/18/2025		CONTINUATIONS	L.4131 · OTHER SERIALS	-72.55
Bill	B6944951 ...	03/18/2025		CONTINUATIONS #B6944951	L.4131 · OTHER SERIALS	-100.13
TOTAL						-453.26
Bill Pmt -Che...	15387	03/18/2025	CAPPELMANN, LYNN		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		Mileage to SCLS Cataloging 101, 102 - 2/4/25 & 2/11/25	L.4350 · TRAVEL	-37.66
TOTAL						-37.66
Bill Pmt -Che...	15388	03/18/2025	CATTRANO, JENNIFER		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		MILEAGE - INTER BUILDING	L.4350 · TRAVEL	-16.40
TOTAL						-16.40
Bill Pmt -Che...	15389	03/18/2025	CENGAGE LEARNING		L0201.0 · CASH DISBUR...	
Bill	86778472	03/18/2025		BOOKS	L.4100 · BOOKS	-191.14
Bill	86821616	03/18/2025		BOOKS	L.4100 · BOOKS	-55.98
Bill	86821691	03/18/2025		BOOKS	L.4100 · BOOKS	-119.96
Bill	86890003	03/18/2025		BOOKS	L.4100 · BOOKS	-60.78
Bill	86930641	03/18/2025		BOOKS	L.4100 · BOOKS	-153.55
Bill	85779473	03/18/2025		BOOKS	L.4100 · BOOKS	-32.79
TOTAL						-614.20

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15390	03/18/2025	CENTER POINT PUBLISHING		L0201.0 · CASH DISBUR...	
Bill	2153388	03/18/2025		BOOKS	L.4100 · BOOKS	-158.42
Bill	2155095	03/18/2025		BOOKS	L.4100 · BOOKS	-26.62
Bill	2155827	03/18/2025		BOOKS	L.4100 · BOOKS	-132.45
TOTAL						-317.49
Bill Pmt -Che...	15391	03/18/2025	CHAREST, KATHARINE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PATRON REFUND FOR BOOK - PATRON PAID THEN ...	L.4110 · LOST AND PAID	-10.89
TOTAL						-10.89
Bill Pmt -Che...	15392	03/18/2025	CROCKER, KEITH		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		NA - THE MAGIC OF MOTOWN - 02/11/2025	L4290NA · NESCONSET ...	-200.00
TOTAL						-200.00
Bill Pmt -Che...	15393	03/18/2025	CSEA EMPLOYEE BENEFIT FUND		L0201.0 · CASH DISBUR...	
Bill	155 PR# ...	03/18/2025		EE - Employee Benefit Fund March 2025	L.8601 · CSEA BENEFIT ...	-956.00
				ER - Employee Benefit Fund March 2025	L.8602 · CSEA BENEFIT ...	-12,877.30
Bill	898 PR# 6...	03/18/2025		PART TIME Employee Benefit Fund March 2025	L.8601 · CSEA BENEFIT ...	-60.86
TOTAL						-13,894.16
Bill Pmt -Che...	15394	03/18/2025	CUSH-GRASSO, MARGARET		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PROGRAM REFUND - Tortelline in Brodo - 01/28/2025 - ...	L.27701 · Program Income	-10.00
TOTAL						-10.00
Bill Pmt -Che...	15395	03/18/2025	DAILY NEWS - C		L0201.0 · CASH DISBUR...	
Bill	62231053...	03/18/2025		C- Daily News - 52 weeks	L.4130 · PERIODICALS	-364.00
TOTAL						-364.00

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15396	03/18/2025	DEMCO, INC.		L0201.0 · CASH DISBUR...	
Bill	7609916	03/18/2025		PO#18480 - TITAN BOOK SUPPORT OVERSIZE PLAIN ...	L.4300 · OFFICE AND LI...	-100.68
Bill	7609952	03/18/2025		PO#18481 - CLEAR GLOSSY LABEL PROTECTOR SHE...	L.4300 · OFFICE AND LI...	-381.05
TOTAL						-481.73
Bill Pmt -Che...	15397	03/18/2025	DUNN, ARTHUR		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		T - PROGRAM REFUND PHILADELPHIA FLOWER SHO...	L.4290T · TRIPS	-190.00
TOTAL						-190.00
Bill Pmt -Che...	15398	03/18/2025	ERDMAN CIARA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		KJ - IRISH STEP DANCING WORKSHOP 3/8/25	L4290KJ · KINGS PARK ...	-150.00
TOTAL						-150.00
Bill Pmt -Che...	15399	03/18/2025	FIDELE CONSTRUCTION, INC.		L0201.0 · CASH DISBUR...	
Bill	SMPL-EM...	03/18/2025		SM FLOOD - EMERGENCY BUILDING RESTORATION -...	L.2100 · OTHER CAPITA...	-69,540.00
Bill	SMPL-EM...	03/18/2025		SM FLOOD - EMERGENCY BUILDING RESTORATION -...	L.2100 · OTHER CAPITA...	-59,118.50
TOTAL						-128,658.50
Bill Pmt -Che...	15400	03/18/2025	FINN, LEE - ANN		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		MILEAGE - INTER BUILDING - JAN & FEB 2025	L.4350 · TRAVEL	-38.08
TOTAL						-38.08
Bill Pmt -Che...	15401	03/18/2025	FUN EXPRESS LLC		L0201.0 · CASH DISBUR...	
Bill	73584135...	03/18/2025		PO#18426 - COLOR YOUR OWN SPRING BIRDS	L.42901 · All Abilities	-26.98
Bill	73555437...	03/18/2025		PO#18334 - RAINBOW LACING KIT, SHAMROCK W/M...	L4290SJ · SMITHTOWN ...	-32.36
Bill	73617748...	03/18/2025		PO#18477 - VALENTINE FLOATING OTTERS FOAM KI...	L4290KJ · KINGS PARK ...	-30.54
Bill	73617760...	03/18/2025		PO#18478 - COLOR YOUR OWN 1ST DAY OF SCHOO...	L4290SJ · SMITHTOWN ...	-70.14
Bill	73617776...	03/18/2025		PO#18479 - LUCKY DUCK&FARM ANIMAL STICKERS, ...	L4290NJ · NESCONSET ...	-49.05
TOTAL						-209.07

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15402	03/18/2025	GARLAND FIRE SYSTEMS INC.		L0201.0 · CASH DISBUR...	
Bill	36392	03/18/2025		S - CENTRAL STATION MONITORING 3/1/25 - 2/28/26 ...	L.4520 · BUILDING REPA...	-780.00
Bill	36393	03/18/2025		C - CENTRAL STATION MONITORING 3/1/25 - 2/28/26 ...	L.4520 · BUILDING REPA...	-780.00
Bill	36391	03/18/2025		K - CENTRAL STATION MONITORING 3/1/25 - 2/28/26 ...	L.4520 · BUILDING REPA...	-780.00
Bill	36394	03/18/2025		N -CENTRAL STATION MONITORING 3/1/25 - 2/28/26 ...	L.4520 · BUILDING REPA...	-780.00
TOTAL						-3,120.00
Bill Pmt -Che...	15403	03/18/2025	GEARING, MEG		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PROGRAM REFUND - Marble Pour Painting - 02/06/2025	L.27701 · Program Income	-10.00
TOTAL						-10.00
Bill Pmt -Che...	15404	03/18/2025	GOOD OLD DAYS		L0201.0 · CASH DISBUR...	
Bill	72121100...	03/18/2025		S - CROCHET WORLD 8 ISSUES	L.4130 · PERIODICALS	-120.00
TOTAL						-120.00
Bill Pmt -Che...	15405	03/18/2025	GRAINGER, W.W.		L0201.0 · CASH DISBUR...	
Bill	9419195210	03/18/2025		PO#18459 - LIQUID HAND SOAP	L.4510 · CUSTODIAL SU...	-263.16
Bill	9417771699	03/18/2025		PO#18459 - DOOR STOP WEDGES	L.4510 · CUSTODIAL SU...	-46.69
TOTAL						-309.85
Bill Pmt -Che...	15406	03/18/2025	GXC INC.		L0201.0 · CASH DISBUR...	
Bill	253189	03/18/2025		CKN - PROTECTIVE SERVICES 2/6 - 2/19/25 RPO# 183...	L.4375 · PROFESSIONA...	-8,587.55
Bill	253269	03/18/2025		CKN - PROTECTIVE SERVICES 2/20 - 3/5/25 RPO# 183...	L.4375 · PROFESSIONA...	-9,035.93
TOTAL						-17,623.48
Bill Pmt -Che...	15407	03/18/2025	HAIN, BETH		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PROGRAM REFUND - Tortellini in Brodo - 01/28/2025 - ...	L.27701 · Program Income	-20.00
TOTAL						-20.00

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15408	03/18/2025	HAUPPAUGE PUBLIC LIBRARY		L0201.0 · CASH DISBUR...	
Bill	941731	03/18/2025		L&P to Hauppauge Public Library - Patron; E. Tracy	L.4110 · LOST AND PAID	-5.00
Bill	941730	03/18/2025		L&P to Hauppauge Public Library - Patron; E. Tracy	L.4110 · LOST AND PAID	-12.00
Bill	294369	03/18/2025		L&P to Hauppauge Public Library - Patron; A. Carruthers	L.4110 · LOST AND PAID	-20.00
Bill	294370	03/18/2025		L&P to Hauppauge Public Library - Patron; A. Carruthers	L.4110 · LOST AND PAID	-9.99
TOTAL						-46.99
Bill Pmt -Che...	15409	03/18/2025	HELMLE, Nanci		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		MILEAGE - NURSING HOME VISITS - 02/05, 02/11, 02/1...	L.4350 · TRAVEL	-27.72
TOTAL						-27.72
Bill Pmt -Che...	15410	03/18/2025	HOME DEPOT CREDIT SERVICES	6035-3220-0456-1233	L0201.0 · CASH DISBUR...	
Bill	STATEME...	03/18/2025		RPO#18286 - BLACK TOP PATCH, GLUE & TAPE	L.4520 · BUILDING REPA...	-168.24
				CYA - PO#18452 - SOIL, PLANT FOOD, PEA GRAVEL - ...	L4290CY · COMMACK Y...	-83.95
TOTAL						-252.19
Bill Pmt -Che...	15411	03/18/2025	HOME HEALTH AND SPIRIT CORP.		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		CYA - AROMATHERAPY PACKS - 02/19/2025	L4290CY · COMMACK Y...	-450.00
TOTAL						-450.00
Bill Pmt -Che...	15412	03/18/2025	HUNTINGTON PUBLIC LIBRARY		L0201.0 · CASH DISBUR...	
Bill	933513	03/18/2025		L&P to Huntington Public Library - Patron; L. Celitan	L.4110 · LOST AND PAID	-18.00
TOTAL						-18.00
Bill Pmt -Che...	15413	03/18/2025	INGRAM LIBRARY SERVICES		L0201.0 · CASH DISBUR...	
Bill	60455890	03/18/2025		BOOKS	L.4100 · BOOKS	-93.45
Bill	60463379	03/18/2025		BOOKS	L.4100 · BOOKS	-318.09
TOTAL						-411.54

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15414	03/18/2025	INNER STRENGTH ACUPUNCTU...		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		KA - The Power of Sound & Tuning Fork	L4290KA · KINGS PARK ...	-250.00
TOTAL						-250.00
Bill Pmt -Che...	15415	03/18/2025	IRON MOUNTAIN		L0201.0 · CASH DISBUR...	
Bill	KBZB319	03/18/2025		SCKN - Document Storage 02/01/2025 - 02/28/2025	L.4520 · BUILDING REPA...	-376.67
Bill	KDSV577	03/18/2025		SCKN - Document Storage 03/01/2025 - 03/31/2025	L.4520 · BUILDING REPA...	-376.67
TOTAL						-753.34
Bill Pmt -Che...	15416	03/18/2025	ISLAND ELEVATOR INDUSTRIES...		L0201.0 · CASH DISBUR...	
Bill	80895845...	03/18/2025		CKN - Monthly Service RPO# 18321	L.4520 · BUILDING REPA...	-703.50
TOTAL						-703.50
Bill Pmt -Che...	15417	03/18/2025	JOHNSON, WENDY		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		Seasonal Decorations for Commack Children's Cupcakes for Over the Rainbow program - 03/08/2025	L.4300 · OFFICE AND LI... L4290CJ · COMMACK JU...	-68.33 -32.96
TOTAL						-101.29
Bill Pmt -Che...	15418	03/18/2025	KANOPY		L0201.0 · CASH DISBUR...	
Bill	440364 - P...	03/18/2025		SCKN - VIDEO STREAMING FEBRUARY 2025	L.4150 · ONLINE MATL'S...	-963.00
TOTAL						-963.00
Bill Pmt -Che...	15419	03/18/2025	KOCKA, BRIEANNE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		Mileage to SCLS	L.4350 · TRAVEL	-19.08
TOTAL						-19.08

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15420	03/18/2025	LAKESHORE LEARNING MATERI...		L0201.0 · CASH DISBUR...	
Bill	90162861	03/18/2025		PO#18412 - Color Sorting Crayon Boxes, Explore & Play ...	L4290KJ · KINGS PARK ...	-130.96
Bill	90236657	03/18/2025		PO#18443 - Sensory Rings, Fidget Poppers & Gel-Bead ...	L4290KY · KINGS PARK ...	-83.21
Bill	90178272	03/18/2025		PO#18434 - POSE & PLAY KIDS, SOFT & SQUEEZEY ...	L4290NJ · NESCONSET ...	-616.33
Bill	90353941	03/18/2025		NJ - PLAY DOUGH, WASHABLE DOLLS PO# 18476	L4290NJ · NESCONSET ...	-100.57
TOTAL						-931.07
Bill Pmt -Che...	15421	03/18/2025	LEAF	contract #100-2087037-002	L0201.0 · CASH DISBUR...	
Bill	18010172 ...	03/18/2025		SCKN - Copier Lease - February 2025 - RPO#18355	L.4520 · BUILDING REPA...	-1,087.84
TOTAL						-1,087.84
Bill Pmt -Che...	15422	03/18/2025	LEBRON, ADRIENNE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		CJ - SKETCH & STRETCH - 02/18/2025	L4290CJ · COMMACK JU...	-275.00
TOTAL						-275.00
Bill Pmt -Che...	15423	03/18/2025	LENTINO, AMANDA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		MILEAGE - NURSING HOME VISITS - 02/05 - 02/12/2025	L.4350 · TRAVEL	-25.48
TOTAL						-25.48
Bill Pmt -Che...	15424	03/18/2025	LUSAK, ROBERT - PETTY CASH		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		Cups for Winter Wonderland - 01/31/2025 - KJ	L4290KJ · KINGS PARK ...	-14.49
				Sweet Treats - 02/11/2025 - KJ	L4290KJ · KINGS PARK ...	-8.07
				Laundry - 02/14/2025	L.4510 · CUSTODIAL SU...	-6.75
				Hot Coco for Winter Wonderland - 02/17/2025 - KJ	L4290KJ · KINGS PARK ...	-9.99
				Supplies for Advanced Battle of the Books - 02/28/2025 - ...	L4290SY · SMITHTOWN ...	-8.97
				Supplies for Advanced Battle of the Books - 02/28/2025 - ...	L4290SY · SMITHTOWN ...	-17.98
				Laundry - 02/28/2025	L.4510 · CUSTODIAL SU...	-7.50
				Supplies for Take & Bake Dog Treats - 03/03/2025 - SYA	L4290SY · SMITHTOWN ...	-16.86
				Driver Gratuity - Shen Yun - PO#18418	L.4290T · TRIPS	-170.00
TOTAL						-260.61

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15425	03/18/2025	MAGGI, SAM		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		NA - KARAOKE & LOVE SONGS WITH SAMMY D	L4290NA · NESCONSET ...	-100.00
TOTAL						-100.00
Bill Pmt -Che...	15426	03/18/2025	MANAGED TECHNOLOGY, INC		L0201.0 · CASH DISBUR...	
Bill	43587	03/18/2025		SCKN - Monthly Support 03/01 - 03/31/2025	L.43202 · Software Servic...	-825.00
TOTAL						-825.00
Bill Pmt -Che...	15427	03/18/2025	MARTINSEN, JE-ANNE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		PATRON REFUND FOR BOOK	L.4110 · LOST AND PAID	-18.99
TOTAL						-18.99
Bill Pmt -Che...	15428	03/18/2025	McBREARTY, EMILY		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		KA - MUSIC THROUGH THE ERAS - 02/15/2025	L4290KA · KINGS PARK ...	-300.00
TOTAL						-300.00
Bill Pmt -Che...	15429	03/18/2025	MIDWEST TAPE		L0201.0 · CASH DISBUR...	
Bill	VARIOUS ...	03/18/2025		RECORDINGS	L.4120 · RECORDINGS	-5,160.49
				HOOPLA - 02/01 - 02/28/2025	L.4150 · ONLINE MATL'S...	-1,934.35
				PROGRAMS 12/20/2024 - #506507309	L.4290 · PROGRAMS	-44.99
TOTAL						-7,139.83
Bill Pmt -Che...	15430	03/18/2025	MOLLIKA, JESSICA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		CA - Evening Yoga 02/04 - 02/25/2025	L4290CA · COMMACK A...	-300.00
TOTAL						-300.00

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15431	03/18/2025	NESCONSET CHAMBER OF CO...		L0201.0 · CASH DISBUR...	
Bill	MEMBER...	03/18/2025		2025 ANNUAL MEMBERSHIP DUES PO#18499	L.4380 · MEMBERSHIP D...	-175.00
TOTAL						-175.00
Bill Pmt -Che...	15432	03/18/2025	NICK THE BALLOONATIC		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		F - Balloon Performance - 02/21/2025	L.4290F · Friday Night Pr...	-475.00
TOTAL						-475.00
Bill Pmt -Che...	15433	03/18/2025	NORTH SHORE NEWS GROUP		L0201.0 · CASH DISBUR...	
Bill	S027550 -...	03/18/2025		RENEWAL - N- SMITHTOWN NEWS 03/2025 - 03/2026	L.4130 · PERIODICALS	-30.00
TOTAL						-30.00
Bill Pmt -Che...	15434	03/18/2025	NYS DEC SARATOGA TREE NUR...		L0201.0 · CASH DISBUR...	
Bill	23127	03/18/2025		SJ - PLANTS PO# 18458	L4290SJ · SMITHTOWN ...	-101.00
TOTAL						-101.00
Bill Pmt -Che...	15435	03/18/2025	NYS EMPLOYEES HEALTH INS. (... 03419		L0201.0 · CASH DISBUR...	
Bill	616 4/25 ...	03/18/2025		EMPLOYEE HEALTH INSURANCE APRIL 2025	L.8500 · HOSPITAL/MEDI...	-199,719.12
TOTAL						-199,719.12
Bill Pmt -Che...	15436	03/18/2025	NYS INDUSTRIES FOR THE DISA...		L0201.0 · CASH DISBUR...	
Bill	1091328	03/18/2025		RPO#18287 - SCKN - Document Destruction - 01/09/2025	L.4520 · BUILDING REPA...	-117.88
TOTAL						-117.88
Bill Pmt -Che...	15437	03/18/2025	OCEAN JANITORIAL SUPPLIES		L0201.0 · CASH DISBUR...	
Bill	614737	03/18/2025		PO#18463 - PEROXIDE, VACUUM BAGS, MICRO FILTE...	L.4510 · CUSTODIAL SU...	-248.25
TOTAL						-248.25

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15438	03/18/2025	PAUL CATALDO ARCHITECTURE...		L0201.0 · CASH DISBUR...	
Bill	INVOICE # 2	03/18/2025		COORDINATE SURVEY PO# 18046 SCHEMATIC DESIGN PO# 18046	L.4370 · PROFESSIONA... L.4370 · PROFESSIONA...	-1,250.00 -4,200.00
TOTAL						-5,450.00
Bill Pmt -Che...	15439	03/18/2025	PIANO, JENNIFER		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		MILEAGE TO GARDINER FOUNDATION MTG. 02/10/20...	L.4350 · TRAVEL	-34.09
TOTAL						-34.09
Bill Pmt -Che...	15440	03/18/2025	PROVENZANOS POWER EQUIP...		L0201.0 · CASH DISBUR...	
Bill	18451	03/18/2025		PO#18451 - TROY BILT 208CC TWO-STAGE GAS SNO...	L.4520 · BUILDING REPA...	-799.99
TOTAL						-799.99
Bill Pmt -Che...	15441	03/18/2025	READING GROUP CHOICES		L0201.0 · CASH DISBUR...	
Bill	INV-1920	03/18/2025		CONTINUATIONS	L.4131 · OTHER SERIALS	-35.24
TOTAL						-35.24
Bill Pmt -Che...	15442	03/18/2025	RINGCENTRAL INC		L0201.0 · CASH DISBUR...	
Bill	CD_00104...	03/18/2025		SCKN - Cloud Services - 02/28 - 03/28/2025 - RPO#18356	L.4311 · TELECOMMUNI...	-2,623.74
TOTAL						-2,623.74
Bill Pmt -Che...	15443	03/18/2025	RIVERHEAD FREE LIBRARY		L0201.0 · CASH DISBUR...	
Bill	932912	03/18/2025		L&P to Riverhead Free Library - Patron; L. Valeri	L.4110 · LOST AND PAID	-29.00
TOTAL						-29.00

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15444	03/18/2025	ROAD MAPS TO WELLNESS		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		CA - CAN'T SLEEP LETS'S TALK 3/6/25	L4290CA · COMMACK A...	-150.00
TOTAL						-150.00
Bill Pmt -Che...	15445	03/18/2025	RONCO PAPER PRODUCTS COR...		L0201.0 · CASH DISBUR...	
Bill	292143	03/18/2025		PO#18460 - WHITE HAND SOAP, MAGIC EASERS, 55 ...	L.4510 · CUSTODIAL SU...	-139.95
Bill	292142	03/18/2025		PO#18461 - NITTANY WH ROLL TOWELS, FACIAL TIS...	L.4510 · CUSTODIAL SU...	-231.61
Bill	292158	03/18/2025		PO#18462 - WET MOP, 2-PLY TOILET PAPER, FACIAL ...	L.4510 · CUSTODIAL SU...	-282.10
TOTAL						-653.66
Bill Pmt -Che...	15446	03/18/2025	ROSENZWEIG, ARI M.		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		CYA - Dungeons & Dragons - 03/03/2025	L4290CY · COMMACK Y...	-50.00
TOTAL						-50.00
Bill Pmt -Che...	15447	03/18/2025	S&S WORLDWIDE, INC.		L0201.0 · CASH DISBUR...	
Bill	IN1015518...	03/18/2025		ALL - PO#18475 - COLOR-ME CERAMIC BISQUE FAIR...	L.42901 · All Abilities	-40.98
				PO#18475 - CONSTRUCTION PAPER; PINK, RED & BL...	L.4300 · OFFICE AND LI...	-19.08
TOTAL						-60.06
Bill Pmt -Che...	15448	03/18/2025	SCHOOL SPECIALTY	39-0971239	L0201.0 · CASH DISBUR...	
Bill	20813535...	03/18/2025		KYA - PO#18445 - Crayola Silly Scents Colored Pencils	L4290KY · KINGS PARK ...	-28.72
TOTAL						-28.72
Bill Pmt -Che...	15449	03/18/2025	SCLS		L0201.0 · CASH DISBUR...	
Bill	94174	03/18/2025		S - BMI Live Performers Music License 2025	L.42902 · Movie/Music Lic...	-266.98
				C - BMI Live Performers Music License 2025	L.42902 · Movie/Music Lic...	-266.98
				K - BMI Live Performers Music License 2025	L.42902 · Movie/Music Lic...	-266.98
				N - BMI Live Performers Music License 2025	L.42902 · Movie/Music Lic...	-266.98
Bill	18519	03/18/2025		S - Motion Picture Licensing - 04/2025 - 04/2026	L.42902 · Movie/Music Lic...	-97.99
				C - Motion Picture Licensing - 04/2025 - 04/2026	L.42902 · Movie/Music Lic...	-97.99
				K - Motion Picture Licensing - 04/2025 - 04/2026	L.42902 · Movie/Music Lic...	-97.99
				N - Motion Picture Licensing - 04/2025 - 04/2026	L.42902 · Movie/Music Lic...	-97.99

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	94294	03/18/2025		PO#18457 - Aquarium Tickets Adult	L.42904 · Ticket Transacti...	-6,240.00
Bill	94126	03/18/2025		SCKN - ALLDATA Repair Services - 11/2024 - 11/2025	L.4150 · ONLINE MATL'S...	-1,500.00
Bill	94230	03/18/2025		C - Overdues Mailed - February 2025	L.4330 · POSTAGE AND ...	-27.93
				K - Overdues Mailed - February 2025	L.4330 · POSTAGE AND ...	-43.89
				N - Overdues Mailed - February 2025	L.4300 · OFFICE AND LI...	-34.58
TOTAL						-9,306.28
Bill Pmt -Che...	15450	03/18/2025	SCOTT, ROBERT G.		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		NA - JAMBALAYA SOUP - 02/13/2025	L4290NA · NESCONSET ...	-465.00
TOTAL						-465.00
Bill Pmt -Che...	15451	03/18/2025	SEAMAN, KEVIN A.		L0201.0 · CASH DISBUR...	
Bill	JAN 2025 ...	03/18/2025		GENERAL & LABOR COUNSEL - RETAINER FOR JAN ...	L.4370 · PROFESSIONA...	-16,500.00
Bill	03/01/2025	03/18/2025		RPO#18289 - Legal Counsel on potential real estate trans...	L.4370 · PROFESSIONA...	-858.00
TOTAL						-17,358.00
Bill Pmt -Che...	15452	03/18/2025	SMITHTOWN HIGHWAY DEPART...		L0201.0 · CASH DISBUR...	
Bill	5978	03/18/2025		Fuel for Vans - January 2025	L.4730 · MAINTENANCE ...	-23.92
Bill	6014	03/18/2025		Fuel for Vans - February 2025	L.4730 · MAINTENANCE ...	-52.76
TOTAL						-76.68
Bill Pmt -Che...	15453	03/18/2025	SONNENBERG NURSERY & SUP...		L0201.0 · CASH DISBUR...	
Bill	2/8-2/9/25	03/18/2025		SCKN - SALT,SAND AND PLOW PARKING LOTS 2/8 - ...	L.4520 · BUILDING REPA...	-3,060.00
Bill	2/12/25	03/18/2025		SCKN - SALT,SAND AND PLOW PARKING LOTS 2/12/2...	L.4520 · BUILDING REPA...	-2,560.00
TOTAL						-5,620.00
Bill Pmt -Che...	15454	03/18/2025	STAPLES BUSINESS ADVANTAGE		L0201.0 · CASH DISBUR...	
Bill	7004345887	03/18/2025		BATTERIES, TRASH CAN, HAND SANITIZER PO# 18486	L.4520 · BUILDING REPA...	-70.45
				OFFICE SUPPLIES,CARDSTOCK, GLUE STICKS PO#...	L.4300 · OFFICE AND LI...	-454.74
Bill	7004134277	03/18/2025		LABELS,LAMINATING POUCHES,PAPER CLIPS PO# 1...	L.4300 · OFFICE AND LI...	-71.77
TOTAL						-596.96

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15455	03/18/2025	STERLING NA (PREV STAR)		L0201.0 · CASH DISBUR...	
Bill	192988	03/18/2025		SCKN - Newsletter - March 2025 - 12 pages - RPO#18311	L.4340 · PRINTING	-1,550.00
TOTAL						-1,550.00
Bill Pmt -Che...	15456	03/18/2025	STRAHM, KATHLEEN		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		Patron Refund - DVD - Patron paid, then item was found ...	L.4110 · LOST AND PAID	-8.44
TOTAL						-8.44
Bill Pmt -Che...	15457	03/18/2025	TERESA'S SILHOUETTE SPOT L...		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		NYA - SLOTHS CERAMICS 02/20/2025	L4290NY · NESCONSET ...	-300.00
TOTAL						-300.00
Bill Pmt -Che...	15458	03/18/2025	THE LIBRARY STORE, INC.	Customer #41016	L0201.0 · CASH DISBUR...	
Bill	727320	03/18/2025		PO#18446 - BLACK ACRYLIC WIRE EASELS	L.4300 · OFFICE AND LI...	-97.74
TOTAL						-97.74
Bill Pmt -Che...	15459	03/18/2025	THERMAL SOLUTIONS, INC.		L0201.0 · CASH DISBUR...	
Bill	104775	03/18/2025		K - CAPACITOR SMALL RPO# 18312	L.4520 · BUILDING REPA...	-27.00
Bill	104787	03/18/2025		N - NITROGEN RECHARGE OF EXPANSION TANK RP...	L.4520 · BUILDING REPA...	-269.50
TOTAL						-296.50
Bill Pmt -Che...	15460	03/18/2025	TINY SONGBIRDS		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		SJ - TINY SONGBIRDS PERFORMANCE - 02/19/2025	L4290SJ · SMITHTOWN ...	-350.00
TOTAL						-350.00

THE SMITHTOWN LIBRARY -L FUND
MARCH 2025
March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	15461	03/18/2025	TOSHIBA BUSINESS SOLUTIONS		L0201.0 · CASH DISBUR...	
Bill	6095829	03/18/2025		RPO#18314 - Maint Charge 02/07 - 03/06/2025	L.4520 · BUILDING REPA...	-34.00
Bill	6104392	03/18/2025		Print Allowance - 02/27/2025 - 03/26/2025 - RPO#18314	L.4520 · BUILDING REPA...	-179.91
TOTAL						-213.91
Bill Pmt -Che...	15462	03/18/2025	TOWN OF SMITHTOWN GENERA...		L0201.0 · CASH DISBUR...	
Bill	1320-0325...	03/18/2025		S - SOLID WASTE DISPOSAL MARCH 2025	L.4520 · BUILDING REPA...	-256.33
Bill	2443-0325...	03/18/2025		C - SOLID WASTE DISPOSAL MARCH 2025	L.4520 · BUILDING REPA...	-128.16
Bill	0464-0325...	03/18/2025		K - SOLID WASTE DISPOSAL MARCH 2025	L.4520 · BUILDING REPA...	-128.16
Bill	1978-0325...	03/18/2025		N - SOLID WASTE DISPOSAL MARCH 2025	L.4520 · BUILDING REPA...	-128.16
TOTAL						-640.81
Bill Pmt -Che...	15463	03/18/2025	UNITED STATES POSTAL SERVI...	ACCT# 200005	L0201.0 · CASH DISBUR...	
Bill	2025 ANN...	03/18/2025		POSTAL PERMIT # 148 4/26/25 - 4/26/26	L.4330 · POSTAGE AND ...	-350.00
TOTAL						-350.00
Bill Pmt -Che...	15464	03/18/2025	WEST ISLIP PUBLIC LIBRARY		L0201.0 · CASH DISBUR...	
Bill	636487	03/18/2025		L&P to West Islip Public Library - Patron; G. Stewart	L.4110 · LOST AND PAID	-9.99
TOTAL						-9.99
Bill Pmt -Che...	15465	03/18/2025	WINTERS BROS. HAULNG OF L...		L0201.0 · CASH DISBUR...	
Bill	4430417 S...	03/18/2025		S - Garbage Pickup - March 2025	L.4520 · BUILDING REPA...	-171.00
Bill	4382669 C...	03/18/2025		C - Garbage Pickup - March 2025	L.4520 · BUILDING REPA...	-100.00
Bill	4382670 K...	03/18/2025		K - Garbage Pickup - March 2025	L.4520 · BUILDING REPA...	-103.00
Bill	4387127 N...	03/18/2025		N - Garbage Pickup - March 2025	L.4520 · BUILDING REPA...	-123.75
TOTAL						-497.75
Bill Pmt -Che...	15466	03/18/2025	ZATYK, CAREN		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/18/2025		MILEAGE FOR 3 MTGS 2/10,2/11,2/21/25	L.4350 · TRAVEL	-70.14
TOTAL						-70.14

THE SMITHTOWN LIBRARY - M FUND

MARCH 2025

March 18, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -C...	1155	03/18/2025	AMERICAN EXPRESS		M.0201 · CASH DISBURSEMENTS...	
Bill	STATEMENT ...	03/18/2025		PO#M-168 - Intrepid Museum Renewal	M.4300 · MISC DONATION	-500.00
TOTAL						-500.00
Bill Pmt -C...	1156	03/18/2025	CHILDREN'S MUSEUM OF M...		M.0201 · CASH DISBURSEMENTS...	
Bill	MEMBERSHI...	03/18/2025		MUSEUM PASSES PO# M - 188	M.4300 · MISC DONATION	-400.00
TOTAL						-400.00
Bill Pmt -C...	1157	03/18/2025	FIDELE CONSTRUCTION, INC.		M.0201 · CASH DISBURSEMENTS...	
Bill	SMPL-EMER-...	03/18/2025		PO#M-184 - Emergency Service - SM - Phase ...	M.2100 · OTHER CAPITAL	-81,816.25
Bill	SMPL-EMER-...	03/18/2025		PO#M-184 - Emergency Service - SM - Phase II	M.2100 · OTHER CAPITAL	-197,280.00
TOTAL						-279,096.25
Bill Pmt -C...	1158	03/18/2025	SCC CONSTRUCTION MANA...		M.0201 · CASH DISBURSEMENTS...	
Bill	2152025	03/18/2025		PO#M-183 - Construction Management 2024 F...	M.2100 · OTHER CAPITAL	-6,500.00
TOTAL						-6,500.00

FT PR#5 Dated 2/28/25

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 210	Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks					\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	63	\$0.00	\$135,748.62
Totals:				63	\$0.00	\$135,748.62
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$63,217.99
Third Party Checks					\$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	\$690.23
Totals:					\$0.00	\$63,908.22
Total ACH Debit:						Impound Date: 2/27/2025 \$199,656.84
Total Payroll Funding (all items):						\$199,656.84

*** 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	61
Direct Deposits	\$135,748.62	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$135,748.62	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	61
Total Taxes	\$63,217.99	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	63
**** Total Payroll	\$198,966.61	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (63)	\$135,748.62	Vouchers (Direct Deposit)	61	Terminated Employee Count	19
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	82
**** Adjusted Total	\$198,966.61	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	61
				Zero Net Checks	2	Active Employees this Month	63
						Employees with W2 Data	63
						Active Employees Not Paid	2
						Active (Hired) EEs Not Paid	2

FT - 199,656.840 +
 PT - 70,135.740 +
 269,792.580 *
 Total

O.K. - PR
 24 Feb 25

Client ID: 21SSL - Smithtown Special Library District
 Pay Group: FT
 Check Date: 2/28/2025
 Run Date: 2/26/2025 Run Number: 210

PAYROLL SUMMARY
 Smithtown Special Library District

Period Begin Date: 2/8/2025
 Period End Date: 2/21/2025
 Pay Period: 5
 Payroll Type: Regular Payroll

*** PAYROLL TAXES ***

	CURRENT		MTD		QTD		YTD	
Federal Deposits	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
FEDERAL WH	187,378.91	23,179.91	376,884.49	46,762.76	959,096.96	118,644.77	959,096.96	118,644.77
MED EE (1.450000%)	198,916.15	2,884.28	399,983.69	5,799.73	1,016,364.04	14,737.28	1,016,364.04	14,737.28
MED ER (1.450000%)	198,916.15	2,884.28	399,983.69	5,799.73	1,016,364.04	14,737.28	1,016,364.04	14,737.28
SOC SEC EE (6.200000%)	198,916.15	12,332.81	399,983.69	24,798.98	1,016,364.04	63,014.57	1,016,364.04	63,014.57
SOC SEC ER (6.200000%)	198,916.15	12,332.81	399,983.69	24,798.98	1,016,364.04	63,014.57	1,016,364.04	63,014.57
Total Federal Deposits		53,614.09		107,960.18		274,148.47		274,148.47
State/Local Employee Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
NEW YORK WH	190,450.26	9,603.90	383,054.64	19,326.57	974,654.36	49,128.95	974,654.36	49,128.95
Total State/Local Employee Tax		9,603.90		19,326.57		49,128.95		49,128.95
Total Taxes		63,217.99		127,286.75		323,277.42		323,277.42

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025 Run Number: 210		Payroll Type: Regular Payroll

*** EMPLOYER TAX EXPENSE ***								
	CURRENT		MTD		QTD		YTD	
Employer Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	198,916.15	2,884.28	399,983.69	5,799.73	1,016,364.04	14,737.28	1,016,364.04	14,737.28
SOC SEC ER (6.200000%)	198,916.15	12,332.81	399,983.69	24,798.98	1,016,364.04	63,014.57	1,016,364.04	63,014.57
Total Employer Tax	15,217.09		30,598.71		77,751.85		77,751.85	

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	PAYROLL SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 210	Payroll Type: Regular Payroll

*** EARNINGS & DEDUCTIONS ***

	CURRENT		MTD		QTD		YTD	
Earnings	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	46.25	2,851.77	147.25	8,993.01	362.75	22,214.47	362.75	22,214.47
Holiday	498.37	24,757.34	498.37	24,757.34	2,675.37	129,164.51	2,675.37	129,164.51
Regular	3,181.90	154,728.78	6,671.01	326,643.67	15,453.68	752,126.44	15,453.68	752,126.44
Sick	150.94	6,986.40	475.30	21,233.38	998.00	44,948.62	998.00	44,948.62
Vacation	235.98	11,620.58	489.29	23,469.69	1,487.77	70,469.15	1,487.77	70,469.15
Personal	43.81	2,028.47	92.78	3,981.79	328.06	15,174.18	328.06	15,174.18
Jury Duty	7.00	264.85	7.00	264.85	14.00	494.99	14.00	494.99
Bereavement Ear	7.00	486.72	35.00	1,603.41	84.00	3,657.20	84.00	3,657.20
Comp Time	43.52	1,790.18	71.54	3,143.41	329.17	16,442.16	329.17	16,442.16
Stipend	0.00	700.00	0.00	700.00	0.00	700.00	0.00	700.00
NYS CP	35.00	1,672.94	35.00	1,672.94	42.00	2,040.91	42.00	2,040.91
Travel	1.75	97.47	9.48	482.83	12.23	637.14	12.23	637.14
Meetings	19.50	1,050.33	54.75	3,216.25	83.63	4,498.93	83.63	4,498.93
Medical Screen	0.00	0.00	4.00	331.67	6.00	452.27	6.00	452.27
Overtime Reg	6.25	356.02	6.25	356.02	6.25	356.02	6.25	356.02
Snow Day	46.50	2,260.71	97.75	4,606.25	97.75	4,606.25	97.75	4,606.25
Total Earnings	4,323.77	211,652.56	8,694.77	425,456.51	21,980.66	1,067,983.24	21,980.66	1,067,983.24
Memo Calculations	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	46.25	0.00	147.25	0.00	274.25	0.00	274.25	0.00
Salary Hours	3,107.07	0.00	6,541.20	0.00	12,296.48	0.00	12,296.48	0.00
Total Memo Calculations	3,153.32	0.00	6,688.45	0.00	12,570.73	0.00	12,570.73	0.00
Deductions		Dollars		Dollars		Dollars		Dollars
Medical Pre-tax		12,716.16		25,432.32		51,538.20		51,538.20
Aflac		20.25		40.50		81.00		81.00
NYS Retirement		3,071.35		6,170.15		15,557.40		15,557.40
Retirement Loan		992.00		1,984.00		4,960.00		4,960.00
AXA Equitable		2,748.00		5,496.00		13,740.00		13,740.00
CSEA Benefit Fd		478.00		956.00		2,430.00		2,430.00
NYS Def Comp		4,997.89		9,993.05		24,869.68		24,869.68
CSEA Ins		93.77		187.54		468.85		468.85
Disability		194.75		389.50		798.00		798.00

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

*** EARNINGS & DEDUCTIONS ***

	CURRENT	MTD	QTD	YTD
CSEA Dues	1,769.50	3,539.00	8,961.16	8,961.16
Post Tax SCP	60.93	121.86	304.65	304.65
Pearl Carroll	40.44	80.88	202.20	202.20
Met Life	720.00	1,440.00	3,100.00	3,100.00
Total Deductions	27,903.04	55,830.80	127,011.14	127,011.14

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

O.K. RL
24 Feb 25

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 210	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(1 - Clerical Full Time) Totals								
Pays:								
Sunday	16.75	817.40	58.75	2,843.15	139.25	6,720.64	139.25	6,720.64
Holiday	179.50	6,802.64	179.50	6,802.64	970.50	36,732.62	970.50	36,732.62
Regular	1,090.64	41,336.09	2,243.12	86,034.50	5,350.82	202,829.86	5,350.82	202,829.86
Sick	37.50	1,198.56	178.38	5,971.18	374.69	13,548.60	374.69	13,548.60
Vacation	86.38	3,385.18	183.87	7,054.80	608.13	24,115.17	608.13	24,115.17
Personal	20.75	696.39	45.19	1,437.59	130.35	4,879.32	130.35	4,879.32
Jury Duty					7.00	230.14	7.00	230.14
Bereavement Ear			21.00	629.97	56.00	1,892.16	56.00	1,892.16
Comp Time	24.50	910.68	34.48	1,292.55	97.19	3,588.49	97.19	3,588.49
Stipend		700.00		700.00		700.00		700.00
Travel	0.75	39.42	1.23	55.65	1.48	64.92	1.48	64.92
Meetings	16.50	899.49	20.25	1,015.71	20.25	1,015.71	20.25	1,015.71
Overtime Reg	6.25	356.02	6.25	356.02	6.25	356.02	6.25	356.02
Snow Day	14.75	613.42	34.25	1,387.11	34.25	1,387.11	34.25	1,387.11
Total Gross Pay:	1,494.27	57,755.29	3,006.27	115,580.87	7,796.16	298,060.76	7,796.16	298,060.76
Employee Taxes:								
SOC SEC EE		3,298.01		6,600.35		17,306.62		17,306.62
MED EE		771.31		1,543.59		4,047.51		4,047.51
FEDERAL WH		5,227.27		10,393.87		27,151.30		27,151.30
NEW YORK WH		2,387.24		4,761.52		12,479.85		12,479.85
Total Employee Taxes:		11,683.83		23,299.33		60,985.28		60,985.28
Deductions:								
Medical Pre-tax		4,541.82		9,083.64		18,840.84		18,840.84
Aflac		20.25		40.50		81.00		81.00
NYS Retirement		1,196.68		2,375.39		6,169.67		6,169.67
Retirement Loan		124.00		248.00		620.00		620.00
AXA Equitable		700.00		1,400.00		3,500.00		3,500.00
CSEA Benefit Fd		166.00		332.00		870.00		870.00
NYS Def Comp		2,802.81		5,605.62		13,907.39		13,907.39
CSEA Ins		59.90		119.80		299.50		299.50
Disability		57.00		114.00		247.00		247.00
CSEA Dues		509.86		1,019.72		2,699.68		2,699.68
Pearl Carroll		24.79		49.58		123.95		123.95
Met Life		120.00		240.00		600.00		600.00
Total Deductions:		10,323.11		20,628.25		47,959.03		47,959.03
Netpay:		35,748.35		71,653.29		189,116.45		189,116.45
Employer Taxes:								
SOC SEC ER		3,298.01		6,600.35		17,306.62		17,306.62
MED ER		771.31		1,543.59		4,047.51		4,047.51
Total Employer Taxes:		4,069.32		8,143.94		21,354.13		21,354.13

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 210	Payroll Type: Regular Payroll
	Group By: Position Category	

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(3 - Librarian Full Time) Totals								
Pays:								
Sunday	25.00	1,903.88	75.00	5,758.38	192.00	14,585.49	192.00	14,585.49
Holiday	304.87	17,554.52	304.87	17,554.52	1,620.87	90,044.47	1,620.87	90,044.47
Regular	1,996.26	110,806.72	4,204.89	234,410.70	9,556.86	534,078.51	9,556.86	534,078.51
Sick	106.44	5,522.99	282.92	14,732.50	608.31	30,832.76	608.31	30,832.76
Vacation	142.60	7,970.55	298.42	16,150.04	858.64	45,559.43	858.64	45,559.43
Personal	23.06	1,332.08	47.59	2,544.20	188.67	9,984.99	188.67	9,984.99
Bereavement Ear	7.00	486.72	14.00	973.44	28.00	1,765.04	28.00	1,765.04
Comp Time	12.02	744.17	30.06	1,715.53	222.02	12,651.62	222.02	12,651.62
NYS CP	35.00	1,672.94	35.00	1,672.94	42.00	2,040.91	42.00	2,040.91
Travel	1.00	58.05	8.25	427.18	10.75	572.22	10.75	572.22
Meetings	3.00	150.84	34.50	2,200.54	63.38	3,483.22	63.38	3,483.22
Medical Screen			4.00	331.67	6.00	452.27	6.00	452.27
Snow Day	28.75	1,561.54	55.50	3,008.98	55.50	3,008.98	55.50	3,008.98
Total Gross Pay:	2,685.00	149,765.00	5,395.00	301,480.62	13,453.00	749,059.91	13,453.00	749,059.91
Employee Taxes:								
SOC SEC EE		8,778.60		17,678.14		44,414.47		44,414.47
MED EE		2,053.05		4,134.41		10,387.26		10,387.26
FEDERAL WH		17,637.78		35,723.99		89,895.85		89,895.85
NEW YORK WH		7,036.63		14,197.81		35,737.87		35,737.87
Total Employee Taxes:		35,506.06		71,734.35		180,435.45		180,435.45
Deductions:								
Medical Pre-tax		8,174.34		16,348.68		32,697.36		32,697.36
NYS Retirement		1,830.16		3,701.82		9,158.45		9,158.45
Retirement Loan		868.00		1,736.00		4,340.00		4,340.00
AXA Equitable		2,048.00		4,096.00		10,240.00		10,240.00
CSEA Benefit Fd		296.00		592.00		1,480.00		1,480.00
NYS Def Comp		2,195.08		4,387.43		10,962.29		10,962.29
CSEA Ins		33.87		67.74		169.35		169.35
Disability		137.75		275.50		551.00		551.00
CSEA Dues		1,224.65		2,449.30		6,087.55		6,087.55
Post Tax SCP		60.93		121.86		304.65		304.65
Pearl Carroll		15.65		31.30		78.25		78.25
Met Life		600.00		1,200.00		2,500.00		2,500.00
Total Deductions:		17,484.43		35,007.63		78,568.90		78,568.90
Netpay:		96,774.51		194,738.64		490,055.56		490,055.56
Employer Taxes:								
SOC SEC ER		8,778.60		17,678.14		44,414.47		44,414.47
MED ER		2,053.05		4,134.41		10,387.26		10,387.26
Total Employer Taxes:		10,831.65		21,812.55		54,801.73		54,801.73

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 210	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(5 - Custodial Full Time) Totals								
Pays:								
Holiday	7.00	264.85	7.00	264.85	42.00	1,583.41	42.00	1,583.41
Regular	40.50	1,532.35	102.00	3,859.25	254.00	9,595.37	254.00	9,595.37
Sick	7.00	264.85	14.00	529.70	15.00	567.26	15.00	567.26
Vacation	7.00	264.85	7.00	264.85	21.00	794.55	21.00	794.55
Personal					7.43	279.36	7.43	279.36
Jury Duty	7.00	264.85	7.00	264.85	7.00	264.85	7.00	264.85
Comp Time					0.57	21.43	0.57	21.43
Snow Day	1.50	56.75	3.00	113.50	3.00	113.50	3.00	113.50
Total Gross Pay:	70.00	2,648.50	140.00	5,297.00	350.00	13,219.73	350.00	13,219.73
Employee Taxes:								
SOC SEC EE		164.20		328.41		819.62		819.62
MED EE		38.41		76.81		191.69		191.69
FEDERAL WH		220.55		441.10		1,100.01		1,100.01
NEW YORK WH		122.52		245.04		611.35		611.35
Total Employee Taxes:		545.68		1,091.36		2,722.67		2,722.67
Deductions:								
CSEA Benefit Fd		8.00		16.00		40.00		40.00
CSEA Dues		34.99		69.98		173.93		173.93
Total Deductions:		42.99		85.98		213.93		213.93
Netpay:		2,059.83		4,119.66		10,283.13		10,283.13
Employer Taxes:								
SOC SEC ER		164.20		328.41		819.62		819.62
MED ER		38.41		76.81		191.69		191.69
Total Employer Taxes:		202.61		405.22		1,011.31		1,011.31

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(7 - Messenger / Groundskeeper) Totals								
Pays:								
Sunday	4.50	130.49	13.50	391.48	31.50	908.34	31.50	908.34
Holiday	7.00	135.33	7.00	135.33	42.00	804.01	42.00	804.01
Regular	54.50	1,053.62	121.00	2,339.22	292.00	5,622.70	292.00	5,622.70
Personal					1.61	30.51	1.61	30.51
Comp Time	7.00	135.33	7.00	135.33	9.39	180.62	9.39	180.62
Snow Day	1.50	29.00	5.00	96.66	5.00	96.66	5.00	96.66
Total Gross Pay:	74.50	1,483.77	153.50	3,098.02	381.50	7,642.84	381.50	7,642.84
Employee Taxes:								
SOC SEC EE		92.00		192.08		473.86		473.86
MED EE		21.51		44.92		110.82		110.82
FEDERAL WH		94.31		203.80		497.61		497.61
NEW YORK WH		57.51		122.20		299.88		299.88
Total Employee Taxes:		265.33		563.00		1,382.17		1,382.17
Deductions:								
NYS Retirement		44.51		92.94		229.28		229.28
CSEA Benefit Fd		8.00		16.00		40.00		40.00
Total Deductions:		52.51		108.94		269.28		269.28
Netpay:		1,165.93		2,426.08		5,991.39		5,991.39
Employer Taxes:								
SOC SEC ER		92.00		192.08		473.86		473.86
MED ER		21.51		44.92		110.82		110.82
Total Employer Taxes:		113.51		237.00		584.68		584.68

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/8/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 210	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Grand Totals								
Pays:								
Sunday	46.25	2,851.77	147.25	8,993.01	362.75	22,214.47	362.75	22,214.47
Holiday	498.37	24,757.34	498.37	24,757.34	2,675.37	129,164.51	2,675.37	129,164.51
Regular	3,181.90	154,728.78	6,671.01	326,643.67	15,453.68	752,126.44	15,453.68	752,126.44
Sick	150.94	6,986.40	475.30	21,233.38	998.00	44,948.62	998.00	44,948.62
Vacation	235.98	11,620.58	489.29	23,469.69	1,487.77	70,469.15	1,487.77	70,469.15
Personal	43.81	2,028.47	92.78	3,981.79	328.06	15,174.18	328.06	15,174.18
Jury Duty	7.00	264.85	7.00	264.85	14.00	494.99	14.00	494.99
Bereavement Ear	7.00	486.72	35.00	1,603.41	84.00	3,657.20	84.00	3,657.20
Comp Time	43.52	1,790.18	71.54	3,143.41	329.17	16,442.16	329.17	16,442.16
Stipend		700.00		700.00		700.00		700.00
NYS CP	35.00	1,672.94	35.00	1,672.94	42.00	2,040.91	42.00	2,040.91
Travel	1.75	97.47	9.48	482.83	12.23	637.14	12.23	637.14
Meetings	19.50	1,050.33	54.75	3,216.25	83.63	4,498.93	83.63	4,498.93
Medical Screen			4.00	331.67	6.00	452.27	6.00	452.27
Overtime Reg	6.25	356.02	6.25	356.02	6.25	356.02	6.25	356.02
Snow Day	46.50	2,260.71	97.75	4,606.25	97.75	4,606.25	97.75	4,606.25
Total Gross Pay:	4,323.77	211,652.56	8,694.77	425,456.51	21,980.66	1,067,983.24	21,980.66	1,067,983.24
Employee Taxes:								
SOC SEC EE		12,332.81		24,798.98		63,014.57		63,014.57
MED EE		2,884.28		5,799.73		14,737.28		14,737.28
FEDERAL WH		23,179.91		46,762.76		118,644.77		118,644.77
NEW YORK WH		9,603.90		19,326.57		49,128.95		49,128.95
Total Employee Taxes:		48,000.90		96,688.04		245,525.57		245,525.57
Deductions:								
Medical Pre-tax		12,716.16		25,432.32		51,538.20		51,538.20
Aflac		20.25		40.50		81.00		81.00
NYS Retirement		3,071.35		6,170.15		15,557.40		15,557.40
Retirement Loan		992.00		1,984.00		4,960.00		4,960.00
AXA Equitable		2,748.00		5,496.00		13,740.00		13,740.00
CSEA Benefit Fd		478.00		956.00		2,430.00		2,430.00
NYS Def Comp		4,997.89		9,993.05		24,869.68		24,869.68
CSEA Ins		93.77		187.54		468.85		468.85
Disability		194.75		389.50		798.00		798.00
CSEA Dues		1,769.50		3,539.00		8,961.16		8,961.16
Post Tax SCP		60.93		121.86		304.65		304.65
Pearl Carroll		40.44		80.88		202.20		202.20
Met Life		720.00		1,440.00		3,100.00		3,100.00
Total Deductions:		27,903.04		55,830.80		127,011.14		127,011.14
Netpay:		135,748.62		272,937.67		695,446.53		695,446.53
Employer Taxes:								
SOC SEC ER		12,332.81		24,798.98		63,014.57		63,014.57
MED ER		2,884.28		5,799.73		14,737.28		14,737.28
Total Employer Taxes:		15,217.09		30,598.71		77,751.85		77,751.85

O.K. RL
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PT PR#5 Dated 2/28/25

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/8/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 211	Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks					\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	83	\$0.00	\$53,775.39
Totals:				83	\$0.00	\$53,775.39
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$16,092.60
Third Party Checks					\$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	\$267.75
Totals:					\$0.00	\$16,360.35
Total ACH Debit:						Impound Date: 2/27/2025 \$70,135.74
Total Payroll Funding (all items):						\$70,135.74

*** 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	82
Direct Deposits	\$53,775.39	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$53,775.39	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	82
Total Taxes	\$16,092.60	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	85
**** Total Payroll	\$69,867.99	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (83)	\$53,775.39	Vouchers (Direct Deposit)	82	Terminated Employee Count	61
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	146
**** Adjusted Total	\$69,867.99	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	84
				Zero Net Checks	0	Active Employees this Month	85
						Employees with W2 Data	85
						Active Employees Not Paid	3
						Active (Hired) EEs Not Paid	3

O.K. PR
26 Feb 25

*** PAYROLL TAXES ***								
	CURRENT		MTD		QTD		YTD	
Federal Deposits	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
FEDERAL WH	65,664.50	3,759.40	132,772.02	7,597.74	329,551.74	18,726.81	329,551.74	18,726.81
MED EE (1.450000%)	66,553.26	964.97	134,568.44	1,951.23	333,933.04	4,842.02	333,933.04	4,842.02
MED ER (1.450000%)	66,553.26	964.97	134,568.44	1,951.23	333,933.04	4,842.02	333,933.04	4,842.02
SOC SEC EE (6.200000%)	66,553.26	4,126.26	134,568.44	8,343.18	333,933.04	20,703.84	333,933.04	20,703.84
SOC SEC ER (6.200000%)	66,553.26	4,126.26	134,568.44	8,343.18	333,933.04	20,703.84	333,933.04	20,703.84
Total Federal Deposits		13,941.86		28,186.56		69,818.53		69,818.53
State/Local Employee Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
NEW YORK WH	66,518.16	2,150.74	134,498.24	4,346.09	333,825.63	10,682.15	333,825.63	10,682.15
Total State/Local Employee Tax		2,150.74		4,346.09		10,682.15		10,682.15
Total Taxes		16,092.60		32,532.65		80,500.68		80,500.68

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/8/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025 Run Number: 211		Payroll Type: Regular Payroll

*** EMPLOYER TAX EXPENSE ***

	CURRENT		MTD		QTD		YTD	
Employer Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	66,553.26	964.97	134,568.44	1,951.23	333,933.04	4,842.02	333,933.04	4,842.02
SOC SEC ER (6.200000%)	66,553.26	4,126.26	134,568.44	8,343.18	333,933.04	20,703.84	333,933.04	20,703.84
Total Employer Tax		5,091.23		10,294.41		25,545.86		25,545.86

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	
Earnings	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	20.50	972.00	49.50	2,169.11	144.50	6,811.02	144.50	6,811.02
Holiday	212.50	5,810.08	212.50	5,810.08	1,271.50	33,335.13	1,271.50	33,335.13
Regular	1,907.65	50,571.22	4,131.28	108,988.03	9,590.23	251,254.84	9,590.23	251,254.84
Sick	81.69	2,794.98	146.61	4,894.96	359.63	11,432.95	359.63	11,432.95
Vacation	89.61	2,540.62	200.83	6,203.58	580.99	18,261.27	580.99	18,261.27
Personal	28.79	847.09	47.67	1,567.07	166.87	4,887.74	166.87	4,887.74
Jury Duty	5.00	83.75	5.00	83.75	5.00	83.75	5.00	83.75
Bereavement Ear	6.00	103.18	20.50	382.87	38.00	907.51	38.00	907.51
Comp Time	46.50	1,397.38	67.24	2,009.78	116.72	3,195.57	116.72	3,195.57
Call Back	3.00	67.89	3.00	67.89	6.00	133.14	6.00	133.14
Snow Removal	12.00	374.61	12.00	374.61	30.00	849.90	30.00	849.90
Sunday Reg	8.00	134.00	24.00	402.00	56.00	936.00	56.00	936.00
Medical Screen	4.00	69.00	8.00	279.27	12.00	410.82	12.00	410.82
Retro Pay	0.00	0.00	0.00	0.00	4.00	97.96	4.00	97.96
Snow Day	32.75	787.46	55.25	1,335.44	55.25	1,335.44	55.25	1,335.44
Total Earnings	2,457.99	66,553.26	4,983.38	134,568.44	12,436.69	333,933.04	12,436.69	333,933.04
Memo Calculations	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	32.50	0.00	77.50	0.00	154.50	0.00	154.50	0.00
Total Memo Calculations	32.50	0.00	77.50	0.00	154.50	0.00	154.50	0.00
Deductions		Dollars		Dollars		Dollars		Dollars
NYS Retirement		853.66		1,726.22		4,273.89		4,273.89
CSEA Benefit Fd		0.00		60.86		283.90		283.90
NYS Def Comp		35.10		70.20		107.41		107.41
Disability		80.75		161.50		323.00		323.00
CSEA Dues		793.59		1,637.70		4,138.38		4,138.38
Post Tax SCP		13.40		26.98		71.98		71.98
Total Deductions		1,776.50		3,683.46		9,198.56		9,198.56

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

O.K. RL
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	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(2 - Clerical Part Time) Totals								
Pays:								
Sunday	12.00	506.85	32.00	1,404.47	80.50	3,542.82	80.50	3,542.82
Holiday	110.00	2,901.95	110.00	2,901.95	555.50	14,707.21	555.50	14,707.21
Regular	806.33	22,233.99	1,760.85	48,253.37	3,934.58	106,572.65	3,934.58	106,572.65
Sick	39.26	1,062.54	73.76	2,122.33	203.07	5,748.18	203.07	5,748.18
Vacation	73.51	2,038.45	141.25	3,943.75	352.19	9,985.77	352.19	9,985.77
Personal	14.90	371.97	20.14	509.53	92.33	2,418.14	92.33	2,418.14
Bereavement Ear			5.50	124.92	23.00	649.56	23.00	649.56
Comp Time	17.50	517.46	17.50	517.46	48.33	1,368.15	48.33	1,368.15
Medical Screen					4.00	131.55	4.00	131.55
Retro Pay					1.00	32.71	1.00	32.71
Snow Day	10.50	274.27	18.00	487.75	18.00	487.75	18.00	487.75
Total Gross Pay:	1,084.00	29,907.48	2,179.00	60,265.53	5,312.50	145,644.49	5,312.50	145,644.49
Employee Taxes:								
SOC SEC EE		1,854.24		3,736.44		9,029.93		9,029.93
MED EE		433.65		873.87		2,111.86		2,111.86
FEDERAL WH		1,625.48		3,298.06		7,752.36		7,752.36
NEW YORK WH		998.32		2,021.40		4,788.23		4,788.23
Total Employee Taxes:		4,911.69		9,929.77		23,682.38		23,682.38
Deductions:								
NYS Retirement		426.46		864.65		2,157.43		2,157.43
CSEA Benefit Fd				25.33		126.65		126.65
Disability		38.00		76.00		152.00		152.00
CSEA Dues		481.30		991.89		2,506.97		2,506.97
Post Tax SCP		13.40		26.98		71.98		71.98
Total Deductions:		959.16		1,984.85		5,015.03		5,015.03
Netpay:		24,036.63		48,350.91		116,947.08		116,947.08
Employer Taxes:								
SOC SEC ER		1,854.24		3,736.44		9,029.93		9,029.93
MED ER		433.65		873.87		2,111.86		2,111.86
Total Employer Taxes:		2,287.89		4,610.31		11,141.79		11,141.79

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/8/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 2/21/2025
Check Date: 2/28/2025		Pay Period: 5
Run Date: 2/26/2025	Run Number: 211	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(4 - Librarian Part Time) Totals								
Pays:								
Sunday	4.00	315.40	4.00	315.40	28.00	2,079.03	28.00	2,079.03
Holiday	27.00	1,233.37	27.00	1,233.37	180.00	7,609.17	180.00	7,609.17
Regular	288.58	12,286.39	591.58	25,292.07	1,395.67	59,720.90	1,395.67	59,720.90
Sick	35.00	1,609.84	49.42	2,361.52	97.95	4,562.18	97.95	4,562.18
Vacation	8.67	379.57	41.15	1,751.13	145.99	6,379.72	145.99	6,379.72
Personal	6.75	252.94	19.24	795.00	32.78	1,393.22	32.78	1,393.22
Comp Time			8.61	337.94	8.61	337.94	8.61	337.94
Medical Screen			4.00	210.27	4.00	210.27	4.00	210.27
Snow Day	4.00	173.67	6.00	258.20	6.00	258.20	6.00	258.20
Total Gross Pay:	374.00	16,251.18	751.00	32,554.90	1,899.00	82,550.63	1,899.00	82,550.63
Employee Taxes:								
SOC SEC EE		1,007.58		2,018.40		5,118.15		5,118.15
MED EE		235.64		472.04		1,196.96		1,196.96
FEDERAL WH		1,147.66		2,269.66		5,895.51		5,895.51
NEW YORK WH		653.65		1,309.49		3,325.95		3,325.95
Total Employee Taxes:		3,044.53		6,069.59		15,536.57		15,536.57
Deductions:								
NYS Retirement		282.96		565.92		1,413.97		1,413.97
CSEA Benefit Fd				35.53		157.25		157.25
Disability		23.75		47.50		95.00		95.00
CSEA Dues		258.51		517.02		1,279.57		1,279.57
Total Deductions:		565.22		1,165.97		2,945.79		2,945.79
Netpay:		12,641.43		25,319.34		64,068.27		64,068.27
Employer Taxes:								
SOC SEC ER		1,007.58		2,018.40		5,118.15		5,118.15
MED ER		235.64		472.04		1,196.96		1,196.96
Total Employer Taxes:		1,243.22		2,490.44		6,315.11		6,315.11

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(6 - Custodial Part Time) Totals								
Pays:								
Sunday	4.50	149.75	13.50	449.24	36.00	1,189.17	36.00	1,189.17
Holiday	33.00	942.54	33.00	942.54	183.00	4,966.02	183.00	4,966.02
Regular	248.75	6,369.40	541.75	14,143.96	1,275.57	33,698.70	1,275.57	33,698.70
Sick			4.00	90.51	24.18	544.04	24.18	544.04
Vacation			11.00	386.10	58.56	1,499.52	58.56	1,499.52
Personal	7.00	219.87	8.15	260.23	40.44	1,054.89	40.44	1,054.89
Comp Time	25.00	812.92	28.85	948.05	32.00	1,022.52	32.00	1,022.52
Call Back	3.00	67.89	3.00	67.89	6.00	133.14	6.00	133.14
Snow Removal	12.00	374.61	12.00	374.61	27.00	793.04	27.00	793.04
Retro Pay					3.00	65.25	3.00	65.25
Snow Day	3.75	87.50	6.75	157.22	6.75	157.22	6.75	157.22
Total Gross Pay:	337.00	9,024.48	662.00	17,820.35	1,692.50	45,123.51	1,692.50	45,123.51
Employee Taxes:								
SOC SEC EE		559.52		1,104.87		2,797.66		2,797.66
MED EE		130.87		258.39		654.30		654.30
FEDERAL WH		730.66		1,416.91		3,449.50		3,449.50
NEW YORK WH		366.06		729.18		1,818.17		1,818.17
Total Employee Taxes:		1,787.11		3,509.35		8,719.63		8,719.63
Deductions:								
NYS Def Comp		35.10		70.20		107.41		107.41
Disability		19.00		38.00		76.00		76.00
CSEA Dues		53.78		107.56		267.05		267.05
Total Deductions:		107.88		215.76		450.46		450.46
Netpay:		7,129.49		14,095.24		35,953.42		35,953.42
Employer Taxes:								
SOC SEC ER		559.52		1,104.87		2,797.66		2,797.66
MED ER		130.87		258.39		654.30		654.30
Total Employer Taxes:		690.39		1,363.26		3,451.96		3,451.96

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(7 - Messenger / Groundskeeper) Totals								
Pays:								
Holiday	3.00	51.59	3.00	51.59	33.00	588.96	33.00	588.96
Regular	19.62	335.01	52.71	915.61	199.04	3,482.75	199.04	3,482.75
Sick	7.43	122.60	19.43	320.60	34.43	578.55	34.43	578.55
Vacation	7.43	122.60	7.43	122.60	16.43	269.18	16.43	269.18
Personal	0.14	2.31	0.14	2.31	0.14	2.31	0.14	2.31
Bereavement Ear	6.00	103.18	15.00	257.95	15.00	257.95	15.00	257.95
Snow Removal					3.00	56.86	3.00	56.86
Snow Day	2.00	34.39	2.00	34.39	2.00	34.39	2.00	34.39
Total Gross Pay:	45.62	771.68	99.71	1,705.05	303.04	5,270.95	303.04	5,270.95
Employee Taxes:								
SOC SEC EE		47.85		105.71		326.80		326.80
MED EE		11.18		24.71		76.42		76.42
NEW YORK WH		22.30		43.44		119.53		119.53
Total Employee Taxes:		81.33		173.86		522.75		522.75
Deductions:								
CSEA Dues				21.23		84.79		84.79
Total Deductions:				21.23		84.79		84.79
Netpay:		690.35		1,509.96		4,663.41		4,663.41
Employer Taxes:								
SOC SEC ER		47.85		105.71		326.80		326.80
MED ER		11.18		24.71		76.42		76.42
Total Employer Taxes:		59.03		130.42		403.22		403.22

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(8 - Pages) Totals								
Pays:								
Holiday	39.50	680.63	39.50	680.63	320.00	5,463.77	320.00	5,463.77
Regular	544.37	9,346.43	1,184.39	20,383.02	2,785.37	47,779.84	2,785.37	47,779.84
Vacation					7.82	127.08	7.82	127.08
Personal					1.18	19.18	1.18	19.18
Jury Duty	5.00	83.75	5.00	83.75	5.00	83.75	5.00	83.75
Comp Time	4.00	67.00	12.28	206.33	27.78	466.96	27.78	466.96
Sunday Reg	8.00	134.00	24.00	402.00	56.00	936.00	56.00	936.00
Medical Screen	4.00	69.00	4.00	69.00	4.00	69.00	4.00	69.00
Snow Day	12.50	217.63	22.50	397.88	22.50	397.88	22.50	397.88
Total Gross Pay:	617.37	10,598.44	1,291.67	22,222.61	3,229.65	55,343.46	3,229.65	55,343.46
Employee Taxes:								
SOC SEC EE		657.07		1,377.76		3,431.30		3,431.30
MED EE		153.63		322.22		802.48		802.48
FEDERAL WH		255.60		613.11		1,629.44		1,629.44
NEW YORK WH		110.41		242.58		630.27		630.27
Total Employee Taxes:		1,176.71		2,555.67		6,493.49		6,493.49
Deductions:								
NYS Retirement		144.24		295.65		702.49		702.49
Total Deductions:		144.24		295.65		702.49		702.49
Netpay:		9,277.49		19,371.29		48,147.48		48,147.48
Employer Taxes:								
SOC SEC ER		657.07		1,377.76		3,431.30		3,431.30
MED ER		153.63		322.22		802.48		802.48
Total Employer Taxes:		810.70		1,699.98		4,233.78		4,233.78

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Grand Totals								
Pays:								
Sunday	20.50	972.00	49.50	2,169.11	144.50	6,811.02	144.50	6,811.02
Holiday	212.50	5,810.08	212.50	5,810.08	1,271.50	33,335.13	1,271.50	33,335.13
Regular	1,907.65	50,571.22	4,131.28	108,988.03	9,590.23	251,254.84	9,590.23	251,254.84
Sick	81.69	2,794.98	146.61	4,894.96	359.63	11,432.95	359.63	11,432.95
Vacation	89.61	2,540.62	200.83	6,203.58	580.99	18,261.27	580.99	18,261.27
Personal	28.79	847.09	47.67	1,567.07	166.87	4,887.74	166.87	4,887.74
Jury Duty	5.00	83.75	5.00	83.75	5.00	83.75	5.00	83.75
Bereavement Ear	6.00	103.18	20.50	382.87	38.00	907.51	38.00	907.51
Comp Time	46.50	1,397.38	67.24	2,009.78	116.72	3,195.57	116.72	3,195.57
Call Back	3.00	67.89	3.00	67.89	6.00	133.14	6.00	133.14
Snow Removal	12.00	374.61	12.00	374.61	30.00	849.90	30.00	849.90
Sunday Reg	8.00	134.00	24.00	402.00	56.00	936.00	56.00	936.00
Medical Screen	4.00	69.00	8.00	279.27	12.00	410.82	12.00	410.82
Retro Pay					4.00	97.96	4.00	97.96
Snow Day	32.75	787.46	55.25	1,335.44	55.25	1,335.44	55.25	1,335.44
Total Gross Pay:	2,457.99	66,553.26	4,983.38	134,568.44	12,436.69	333,933.04	12,436.69	333,933.04
Employee Taxes:								
SOC SEC EE		4,126.26		8,343.18		20,703.84		20,703.84
MED EE		964.97		1,951.23		4,842.02		4,842.02
FEDERAL WH		3,759.40		7,597.74		18,726.81		18,726.81
NEW YORK WH		2,150.74		4,346.09		10,682.15		10,682.15
Total Employee Taxes:		11,001.37		22,238.24		54,954.82		54,954.82
Deductions:								
NYS Retirement		853.66		1,726.22		4,273.89		4,273.89
CSEA Benefit Fd				60.86		283.90		283.90
NYS Def Comp		35.10		70.20		107.41		107.41
Disability		80.75		161.50		323.00		323.00
CSEA Dues		793.59		1,637.70		4,138.38		4,138.38
Post Tax SCP		13.40		26.98		71.98		71.98
Total Deductions:		1,776.50		3,683.46		9,198.56		9,198.56
Netpay:		53,775.39		108,646.74		269,779.66		269,779.66
Employer Taxes:								
SOC SEC ER		4,126.26		8,343.18		20,703.84		20,703.84
MED ER		964.97		1,951.23		4,842.02		4,842.02
Total Employer Taxes:		5,091.23		10,294.41		25,545.86		25,545.86

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PR#10

Dated 3/14/25

PAYROLL SUMMARY

Smithtown Special Library District

Period Begin Date: 2/22/2025

Period End Date: 3/7/2025

Pay Period: 6

Payroll Type: Regular Payroll

Client ID: 21SSL - Smithtown Special Library District

Pay Group: FT

Check Date: 3/14/2025

Run Date: 3/11/2025

Run Number: 212

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks					\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	65	\$0.00	\$150,129.37
Totals:				65	\$0.00	\$150,129.37
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$80,528.62
Third Party Checks					\$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	\$375.33
Totals:					\$0.00	\$80,903.95
Total ACH Debit:						Impound Date: 3/13/2025 \$231,033.32
Total Payroll Funding (all items):						\$231,033.32

*** 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	62
Direct Deposits	\$150,129.37	Additional Checks	\$11,993.22	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$150,129.37	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	62
Total Taxes	\$80,528.62	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	62
**** Total Payroll	\$230,657.99	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (65)	\$150,129.37	Vouchers (Direct Deposit)	63	Terminated Employee Count	20
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	82
**** Adjusted Total	\$230,657.99	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	62
				Zero Net Checks	0	Active Employees this Month	62
						Employees with W2 Data	63
						Active Employees Not Paid	0
						Active (Hired) EEs Not Paid	0

FT - 231,033.320 +
PT - 72,372.670 +
303,405.990 *

Total

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10 Mar 25

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/22/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025 Run Number: 212		Payroll Type: Regular Payroll

***** PAYROLL TAXES *****

	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
Federal Deposits	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
FEDERAL WH	214,552.13	28,741.37	214,552.13	28,741.37	1,173,649.09	147,386.14	1,173,649.09	147,386.14
MED EE (1.450000%)	256,142.78	3,714.06	256,142.78	3,714.06	1,272,506.82	18,451.34	1,272,506.82	18,451.34
MED ER (1.450000%)	256,142.78	3,714.06	256,142.78	3,714.06	1,272,506.82	18,451.34	1,272,506.82	18,451.34
SOC SEC EE (6.200000%)	256,142.78	15,880.85	256,142.78	15,880.85	1,272,506.82	78,895.42	1,272,506.82	78,895.42
SOC SEC ER (6.200000%)	256,142.78	15,880.85	256,142.78	15,880.85	1,272,506.82	78,895.42	1,272,506.82	78,895.42
Total Federal Deposits	67,931.19		67,931.19		342,079.66		342,079.66	
State/Local Employee Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
NEW YORK WH	217,763.84	12,597.43	217,763.84	12,597.43	1,192,418.20	61,726.38	1,192,418.20	61,726.38
Total State/Local Employee Tax	12,597.43		12,597.43		61,726.38		61,726.38	
Total Taxes	80,528.62		80,528.62		403,806.04		403,806.04	

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/22/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025 Run Number: 212		Payroll Type: Regular Payroll

*** EMPLOYER TAX EXPENSE ***								
	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
Employer Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	256,142.78	3,714.06	256,142.78	3,714.06	1,272,506.82	18,451.34	1,272,506.82	18,451.34
SOC SEC ER (6.200000%)	256,142.78	15,880.85	256,142.78	15,880.85	1,272,506.82	78,895.42	1,272,506.82	78,895.42
Total Employer Tax		19,594.91		19,594.91		97,346.76		97,346.76

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	
Earnings	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	109.00	6,421.75	109.00	6,421.75	471.75	28,636.22	471.75	28,636.22
Holiday	0.00	0.00	0.00	0.00	2,675.37	129,164.51	2,675.37	129,164.51
Regular	3,723.63	182,314.31	3,723.63	182,314.31	19,177.31	934,440.75	19,177.31	934,440.75
Sick	146.40	6,950.66	146.40	6,950.66	1,144.40	51,899.28	1,144.40	51,899.28
Vacation	117.73	5,258.92	117.73	5,258.92	1,605.50	75,728.07	1,605.50	75,728.07
Personal	54.35	2,739.84	54.35	2,739.84	382.41	17,914.02	382.41	17,914.02
Jury Duty	14.00	647.54	14.00	647.54	28.00	1,142.53	28.00	1,142.53
Bereavement Ear	28.00	1,351.67	28.00	1,351.67	112.00	5,008.87	112.00	5,008.87
Comp Time	137.29	5,844.58	137.29	5,844.58	466.46	22,286.74	466.46	22,286.74
Stipend	0.00	600.00	0.00	600.00	0.00	1,300.00	0.00	1,300.00
NYS CP	14.00	790.55	14.00	790.55	56.00	2,831.46	56.00	2,831.46
Travel	8.35	274.25	8.35	274.25	20.58	911.39	20.58	911.39
Meetings	21.00	914.91	21.00	914.91	104.63	5,413.84	104.63	5,413.84
Medical Screen	5.25	260.41	5.25	260.41	11.25	712.68	11.25	712.68
Overtime Reg	0.00	0.00	0.00	0.00	6.25	356.02	6.25	356.02
Vacation NR	179.30	10,124.73	179.30	10,124.73	179.30	10,124.73	179.30	10,124.73
Snow Day	0.00	0.00	0.00	0.00	97.75	4,606.25	97.75	4,606.25
Sick NR	783.40	44,237.11	783.40	44,237.11	783.40	44,237.11	783.40	44,237.11
Total Earnings	5,341.70	268,731.23	5,341.70	268,731.23	27,322.36	1,336,714.47	27,322.36	1,336,714.47
Memo Calculations	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	109.00	0.00	109.00	0.00	383.25	0.00	383.25	0.00
Salary Hours	3,626.72	0.00	3,626.72	0.00	15,923.20	0.00	15,923.20	0.00
Total Memo Calculations	3,735.72	0.00	3,735.72	0.00	16,306.45	0.00	16,306.45	0.00
Deductions		Dollars		Dollars		Dollars		Dollars
Medical Pre-tax		12,568.20		12,568.20		64,106.40		64,106.40
Aflac		20.25		20.25		101.25		101.25
NYS Retirement		3,211.71		3,211.71		18,769.11		18,769.11
Retirement Loan		846.91		846.91		5,806.91		5,806.91
AXA Equitable		2,748.00		2,748.00		16,488.00		16,488.00
CSEA Benefit Fd		478.00		478.00		2,908.00		2,908.00
NYS Def Comp		5,010.94		5,010.94		29,880.62		29,880.62

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

Client ID: 21SSL - Smithtown Special Library District
Pay Group: FT
Check Date: 3/14/2025
Run Date: 3/11/2025 Run Number: 212

PAYROLL SUMMARY
Smithtown Special Library District

Period Begin Date: 2/22/2025
Period End Date: 3/7/2025
Pay Period: 6
Payroll Type: Regular Payroll

*** EARNINGS & DEDUCTIONS ***

	CURRENT	MTD	QTD	YTD
CSEA Ins	93.77	93.77	562.62	562.62
Disability	199.50	199.50	997.50	997.50
CSEA Dues	1,769.50	1,769.50	10,730.66	10,730.66
Post Tax SCP	60.93	60.93	365.58	365.58
Pearl Carroll	40.44	40.44	242.64	242.64
Met Life	30,620.00	30,620.00	33,720.00	33,720.00
Total Deductions	57,668.15	57,668.15	184,679.29	184,679.29

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

O.K. PR
10 Mar 25

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 212	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(1 - Clerical Full Time) Totals								
Pays:								
Sunday	50.00	2,398.80	50.00	2,398.80	189.25	9,119.44	189.25	9,119.44
Holiday					970.50	36,732.62	970.50	36,732.62
Regular	1,318.55	50,736.78	1,318.55	50,736.78	6,669.37	253,566.64	6,669.37	253,566.64
Sick	41.25	1,562.25	41.25	1,562.25	415.94	15,110.85	415.94	15,110.85
Vacation	43.00	1,568.06	43.00	1,568.06	651.13	25,683.23	651.13	25,683.23
Personal	10.07	439.57	10.07	439.57	140.42	5,318.89	140.42	5,318.89
Jury Duty					7.00	230.14	7.00	230.14
Bereavement Ear	14.00	451.40	14.00	451.40	70.00	2,343.56	70.00	2,343.56
Comp Time	67.88	2,388.59	67.88	2,388.59	165.07	5,977.08	165.07	5,977.08
Stipend						700.00		700.00
Travel	7.75	238.81	7.75	238.81	9.23	303.73	9.23	303.73
Meetings	2.50	75.65	2.50	75.65	22.75	1,091.36	22.75	1,091.36
Overtime Reg					6.25	356.02	6.25	356.02
Snow Day					34.25	1,387.11	34.25	1,387.11
Total Gross Pay:	1,555.00	59,859.91	1,555.00	59,859.91	9,351.16	357,920.67	9,351.16	357,920.67
Employee Taxes:								
SOC SEC EE		3,428.44		3,428.44		20,735.06		20,735.06
MED EE		801.81		801.81		4,849.32		4,849.32
FEDERAL WH		5,311.16		5,311.16		32,462.46		32,462.46
NEW YORK WH		2,462.08		2,462.08		14,941.93		14,941.93
Total Employee Taxes:		12,003.49		12,003.49		72,988.77		72,988.77
Deductions:								
Medical Pre-tax		4,541.82		4,541.82		23,382.66		23,382.66
Aflac		20.25		20.25		101.25		101.25
NYS Retirement		1,276.27		1,276.27		7,445.94		7,445.94
Retirement Loan		124.00		124.00		744.00		744.00
AXA Equitable		700.00		700.00		4,200.00		4,200.00
CSEA Benefit Fd		174.00		174.00		1,044.00		1,044.00
NYS Def Comp		2,802.81		2,802.81		16,710.20		16,710.20
CSEA Ins		59.90		59.90		359.40		359.40
Disability		66.50		66.50		313.50		313.50
CSEA Dues		544.85		544.85		3,244.53		3,244.53
Pearl Carroll		24.79		24.79		148.74		148.74
Met Life		120.00		120.00		720.00		720.00
Total Deductions:		10,455.19		10,455.19		58,414.22		58,414.22
Netpay:		37,401.23		37,401.23		226,517.68		226,517.68
Employer Taxes:								
SOC SEC ER		3,428.44		3,428.44		20,735.06		20,735.06
MED ER		801.81		801.81		4,849.32		4,849.32
Total Employer Taxes:		4,230.25		4,230.25		25,584.38		25,584.38

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 212	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(3 - Librarian Full Time) Totals								
Pays:								
Sunday	50.00	3,761.96	50.00	3,761.96	242.00	18,347.45	242.00	18,347.45
Holiday					1,620.87	90,044.47	1,620.87	90,044.47
Regular	2,297.08	128,656.98	2,297.08	128,656.98	11,853.94	662,735.49	11,853.94	662,735.49
Sick	103.65	5,331.66	103.65	5,331.66	711.96	36,164.42	711.96	36,164.42
Vacation	53.73	2,896.31	53.73	2,896.31	912.37	48,455.74	912.37	48,455.74
Personal	44.28	2,300.27	44.28	2,300.27	232.95	12,285.26	232.95	12,285.26
Jury Duty	14.00	647.54	14.00	647.54	14.00	647.54	14.00	647.54
Bereavement Ear	14.00	900.27	14.00	900.27	42.00	2,665.31	42.00	2,665.31
Comp Time	62.41	3,320.66	62.41	3,320.66	284.43	15,972.28	284.43	15,972.28
Stipend		600.00		600.00		600.00		600.00
NYS CP	14.00	790.55	14.00	790.55	56.00	2,831.46	56.00	2,831.46
Travel	0.60	35.44	0.60	35.44	11.35	607.66	11.35	607.66
Meetings	18.50	839.26	18.50	839.26	81.88	4,322.48	81.88	4,322.48
Medical Screen	2.75	165.82	2.75	165.82	8.75	618.09	8.75	618.09
Vacation NR	179.30	10,124.73	179.30	10,124.73	179.30	10,124.73	179.30	10,124.73
Snow Day					55.50	3,008.98	55.50	3,008.98
Sick NR	783.40	44,237.11	783.40	44,237.11	783.40	44,237.11	783.40	44,237.11
Total Gross Pay:	3,637.70	204,608.56	3,637.70	204,608.56	17,090.70	953,668.47	17,090.70	953,668.47
Employee Taxes:								
SOC SEC EE		12,188.12		12,188.12		56,602.59		56,602.59
MED EE		2,850.44		2,850.44		13,237.70		13,237.70
FEDERAL WH		23,100.16		23,100.16		112,996.01		112,996.01
NEW YORK WH		9,948.14		9,948.14		45,686.01		45,686.01
Total Employee Taxes:		48,086.86		48,086.86		228,522.31		228,522.31
Deductions:								
Medical Pre-tax		8,026.38		8,026.38		40,723.74		40,723.74
NYS Retirement		1,887.01		1,887.01		11,045.46		11,045.46
Retirement Loan		722.91		722.91		5,062.91		5,062.91
AXA Equitable		2,048.00		2,048.00		12,288.00		12,288.00
CSEA Benefit Fd		288.00		288.00		1,768.00		1,768.00
NYS Def Comp		2,208.13		2,208.13		13,170.42		13,170.42
CSEA Ins		33.87		33.87		203.22		203.22
Disability		133.00		133.00		684.00		684.00
CSEA Dues		1,189.66		1,189.66		7,277.21		7,277.21
Post Tax SCP		60.93		60.93		365.58		365.58
Pearl Carroll		15.65		15.65		93.90		93.90
Met Life		30,500.00		30,500.00		33,000.00		33,000.00
Total Deductions:		47,113.54		47,113.54		125,682.44		125,682.44
Netpay:		109,408.16		109,408.16		599,463.72		599,463.72
Employer Taxes:								
SOC SEC ER		12,188.12		12,188.12		56,602.59		56,602.59
MED ER		2,850.44		2,850.44		13,237.70		13,237.70
Total Employer Taxes:		15,038.56		15,038.56		69,840.29		69,840.29

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(5 - Custodial Full Time) Totals								
Pays:								
Holiday					42.00	1,583.41	42.00	1,583.41
Regular	45.00	1,702.61	45.00	1,702.61	299.00	11,297.98	299.00	11,297.98
Sick	1.50	56.75	1.50	56.75	16.50	624.01	16.50	624.01
Vacation	21.00	794.55	21.00	794.55	42.00	1,589.10	42.00	1,589.10
Personal					7.43	279.36	7.43	279.36
Jury Duty					7.00	264.85	7.00	264.85
Comp Time					0.57	21.43	0.57	21.43
Medical Screen	2.50	94.59	2.50	94.59	2.50	94.59	2.50	94.59
Snow Day					3.00	113.50	3.00	113.50
Total Gross Pay:	70.00	2,648.50	70.00	2,648.50	420.00	15,868.23	420.00	15,868.23
Employee Taxes:								
SOC SEC EE		164.21		164.21		983.83		983.83
MED EE		38.40		38.40		230.09		230.09
FEDERAL WH		220.55		220.55		1,320.56		1,320.56
NEW YORK WH		122.52		122.52		733.87		733.87
Total Employee Taxes:		545.68		545.68		3,268.35		3,268.35
Deductions:								
CSEA Benefit Fd		8.00		8.00		48.00		48.00
CSEA Dues		34.99		34.99		208.92		208.92
Total Deductions:		42.99		42.99		256.92		256.92
Netpay:		2,059.83		2,059.83		12,342.96		12,342.96
Employer Taxes:								
SOC SEC ER		164.21		164.21		983.83		983.83
MED ER		38.40		38.40		230.09		230.09
Total Employer Taxes:		202.61		202.61		1,213.92		1,213.92

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 212	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(7 - Messenger / Groundskeeper) Totals								
Pays:								
Sunday	9.00	260.99	9.00	260.99	40.50	1,169.33	40.50	1,169.33
Holiday					42.00	804.01	42.00	804.01
Regular	63.00	1,217.94	63.00	1,217.94	355.00	6,840.64	355.00	6,840.64
Personal					1.61	30.51	1.61	30.51
Comp Time	7.00	135.33	7.00	135.33	16.39	315.95	16.39	315.95
Snow Day					5.00	96.66	5.00	96.66
Total Gross Pay:	79.00	1,614.26	79.00	1,614.26	460.50	9,257.10	460.50	9,257.10
Employee Taxes:								
SOC SEC EE		100.08		100.08		573.94		573.94
MED EE		23.41		23.41		134.23		134.23
FEDERAL WH		109.50		109.50		607.11		607.11
NEW YORK WH		64.69		64.69		364.57		364.57
Total Employee Taxes:		297.68		297.68		1,679.85		1,679.85
Deductions:								
NYS Retirement		48.43		48.43		277.71		277.71
CSEA Benefit Fd		8.00		8.00		48.00		48.00
Total Deductions:		56.43		56.43		325.71		325.71
Netpay:		1,260.15		1,260.15		7,251.54		7,251.54
Employer Taxes:								
SOC SEC ER		100.08		100.08		573.94		573.94
MED ER		23.41		23.41		134.23		134.23
Total Employer Taxes:		123.49		123.49		708.17		708.17

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 212	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Grand Totals								
Pays:								
Sunday	109.00	6,421.75	109.00	6,421.75	471.75	28,636.22	471.75	28,636.22
Holiday					2,675.37	129,164.51	2,675.37	129,164.51
Regular	3,723.63	182,314.31	3,723.63	182,314.31	19,177.31	934,440.75	19,177.31	934,440.75
Sick	146.40	6,950.66	146.40	6,950.66	1,144.40	51,899.28	1,144.40	51,899.28
Vacation	117.73	5,258.92	117.73	5,258.92	1,605.50	75,728.07	1,605.50	75,728.07
Personal	54.35	2,739.84	54.35	2,739.84	382.41	17,914.02	382.41	17,914.02
Jury Duty	14.00	647.54	14.00	647.54	28.00	1,142.53	28.00	1,142.53
Bereavement Ear	28.00	1,351.67	28.00	1,351.67	112.00	5,008.87	112.00	5,008.87
Comp Time	137.29	5,844.58	137.29	5,844.58	466.46	22,286.74	466.46	22,286.74
Stipend		600.00		600.00		1,300.00		1,300.00
NYS CP	14.00	790.55	14.00	790.55	56.00	2,831.46	56.00	2,831.46
Travel	8.35	274.25	8.35	274.25	20.58	911.39	20.58	911.39
Meetings	21.00	914.91	21.00	914.91	104.63	5,413.84	104.63	5,413.84
Medical Screen	5.25	260.41	5.25	260.41	11.25	712.68	11.25	712.68
Overtime Reg					6.25	356.02	6.25	356.02
Vacation NR	179.30	10,124.73	179.30	10,124.73	179.30	10,124.73	179.30	10,124.73
Snow Day					97.75	4,606.25	97.75	4,606.25
Sick NR	783.40	44,237.11	783.40	44,237.11	783.40	44,237.11	783.40	44,237.11
Total Gross Pay:	5,341.70	268,731.23	5,341.70	268,731.23	27,322.36	1,336,714.47	27,322.36	1,336,714.47
Employee Taxes:								
SOC SEC EE		15,880.85		15,880.85		78,895.42		78,895.42
MED EE		3,714.06		3,714.06		18,451.34		18,451.34
FEDERAL WH		28,741.37		28,741.37		147,386.14		147,386.14
NEW YORK WH		12,597.43		12,597.43		61,726.38		61,726.38
Total Employee Taxes:		60,933.71		60,933.71		306,459.28		306,459.28
Deductions:								
Medical Pre-tax		12,568.20		12,568.20		64,106.40		64,106.40
Aflac		20.25		20.25		101.25		101.25
NYS Retirement		3,211.71		3,211.71		18,769.11		18,769.11
Retirement Loan		846.91		846.91		5,806.91		5,806.91
AXA Equitable		2,748.00		2,748.00		16,488.00		16,488.00
CSEA Benefit Fd		478.00		478.00		2,908.00		2,908.00
NYS Def Comp		5,010.94		5,010.94		29,880.62		29,880.62
CSEA Ins		93.77		93.77		562.62		562.62
Disability		199.50		199.50		997.50		997.50
CSEA Dues		1,769.50		1,769.50		10,730.66		10,730.66
Post Tax SCP		60.93		60.93		365.58		365.58
Pearl Carroll		40.44		40.44		242.64		242.64
Met Life		30,620.00		30,620.00		33,720.00		33,720.00
Total Deductions:		57,668.15		57,668.15		184,679.29		184,679.29
Netpay:		150,129.37		150,129.37		845,575.90		845,575.90
Employer Taxes:								
SOC SEC ER		15,880.85		15,880.85		78,895.42		78,895.42
MED ER		3,714.06		3,714.06		18,451.34		18,451.34
Total Employer Taxes:		19,594.91		19,594.91		97,346.76		97,346.76

OK RR
10 Mar 25

PT PR#16 Dated 3/14/25

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/22/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 213	Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks					\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	85	\$0.00	\$55,545.73
Totals:				85	\$0.00	\$55,545.73
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$16,559.19
Third Party Checks					\$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	\$267.75
Totals:					\$0.00	\$16,826.94
Total ACH Debit:						Impound Date: 3/13/2025 \$72,372.67
Total Payroll Funding (all items):						\$72,372.67

*** 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	84
Direct Deposits	\$55,545.73	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$55,545.73	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	84
Total Taxes	\$16,559.19	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	85
**** Total Payroll	\$72,104.92	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (85)	\$55,545.73	Vouchers (Direct Deposit)	84	Terminated Employee Count	61
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	146
**** Adjusted Total	\$72,104.92	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	84
				Zero Net Checks	0	Active Employees this Month	85
						Employees with W2 Data	85
						Active Employees Not Paid	1
						Active (Hired) EEs Not Paid	1

O.K. P.R.
10 Mar 24

*** PAYROLL TAXES ***								
	CURRENT		MTD		QTD		YTD	
Federal Deposits	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
FEDERAL WH	67,773.19	3,871.14	67,773.19	3,871.14	397,324.93	22,597.95	397,324.93	22,597.95
MED EE (1.450000%)	68,669.93	995.76	68,669.93	995.76	402,602.97	5,837.78	402,602.97	5,837.78
MED ER (1.450000%)	68,669.93	995.76	68,669.93	995.76	402,602.97	5,837.78	402,602.97	5,837.78
SOC SEC EE (6.200000%)	68,669.93	4,257.54	68,669.93	4,257.54	402,602.97	24,961.38	402,602.97	24,961.38
SOC SEC ER (6.200000%)	68,669.93	4,257.54	68,669.93	4,257.54	402,602.97	24,961.38	402,602.97	24,961.38
Total Federal Deposits	14,377.74		14,377.74		84,196.27		84,196.27	
State/Local Employee Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
NEW YORK WH	68,634.83	2,181.45	68,634.83	2,181.45	402,460.46	12,863.60	402,460.46	12,863.60
Total State/Local Employee Tax	2,181.45		2,181.45		12,863.60		12,863.60	
Total Taxes	16,559.19		16,559.19		97,059.87		97,059.87	

Client ID: 21SSL - Smithtown Special Library District	PAYROLL SUMMARY	Period Begin Date: 2/22/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025 Run Number: 213		Payroll Type: Regular Payroll

*** EMPLOYER TAX EXPENSE ***

	CURRENT		MTD		QTD		YTD	
Employer Tax	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	68,669.93	995.76	68,669.93	995.76	402,602.97	5,837.78	402,602.97	5,837.78
SOC SEC ER (6.200000%)	68,669.93	4,257.54	68,669.93	4,257.54	402,602.97	24,961.38	402,602.97	24,961.38
Total Employer Tax		5,253.30		5,253.30		30,799.16		30,799.16

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	
Earnings	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	25.00	1,075.50	25.00	1,075.50	169.50	7,886.52	169.50	7,886.52
Holiday	0.00	0.00	0.00	0.00	1,271.50	33,335.13	1,271.50	33,335.13
Regular	2,230.28	57,270.68	2,230.28	57,270.68	11,820.51	308,525.52	11,820.51	308,525.52
Sick	83.75	3,739.60	83.75	3,739.60	443.38	15,172.55	443.38	15,172.55
Vacation	164.88	5,300.21	164.88	5,300.21	745.87	23,561.48	745.87	23,561.48
Personal	23.99	584.56	23.99	584.56	190.86	5,472.30	190.86	5,472.30
Jury Duty	0.00	0.00	0.00	0.00	5.00	83.75	5.00	83.75
Bereavement Ear	0.00	0.00	0.00	0.00	38.00	907.51	38.00	907.51
Comp Time	12.50	336.59	12.50	336.59	129.22	3,532.16	129.22	3,532.16
Call Back	0.00	0.00	0.00	0.00	6.00	133.14	6.00	133.14
Snow Removal	0.00	0.00	0.00	0.00	30.00	849.90	30.00	849.90
Travel	0.25	5.46	0.25	5.46	0.25	5.46	0.25	5.46
Meetings	2.50	88.33	2.50	88.33	2.50	88.33	2.50	88.33
Sunday Reg	16.00	269.00	16.00	269.00	72.00	1,205.00	72.00	1,205.00
Medical Screen	0.00	0.00	0.00	0.00	12.00	410.82	12.00	410.82
Retro Pay	0.00	0.00	0.00	0.00	4.00	97.96	4.00	97.96
Snow Day	0.00	0.00	0.00	0.00	55.25	1,335.44	55.25	1,335.44
Total Earnings	2,559.15	68,669.93	2,559.15	68,669.93	14,995.84	402,602.97	14,995.84	402,602.97
Memo Calculations	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	41.00	0.00	41.00	0.00	195.50	0.00	195.50	0.00
Total Memo Calculations	41.00	0.00	41.00	0.00	195.50	0.00	195.50	0.00
Deductions		Dollars		Dollars		Dollars		Dollars
NYS Retirement		861.64		861.64		5,135.53		5,135.53
CSEA Benefit Fd		60.86		60.86		344.76		344.76
NYS Def Comp		35.10		35.10		142.51		142.51
Disability		80.75		80.75		403.75		403.75
CSEA Dues		793.59		793.59		4,931.97		4,931.97
Post Tax SCP		-13.63		-13.63		58.35		58.35
Total Deductions		1,818.31		1,818.31		11,016.87		11,016.87

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

OK. RL
10 Mar 25

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 213	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(2 - Clerical Part Time) Totals								
Pays:								
Sunday	12.00	564.03	12.00	564.03	92.50	4,106.85	92.50	4,106.85
Holiday					555.50	14,707.21	555.50	14,707.21
Regular	934.25	25,333.75	934.25	25,333.75	4,868.83	131,906.40	4,868.83	131,906.40
Sick	21.63	593.99	21.63	593.99	224.70	6,342.17	224.70	6,342.17
Vacation	99.88	2,967.71	99.88	2,967.71	452.07	12,953.48	452.07	12,953.48
Personal	12.99	365.49	12.99	365.49	105.32	2,783.63	105.32	2,783.63
Bereavement Ear					23.00	649.56	23.00	649.56
Comp Time	7.00	225.05	7.00	225.05	55.33	1,593.20	55.33	1,593.20
Travel	0.25	5.46	0.25	5.46	0.25	5.46	0.25	5.46
Medical Screen					4.00	131.55	4.00	131.55
Retro Pay					1.00	32.71	1.00	32.71
Snow Day					18.00	487.75	18.00	487.75
Total Gross Pay:	1,088.00	30,055.48	1,088.00	30,055.48	6,400.50	175,699.97	6,400.50	175,699.97
Employee Taxes:								
SOC SEC EE		1,863.46		1,863.46		10,893.39		10,893.39
MED EE		435.80		435.80		2,547.66		2,547.66
FEDERAL WH		1,639.70		1,639.70		9,392.06		9,392.06
NEW YORK WH		1,006.46		1,006.46		5,794.69		5,794.69
Total Employee Taxes:		4,945.42		4,945.42		28,627.80		28,627.80
Deductions:								
NYS Retirement		432.27		432.27		2,589.70		2,589.70
CSEA Benefit Fd		25.33		25.33		151.98		151.98
Disability		38.00		38.00		190.00		190.00
CSEA Dues		481.30		481.30		2,988.27		2,988.27
Post Tax SCP		-13.63		-13.63		58.35		58.35
Total Deductions:		963.27		963.27		5,978.30		5,978.30
Netpay:		24,146.79		24,146.79		141,093.87		141,093.87
Employer Taxes:								
SOC SEC ER		1,863.46		1,863.46		10,893.39		10,893.39
MED ER		435.80		435.80		2,547.66		2,547.66
Total Employer Taxes:		2,299.26		2,299.26		13,441.05		13,441.05

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 213	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(4 - Librarian Part Time) Totals								
Pays:								
Sunday	4.00	211.98	4.00	211.98	32.00	2,291.01	32.00	2,291.01
Holiday					180.00	7,609.17	180.00	7,609.17
Regular	293.38	12,303.82	293.38	12,303.82	1,689.05	72,024.72	1,689.05	72,024.72
Sick	58.12	3,053.29	58.12	3,053.29	156.07	7,615.47	156.07	7,615.47
Vacation	23.00	858.30	23.00	858.30	168.99	7,238.02	168.99	7,238.02
Personal					32.78	1,393.22	32.78	1,393.22
Comp Time					8.61	337.94	8.61	337.94
Meetings	2.50	88.33	2.50	88.33	2.50	88.33	2.50	88.33
Medical Screen					4.00	210.27	4.00	210.27
Snow Day					6.00	258.20	6.00	258.20
Total Gross Pay:	381.00	16,515.72	381.00	16,515.72	2,280.00	99,066.35	2,280.00	99,066.35
Employee Taxes:								
SOC SEC EE		1,023.97		1,023.97		6,142.12		6,142.12
MED EE		239.51		239.51		1,436.47		1,436.47
FEDERAL WH		1,122.00		1,122.00		7,017.51		7,017.51
NEW YORK WH		655.84		655.84		3,981.79		3,981.79
Total Employee Taxes:		3,041.32		3,041.32		18,577.89		18,577.89
Deductions:								
NYS Retirement		289.31		289.31		1,703.28		1,703.28
CSEA Benefit Fd		35.53		35.53		192.78		192.78
Disability		23.75		23.75		118.75		118.75
CSEA Dues		258.51		258.51		1,538.08		1,538.08
Total Deductions:		607.10		607.10		3,552.89		3,552.89
Netpay:		12,867.30		12,867.30		76,935.57		76,935.57
Employer Taxes:								
SOC SEC ER		1,023.97		1,023.97		6,142.12		6,142.12
MED ER		239.51		239.51		1,436.47		1,436.47
Total Employer Taxes:		1,263.48		1,263.48		7,578.59		7,578.59

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(6 - Custodial Part Time) Totals								
Pays:								
Sunday	9.00	299.49	9.00	299.49	45.00	1,488.66	45.00	1,488.66
Holiday					183.00	4,966.02	183.00	4,966.02
Regular	292.50	7,419.44	292.50	7,419.44	1,568.07	41,118.14	1,568.07	41,118.14
Sick	4.00	92.32	4.00	92.32	28.18	636.36	28.18	636.36
Vacation	42.00	1,474.20	42.00	1,474.20	100.56	2,973.72	100.56	2,973.72
Personal	5.00	120.07	5.00	120.07	45.44	1,174.96	45.44	1,174.96
Comp Time	0.50	11.54	0.50	11.54	32.50	1,034.06	32.50	1,034.06
Call Back					6.00	133.14	6.00	133.14
Snow Removal					27.00	793.04	27.00	793.04
Retro Pay					3.00	65.25	3.00	65.25
Snow Day					6.75	157.22	6.75	157.22
Total Gross Pay:	353.00	9,417.06	353.00	9,417.06	2,045.50	54,540.57	2,045.50	54,540.57
Employee Taxes:								
SOC SEC EE		583.86		583.86		3,381.52		3,381.52
MED EE		136.55		136.55		790.85		790.85
FEDERAL WH		774.12		774.12		4,223.62		4,223.62
NEW YORK WH		378.25		378.25		2,196.42		2,196.42
Total Employee Taxes:		1,872.78		1,872.78		10,592.41		10,592.41
Deductions:								
NYS Def Comp		35.10		35.10		142.51		142.51
Disability		19.00		19.00		95.00		95.00
CSEA Dues		53.78		53.78		320.83		320.83
Total Deductions:		107.88		107.88		558.34		558.34
Netpay:		7,436.40		7,436.40		43,389.82		43,389.82
Employer Taxes:								
SOC SEC ER		583.86		583.86		3,381.52		3,381.52
MED ER		136.55		136.55		790.85		790.85
Total Employer Taxes:		720.41		720.41		4,172.37		4,172.37

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(7 - Messenger / Groundskeeper) Totals								
Pays:								
Holiday					33.00	588.96	33.00	588.96
Regular	34.24	579.72	34.24	579.72	233.28	4,062.47	233.28	4,062.47
Sick					34.43	578.55	34.43	578.55
Vacation					16.43	269.18	16.43	269.18
Personal	6.00	99.00	6.00	99.00	6.14	101.31	6.14	101.31
Bereavement Ear					15.00	257.95	15.00	257.95
Snow Removal					3.00	56.86	3.00	56.86
Snow Day					2.00	34.39	2.00	34.39
Total Gross Pay:	40.24	678.72	40.24	678.72	343.28	5,949.67	343.28	5,949.67
Employee Taxes:								
SOC SEC EE		42.08		42.08		368.88		368.88
MED EE		9.85		9.85		86.27		86.27
NEW YORK WH		18.54		18.54		138.07		138.07
Total Employee Taxes:		70.47		70.47		593.22		593.22
Deductions:								
CSEA Dues						84.79		84.79
Total Deductions:						84.79		84.79
Netpay:		608.25		608.25		5,271.66		5,271.66
Employer Taxes:								
SOC SEC ER		42.08		42.08		368.88		368.88
MED ER		9.85		9.85		86.27		86.27
Total Employer Taxes:		51.93		51.93		455.15		455.15

Client ID: 21SSL - Smithtown Special Library District	LABOR ALLOCATION SUMMARY	Period Begin Date: 2/22/2025
Pay Group: PT	Smithtown Special Library District	Period End Date: 3/7/2025
Check Date: 3/14/2025		Pay Period: 6
Run Date: 3/11/2025	Run Number: 213	Payroll Type: Regular Payroll
Group By: Position Category		

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Position Category(8 - Pages) Totals								
Pays:								
Holiday					320.00	5,463.77	320.00	5,463.77
Regular	675.91	11,633.95	675.91	11,633.95	3,461.28	59,413.79	3,461.28	59,413.79
Vacation					7.82	127.08	7.82	127.08
Personal					1.18	19.18	1.18	19.18
Jury Duty					5.00	83.75	5.00	83.75
Comp Time	5.00	100.00	5.00	100.00	32.78	566.96	32.78	566.96
Sunday Reg	16.00	269.00	16.00	269.00	72.00	1,205.00	72.00	1,205.00
Medical Screen					4.00	69.00	4.00	69.00
Snow Day					22.50	397.88	22.50	397.88
Total Gross Pay:	696.91	12,002.95	696.91	12,002.95	3,926.56	67,346.41	3,926.56	67,346.41
Employee Taxes:								
SOC SEC EE		744.17		744.17		4,175.47		4,175.47
MED EE		174.05		174.05		976.53		976.53
FEDERAL WH		335.32		335.32		1,964.76		1,964.76
NEW YORK WH		122.36		122.36		752.63		752.63
Total Employee Taxes:		1,375.90		1,375.90		7,869.39		7,869.39
Deductions:								
NYS Retirement		140.06		140.06		842.55		842.55
Total Deductions:		140.06		140.06		842.55		842.55
Netpay:		10,486.99		10,486.99		58,634.47		58,634.47
Employer Taxes:								
SOC SEC ER		744.17		744.17		4,175.47		4,175.47
MED ER		174.05		174.05		976.53		976.53
Total Employer Taxes:		918.22		918.22		5,152.00		5,152.00

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Grand Totals								
Pays:								
Sunday	25.00	1,075.50	25.00	1,075.50	169.50	7,886.52	169.50	7,886.52
Holiday					1,271.50	33,335.13	1,271.50	33,335.13
Regular	2,230.28	57,270.68	2,230.28	57,270.68	11,820.51	308,525.52	11,820.51	308,525.52
Sick	83.75	3,739.60	83.75	3,739.60	443.38	15,172.55	443.38	15,172.55
Vacation	164.88	5,300.21	164.88	5,300.21	745.87	23,561.48	745.87	23,561.48
Personal	23.99	584.56	23.99	584.56	190.86	5,472.30	190.86	5,472.30
Jury Duty					5.00	83.75	5.00	83.75
Bereavement Ear					38.00	907.51	38.00	907.51
Comp Time	12.50	336.59	12.50	336.59	129.22	3,532.16	129.22	3,532.16
Call Back					6.00	133.14	6.00	133.14
Snow Removal					30.00	849.90	30.00	849.90
Travel	0.25	5.46	0.25	5.46	0.25	5.46	0.25	5.46
Meetings	2.50	88.33	2.50	88.33	2.50	88.33	2.50	88.33
Sunday Reg	16.00	269.00	16.00	269.00	72.00	1,205.00	72.00	1,205.00
Medical Screen					12.00	410.82	12.00	410.82
Retro Pay					4.00	97.96	4.00	97.96
Snow Day					55.25	1,335.44	55.25	1,335.44
Total Gross Pay:	2,559.15	68,669.93	2,559.15	68,669.93	14,995.84	402,602.97	14,995.84	402,602.97
Employee Taxes:								
SOC SEC EE		4,257.54		4,257.54		24,961.38		24,961.38
MED EE		995.76		995.76		5,837.78		5,837.78
FEDERAL WH		3,871.14		3,871.14		22,597.95		22,597.95
NEW YORK WH		2,181.45		2,181.45		12,863.60		12,863.60
Total Employee Taxes:		11,305.89		11,305.89		66,260.71		66,260.71
Deductions:								
NYS Retirement		861.64		861.64		5,135.53		5,135.53
CSEA Benefit Fd		60.86		60.86		344.76		344.76
NYS Def Comp		35.10		35.10		142.51		142.51
Disability		80.75		80.75		403.75		403.75
CSEA Dues		793.59		793.59		4,931.97		4,931.97
Post Tax SCP		-13.63		-13.63		58.35		58.35
Total Deductions:		1,818.31		1,818.31		11,016.87		11,016.87
Netpay:		55,545.73		55,545.73		325,325.39		325,325.39
Employer Taxes:								
SOC SEC ER		4,257.54		4,257.54		24,961.38		24,961.38
MED ER		995.76		995.76		5,837.78		5,837.78
Total Employer Taxes:		5,253.30		5,253.30		30,799.16		30,799.16

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

DIRECTOR'S REPORT

March 18, 2025

Buildings & Grounds

People Counters: During the month of February, a total of 23,400 patrons visited our Library buildings. The breakdown, by building, is as follows: Commack (6,397); Kings Park (6,984); and Nesconset (10,019).

Flag Collection Box: During the month of February, 37 American flags were deposited in the flag collection box that is located at the front entrance of our Smithtown building.

Smithtown Building Update: Progress is being made on the switchgear. In an electric power system, a switchgear is composed of electrical disconnect switches, fuses or circuit breakers used to control, protect and isolate electrical equipment. Switchgear is used both to de-energize equipment to allow work to be done and to clear faults downstream. On March 12, PSEG energized the new meter and disconnected the temporary power. The lower level electrical panel boxes are nearly completed. The new hot water heater is currently on site and is in the process of being installed. The water chiller and the boiler are at the rigger and are scheduled for delivery at the building on March 14. The heavy equipment that was part of the multi-zone HVAC system will be removed when the rigger is at the building. Duct cleaning for the entire building is in progress. As the new HVAC unit is installed, the Building Management System (BMS) will also be upgraded. A BMS for HVAC controls and monitors a building's heating, ventilation, and air conditioning systems. BMSs can help improve energy efficiency, occupant comfort, and safety. If there is a delay with the HVAC equipment, due to supply issues, our HVAC contractor has come up with a plan to redirect our current ducts and run off our roof top units along with the fan coil units. The new chiller will also be online. While this will not provide a lot of heating and cooling to the building, it will at least provide us with ventilation. This could take up to three days to complete, so a decision will probably be made by the end of this month. Electrical equipment will be connected as it is delivered to the building. The fire alarm system installation has been approved by the Village of the Branch and it includes 20 items, including pull stations. Our contractor's painters painted the boiler room on March 12.

Firematic Fire Extinguisher Inspections: The Library received the reports from the annual fire extinguisher inspection that took place on March 6. The only extinguisher that was removed was one from our Smithtown building and it will be replaced. We will need additional extinguishers for the Smithtown building but we will know the number once the configuration of the lower level has been decided upon. All of our other extinguishers were totally ok.

Riverhead Free Library Book Donations: Our Library was recently contacted by a volunteer with the Friends of the Riverhead Free Library about an excess of materials that generally goes to their Friends group. They wanted to know if we would be interested in taking them. It was estimated that there were some 3,000 books/items (Children's, Adults, DVD's and Music CD's) that they were looking to pass along. Since our Smithtown building lost it's entire AV collection, due to the August 19 storm that destroyed our entire lower level, I thought that this would be a fantastic opportunity for us to build back the collection at no expense to the Library. Nesconset Head of Adult Services Amanda Lentino led a team of staff on March 6th and 7th to pick up the materials.

Legislative

Library Advocacy Day: The New York Library Association recently informed the Legislative Committee that Library Advocacy Day 2026 will be held on Tuesday, February 3, 2026. As always, Pre-Advocacy Day will be held the day before, on Monday, February 2nd.

I.T. Network

Our I.T. staff discovered 11 broken lines on the Smithtown building's main level. As a result, repairs will be done during the month of March to splice them into the newly constructed I.T. Room. The required network equipment for the I.T. Room has been ordered and we should be receiving it sometime this month.

February Statistics: Faxes—The Library had a total of 1,271 pages sent by fax. The breakdown, by building, is as follows: Commack (274); Kings Park (344); and Nesconset (653). Patron Release Stations—The Library had a total of 2,178 pages printed on the patron release stations. The breakdown, by building, is as follows: Commack (761); Kings Park (415); and Nesconset (1,002). WIFI— Users per building in February are as follows: Commack (862); Kings Park (663); and Nesconset (1,864).

Public Relations & Programs

National Library Week Raffle: This year's National Library Week is being held April 6-12. This year's ALA provided theme is "Drawn to the Library". Award-winning author and illustrator Raina Telgemeier and cartoonist and comic theorist Scott McCloud have been selected as Honorary Chairs of National Library Week 2025. In order to celebrate, our

Library will be offering raffles to our patrons. Smithtown Library Cardholders may visit the Children's and Adult service desks and enter into our raffle drawing. Each department (adult, teens and children's) will be raffling off two art-themed baskets for their respective age audiences. Raffle tickets ask for a patron's name, phone number, barcode and the title of a book that "draws you in" to go along with ALA's art theme. This promotion will be highlighted on the cover of our April monthly newsletter, as well as social media sites.

Passport Acceptance Facility and Patent & Trademark Research Center Services Statistics

Our Government Services Department saw a slight drop in numbers during the month of February. The PAF totals are as follows: 31 passport reference questions and 51 applications processed. There were 40 photos taken. Total Revenue for the Library was \$2,345. The February PTRC stats are as follows: 3 appointments were made. There were 14 reference questions. There were 0 outreach events in February. Two Senior ID cards were issued to individuals in February.

Outreach and Library of Things Statistics

The statistics for the month of February are as follows: Library of Things Circulation—The Library had a total of 138 items that circulated. Hotspots—The Library had 74 hotspots circulate, along with 23 renewals. Nursing Home Visits—The Library had 6 visits. There was a total of 82 people in attendance. The Library processed 4 new library cards. There were 254 transactions. All Abilities Programs—The Library had 7 sessions. There was 1 outreach session. There were 132 people who attended the sessions.

Friends of the Smithtown Library

Raffle: The Friends started a scratch off raffle on March 1st that will take place during the entire month. Tickets can be purchased at our circulation desks. The cost is \$1.00 for one raffle and \$5.00 for six raffles. The Library has been promoting this on our social media sites.

Suffolk Cooperative Library System

OGS Meeting: On Wednesday, March 19, New York State Office of General Services Commissioner Jeanette M. Moy will be at SCLS to provide an overview of the Governor's budget proposal, from the perspective of the Executive branch. She will specifically highlight items relating to libraries and library patrons and will also speak about The New York State Office of General Services (OGS) and how libraries and their patrons may work with OGS. OGS manages and leases real property; designs and builds facilities; contracts for goods, services, and technology; coordinates efforts towards the State's sustainability and resiliency goals; and delivers a wide array of support services. They provide government and nonprofit agencies with innovative solutions, integrated service, and the

best value in support of cost-effective operations and responsible public stewardship. Ms. Moy will be taking questions from meeting attendees, so it will be a great opportunity for the Long Island library community to hear about and share its thoughts regarding the Governor's budget proposal and priorities, learn about a large and important State agency, and hopefully hear about opportunities to work collaboratively with others from around the State.

Conferences and Meetings and Workshops

On Thursday, February 20, I attended a Rotary Club of Smithtown Sunrise meeting that was held at the Millenium Diner in Smithtown.

On Thursday, February 27, I attended a Rotary Club of Smithtown Sunrise meeting that was held at the Millenium Diner in Smithtown.

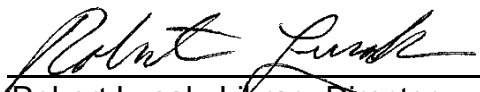
On Monday, March 3, I attended a Smithtown building project team meeting that was held at our Smithtown building.

On Thursday, March 6, I attended a Rotary Club of Smithtown Sunrise meeting that was held at the Millenium Diner in Smithtown.

On Monday, March 10, I attended a Smithtown building project team meeting that was held at our Smithtown building.

On Thursday, March 13, I attended a Rotary Club of Smithtown Sunrise meeting that was held at the Millenium Diner in Smithtown.

Respectfully Submitted,



Robert Lusak, Library Director

March 13, 2025

FEBRUARY - 2025 MONTHLY STATISTICAL REPORT - ALL BUILDINGS								
LIBRARY COLLECTION	Item	2024	Current	YTD	Current	YTD	YTD Net	Approximate
	Code	Holdings	Additions	Additions	Withdrawals	Withdrawals	Changes	Holdings
Adult Fiction Books	1	78,836	468	998	478	724	274	79,110
Adult Nonfiction Books	2	95,534	224	574	46	484	90	95,624
Subtotal Adult Books		174,370	692	1,572	524	1,208	364	174,734
Juvenile Fiction Books	3	60,095	222	346	261	1,040	(694)	59,401
Juvenile Nonfiction Books	4	31,263	56	160	28	143	17	31,280
Subtotal Juv Books		91,358	278	506	289	1,183	(677)	90,681
Subtotal All Books		265,728	970	2,078	813	2,391	(313)	265,415
Adult Periodical (Serial)	5	5,080	526	969	478	1,155	(186)	4,894
Juvenile Periodical (Serial)	s	298	11	23	9	31	(8)	290
Subtotal Magazines		5,378	537	992	487	1,186	(194)	5,184
Adult Audio Recordings	a	12,932	79	127	219	229	(102)	12,830
Juvenile Audio Recordings	v	1,211	0	1	10	12	(11)	1,200
Subtotal Audio Recordings		14,143	79	128	229	241	(113)	14,030
Adult Video Recording	6	27,281	151	335	25	72	263	27,544
Juvenile Video Recording	j	6,670	7	8	14	25	(17)	6,653
Subtotal Video Recording		33,951	158	343	39	97	246	34,197
Subtotal Adult A/V		40,213	230	462	244	301	161	40,374
Subtotal Juvenile A/V		7,881	7	9	24	37	(28)	7,853
Subtotal All A/V		48,094	237	471	268	338	133	48,227
Other	9	849	4	6	1	7	(1)	848
Grand Total Library Collection		320,049	1,748	3,547	1,569	3,922	(375)	319,674
PEOPLE VISITED LIBRARY		Current	YTD		PATRON REGISTRATIONS		Current	YTD
Library Visits (LIVE/On-Site)		23,400	47,466		Adult Registrations		293	694
SCKN Internet/ Social Media		31,605	64,598		Juvenile Registrations		97	186
					Total Borrower Registrations		390	880
CIRCULATION TRANSACTIONS		Current	YTD					
Checkouts		24,584	50,664					
Renewals		21,906	42,409					
Downloadable Check-Outs		32,884	69,672					
Grand Total Library Circulation		79,374	162,745					
INTERLIBRARY LOAN		Current	YTD					
Borrowed		4,133	8,801					
Loaned		3,060	6,340					
Total Interlibrary Loan		7,193	15,141					
RESERVES PLACED		Current	YTD					
		7,210	15,469					
COMPUTER USE		Current	YTD					
Adult		1,748	3,487					
Juvenile		642	1,164					
Total Computer Internet Use		2,390	4,651					
REFERENCE TRANSACTIONS		Current	YTD					
Adult Reference		5,004	10,205					
Juvenile Reference		2,331	4,231					
Total Reference Transactions		7,335	14,436					
SCKN VIRTUAL REFERENCE		Current	YTD					
Chat		176	343					
Email		68	131					
Social Media		4	10					
*Phone (Used during emergency closures.)		0	0					
LIBRARY PROGRAMS		Current	Current	YTD	YTD	YTD Avg.		
		Sessions	Attendance	Sessions	Attendance	Attendance		
Adult Programs		77	938	680	2,207	3	1-1's recorded below	
Young Adult Programs		32	275	65	482	7		
Juvenile Programs		111	2,797	210	5,056	24		
ALL One-On-One Programs & Services		570	606	1,608	1,705	1		
General Interest Programs		0	0	0	0	0		
Total Library Programs		790	4,616	2,563	9,450	4		

Smithtown Special Library District Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000586130
1.2	Library Name	SMITHTOWN SPECIAL LIBRARY DISTRICT
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Smithtown
1.6	Beginning Fiscal Reporting Year	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	148 SMITHTOWN BOULEVARD
1.15	City	NESCONSET
1.16	Zip Code	11767
1.17	Mailing Address	148 SMITHTOWN BOULEVARD
1.18	City	NESCONSET
1.19	Zip Code	11767
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 360-2480
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 693-2315
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	smithlib@smithlib.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	http:www.smithlib.org
1.24	Population Chartered to Serve (per 2020 Census)	112,919
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/13/2002
1.30	Date the library was last registered	06/06/2008

1.31	Federal Employer Identification Number	116042380
1.32	County	SUFFOLK
1.33	School District	Smithtown
1.34	Town/City	Smithtown
1.35	Library System	Suffolk Cooperative Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Robert
1.38	Last Name of Library Director/Manager	Lusak
1.39	NYS Public Librarian Certification Number	16579
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	rlusak@smithlib.org
1.44	Fax Number of the Director/Manager	(631) 693-2315
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the vote was held (mm/dd/2024) N/A

4. Was the vote successful? Y/N N/A

5. What type of public vote was it? N/A

6a. Most recent prior year approved appropriation from a public vote: N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district Smithtown Special Library District
holding the public vote
2. Indicate the type of municipality Special Legislative District
or district holding the public vote
3. Date the last successful vote was 10/10/2023
held (mm/dd/yyyy)
4. What type of public vote was it? budget vote (special legislative district public library only)
5. What was the total dollar \$17,292,960
amount of the appropriation from tax
dollars resulting from the last successful
vote?

Unusual Circumstances

1.48 Does the reporting library have N
a contractual agreement with a
municipality or district to provide
library services to residents of an area
not served by a chartered library? Enter
Y for Yes, N for No. If yes, please
complete one record for *each* contract.
If no, go to question 1.49.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting N/A
municipality or district
2. Is this a written contractual N/A
agreement?
3. Population of the geographic N/A
area served by this contract
4. Dollar amount of contract N/A
5. Enter the appropriate code for N/A
range of services provided (select one):

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	80,961
2.2	Adult Non-fiction Books	97,222
2.3	Total Adult Books (Total questions 2.1 & 2.2)	178,183
2.4	Children's Fiction Books	60,580
2.5	Children's Non-fiction Books	31,294
2.6	Total Children's Books (Total questions 2.4 & 2.5)	91,874
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	270,057

Other Print Materials

2.8	Total Uncataloged Books	0
-----	-------------------------	---

2.9	Total Print Serials	5,567
2.10	All Other Print Materials	4,233
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	9,800
2.12	Total Print Materials (Total questions 2.7 and 2.11)	279,857

ALL OTHER MATERIALS

2.13	Audio - Physical Units	15,102
2.14	Video - Physical Units	33,748
2.15	Other Circulating Physical Items	877
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	49,727

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS	329,584
	(Total questions 2.12 and 2.16)	

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	17,584
2.19	All Other Print Materials	6,328
2.20	All Other Materials	3,221
2.21	Total Additions (Total questions 2.18 through 2.20)	27,133

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	372,769
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	50,998
3.3	Registered non-resident borrowers	0

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA Yes

refreshable Braille commonly referred to as a refreshable Braille display Yes

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook Yes

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 707
Children Ages 0-5

3.17b [Attendance at Sessions Targeted](#) 19,682
[at Children Ages 0-5](#)

3.18a Number of Sessions Targeted at 546
Children Ages 6-11

3.18b [Attendance at Sessions Targeted](#) 15,645
[at Children Ages 6-11](#)

3.19a Number of Sessions Targeted at 506
Young Adults Ages 12-18

3.19b [Attendance at Sessions Targeted](#) 5,307
[at Young Adults Ages 12-18](#)

3.20a Number of Sessions Targeted at 1,034
Adults Age 19 or Older

3.20b [Attendance at Sessions Targeted](#) 12,433
[at Adults Age 19 or Older](#)

3.21a Number of General Interest 8
Program Sessions

3.21b [Attendance at General Interest](#) 6,250
[Program Sessions](#)

3.22 Total Sessions of Live Programs 2,801
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23 Total Attendance at Live 59,317
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a Total Live Onsite Program 2,657
Sessions

3.24b Total Live Onsite Program 49,039
Attendance

3.25a Total Live Offsite Program 134
Sessions

3.25b Total Live Offsite Program 10,184
Attendance

3.26a Total Live Virtual Program 10
Sessions

3.26b Total Live Virtual Program 94
Attendance

3.27 Total Sessions of Live Programs 2,801
Categorized by Venue (sum of 3.24a,
3.25a, 3.26a)

3.28 Total Attendance at Live 59,317
Programs Categorized by Venue (sum of
3.24b, 3.25b, 3.26b)

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded 0
Program Presentations

3.30 Total Views of Prerecorded 0
Program Presentations within 30 Days

3.31 One-on-One Program Sessions 8,905

3.32 Attendance at One-on-One 8,931
Program Sessions

- 3.33 Did your library offer teen-led activities during the 2024 calendar year? Y
- 3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes
- 3.34b Does your library use Facebook for promotion? Yes
- 3.34c Does your library use Instagram for promotion? Yes
- 3.34d Does your library use Twitter/X for promotion? Yes
- 3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

- 3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.36 Library outlets offering the summer reading program 4
- 3.37 Children registered for the library's summer reading program 2,436
- 3.38 Young adults registered for the library's summer reading program 366
- 3.39 Adults registered for the library's summer reading program 542
- 3.40 **Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)** 3,344
- 3.41a Children's program sessions - Summer 2024 235

3.41b Children's program attendance - 7,506
Summer 2024

3.42a Young adult program sessions - 123
Summer 2024

3.42b Young adult program attendance 1,090
- Summer 2024

3.43a Adult program sessions - 0
Summer 2024

3.43b Adult program attendance - 0
Summer 2024

3.44 Total program sessions - 358
Summer 2024 (total 3.41a + 3.42a +
3.43a)

3.45 Total program attendance - 8,596
Summer 2024 (total 3.41b + 3.42b +
3.43b)

3.46 Did the library use the Summer N
Reading at New York Libraries name
and/or logo?

3.47 Did the library use the N
Collaborative Summer Library Program
(CSLP) Manual, provided through the
New York State Library?

COLLABORATORS

3.48 Public school district(s) and/or 0
BOCES

3.49 Non-public school(s) 0

3.50 Childcare center(s) 0

3.51 Summer camp(s) 0

3.52 Municipality/Municipalities 0

3.53 Literacy provider(s) 0

3.54 Other (describe using the State 0
note)

3.55 Total Collaborators (total 3.48 0
through 3.54)

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 707

3.57b Focus on birth - school entry (kindergarten) attendance 19,682

3.58a Focus on parents & caregivers sessions 0

3.58b Focus on parents & caregivers attendance 0

3.59a Combined audience sessions 0

3.59b Combined audience attendance 0

3.60 Total Sessions 707

3.61 Total Attendance 19,682

3.62 - Collaborators (check all that apply):

a. Childcare center(s) No

b. Public School District(s) and/or BOCES No

c. Non-Public School(s) No

d. Health care providers/agencies No

e. Other (describe using the State note) No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

- 3.68a Children's program sessions
- 3.68b [Children's program attendance](#)
- 3.69a Young adult program sessions
- 3.69b [Young adult program attendance](#)
- 3.70a Adult program sessions
- 3.70b [Adult program attendance](#)
- 3.71 **Total program sessions (total** 0
3.68a + 3.69a + 3.70a)
- 3.72 **Total program attendance (total** 0
3.68b + 3.69b + 3.70b)
- 3.73a One-on-one program sessions
- 3.73b [One-on-one program attendance](#)
- 3.74 - Collaborators (check all that apply):
- a. Literacy NY (Literacy Volunteers of America) No
- b. Public School District(s) and/or BOCES No
- c. Non-Public School(s) No
- d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

- 3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.76a Total group program sessions 55
- 3.76b [Total group program attendance](#) 423
- 3.77a Total one-on-one program sessions 62
- 3.77b [Total one-on-one program attendance](#) 78

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	92,917
4.2	Adult Non-fiction Books	32,920
4.3	Total Adult Books (Total questions 4.1 & 4.2)	125,837
4.4	Children's Fiction Books	116,835
4.5	Children's Non-fiction Books	26,543
4.6	Total Children's Books (Total questions 4.4 & 4.5)	143,378
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	269,215

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	65,845
4.9	Circulation of Children's Other Materials	9,210
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	75,055
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	344,270
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

- | | | |
|-------|---|-------------------|
| 4.14 | Total Reference Transactions | 106,180 |
| 4.14a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count |
| 4.15 | Does the library offer virtual reference? | Y |

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- | | | |
|------|--------------------------|--------|
| 4.16 | TOTAL MATERIALS RECEIVED | 48,066 |
|------|--------------------------|--------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- | | | |
|------|--------------------------|--------|
| 4.17 | TOTAL MATERIALS PROVIDED | 47,804 |
|------|--------------------------|--------|

E-RATE

- | | | |
|------|--|------------------------------------|
| 4.18 | Does the library file for E-rate benefits? | N |
| 4.19 | Is the library part of a consortium for E-rate benefits? | Y |
| 4.20 | If yes, in which consortium are you participating? | Suffolk Cooperative Library System |

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to No
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11 Did the library provide access to No
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to Yes
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 206,423
during the reporting period

5.20 The total circulation of e-serials 11,263
during the reporting period.

5.21 The total circulation of e-audio 367,594
during the reporting period

5.22 The total circulation of e-videos 7,592
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per 35
workweek used to compute FTE for all
paid library personnel in this section.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	49
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	97
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	147.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$257,542

6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1.00
6.19	Salary - Librarian	\$63,040

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

7. Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space Y

8b. lighting Y

8c. shelving Y

8d. seating Y

8e. power infrastructure Y

8f. data infrastructure Y

8g. public restroom Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	3
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	4

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - 65.00
Main Library

8.7 Minimum Weekly Total Hours - 186.00
Branch Libraries

8.8 Minimum Weekly Total Hours - 0.00
Bookmobiles

8.9 **Minimum Weekly Total Hours - 251.00**
Total Hours Open (Total questions 8.6 - 8.8)

8.10 Annual Total Hours - Main Library 3,504.00

8.11 Annual Total Hours - Branch Libraries 9,796.00

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 Annual Hours Open - Total 13,300.00
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed*, *will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	THE SMITHTOWN LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1 NORTH COUNTRY ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	SMITHTOWN
6.	Zip Code	11787
7.	Phone (enter 10 digits only)	(631) 360-2480
8.	Fax Number (enter 10 digits only)	(631) 693-2315
9.	E-mail Address	N/A
10.	Outlet URL	www.smithlib.org
11.	County	SUFFOLK

12.	School District	Smithtown Central School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,504
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	92
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1911
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2011
25.	Square footage of the outlet	28,100
26.	Number of Internet Computers Used by General Public	26
27.	Number of uses (sessions) of public Internet computers per year	6,992
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	15,185
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	Y
37.	<i>LIBID</i>	8000586130
38.	<i>FSCSID</i>	NY0689
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	THE SMITHTOWN LIBRARY - COMMACK BRANCH
2.	Outlet Name Status	00 (for no change)
3.	Street Address	3 INDIAN HEAD ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	COMMACK
6.	Zip Code	11725
7.	Phone (enter 10 digits only)	(631) 360-2480
8.	Fax Number (enter 10 digits only)	(631) 693-2315
9.	E-mail Address	N/A
10.	Outlet URL	www.smithlib.org

11.	County	SUFFOLK
12.	School District	Commack School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,348
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	56
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1968
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010
25.	Square footage of the outlet	13,600
26.	Number of Internet Computers Used by General Public	17
27.	Number of uses (sessions) of public Internet computers per year	6,091
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	9,229
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	8000586130
38.	<i>FSCSID</i>	NY0689
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	THE SMITHTOWN LIBRARY - KINGS PARK BRANCH
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1 CHURCH STREET
4.	Outlet Street Address Status	00 (for no change)
5.	City	KINGS PARK
6.	Zip Code	11754
7.	Phone (enter 10 digits only)	(631) 360-2480
8.	Fax Number (enter 10 digits only)	(631) 693-2315
9.	E-mail Address	N/A
10.	Outlet URL	www.smithlib.org

11.	County	SUFFOLK
12.	School District	Kings Park Central School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,224
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	63
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1968
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2011
25.	Square footage of the outlet	13,000
26.	Number of Internet Computers Used by General Public	17
27.	Number of uses (sessions) of public Internet computers per year	7,061
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	6,791
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	8000586130
38.	<i>FSCSID</i>	NY0689
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	THE SMITHTOWN LIBRARY - NESCONSET BRANCH
2.	Outlet Name Status	00 (for no change)
3.	Street Address	148 SMITHTOWN BOULEVARD
4.	Outlet Street Address Status	00 (for no change)
5.	City	NESCONSET
6.	Zip Code	11767
7.	Phone (enter 10 digits only)	(631) 360-2480
8.	Fax Number (enter 10 digits only)	(360) 693-2315
9.	E-mail Address	N/A
10.	Outlet URL	www.smithlib.org

11.	County	SUFFOLK
12.	School District	Smithtown Central School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,224
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	90
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1958
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010
25.	Square footage of the outlet	22,400
26.	Number of Internet Computers Used by General Public	17
27.	Number of uses (sessions) of public Internet computers per year	9,414
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	20,290
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	8000586130
38.	<i>FSCSID</i>	NY0689
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 14

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. N/A

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. N/A

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. 7

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 3 years

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Mildred
3.	Last Name of Board Member	Bernstein
4.	Mailing Address	33 Gaymor Lane
5.	City	Commack
6.	Zip Code (5 digits only)	11725
7.	E-mail address	mbernstein@smithlib.org

8. Office Held or Trustee Vice President

9. Term Begins - Month January

10. Term Begins - Year (year) 2023

11. Term Expires December

12. Term Expires - Year (yyyy) 2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2023

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/06/2023

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Christopher

3. Last Name of Board Member Sarvis

4. Mailing Address 19 Howell Drive

5. City Smithtown

6. Zip Code (5 digits only) 11787

7. E-mail address csarvis@smithlib.org

8. Office Held or Trustee Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2025

11. Term Expires December

12. Term Expires - Year (yyyy) 2027

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/02/2025
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/16/2025
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Barbara
3.	Last Name of Board Member	Deal
4.	Mailing Address	7 Lincoln Avenue
5.	City	Smithtown
6.	Zip Code (5 digits only)	11787
7.	E-mail address	bdeal@smithlib.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2024

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/08/2024

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Annette

3. Last Name of Board Member Galarza

4. Mailing Address 24 Chester Street

5. City Smithtown

6. Zip Code (5 digits only) 11787

7. E-mail address agalarza@smithlib.org

8. Office Held or Trustee President

9. Term Begins - Month January

10. Term Begins - Year (year) 2023

11. Term Expires December

12. Term Expires - Year (yyyy) 2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2023

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/06/2023

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Howard

3. Last Name of Board Member Knispel
4. Mailing Address 497 Veterans Highway
5. City Smithtown
6. Zip Code (5 digits only) 11787
7. E-mail address hknispel@smithlib.org
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2025
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/06/2023

16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Theresa
3. Last Name of Board Member Stabile
4. Mailing Address 9 Norma Lane
5. City Kings Park
6. Zip Code (5 digits only) 11754
7. E-mail address tstable@smithlib.org
8. Office Held or Trustee Trustee
9. Term Begins - Month January

- | | | |
|-----|---|------------|
| 10. | Term Begins - Year (year) | 2025 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2027 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2025 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/16/2025 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|----------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Brianna |
| 3. | Last Name of Board Member | Baker-Stines |
| 4. | Mailing Address | 124 Brook Lane |
| 5. | City | Smithtown |
| 6. | Zip Code (5 digits only) | 11787 |
| 7. | E-mail address | bbaker-Stines@smithlib.org |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2024
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/08/2024
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds Town
2. Name of funding County, Municipality or School District Town of Smithtown
3. Amount \$16,493,335
4. Subject to public vote held in reporting year or in a previous reporting year(s). Y
5. Written Contractual Agreement N

11.2	TOTAL LOCAL PUBLIC FUNDS	\$16,493,335
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$34,996
------	-----------------------------------	----------

11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
------	--	-----

11.5	Additional State Aid received from the System	\$0
------	---	-----

11.6	Federal Aid received from the System	\$0
------	--------------------------------------	-----

11.7	Other Cash Grants	\$0
------	-------------------	-----

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$34,996
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OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
-------	------	-----

11.11	Other Federal Aid	\$0
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11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$26,546
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11.15	Fund Raising	\$0
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11.16	Income from Investments	\$523,093
11.17	Library Charges	\$87,110
11.18	Other	\$134,095
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$770,844
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$17,299,175
11.21	BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$9,689,640
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$26,988,815

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$4,281,143
12.2	Other Staff	\$3,293,479
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$7,574,622
12.4	Employee Benefits Expenditures	\$4,384,080
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$11,958,702

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$314,284
12.7	Electronic Materials Expenditures	\$582,503
12.8	Other Materials Expenditures	\$210,465
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$1,107,252

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$30,929
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$30,929

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$354,105
12.14	From Other Funds (72OF)	\$0

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$354,105
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12.16	Other Disbursements for Operation & Maintenance of Buildings	\$451,100
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12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$805,205
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$53,347
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12.19	Telecommunications	\$90,875
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12.21	Professional & Consultant Fees	\$480,748
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12.22	Equipment	\$46,508
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12.23	Other Miscellaneous	\$164,202
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12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$835,680
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Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$163,088
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$1,503,250
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12.27	From Other Funds (73OF)	\$0
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12.28	Total (Add Questions 12.26 and 12.27)	\$1,503,250
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Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
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12.30	Short-Term Loans	\$0
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12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$1,503,250
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12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$16,404,106
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
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12.34	From Other Funds (76OF)	\$0
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12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
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12.36	Transfer to Other Funds	\$563,897
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12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$563,897
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12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$16,968,003
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12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$10,020,812
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12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$26,988,815
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ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/18/2025
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	05/21/2024
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	1/1/2023 - 12/31/2023
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0
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13.2 All Other Revenues from Local Sources	\$0
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13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0
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STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0
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13.5 Other State Aid	\$0
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13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0
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FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$0
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13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
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13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** \$0
(Add Questions 13.9 and 13.10)

13.12 **BALANCE IN CAPITAL** \$0
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
14.11 of previous year, if fiscal year has
not changed)

13.13 **TOTAL CASH RECEIPTS** \$0
AND BALANCE(Add Questions 13.11
and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

14.6 **Total Other Disbursements** (Add \$0
Questions 14.3, 14.4 and 14.5)

14.7 **TOTAL PROJECT** \$0
EXPENDITURES (Add Questions
14.1, 14.2 and 14.6)

14.8 **TRANSFER TO** \$0
OPERATING FUND (Same as
Question 11.22)

14.9 **NON-PROJECT** \$0
EXPENDITURES

14.10 **TOTAL CASH** \$0
DISBURSEMENTS AND
TRANSFERS (Add Questions 14.7,
14.8 and 14.9)

14.11 **BALANCE IN CAPITAL** \$0
FUND - Ending Balance for the Fiscal
Year Ending 2024

14.12 **TOTAL CASH** \$0
DISBURSEMENTS AND BALANCE
(Add Questions 14.10 and 14.11; same
as Question 13.13)

15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO
SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY**

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	43.75
16.2	Total Librarians	43.75
16.3	All Other Paid Staff	84.88
16.4	Total Paid Employees	128.63
16.5	State Government Revenue	\$34,996
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$770,844
16.8	Total Operating Revenue	\$17,299,175
16.9	Other Operating Expenditures	\$1,803,973
16.10	Total Operating Expenditures	\$14,869,927
16.11	Total Capital Expenditures	\$30,929
16.12	Print Materials	275,624
16.12a	Total Physical Items in Collection	325,351
16.13	Circulation of Children's Physical Material	152,588
16.14	Total Registered Borrowers	50,998
16.15	Other Capital Revenue and Receipts	\$0

16.16	Number of Internet Computers Used by General Public	77
16.17	Total Uses (sessions) of Public Internet Computers Per Year	29,558
16.18	Wireless Sessions	51,495
16.19	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8000586130
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	MO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0689
17.8	<i>SED CODE</i>	580801700032
17.9	<i>INSTITUTION ID</i>	800000036877

SUGGESTED IMPROVEMENTS

Library Name:	SMITHTOWN SPECIAL LIBRARY DISTRICT
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Jenny Tepper
Phone Number:	(631) 360-2487

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public: Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!