

III.

**WEST BABYLON PUBLIC LIBRARY
REGULAR MEETING AND BUDGET WORKSHOP MINUTES
Monday, December 30, 2024
6 pm**

I. Rachel Scelfo called the Regular Meeting and Budget Hearing to order at 6:05 pm.

Present:
Rachel Scelfo
Jolene Siena
Kathryn Gambill
Andrea McGurk
Maeghan Lollo
Director – Nancy Evans
Treasurer – Diana Stein
Absent – Maeghan Lollo

II. **PLEDGE OF ALLEGIANCE** was recited.

III. **READING AND APPROVAL OF MINUTES OF REGULAR MEETING OF November 25, 2024**

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, the Minutes of the Regular Meeting of November 25, 2024, were approved, with Rachel Scelfo abstaining due to her absence from that meeting.

IV. **COMMENTS FROM VISITORS** – None.

V. **APPROVAL OF PAYROLL WARRANT #1435**

On a motion by Kathryn Gambill, seconded by Andrea McGurk, voted on and carried unanimously, Payroll Warrant #1435 was approved.

VI. **APPROVAL OF BILL WARRANT #1436**

On a motion by Jolene Siena, seconded by Kathryn Gambill, voted on and carried unanimously, Bill Warrant #1436 was approved.

VII. **APPROVAL OF BOND WARRANT** – N/A

VIII. TREASURER'S REPORT

The financial reports for November 2024 were given by Diana Stein. On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, the November 2024 Treasurer's Report was approved.

IX. COMMITTEE REPORTS

A. Financial- None.

B. Policies & Legislation- None.

C. Personnel- On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to hire Domenico Sgambati as Library Assistant at \$51,599.69 per year, effective 12.9.24.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to hire Lauren Hillman, PT Library Clerk, at \$18.43 per hour, effective 12.11.24.

D. Buildings and Grounds- None.

IX. REPORT OF FRIENDS OF THE WEST BABYLON PUBLIC LIBRARY- The December book sale was successful.

XI. CORRESPONDENCE

A. Board- None.

B. Director- None.

XIII. REPORT OF DIRECTOR

A. Director's Written Report- The written report of the Director was discussed.

XIV. OLD BUSINESS

A. Proposed Budget FY2025-2026- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to enter the Budget Workshop. A line-by-line review of the proposed budget was conducted. On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously it was agreed to approve the Proposed Budget for FY2025-2026 and close the Budget Workshop.

XV. NEW BUSINESS

- A. Closing Assurance-NYS Construction Grant-** On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to authorize Rachel Scelfo, Board President, to sign the Closing Assurance for the NYS Construction grant for paver replacement.
- B. Proposal-Dell-** On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, the proposal from Dell for \$2,945.59 for purchase of a new computer was approved.
- C. Draft Board Letter for Newsletter-** The draft board letter for the newsletter was approved.
- D. Budget Legal Notice for FY2025-2026-** On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, the Budget Legal Notice for FY2025-2026 reviewed by the Library attorney was approved.
- E. Updated Social Media Policy-** The updated Social Media Policy was discussed.

XVI. COMMENTS FROM VISITORS – None.

XVII. DATES OF FUTURE BOARD MEETINGS, FRIENDS AND LIBRARY EVENTS

MONDAY, January 27, 2025	Regular Meeting 6 PM
MONDAY, February 24, 2025	Regular Meeting 6 PM
MONDAY, March 31, 2025	Regular Meeting 6 PM

XVIII. EXECUTIVE SESSION- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to enter Executive Session at 7:26 PM to discuss a personnel matter.

XIX. ADJOURNMENT- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed re-enter the Regular Meeting and adjourn at 7:53 PM.

January 27, 2025

**TO: DIANA STEIN
West Babylon Public Library**

You are hereby authorized to make payment of the attached list of payroll checks and vouchers.

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted that authorized payment of checks and the vouchers listed above.

KATHRYN GAMBILL- TRUSTEE

MAEGHAN LOLLO- TRUSTEE

ANDREA MCGURK - TRUSTEE

RACHEL SCELFO - TRUSTEE

JOLENE SIENA - TRUSTEE

ACKNOWLEDGE _____

DIANA STEIN, TREASURER

CONSOLIDATED PAYROLL SUMMARY

Client ID: 21WB - West Babylon Public Library
 Pay Group: All

As Of Date: 12/13/2024
 Run Date: 12/10/2024

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$0.00	Total Live Checks	0
Direct Deposits	\$52,361.89	Additional Checks	0
**** Total Net Payroll	\$52,361.89	Manual Checks	0
Total Taxes	\$20,042.37	Void Checks	52
**** Total Payroll	\$72,404.26	Third Party Sick Checks	53
Payroll Adjustments	\$0.00	Adjustments	0
**** Adjusted Total	\$72,404.26	Direct Deposits (53)	132
		Vouchers (Direct Deposit)	185
		Total Third Party Pays	52
		Total Third Party Void Checks	67
		Zero Net Checks	1
		BlankLine	0
		Active Employees Paid	52
		Inactive Employees Paid	0
		Terminated Employees Paid	0
		Total Employees Paid	52
		Active Employee Count	53
		Inactive Employee Count	0
		Terminated Employee Count	132
		Total Employee Count	185
		Employees Paid this Month	52
		Employees with W2 Data	67
		Active Employees Not Paid	3

CONSOLIDATED PAYROLL SUMMARY

Client ID: 21WB - West Babylon Public Library
 Pay Group: All

As Of Date: 12/27/2024
 Run Date: 12/23/2024

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$0.00	Total Live Checks	0
Direct Deposits	\$54,620.84	Additional Checks	0
**** Total Net Payroll	\$54,620.84	Manual Checks	0
Total Taxes	\$20,782.91	Void Checks	54
**** Total Payroll	\$75,403.75	Third Party Sick Checks	55
Payroll Adjustments	\$0.00	Adjustments	0
**** Adjusted Total	\$75,403.75	Direct Deposits (55)	132
		Vouchers (Direct Deposit)	187
		Total Third Party Pays	55
		Total Third Party Void Checks	69
		Zero Net Checks	1
		BlankLine	0
		Active Employees Paid	54
		Inactive Employees Paid	0
		Terminated Employees Paid	0
		Total Employees Paid	54
		Active Employee Count	55
		Inactive Employee Count	0
		Terminated Employee Count	132
		Total Employee Count	187
		Employees Paid this Month	55
		Employees with W2 Data	69
		Active Employees Not Paid	1
		Active (Hired) EEs Not Paid	1

WARRANT #1438

VI.

January 27, 2025

**TO: DIANA STEIN
West Babylon Public Library**

You are hereby authorized to make payment of the attached list of checks.

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted which authorized payment of checks numbered 8382– 8432 listed below.

KATHRYN GAMBILL – TRUSTEE

MAEGHAN LOLLO– TRUSTEE

ANDREA McGURK – TRUSTEE

RACHEL SCELFO – TRUSTEE

JOLENE SIENA – TRUSTEE

ACKNOWLEDGE _____
DIANA STEIN, TREASURER

WEST BABYLON PUBLIC LIBRARY
Check Register
For the Period From Jan 27, 2025 to Jan 27, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8382	1/27/25	Amazon Capital Servi	1002	1,582.29
8383	1/27/25	VOID	1002	
8384	1/27/25	AQUARIUM NETWO	1002	210.00
8385	1/27/25	BAKER & TAYLOR	1002	617.12
8386	1/27/25	BAKER & TAYLOR	1002	294.10
8387	1/27/25	BAKER & TAYLOR B	1002	3,183.88
8388	1/27/25	BRODART COMPAN	1002	110.18
8389	1/27/25	PHYLLIS CANOSA	1002	17.46
8390	1/27/25	Jacqueline Cantwell	1002	69.31
8391	1/27/25	Cengage Learning In	1002	549.00
8392	1/27/25	Irene Conte Morgan	1002	500.00
8393	1/27/25	Lisamarie Curley	1002	280.00
8394	1/27/25	DELL MARKETING L	1002	4,431.27
8395	1/27/25	DEMCO, INC	1002	265.08
8396	1/27/25	ELECTRONIX	1002	290.00
8397	1/27/25	Nancy Evans	1002	165.00
8398	1/27/25	Christopher Paparo	1002	250.00
8399	1/27/25	FRIENDS OF THE LI	1002	20.00
8400	1/27/25	Gebert Enterprises In	1002	200.00
8401	1/27/25	Great America Finan	1002	482.70
8402	1/27/25	Ingram Library Servic	1002	152.45
8403	1/27/25	Innovative Designs &	1002	630.00
8404	1/27/25	ISLIP Public LIBRAR	1002	20.95
8405	1/27/25	KMBS U.S.A., INC.	1002	131.33
8406	1/27/25	Richard Lindstrom	1002	46.03
8407	1/27/25	LSIT Inc.	1002	2,740.63
8408	1/27/25	MIDWEST TAPE LL	1002	776.74
8409	1/27/25	ELIZABETH MOLINA	1002	122.00
8410	1/27/25	My Gym	1002	300.00
8411	1/27/25	Noah's Ark Worksho	1002	809.40
8412	1/27/25	NYS Employees' Hea	1002	47,895.10
8413	1/27/25	Optimum	1002	89.90

WEST BABYLON PUBLIC LIBRARY
Check Register
For the Period From Jan 27, 2025 to Jan 27, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8414	1/27/25	PETTY CASH	1002	36.39
8415	1/27/25	PLDA of Suffolk Cou	1002	65.00
8416	1/27/25	PSEGLI	1002	6,393.36
8417	1/27/25	Katharine Reccardi	1002	800.00
8418	1/27/25	Evelyn Regan	1002	225.00
8419	1/27/25	SHIRLEY RUBY	1002	325.00
8420	1/27/25	Sav Mor Mechanical	1002	5,165.00
8421	1/27/25	PRISCILLA SCHLEG	1002	185.00
8422	1/27/25	SCLS	1002	3,951.00
8423	1/27/25	SCLS - PALS	1002	5,965.15
8424	1/27/25	STANDARD SECURI	1002	1,289.81
8425	1/27/25	Diana Stein	1002	3,500.00
8426	1/27/25	NICOLE SUMMERS	1002	325.00
8427	1/27/25	TOBAY PRINTING	1002	2,784.00
8428	1/27/25	TOWN OF BABYLO	1002	120.14
8429	1/27/25	VERIZON	1002	274.49
8430	1/27/25	VERIZON BUSINES	1002	1.20
8431	1/27/25	Volz & Vigliotta, PLL	1002	1,750.00
8432	1/27/25	W. B. Mason Co.,Inc.	1002	751.45
Total				<u>101,138.91</u>

WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 27, 2025

SCHEDULE (98) TREASURER'S REPORT as of December 31, 2024

GENERAL FUND

<u>GENERAL FUND</u>				TOTAL
Operating Checking (2) FNBLI	Payroll Checking (3) FNBLI	Receipts Checking (4) FNBLI	WBPL Checking (5) Valley Bank	
\$762,962.39	\$178,780.39	\$431,934.39	693,072.01	\$ 2,066,749.18

Checking (6) Valley Bank	\$ 1,242,506.16
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CAPITAL FUND

\$ 1,242,506.16

Total Cash: \$ 3,309,255.34

less General Fund Reserves

Capital: \$ (518,000.00)

Benefit: \$ (170,000.00)

Retiree: \$ (119,000.00)

Unemployment: \$ (10,400.00)

Actual Cash Available: \$ 2,491,855.34

Diana Stein
Treasurer

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
 January 27, 2025

12/1/2024 - 12/31/2024

OPERATING CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: **\$ 713,081.74**

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
12/10/2024	Wire Transfer Refund	Credit	\$ 30.00
12/17/2024	PILOT Taxes	Credit	\$ 8,175.00
12/21/2024	Tax Appropriation	Credit	\$ 322,775.09
12/31/2024	FNBLI Interest	Credit	\$ 2,471.29
12/31/2024	Void Lost Check April 2024	7893	\$ 4.95
TOTAL RECEIPTS			\$ 333,456.33

TOTAL RECEIPTS INCLUDING CASH BALANCE **\$ 1,046,538.07**

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DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
12/2/2024	Transfer to Payroll Account	Debit	\$ 160,000.00
12/9/2024	Commerce Credit Card Payment	Debit	\$ 2,279.51
12/10/2024	NYS Retirement November 2024	Debit	\$ 6,235.40
12/12/2024	Payroll Fees	Debit	\$ 469.61
12/12/2024	Stop Payment Fees	Debit	\$ 34.00
12/12/2024	Wire Fees	Debit	\$ 15.00
12/17/2024	Wire Fees	Debit	\$ 15.00
12/24/2024	Xerox Online Payment	Debit	\$ 444.00
12/26/2024	Payroll Fees	Debit	\$ 364.61
12/27/2024	National Grid Telephone Payment	Debit	\$ 1,989.62
12/31/2024	NYS Retirement December 2024	Debit	\$ 4,379.12
12/31/2024	Warrant #1434	8323-8381	\$ 107,349.81

TOTAL DISBURSEMENTS **\$ 283,575.68**

CASH BALANCE SHOWN BY RECORDS **\$ 762,962.39**

PLUS OUTSTANDING CHECKS & DEBITS **\$ 113,964.01**

BANK BALANCE **\$ 876,926.40**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
 January 27, 2025

12/1/2024 - 12/31/2024

PAYROLL CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: \$ **173,241.00**

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
12/2/2024	Transfer from Operating Account	Credit	\$ 160,000.00
TOTAL RECEIPTS			\$ 160,000.00
TOTAL RECEIPTS INCLUDING CASH BALANCE			\$ 333,241.00

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
12/2/2024	Payroll Deductions 11/29/2024 PR	Debit	\$ 694.95
12/13/2024	Payroll #12 F/T & P/T	Vouchers	\$ 52,361.89
12/13/2024	Payroll Taxes & Deductions	Debit	\$ 20,042.37
12/13/2024	Payroll Deductions	Debit	\$ 1,678.55
12/13/2024	Payroll Deductions	Debit	\$ 400.00
12/13/2024	Payroll Deductions	Debit	\$ 701.72
12/27/2024	Payroll #13 F/T & P/T	Vouchers	\$ 54,620.84
12/27/2024	Payroll Taxes & Deductions	Debit	\$ 20,782.91
12/27/2024	Payroll Deductions	1446	\$ 127.00
12/27/2024	Payroll Deductions	Debit	\$ 1,650.02
12/27/2024	Payroll Deductions	Debit	\$ 400.00
12/27/2024	Payroll Deductions	Debit	\$ 1,000.36
TOTAL DISBURSEMENTS			\$ 154,460.61
CASH BALANCE SHOWN BY RECORDS			\$ 178,780.39
PLUS OUTSTANDING CHECKS & OTHER ADJ.			\$ 315.00
BANK BALANCE			\$ 179,095.39

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 27, 2025

12/1/2024 - 12/31/2024

RECEIPTS CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: **\$ 419,713.32**

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
12/5/2024	Books, Fines & Other	Credit	\$ 170.20
12/9/2024	Books, Fines & Other	Credit	\$ 795.21
12/12/2024	Books, Fines & Other	Credit	\$ 239.67
12/16/2024	Books, Fines & Other	Credit	\$ 1,298.99
12/20/2024	Books, Fines & Other	Credit	\$ 230.03
12/20/2024	SCLS- Library Aid 10%	Credit	\$ 862.00
12/27/2024	Books, Fines & Other	Credit	\$ 230.50
12/31/2024	SCLS- ERate 7/2023-6/2024	Credit	\$ 5,794.20
12/31/2024	Book, Fines & Other	Credit	\$ 405.15
12/31/2024	Credit Card Receipts	Credit	\$ 1,040.75
12/31/2024	FNBLI Interest	Credit	\$ 1,315.88

TOTAL RECEIPTS **\$ 12,382.58**

TOTAL RECEIPTS INCLUDING CASH BALANCE **\$ 432,095.90**

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
12/24/2024	NSF Retiree Health Insurance Check	216	\$ 90.93
12/24/2024	Bank NSF Fee	Debit	\$ 17.00
12/31/2024	Credit Card Processing Fees	Debit	\$ 53.58

TOTAL DISBURSEMENTS **\$ 161.51**

CASH BALANCE SHOWN BY RECORDS **\$ 431,934.39**

LESS DEPOSIT IN TRANSIT **\$ 6,204.35**

BANK BALANCE **\$ 425,730.04**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 27, 2025

12/1/2024 - 12/31/2024

VALLEY BANK - CAPITAL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: \$ 1,238,024.24

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
12/31/2024	Valley Bank Interest	Credit	\$ 4,481.92
TOTAL RECEIPTS			\$ 4,481.92
TOTAL RECEIPTS INCLUDING CASH BALANCE			\$ 1,242,506.16

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
TOTAL DISBURSEMENTS			\$ -
CASH BALANCE SHOWN BY RECORDS PLUS OUTSTANDING CHECKS			\$ 1,242,506.16
BANK BALANCE			\$ 1,242,506.16

January 2025 changes

IX. C.

EMP #	NAME	TITLE	POS # of TOTAL	HRLY	ANNUAL	ACTION
14	DiFranco, Daphne	P/T Librarian Trainee	4 6	31.53	27,872.52	hourly rate eff. 12/25/2024
	Tuohey, Robert	P/T Library Clerk		18.43	16,292.12	start 1/21/2025
	Tuohey, Robert	P/T Library Clerk		18.43	16,292.12	resigned 1/23/2025
45	Maloney, Elizabeth	P/T Page	2 9	16.50	14,586.00	new rate eff. 1/1/2025
46	Malvone, Victoria	P/T Page	3 9	16.50	14,586.00	new rate eff. 1/1/2025
47	Bova, Kara	P/T Page	4 9	16.50	14,586.00	new rate eff. 1/1/2025
48	Lafferty, Donna	P/T Page	5 9	16.50	14,586.00	new rate eff. 1/1/2025
49	Cosci, Evan	P/T Page	6 9	16.50	14,586.00	new rate eff. 1/1/2025
50	Schulman, Jacob	P/T Page	7 9	16.50	14,586.00	new rate eff. 1/1/2025

Director's Report – January 2025

Building

- The rotted door saddle in the entryway was replaced.
- I am seeking additional estimates for the work on the leaking windows and brick in the tower.

Legislative

- The Governor's budget proposal was released. There was a moderate increase in state aid to libraries (\$750,000 to \$104.6M) and construction aid to libraries was decreased by \$10M to \$34M.

Operations

- Community programs this month included PSEGLI Consumer Advocate, Medicaid Enrollment Assistance and Senior Advocate.
- We are enrolled in the NexTrex Recycling Challenge and have 2 collection bins-one public and one staff. If we collect 1000 pounds of recyclable plastic in the next 12 months, we will receive a Trex composite bench. Eligible plastic includes grocery bags, bread bags, bubble wrap, dry cleaning bags, newspaper sleeves, plastic shipping envelopes, storage bags, cereal bags, case overwrap, pallet wrap and produce bags. We thank Azuree Agnello, our Sustainability coordinator, for enrolling us in this challenge.
- We ran 2 EAP workshops for staff this month- "Mindfulness in a Stressed-Out World" and "Professionalism in the Workplace."
- The final paperwork was submitted to the state to receive the remaining 5% for our paver construction grant and was approved.
- The Children's Department introduced 500 Books Before Junior High School – a yearlong reading program for children in grades K-5
- The January art displays in Children's are JFK Grade 4 "Snowmen" and JFK Grade 1 "Winter Snowmen" and the collaboration has resulted in increased traffic.



- Children's is hosting the Friendly Nursery School for a school visit and story time at the end of the month.
- Teens participated in a Let's Give Back volunteer program and created gratitude cards and filled bags with candy to be donated to our local post office and are helping stock and refill the Seed Library and earning community service credit
- Serena ran a very successful Teen Makerspace program: "Poster Printing."

WEST BABYLON PUBLIC LIBRARY

JULY 1, 2024 THROUGH JUNE 30, 2027

1. MISSION STATEMENT

The West Babylon Public Library provides resources to help School District residents of all ages in obtaining the information needed to achieve personal, educational and professional goals. The library enhances the community with its collection of materials, technology, programs and staff expertise. The library strives to provide exceptional services in accessible, functional and attractive surroundings.

2. TECHNOLOGY

In furtherance of that mission, the library will avail itself of all forms of information and entertainment resources, including print, non-print and electronic to better serve the public. This plan addresses specifically the technology and electronic element in the furtherance of our mission.

3. TECHNOLOGY VISION

The West Babylon Public Library is committed to providing exceptional service to the community by providing technology (both equipment and software), technology training, including one-one-one with trained and knowledgeable staff, group training or through access to online training, so that the community can achieve their personal, educational and professional goals.

4. ASSESSMENT OF CURRENT TECHNOLOGY

Inventory

The library currently has available 14 Internet ready desktop computers, 1 book scan station, 1 photo scanner, 1 slide and negative scanner, 2 Internet ready laptop computers and 2 network printers for public use in the Adult Services department. These computers also offer access to word processing, desktop publishing, spreadsheets, presentation and database management programs through Microsoft Office.

The library has a Makerspace with the following equipment available for public use:

- 2 desktop computers with access to the Internet, Canva, Cricut Design Space, and Build-A-Button button making software.
- HP DesignJet Z6 24" Poster Printer.
- Cricut Maker 3.
- Cricut Joy.
- Cricut Mug Press.
- Cricut Hat Press.
- Cricut Heat Press.
- Bright Pad Go.
- Fellowes Venus 2 laminator.
- 1", 2" and 3" Button Makers from American Button Machines.

The library has 6 laptop computers that can be used with a projector and large screen in technology/makerspace classes and demonstrations.

The library has 9 Chromebook computers which circulate to patrons with computer learning tutorials.

The library also has 3 desktop computers in the Children's Services department with Internet and access to children's educational games. In addition, children also have access to 3 iPads with educational games out for public use. Also, children can check out 3 iPads to be used with STEAM kits in the library.

The library has 7 computers used by patrons to search the catalog and holdings and to access patron accounts.

The library has 2 self-checkout stations for use by patrons.

The library has 2 public copiers for use by patrons.

The library has a public fax machine.

The library has 36 staff desktop computers.

The library has 7 APC UPS (uninterruptible power supply) 4 for staff use (admin and tech staff) and 3 for the Adult room public computers.

The library has 1 Square register.

All technology assets are tagged and documented in an Inventory spreadsheet. When an item is decommissioned, it will be removed from the spreadsheet.

The library follows a Computer Replacement Procedure. A replacement cycle of three to five years is followed based upon current literature and professional advice. The level of capacity of each computer reflects the core tasks it is required to do. Computers used for multimedia/Internet applications will require greater capacity than ones that are used solely as OPACs or print stations. As new computers are purchased, older computers can be moved to areas requiring lower capacity machines.

Equipment no longer useful or in use is disposed of in accordance with the library's surplus equipment policies.

Computer Software

- 1 Microsoft Windows Server 2012 r2s
- 5 Microsoft Windows Server 2019
- 3 Microsoft Windows Server 2022
- 3 VMware Esxi 7 hosts
- Microsoft Windows 11 on all workstations
- Microsoft 365 + Microsoft Office 2021
- Adobe Acrobat Professional
- Tracer Summit (web-based) for HVAC
- Sage 50 Premium Accounting 2021
- Entrypass Web (for staff outside door access)
- Faronics Deep Freeze Enterprise, AV and MDM
- Pharos Sign Up and Uniprint
- Adobe Sign
- Sierra

Network and Infrastructure -

The West Babylon Public Library is a member of the Suffolk Cooperative Library System which provides network connectivity through Crown Castle and additional technical services including a SonicWall firewall, library automation and catalog services (through Sierra), library databases and eBooks through Overdrive.

~300 Mb internet connectivity is provided by Crown Castle.

~100 Mb internet connectivity is provided by Optimum.

The library maintains 6 business telephone lines:

- 4 telephone lines for voice
- 2 Fax lines, one for public and one shared between Business office and emergency HVAC dial in

Servers/Other Hardware and Backups

Unitrends provides backup and recovery for files, systems, and servers. Local backups are replicated to the cloud to ensure recovery should a disaster scenario occur.

The library maintains both physical and virtual servers in support of the following services, in addition to other hardware to support our security and telephone systems:

Physical Servers:

- Backup Administration Staff Domain Controller
- Backup Staff Domain Controller
- Backup Staff File Server

Virtual Servers:

- Primary Administration Staff Domain Controller
- Primary Staff Domain Controller
- Staff File Server
- Administration Staff File/Financial Software (Sage) Server
- Pharos - Computer and Print Management
- Vcenter Server- Management of VMware Vsphere Environment
- MS01 Server- Deep Freeze, Anti-Virus administration, Entrapass (for control of staff door locks)
- PS01- SQL, Apache and PHP server

Network Equipment:

- 3 Dell N1548P Switches (staff and servers)
 - Dell MPS1000 power supply
- 2 Dell PowerEdge 6248 Switches (public)
 - Dell RPS600 power supply (redundant power supply)
- 2 Dell PowerEdge 6248 Switches (backup)
- 3 APC 3000 UPS (uninterruptable power supply)

Storage Hardware:

- 1 Dell Storage Server w/ 6.5 TB storage
- 2 White Label Storage devices w/ ~2 TB storage

Security Hardware:

- 1 Exacq Server
- 58 Security Cameras
- 3 switches
- 4 Antennas for front parking lot security cameras on light poles

Telephone Hardware:

- NEC SV9100 Server
- 33 NEC telephones

Printers

- 8 Xerox Versalink c600
- 1 Brother MFC-J985DW
- 1 Brother DCP-L2550DW
- 2 Zebra GX420T (for label printing)
- 1 HP P1505N (for label printing)
- 6 Epson TM-T88V receipt printers
- 1 StarTSP100IIIU receipt printer
- 1 Cricut Explore Air 2
- 1 Fargo DTC4500 (for library card printing)
- 1 HP Tango X photo printer

Copiers

- 3 Konica bizhub C224e copiers for staff use
- 2 Xerox Altalink C8130 copiers for public use

Fax Machine

1 Brother MFC-J497DW

Scanners

1 Book Scan Station
1 Photo Scanner
1 Slide and Negative Scanner

Card Readers

- 2 ITC 1501 card readers (for adult print stations)
- 2 ITC Fusion 5400 card readers (for public copiers)

- 1 TracSystems AVS2 Add Value Station (for patrons to add funds for printing to library/guest cards)

Library of Things

- 26 WiFi Hotspots.
- 20 Roku Express loaded with Paramount Plus, Vudu (14) Roku channel and other free streaming apps.

6. BUDGET

Budget Information Statement: The West Babylon Public Library currently budgets approximately \$150,000 per year in support of library technologies. Budgeted items include public and staff software, computer repairs and maintenance, computer and printer supplies, equipment, equipment leasing/maintenance and circulation system. Our projected budgets are:

2024 – 2025: \$152,000

2025 – 2026: \$155,000

2026 – 2027: \$158,000

7. TECHNOLOGY GOALS AND OBJECTIVES

The West Babylon Public Library will use technology to help fulfill the mission which is to provide resources to help residents of all ages obtain the information needed to achieve personal, educational and professional goals utilizing technology and staff expertise (with technology).

This section of the Technology Plan sets forth specific action steps, which are defined and measurable, to ensure successful implementation. Objectives with significant budgetary implications will be marked with an asterisk (*).

GOAL A: Provide resources to support the improved delivery of services

Objective A1: Upgrade Hardware and Software

- Security cameras to cover blind spots throughout the library (Adult room copier, staff parking by dumpster, front parking by benches) upgrade of older cameras (fish eyes, circulation desk, adult room PCs), license plate reader.
- Sage Cloud (or Sage 50 upgrade)- If move to cloud this would eliminate need for physical server in the library.
- *Upgraded A/V system in meeting rooms with the following components:
 - o Home Theater Receiver.
 - o Blu-Ray disc player.
 - o Speaker system.
 - o Connection cables, speaker wire.
 - o Upgraded listening devices for hearing impaired patrons.
 - o Meeting Owl webcam system for streaming programs via Facebook Live or on Zoom (camera, microphone and speaker in 1 device).
 - o Storage cabinet in each room for cables, remotes, etc.

- Optional: Cable TV box, Media Streamer (Roku, Amazon Fire TV).
- Database for receiving and managing periodicals (for staff use).
- Staff onboarding- Move towards electronic storage of onboarding forms/paperwork through Sharepoint.
 - Create on-boarding materials on library specific software for new hires: Accudata, Outlook, Sharepoint, Teams, KnowBe4 and store in Sharepoint.
- Utilize extra iPads for staff use at the reference desks as a teaching tool-
 - Demonstrate/Instruct patrons in the user of library subscription databases- Libby, Hoopla, Freegal, Flipster, Print from Anywhere.
 - Take into stacks with patron or when instructing patrons at the computers to look up information (continue the Reference interview).
 - Use at the reference desks for additional librarians who may go out to help at a busy desk.
 - Use at all public service desks for language translation.
- Upgrade iPhone software for staff door camera/unlocking.
- Move to Microsoft Entra (cloud based)- Move all users here, single sign-on for everything- Office 365, Office applications.
- Upgrade Windows operating system and Microsoft Office as needed.
- Purchase cybersecurity monitoring or penetration testing.
- Maintain physical server hardware warranties until possible move to cloud based, 3 will expire during the timeframe of this plan.

Objective A2: Leverage new Technology

Adult Services:

- Makerspace- Expand equipment offered to the public.
 - Laser engraver.
 - 3D Printer.
 - Sublimation or Direct to Garment Printer.
 - Cassette to MP3 converter.
 - Survey patrons for additional equipment to offer.
- Hold programs to instruct patrons in use of new equipment-
 - Run by staff and outside programmers.
- Expand marketing of Makerspace equipment.
 - PTAs.
 - Promote during school outreach.
 - Promote during community outreach.
- Library of Things.
 - Additional mobile hot spots as demand increases or existing need replacement.
 - Bluetooth speaker.
 - Podcasting kit.
 - Wacom tablet for drawing digitally (connects to a PC).
 - Programming to tie into items in the “Library of Things”.

Youth Services:

- Expand our collection of technology kits for in library use.
- Run additional coding programs.

- Add Osmos- for in house programs and borrowing.

Circulation:

- Move from printing library cards in house to ordering pre-printed cards with design and barcodes, include line for signature.
*Money saved on barcodes, printer and printer supplies, design software and maintenance of all by IT staff can be applied to cost of pre-printed cards.
- Additional self-check stations as the need arises.

Library-Wide:

- Artificial Intelligence- Librarians have the information literacy expertise to guide patrons on how to incorporate AI tools into their work and personal lives and how to use them effectively. The emergence of AI is an opportunity to play a role in teaching the community how to use and critique AI-generated information.
 - Keep current on AI literature, gain an understanding about potential applications for use by staff and the public, educate both groups on these applications and also on concerns about the use of AI (i.e., accuracy of information returned by AI). This can be done through training- SCLS, Web Junction, Tech Soup, Niche Academy.
 - Explore the tools, learn how they work and use to complete tasks in the library.
 - Use Chat GPT (or similar) to re-word emails, program outlines, explain a technical concept to a non-technical staff member or patron.
 - Explore how to use for website re-design using Elementor for Wordpress. AI features included.
 - Learn how to use in library applications- Canva and Microsoft Office, Microsoft Co-Pilot.

GOAL B: Promote Digital Literacy and address the Digital Divide through educational programs, circulating equipment and/or assistance to the community and staff on the use of information technology

Objective B1: Provide computer/technology learning opportunities and the necessary equipment needed for patrons of all ages to gain a variety of technology skills

- Update Computer Skills Learning Kits (Circulating Chromebooks and Printed Tutorials) with circulating mobile hotspots for Internet access.
- Short video tutorials on using subscription databases on our website/social media.
 - Utilize Guidde or other screen casting applications.
 - Utilize Niche Academy to store tutorials for staff and patron use.
- Creative Bug- possible subscription for online arts and crafts workshops.
- Hands-on classes: Basic computer training, Microsoft Office programs, cloud computing, social media, how to use mobile devices and any other emerging technology.
- Hold frequent "Device Days" through SeniorNet to assist older adults with using technology.
- Lectures: Fake News, How to Buy Technology, Online Scams, Safe Online Shopping, Streaming Services (cutting the cable cord), selling online, money saving apps, how to backup your computer, using a password manager, cloud storage overview, AI overview.
 - Market on social media, website, newsletters (print and online) and in library.

Objective B2: Provide staff development opportunities to ensure all staff have the appropriate technology skills

- Clerical training: Internet and web browsers, Email, Word Processing, library specific applications (Accudata, Sharepoint, Teams etc), library databases, library website (how to register for a program, how to search the OPAC, how to reserve a museum pass, how to send a print job, etc)
 - Utilize pre-made tutorials from Digital Learn (PLA website), GCF Learn Free, Niche Academy and also create custom tutorials (on how to use library technologies, how to use the library website and what type of information you can find in specific databases).
- Librarian training through: LILRC courses, SCLS in-person and eCourses, Web Junction, Niche Academy and in-library training on library specific programs/technology.
- Focus heavily on Customer Service and AI.
- Ongoing KnowBe4 training for security awareness.

GOAL C: Use technology to communicate more effectively with the public

Objective C1: Ensure the library website is current, convenient and useful for the public

- Website re-design utilizing Elementor for Wordpress.
 - Choose a new design from the template library.
 - Drag and Drop interface for editing pages.
 - AI features include: AI assisted layouts and content, AI generated images, code assistant.
- Update website based on New York state requirements as necessary.
- Ongoing website accessibility training for staff who contribute content.
- Leverage UserWay for accessibility monitoring.
- Add photo galleries- Historical West Babylon.
- Add oral histories- (model Copiague Library program).

Objective C2: Ensure the library's social media presence is timely and effectively engaging to the community

- Ongoing evaluation of all social media platforms- Facebook, Instagram, Twitter and YouTube- to assess community reach utilizing available statistics and develop a plan to engage more effectively with the community.
- Update social media procedure and posting guidelines as needed.

Objective C3: Ensure the library's services and events are marketed inside/outside the library

- Digital signage at entrance to library (on Route 109) to market events and services.
- Digital signage inside library to market events and services. Signage could also include interactive options to allow patrons to get more information on a specific event or service.

GOAL D: Ongoing use technology to communicate more effectively amongst staff (entire staff and within departments)

Objective D1: Utilize Microsoft Teams for:

- Project management.
- Document editing amongst multiple staff members.
- Chat within the library.

Objective D2: Utilize Microsoft OneNote to:

- Create online notebooks for storing text, images, audio, video, links and embedded files that can be kept private or shared with other staff members.
 - Create notebooks for different topics (broken up into sections with an unlimited number of pages).
 - For note taking during meetings (virtual or in-person).
 - For Tech Staff: Procedures, Licensing, Tech Support issues and resolutions.

Objective D3: Utilize Password Management Software for:

- Password management and sharing by department.

Objective D4: Adobe Acrobat DC to:

- Convert paper forms to electronic fillable forms that can be emailed or saved electronically.

8. TRAINING

Staff Training

Staff receive training on an ongoing basis by attending workshops from a variety of providers, both online and in-person. All staff members will receive ongoing training on the use of Sierra through the Suffolk Cooperative Library System. Ongoing training is also provided by the library’s IT staff on topics including Microsoft Office software, security awareness, library specific programs and emerging technologies.

Public Training

Public training programs include the following topics: basic computer skills, internet browsing and searching, Microsoft Office applications, cloud computing, social media, mobile devices (smartphones, tablets and e-readers) library databases, and using eBooks and other downloaded or streaming media.

9. TECHNOLOGY MAINTENANCE

Disaster Recovery

The library’s Disaster Recovery Plan outlines disaster preparedness and recovery for library technology. The plan is reviewed and updated as necessary and on an annual basis by the Computer Services Department.

Approved by the WBPL Board of Trustees (Enter Date)

SOCIAL MEDIA POLICY

Purpose

The purpose of the social media (websites, social networks, blogs, mobile applications, online communications) employed by the West Babylon Public Library is to promote and disseminate information regarding Library programs, news, services, projects and activities to all members of the community. The secondary purpose is to provide a forum for Library staff and patrons to share information concerning Library related topics and issues.

Content

The Library aims to provide a welcoming and inviting online space where patrons will discover useful information and be able to interact with Library staff and other patrons.

While the Library encourages an open forum, posts and comments will be moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that the Library determines are inappropriate, disruptive or unlawful. Posts include writings, images, videos, audio or hyperlinks. The following content will be removed immediately from any West Babylon Public Library social media accounts and forums:

- Obscene or racist content, hate or discriminatory speech
- Personal attacks, insults, bullying, cyber-stalking or threatening language
- Personal information or information that infringes on a person's right to privacy
- Potentially libelous statements, defamatory or harmful statements
- Plagiarized material
- Comments, links, or information unrelated to the content of the forum
- Commercial promotions, spam, political activity, or boycott/advocacy messages

Library Employees

Only employees designated and authorized by the Library Director will prepare, publish, delete, edit or otherwise modify content on the Library's social media platforms on behalf of the Library. New Library social media accounts may only be created with authorization from the Director. Designated and authorized employees shall post on the Library's social media platforms as representatives of the West Babylon Public Library and are responsible for ensuring that the Library's social media posts are professional in nature and conform to all applicable Library rules and guidelines. Content may not infringe on any personal rights, copyrights or intellectual property rights.

Individuals may post and/or comment from their personal social media accounts on the Library's social media platforms as members of the general public, and are subject to the general guidelines set

forth above. In addition, all employees authorized to post on behalf of the Library on the Library's social media platforms must follow the rules set forth below:

- Employees are prohibited from posting or otherwise sharing confidential, proprietary, or non-public Library information.
- Employees are prohibited from posting content that is critical of the West Babylon Public Library, its patrons, partners, sponsors or associated organizations, agencies and businesses.
- Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including but not limited to, addresses, phone numbers, social security numbers and/or medical information.
- Employees are prohibited from posting or otherwise sharing confidential patron information, including but not limited to, names, addresses, phone numbers, email addresses, borrowing information and/or account numbers.
- The Library's Sexual Harassment, Workplace Violence Prevention and Respectful Workplace Behavior policies shall apply to all posts and comments on Library social media platforms.
- Employees shall not post personal views or statements as representing the views or statements of the Library. Employees posting from their personal social media accounts who have identified themselves as employees of the Library on social media must state explicitly, clearly and prominently that their views are their own and not necessarily the views of the Library. Such posts related to the Library must conform to the guidelines set forth herein.
- In order to conduct virtual programs online, staff members must always use the Library's online meeting account. Use of a staff member's personal account for the purpose of facilitating Library programs or events is prohibited.

The posting of photographs or recordings on the Library's social media shall be permitted for the purpose of promoting or advertising Library programs and services. Library employees must obtain written permission before posting photos or videos of Library patrons and other members of the public that were taken on Library property. Any personal information, photos, or media featuring individuals under 18 years of age will be removed unless written parental permission was granted to the Library. Any content created by staff to post on the Library's social media accounts, such as videos, discussion, art work, etc. is deemed to be the property of the Library for all purposes.

Violations

Individuals who violate these rules may be permanently barred from posting on the Library's social media platforms.

Employee violations of this policy may result in discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations, Civil Service laws or collective bargaining agreements.

Amended December 29, 2024

Proposed Budget 2025-2026										
								ANNUAL	ANNUAL	
								AMOUNT	%	
			2023-2024	2023-24 audit	2024-2025	2025-2026		CHANGE	CHANGE	
1	MATERIALS AND SERVICES									
a	BOOKS		96,000	88,881	101,000	95,000		(6,000)	(5.9)	
b	PERIODICALS		14,000	14,180	9,400	12,000		2,600	27.7	Some periodicals paid for every 3 years, so averaged
c	RECORDINGS		11,000	8,641	11,000	9,000		(2,000)	(18.2)	Decreased to reflect lower spending
d	DVD		13,500	12,111	16,000	13,000		(3,000)	(18.8)	Decreased to reflect lower spending
e	PROGRAMS		98,500	89,400	102,000	107,000		5,000	4.9	Incl. museum passes, central piece of service plan
f	REALIA		2,300	1,504	2,000	2,073		73	3.7	Library of Things
g	COMPUTER SOFTWARE		150,000	135,012	150,000	158,000		8,000	5.3	Databases, ebook downloads, streaming services
h	COMPUTER REP & MAINT		40,000	39,353	40,000	40,000		-	-	
i	SCLS		38,464	38,464	39,844	39,862		18	0.0	Small increase in member support
j	CIRCULATION SYSTEM		35,000	34,579	33,000	35,000		2,000	6.1	PALS, Optimum, broadband
			498,764		504,244	510,935		6,691	1.3	
2	OFFICE EXPENSES:									
a	PRINTING/TAXPAYER INFO		25,000	17,630	30,000	18,000		(12,000)	(40.0)	Newsletter, legal notices, vote expenses
b	LIBRARY SUPPLIES		13,000	14,204	12,000	14,000		2,000	16.7	Follows materials lines
c	COMPUTER & OFFICE SUPPLIES		7,500	6,111	7,800	6,500		(1,300)	(16.7)	Continued conservative purchasing
d	CLEANING SUPPLIES		5,500	5,587	5,500	6,000		500	9.1	Custodial and maintenance supplies
			51,000		55,300	44,500		(10,800)	(19.5)	
3	BUILDING MAINTENANCE:									
a	ELECTRIC		108,000	102,992	107,000	104,000		(3,000)	(2.8)	
b	FUEL		13,500	13,122	15,000	14,500		(500)	(3.3)	
c	WATER		1,800	1,888	1,500	2,000		500	33.3	
d	TELEPHONE		3,300	3,293	3,500	3,500		-	-	Service plan keeps costs stable
e	BUILDING REPAIRS		35,000	36,310	40,000	40,000		-	-	Anticipate repairs and upgrades
f	EQUIPMENT LEASING/MAINT		23,000	11,029	22,000	11,000		(11,000)	(50.0)	Leasing costs for copiers & printers and overages
g	MAINTENANCE CONTRACTS		38,000	37,375	41,000	40,000		(1,000)	(2.4)	Alarm systems, HVAC, trash, sprinklers, extinguishers
			222,600		230,000	215,000		7,400	3.2	
4	ADMINISTRATION:									
a	PAYROLL		12,000	11,508	10,700	12,000		1,300	12.1	Payroll processing costs
b	INSURANCE		47,500	45,843	44,000	50,000		6,000	13.6	
c	PROFESSIONAL SERVICES		30,000	29,495	30,000	33,000		3,000	10.0	lawyer, accountant, treasurer
d	POSTAGE		11,000	9,634	11,000	10,000		(1,000)	(9.1)	Stamps and other postage
e	IN-SERVICE TRAINING		6,000	5,370	6,000	7,000		1,000	16.7	Staff/Board continuing ed and upcoming mandated Tru
f	MEMBERSHIPS		3,000	2,921	1,300	3,000		1,700	130.8	Professional organizations
			109,500		103,000	115,000		12,000	11.7	

Proposed Budget 2025-2026										
								ANNUAL AMOUNT	ANNUAL %	
		2023-2024	2023-24 audit	2024-2025	2025-2026			CHANGE	CHANGE	
								-		
								-		
5	FURNITURE & EQUIPMENT:	67,000	34,920	50,000	40,000			(10,000)	(20.0)	Comp. h/w, Improvements,
	DEBT SERVICE-LEASES				11,000					
	TRANSFER TO CAPITAL FUND:	275,000	275,000	250,000	250,000			-	-	Check to fund for future capital projects
7	SALARIES:									
a	LIBRARIANS	1,139,007	1,127,358	1,162,281	1,206,348			44067	3.8	
b	CLERKS	650,903	608,150	660,392	665,391			4999	0.8	
c	MAINTENANCE	85,060	84,256	86,793	89,614			2821	3.3	
d	CUSTODIANS	40,240	35,928	36,528	37,704			1176	3.2	
e	PAGES	88,000	81,757	96,963	96,966			3	0.0	
f	GUARDS	51,581	45,463	51,586	51,629			43	0.1	
		2,054,791		2,094,543	2,147,652			53,109	2.5	
8	EMPLOYEE BENEFITS:									
a	NYS RETIREMENT	213,538	225,505	262,676	299,912			37,236	14.2	Based upon their projection
b	SOCIAL SECURITY	157,192	142,196	160,233	164,408			4,175	2.6	FICA
c	DISABILITY	4,600	5,002	5,000	5,000			-	-	
d	HEALTH INSURANCE	397,516	391,207	433,003	433,260			257	0.1	NYSHIP, stipends and dental/eye benefit, ins for new hires
e	WORKERS COMPENSATION	22,000	15,009	20,500	17,000			(3,500)	(17.1)	
		794,846		881,412	919,580			38,168	4.3	
9	TOTAL EXPENSES:	4,073,501		4,168,499	4,253,667			\$ 85,168	2.0	
10	ANTICIPATED INCOME:									
a	FINES & LOST BOOKS	10,000	9,072	10,500	10,000			(500)	(4.8)	
b	SPONSOR AID	11,000	8,299	11,000	10,000			(1,000)	(9.1)	Estimated Local library services aid
c	COPIES & MISC	26,500	53,484	21,924	30,000			8,076	36.8	Friends' donation, fax and copier income
d	INTEREST INCOME	11,500	63,649	32,000	31,000			(1,000)	(3.1)	Conservative estimate
e	USED BOOKS	500	438	500	500			-	-	Patron donations for used books
f	APPROPRIATED FUNDS	99,000	99,000	99,274	99,000			(274)	(0.3)	Funds used to offset tax rate
	TOTAL:	158,500		175,198	180,500			5,302	3.0	

Proposed Budget 2025-2026									
								ANNUAL AMOUNT	ANNUAL %
		2023-2024	2023-24 audit	2024-2025	2025-2026			CHANGE	CHANGE
11	TOTAL EXPENSES:	4,073,501		4,168,499	4,253,667			85,168	2.0
	LESS TOTAL INCOME:	158,500		175,198	180,500			5,302	3.0
12	TOTAL AMOUNT TO BE								
	RAISED BY TAXES:	3,915,001		3,993,301	4,073,167			79,866	2.0
13	YEARLY COST WITH								
	ASSESSED VALUE: \$3,500:	404.26		412.31	423.58				
14	TAX RATE PER \$100:	11.55		11.78	12.10				



Resolution For Facsimile Signatures Corporation

I, _____, Secretary of West Babylon Public Library, a corporation organized and existing under the laws the laws of the State of _____, do hereby certify that a meeting of the Board of Directors of said corporation duly held on the ____ day of _____, _____ at which a quorum was present and acting throughout, the following resolutions were adopted and are now in full force and effect:

RESOLVED: First National Bank LI as a designated depository of this corporation be and it (including its correspondent banks) is hereby requested, authorized and directed to honor all checks, drafts or other orders for the payment of money drawn in this corporation's name on its accounts (including those drawn to the individual order of any person or persons whose names appear thereon as signer or signers thereof) when bearing or purporting to bear the facsimile signature(s) of any 1 of the following:

- STAMP- KATHRYN GAMBILL - _____
STAMP- DIANA STEIN - _____

and said Bank (including its correspondent banks) shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens from time to time filed with said Bank by the Secretary or other officer of this corporation; and

FURTHER RESOLVED: That all previous authorizations for the signing and honoring of checks, drafts, or other orders for the payment of money drawn on said Bank by this corporation are hereby continued in full force and effect as amplified hereby.

FURTHER RESOLVED: That the corporation agrees to and does hereby indemnify and hold the Bank harmless from any and all claims, loss, damage, or expense it shall sustain or incur by reason of its acceptance of the authority herein granted, and its acts in reliance thereon, including but not limited to, the misuse, unlawful or unauthorized use by any person of such facsimile signature. The corporation waives any defenses under the Uniform Commercial Code as to the genuineness of such signatures when made by the facsimile method.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said corporation this ____ day of _____, _____.

(Corporate Seal)

Secretary Name Secretary Signature



IRS increases the standard mileage rate for business use in 2025; key rate increases 3 cents to 70 cents per mile

IR-2024-312, Dec. 19, 2024

WASHINGTON — The Internal Revenue Service today announced that the optional [standard mileage rate](#) for automobiles driven for business will increase by 3 cents in 2025, while the mileage rates for vehicles used for other purposes will remain unchanged from 2024.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable and medical purposes, as well as for [active-duty members of the Armed Forces who are moving](#).

Beginning Jan. 1, 2025, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 70 cents per mile [driven for business use](#), up 3 cents from 2024.
- 21 cents per mile driven for medical purposes, the same as in 2024.
- 21 cents per mile driven for moving purposes for qualified active-duty members of the Armed Forces, unchanged from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2024.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.


While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.

Under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. And only taxpayers who are members of the military on active duty may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.

Taxpayers using the standard mileage rate for a vehicle they own and use for business must choose to use the rate in the first year the automobile is available for business use. Then, in later years, they can choose to use the standard mileage rate or actual expenses.

For a leased vehicle, taxpayers using the standard mileage rate must employ that method for the entire lease period, including renewals.

[Notice 2025-5](#)  contains the optional 2025 standard mileage rates, as well as the maximum automobile cost used to calculate mileage reimbursement allowances under a fixed-and variable rate (FAVR) plan. The notice also provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in 2025 for which employers may calculate mileage allowances using a cents-per-mile valuation rule or the fleet-average-valuation rule.

Page Last Reviewed or Updated: 19-Dec-2024