

Great Neck Library
BOARD OF TRUSTEES MEETING
w/ Anticipated Executive Session (Personnel Matters)

STATION BRANCH LIBRARY
26 Great Neck Road, 2nd Level, Great Neck, New York 11021

Tuesday, March 18, 2025
6:00 P.M. – Board Meeting
6:05 P.M. - Anticipated Executive Session (*Not open to the public)
7:00 P.M. (approx.) – Public Meeting

AGENDA

Please Note: Members of the public may comment on the published agenda for 3 minutes at the beginning of the meeting and on any new topic for 3 minutes at the end of the meeting during open time. There shall be no public comments during the board discussions or votes. ***Please wait until the President recognizes you for discussion.*** ***Please turn off cell phones or place them in silent mode.***

CALL TO ORDER

ANTICIPATED EXECUTIVE SESSION

PUBLIC COMMENTS

APPROVAL OF MINUTES

February 25, 2025, board meeting

TREASURER REPORT

PRESIDENT'S REPORT

DIRECTOR'S REPORT

OLD BUSINESS

1. Proposed Policy Changes – 2nd Read and Vote
 - a. Add Section 300-45: Employee Grievance Policy

NEW BUSINESS

2. Proposed Policy Change
 - a. Add Section 700-35: Library Card PIN Policy
 - b. Revise Section 200-60: Trustee Continuing Education & Community Meetings
 - c. Revise Section 1500-25: Nominating Committee Member Removal Procedures
3. Cyber Liability Insurance
4. Purchase Library Van
5. Personnel

OPEN TIME

DATES OF UPCOMING MEETINGS

March 24, 2025 (Monday) – 2nd Budget Workshop (Main Library)
April 7, 2025 (Monday) – Budget Hearing and Adoption (Main Library)

ADJOURNMENT

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 25, 2025, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, February 25, 2025, at the Main Library, 159 Bayview Avenue, New York 11023. The agenda is attached.

The following Trustees were present constituting a quorum:

Aliza Reicher – President
Rory Lancman – Secretary
Chayim Mahgerefteh, CPA – Treasurer
Brachah Goykadosh – Assistant Treasurer
Neal Hakimi, MD – Assistant Treasurer
Mimi Hu - Trustee

Also Present: Denise Corcoran – Director
Kathryn Baumgartner – Assistant Director
Steven Kashkin – Business Manager

Also Absent: Barry Smith, MD – Vice President

CALL TO ORDER

President Reicher called the meeting to order at 6:06 p.m.

EXECUTIVE SESSION

Upon motion by Trustee Reicher, seconded by Trustee Hu, it was,

RESOLVED, that the Great Neck Library Board of Trustees enter Executive Session for legal and litigation matters.

VOTE: Yes – 5 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hu)

MOTION CARRIED UNANIMOUSLY

Trustee Hakimi arrived at 6:57 pm.

Upon motion by Trustee Reicher, seconded by Trustee Lancman, it was,

RESOLVED, that the Great Neck Library Board of Trustees exit Executive Session.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

No action was taken in the executive session.

The board reconvened at 7:51 p.m.

MINUTES

Board Minutes

Upon motion by Trustee Lancman, seconded by Trustee Mahgerefteh, it was,

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the January 21, 2025, board meeting as presented.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

TREASURER/BUSINESS MANAGER REPORT

Upon motion by Trustee Mahgerefteh, seconded by Trustee Reicher, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following financial reports:

- a. February 25, 2025, Treasurer's Report;
- b. Warrant dated February 10, 2025, through February 16, 2025, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$395,730.47.
- c. Payroll Warrants for pay dates January 9, and January 23, 2025 (in the amounts of \$173,590.31 and \$173,191.52 respectively) for a total of \$346,781.83.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

Business Manager, Steven Kashkin, summarized his report.

PAYROLL CHANGES

Upon motion by Trustee Mahgerefteh, seconded by Trustee Hu, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of January 17, through February 20, 2025, as presented, which has been reviewed by the Treasurer.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

REPORTS

President's Report

President Reicher shared that they are making big strides toward forming a capital plan. The library is moving ahead with three major construction projects thanks to all the efforts of staff. Library programming is as robust as ever. Ms. Reicher is looking forward to lots of great things to come.

Director's Report

Director Corcoran summarized her report. Assistant Director Baumgartner discussed the NYS Annual Report. System Coordinator of Programming, Adam Hinz, spoke about the Oral History Project.

Committee Report

Trustee Lancman announced that the extension of Sunday hours was discussed at the Long Range Planning (LRP) meetings with the main issues being staffing and the cost. This will be explained in detail at the upcoming budget workshops. The capital plan was also discussed at the LRP meetings.

OLD BUSINESS

1. Proposed Policy Change – 3rd Read & Vote

Upon motion by Trustee Reicher, seconded by Trustee Hakimi, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the following change to the Policy Manual.

- a) Add Section 200-80: Trustee Removal Procedures
- b) Add Section 1500-25: Nominating Committee Member Removal Procedures

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

Trustee Reicher explained that these policies are in response to the lawsuits and already went through two reads in 2024. They were reviewed by library counsel.

NEW BUSINESS

1. Accept Board of Trustee Resignation

Upon motion by Trustee Reicher, seconded by Trustee Mahgerefteh, it was,

RESOLVED, WHEREAS, Trustee Dr. Barry Smith submitted a resignation from his position on the Board of Trustees dated February 24, 2025, citing increased family and work obligations,

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Great Neck Library hereby accepts Dr. Smith's resignation, effective February 24, 2025.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

Trustee Mahgarafteh stated that Dr. Smith was passionate about serving the community and thanked him for his service. Trustee Lancman echoed these comments and added that Dr. Smith was reasonable, committed to the community, and contributed a lot to the board during his tenure. The trustees thanked Dr. Smith for his service and wished him well.

2. Election of Vice President

Aliza Reicher nominated Brachah Goykadosh. There were no other nominations.

Upon motion by Trustee Reicher, seconded by Trustee Lancman, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library elect Brachah Goykadosh as Vice President of the Board of Trustees for a one-year term ending January 2026.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

3. Election of Assistant Treasurer

Aliza Reicher nominated Mimi Hu. There were no other nominations.

Upon motion by Trustee Reicher, seconded by Trustee Hakimi, it was, RESOLVED, that the Board of Trustees of the Great Neck Library elect Mimi Hu as Assistant Treasurer of the Board of Trustees for a one-year term ending January 2026.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)
MOTION CARRIED UNANIMOUSLY

4. Proposed Policy Change – 1st Read

- a) Add Section 300-45: Employee Grievance Policy

Trustee Goykadosh explained that this policy is in response to the anonymous employee complaint from last year. It sets a formal procedure to follow in the future.

5. 2025 Audit Engagement Letter

Upon motion by Trustee Goykadosh, seconded by Trustee Reicher, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with Cullen & Danowski, LLP, dated January 13, 2025, for the performance of an audit of the library's financial statements, as well as, preparation of the Library's Federal Form 990, for the fiscal year ending June 30, 2025, at a cost not to exceed \$17,800.00 to be charged to the Audit Fees expense line in the General Fund.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)
MOTION CARRIED UNANIMOUSLY

6. Allowance Authorization #1 for Main Library HVAC Modifications

Upon motion by Trustee Hakimi, seconded by Trustee Goykadosh, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Allowance Authorization #1 to increase the heat exchanger frame size and replace one restrictive control valve to reduce pressure drop for a more efficient operation of the HVAC of the Main Library in the amount of \$7,986.66 from SIBA Contracting Corp.; such funds to be deducted from the contract allowances.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)
MOTION CARRIED UNANIMOUSLY

7. Submittal of 990 Tax Return Form

Upon motion by Trustee Lancman, seconded by Trustee Mahgerefteh, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the submittal of the Great Neck Library 990 tax return by our auditors Cullen & Danowski for the fiscal year beginning July 1, 2023, through June 30, 2024, to the Internal Revenue Service (IRS).

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)
MOTION CARRIED UNANIMOUSLY

Great Neck Library
Board of Trustees Meeting
March 18, 2025

TREASURER'S REPORT

During the month of February, 2025, revenue received was \$1,274,005. Total expenses were \$734,970.

At the close of business, February 28, 2025, total General Fund cash holdings were \$3,273,634. Of these funds \$2,529,909 was on deposit at HSBC, \$741,755 was on deposit at US Bank (as Trustee) and \$1,970 was on hand in Petty Cash funds at all locations. This compares to a February 29, 2024 balance of \$3,436,808.

Additionally, the cash balance of the Restricted Gift fund was \$286,587; the Automated Library fund was \$283,175; the Branch and Special Services fund was \$63,440; the Landscaping fund was \$1,340,907; the Main Building and Special Services fund was \$1,224,559; and the Bond Retirement fund was \$4,487,176. These funds totaled \$7,685,844 on February 28, 2025. The February 29, 2024 total was \$8,042,380.

At the close of business, February 28, 2025, total holdings in the Construction Fund at US Bank as bond trustee was \$465,490.

I move that the Board of Trustees accept the March 18, 2025
Treasurer's Report.

I move that the Board of Trustees accept the Warrant
dated March 5th, 2025 through March 9th, 2025 which has been reviewed by
the Treasurer, the sums set against their respective names, amounting in the
aggregate to \$295,806.38.

I move that the Board of Trustees accept the Payroll
Warrants for pay dates February 6th, and February 20th, 2025 (in the
amounts of \$185,247.46 and \$172,203.79 respectively) for a total of
\$357,451.25.

Respectfully submitted,

Chayim Mahgerefteh
Treasurer

MEMORANDUM

TO: Board of Trustees
FROM: Steven Kashkin, Business Manager
DATE: March 18, 2025
RE: Agenda

1. Action items from previous meetings - none
2. Review of Business Manager's report
 - a. Overtime analysis
 - b. Payroll changes report
3. Review of monthly financial reports
4. Review of A/P Weekly checks
5. Review of Warrant
6. New Business
 - a. Van purchase
 - b. Any remaining requests or discussion items
7. Open time
8. Signing of A/P checks

cc: Denise Corcoran, Director

MEMORANDUM

TO: Board of Trustees
FROM: Steven Kashkin
DATE: March 18, 2025
RE: Business Manager's Report

1. 2024/2025 BUDGET VARIANCE:

- a. Through February 28th we are at 66.7% through the year;
- b. Total Revenues: Through February 28, 2025, we have collected:
 - i. \$5,245,414 (50.86%) of our total 2024/2025 budget of \$10,314,362;
 - ii. \$5,058,494 (50%) of budgeted Library Tax revenues. There are 4 installments remaining between March and June 2025;
 - iii. \$81,763 (109.02%) of budgeted PILOT revenues;
 - iv. \$105,157 (85.93%) of budgeted Other Revenues.
- c. Total Expenditures: Through February 28, 2025, we have expended (including transfers) \$6,600,324 (63.99%) of our total 2024/2025 budget of \$10,314,362 (66.7% through the budget year).
- d. Salary Expense:
 - i. This reporting period includes 17 of 26 payrolls, or 65.38% of the fiscal year;
 - ii. The Budget Variance report indicates \$2,829,811 (59.22%) of annual salaries expended (66.7% through the budget year).
- e. Employee Benefits:
 - i. Through February 28, 2025, we have expended \$1,758,916 (76.41%) of the employee benefits & taxes budget (66.7% through the budget year);
 - ii. Group and retiree health insurance include the prepayment of March 2025 expenses.
 - iii. This includes payment in full of \$552,371 for the year for the NYS pension expense, \$446 over budget

- f. Library Materials & Programs:
 - i. Through February 28, 2025, we have expended \$658,418 (67.14%) of the library materials and programs budget (66.7% through the budget year).
 - g. Administrative Expense:
 - i. Through February 28, 2025, we have expended \$364,863 (90.37%) of the administrative expense budget (66.7% through the budget year).
 - h. Building Occupancy:
 - i. Through February 28, 2025, we have expended \$874,734 (74.66%) of the building occupancy budget (66.7% through the budget year);
 - ii. Branch Rentals (all branches) include prepayments for March 2025 rent expense.
 - i. Furniture and Equipment:
 - i. Through February 28, 2025, we have expended \$1,180 (14.39%) of the furniture and equipment budget (66.7% through the budget year);
 - j. Debt Service:
 - i. Through February 28, 2025, we have expended \$112,401 (15%) of the debt service budget (66.7% through the budget year). The next bond payment (principal and interest) will take place in May 2025.
 - k. Budgeted Transfers:
 - i. Budgeted transfers will be made in June 2025.
2. Use of Library Credit Card: February 2025 invoice: \$2,190.82
- a. Background checks (1), permit fees for construction at Main, programming supplies for levels, books from Mesorah Publications, steel strainers for water pumps, library supplies for TS, subscription for local history, fee for 1099 filing, filtering software subscription for children's computers, GPS monthly subscription fee, and mail chimp fee for programming.
3. Attachments:
- a. Overtime analysis (1 page)
 - b. Payroll changes report (1 page)

Great Neck Library
Overtime Analysis
03/18/2025

Pay Date	2/6/2025		2/20/2025		FEB 2025 TOTALS		FEBRUARY 2024 TOTALS		YTD 2024-25 TOTALS		YTD 2023-24 TOTALS		2024-25 BUDGET		%
Title	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Expended
DH-Circulation	0.00	0.00	0.00	0.00	-	-	-	-	-	-	1.00	58.52	\$	500	0.00%
DH-Children's	0.00	0.00	0.00	0.00	-	-	1.00	67.25	2.00	134.50	5.00	324.05	\$	500	26.90%
DH-Programming	0.00	0.00	0.00	0.00	-	-	1.00	67.25	3.00	201.75	4.00	259.64	\$	500	40.35%
DH-TS	0.00	0.00	0.00	0.00	-	-	-	-	-	-	2.00	128.58	\$	500	0.00%
DH-Reference	0.00	0.00	0.00	0.00	-	-	-	-	-	-	-	-	\$	500	0.00%
DH-Emerging Tech.	0.00	0.00	0.00	0.00	-	-	-	-	8.00	543.39	1.00	65.93	\$	500	108.68%
Hd Custodian					-	-	-	-	-	-	-	-	\$	500	0.00%
Sr Custodian	0.00	0.00	0.00	0.00	-	-	0.00	0.00	2.25	101.82	0.50	22.18	\$	500	20.36%
FT Custodian	0.00	0.00	0.00	0.00	-	-	0.00	0.00	2.25	74.85	4.00	125.90	\$	500	14.97%
PT Custodian					-	-	-	-	-	-	-	-			
Double Time					-	-	-	-	-	-	-	-			
Total OT	0.00	0.00	0.00	0.00	0.00	0.00	2.00	134.50	17.50	\$ 1,056.31	17.50	984.80	\$	4,500	23.47%
On-Call	146.50	4,298.37	103.50	2,841.41	250.00	7,139.78	194.00	\$ 5,615.35	2,460.25	\$ 72,144.05	1,335.25	\$ 43,448.91	\$	65,500	110.14%
Sunday Pay	168.75	10,553.06	148.75	8,876.62	317.50	19,429.68	236.00	\$ 13,400.67	1,828.25	\$ 108,686.18	1,253.25	\$ 70,548.84	\$	134,959	80.53%
Employee count	93		93												
F/T P/T	52	41	52	41											
Check count	89		88												
F/T P/T	52	37	52	36											
July '24 Longevity					-		-	27,171	-		0	\$ 27,171	0		100.00%
							-	-			0		0		#DIV/0!

Legend

2023/24 information
2024/25 information

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Balance</u>	<u>% YTD / Bgt</u>
<u>REVENUES</u>					
<u>Tax Appropriations</u>					
Tax Revenue - Operating Budget	9,382,774.50	1,264,623.38	4,354,281.02	5,028,493.48	46.41
Tax Revenue - Debt Service	734,212.50	0.00	704,212.50	30,000.00	95.91
Total Library Tax Receipts	10,116,987.00	1,264,623.38	5,058,493.52	5,058,493.48	50.00
PILOT Revenues	75,000.00	0.00	81,763.06	(6,763.06)	109.02
Total Tax Receipts	10,191,987.00	1,264,623.38	5,140,256.58	5,051,730.42	50.43
<u>Other:</u>					
Registration Fees	2,025.00	0.00	1,350.00	675.00	66.67
Fines	500.00	259.70	1,290.40	(790.40)	258.08
Commissions - Vending Machines	3,000.00	0.00	1,987.25	1,012.75	66.24
Revenue-Copy Machines	1,750.00	0.00	850.94	899.06	48.63
Computer Printout Fees	5,000.00	736.35	6,903.65	(1,903.65)	138.07
Collection Agency Fees	100.00	27.90	27.90	72.10	27.90
Lost Book Income	4,000.00	123.00	2,411.95	1,588.05	60.30
Book Sale Income	1,000.00	167.00	736.06	263.94	73.61
Interest Income - Savings	78,000.00	5,972.87	53,871.50	24,128.50	69.07
Ad Receipts/Levels	1,000.00	0.00	80.00	920.00	8.00
Programming Income	1,000.00	136.50	678.50	321.50	67.85
Refunds of Prior Year Expenses	0.00	0.00	400.00	(400.00)	0.00
Expense Recovery - Dbl / WC	0.00	0.00	7,697.35	(7,697.35)	0.00
Expense Recovery-Retirees Ins	11,000.00	1,958.45	12,004.55	(1,004.55)	109.13
Local Library Service Aid	14,000.00	0.00	14,867.00	(867.00)	106.19
Total Other Revenues	122,375.00	9,381.77	105,157.05	17,217.95	85.93
Total Revenues	10,314,362.00	1,274,005.15	5,245,413.63	5,068,948.37	50.86

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Unspent</u>	<u>% YTD / Bgt</u>
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EXPENDITURES

Salaries - FT

Salaries-FT-Admin-Dir Ofc	298,200.00	22,853.85	186,439.62	111,760.38	62.52
Salaries-FT-Admin-Youth Svcs	111,600.00	8,639.87	70,160.79	41,439.21	62.87
Salaries-FT-Support-Dir Ofc	144,100.00	6,885.63	55,543.04	88,556.96	38.54
Salaries-FT-Support-Prog/Pub	205,400.00	16,532.84	131,151.66	74,248.34	63.85
Salaries-FT-Support-Bus Ofc	203,600.00	16,995.63	137,642.33	65,957.67	67.60
Salaries-FT-Librarians-Ref	442,800.00	35,600.99	278,486.31	164,313.69	62.89
Salaries-FT-Librarians-AV	81,000.00	6,731.18	51,916.65	29,083.35	64.09
Salaries-FT-Librarians-Youth	280,400.00	23,551.27	177,504.08	102,895.92	63.30
Salaries-FT-Librarians-TS	229,800.00	13,162.06	134,167.46	95,632.54	58.38
Salaries-FT-Librarians-BrnchHd	242,500.00	19,836.97	156,202.67	86,297.33	64.41
Salaries-FT-Librarians-Pkvl	65,400.00	5,177.75	40,615.66	24,784.34	62.10
Salaries-FT-Librarians-Sta	129,000.00	8,571.10	45,539.38	83,460.62	35.30
Salaries-FT-Clerical-Circ	338,500.00	26,904.06	213,372.91	125,127.09	63.03
Salaries-FT-Clerical-AV	50,200.00	3,893.12	29,390.81	20,809.19	58.55
Salaries-FT-Clerical-Youth	84,400.00	6,276.93	53,033.50	31,366.50	62.84
Salaries-FT-Clerical-TS	135,700.00	9,959.03	70,321.18	65,378.82	51.82
Salaries-FT-Clerical-Lkvl	116,300.00	8,715.96	69,463.87	46,836.13	59.73
Salaries-FT-Clerical-Pkvl	50,500.00	3,883.96	31,917.81	18,582.19	63.20
Salaries-FT-Clerical-Sta	90,300.00	7,414.74	57,731.86	32,568.14	63.93
Salaries-FT-Network Techs-IT	73,900.00	5,625.37	45,799.39	28,100.61	61.97
Salaries-FT-Levels-Prof's	155,400.00	11,895.04	82,762.71	72,637.29	53.26
Salaries-FT-Maint-Custodians	259,300.00	22,663.35	162,849.24	96,450.76	62.80
Total FT Salaries	3,788,300.00	291,770.70	2,282,012.93	1,506,287.07	60.24

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Unspent</u>	<u>% YTD / Bgt</u>
<u>Salaries - PT</u>					
Salaries-PT-Librarians-Ref	195,600.00	17,481.85	149,961.89	45,638.11	76.67
Salaries-PT-Librarians-Youth	132,800.00	6,694.04	68,204.22	64,595.78	51.36
Salaries-PT-Librarians-Pkvl	61,800.00	4,315.83	37,780.23	24,019.77	61.13
Salaries-PT-Librarians-Sta	23,800.00	0.00	0.00	23,800.00	0.00
Salaries-PT-Clerical-Ref	25,900.00	1,849.74	15,747.03	10,152.97	60.80
Salaries-PT-Clerical-Circ	196,400.00	8,644.50	73,491.68	122,908.32	37.42
Salaries-PT-Clerical-AV	2,000.00	0.00	197.92	1,802.08	9.90
Salaries-PT-Clerical-Youth	43,800.00	1,482.72	9,247.88	34,552.12	21.11
Salaries-PT-Clerical-Lkvl	28,800.00	3,561.96	26,821.70	1,978.30	93.13
Salaries-PT-Clerical-Pkvl	81,500.00	5,776.96	46,892.48	34,607.52	57.54
Salaries-PT-Clerical-Sta	67,800.00	4,329.53	31,059.11	36,740.89	45.81
Salaries-PT-Pages-Ref	2,925.00	0.00	0.00	2,925.00	0.00
Salaries-PT-Pages-Circ	20,050.00	1,423.54	12,207.94	7,842.06	60.89
Salaries-PT-Pages-Pkvl	2,100.00	0.00	0.00	2,100.00	0.00
Salaries-PT-Levels-Profls	87,100.00	6,904.66	63,751.32	23,348.68	73.19
Salaries-PT-Business Office	18,000.00	1,530.00	12,435.00	5,565.00	69.08
Total PT Salaries	990,375.00	63,995.33	547,798.40	442,576.60	55.31
Total Salary Expense	4,778,675.00	355,766.03	2,829,811.33	1,948,863.67	59.22
<u>Employee Benefits & Taxes</u>					
NYS ERS 44# F/T Pension Exp	483,377.00	0.00	483,770.00	(393.00)	100.08
NYS ERS 37# P/T Pension Exp	68,548.00	0.00	68,601.00	(53.00)	100.08
Social Security/Medicare	362,372.00	25,921.25	206,342.23	156,029.77	56.94
Workers' Compensation	30,231.00	1,640.00	27,342.50	2,888.50	90.45
NY State Unemployment	1,000.00	0.00	0.00	1,000.00	0.00
Disability Insurance	7,212.00	0.00	3,174.00	4,038.00	44.01
Group Health 39# Insurance	945,665.00	72,769.12	674,226.39	271,438.61	71.30
Retiree Health 37# Insurance	271,725.00	22,049.35	197,515.18	74,209.82	72.69
Group Dental 43# Insurance	15,151.00	1,309.00	13,154.48	1,996.52	86.82
Group Vision Insurance	0.00	10.29	464.61	(464.61)	0.00
Group Vol. Life / Legal	0.00	0.18	34.22	(34.22)	0.00
Medicare 32# Reimbursements	116,661.00	28,575.90	84,291.20	32,369.80	72.25
Total Benefits & Taxes	2,301,942.00	152,275.09	1,758,915.81	543,026.19	76.41
Total Personnel Expenses	7,080,617.00	508,041.12	4,588,727.14	2,491,889.86	64.81

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Unspent</u>	<u>% YTD / Bgt</u>
<u>Library Materials & Programs</u>					
Books - Reference	5,000.00	405.97	4,639.61	360.39	92.79
Books - Children's	85,000.00	4,031.15	44,593.30	40,406.70	52.46
Books - Legacy	1,000.00	0.00	412.02	587.98	41.20
Books - Adult	140,000.00	7,101.00	81,667.07	58,332.93	58.33
Databases - Reference	95,000.00	0.00	88,867.39	6,132.61	93.54
E-Books - Reference	27,500.00	2,347.20	18,945.00	8,555.00	68.89
Recordings, Audio - A/V	15,000.00	1,082.37	7,249.46	7,750.54	48.33
Recordings, Video - A/V	30,000.00	1,083.74	8,790.59	21,209.41	29.30
eBooks/eAudiobooks - A/V	115,000.00	31,795.60	87,000.88	27,999.12	75.65
Periodicals - Reference	24,000.00	180.00	25,490.40	(1,490.40)	106.21
Newspapers - Reference	31,000.00	100.40	12,784.95	18,215.05	41.24
Newspapers/Microfilm-Referenc	1,200.00	0.00	528.85	671.15	44.07
Database Services - Tech Svcs	24,000.00	715.85	23,829.53	170.47	99.29
Internet Service Provider	17,100.00	1,471.40	10,813.13	6,286.87	63.23
Computer Software	59,490.00	1,858.39	49,601.03	9,888.97	83.38
Bookbinding - Reference	3,200.00	0.00	527.54	2,672.46	16.49
A/V Rentals - A/V	2,500.00	0.00	2,026.75	473.25	81.07
Library Supplies	19,000.00	24.89	2,834.28	16,165.72	14.92
NLS Delivery Service Fee	48,065.00	24,215.00	48,065.00	0.00	100.00
Programming, Adult - Pub/Prog	77,500.00	6,640.89	49,844.60	27,655.40	64.32
Programming - Children's	106,600.00	2,025.81	59,821.00	46,779.00	56.12
Programming, Levels	20,000.00	916.19	10,451.90	9,548.10	52.26
Programming, Jr. Levels	8,000.00	250.00	5,600.05	2,399.95	70.00
Programming, Lakeville	1,500.00	229.31	824.78	675.22	54.99
Programming, Parkville	1,500.00	593.37	1,518.28	(18.28)	101.22
Programming, Station	1,500.00	590.54	984.94	515.06	65.66
Programming, STEM Lab	6,000.00	680.56	3,279.91	2,720.09	54.67
Programming, YA	7,000.00	1,150.00	5,033.52	1,966.48	71.91
Programming, SAT/ACT Prep (	3,000.00	0.00	750.00	2,250.00	25.00
Programming, Library of Things	5,000.00	114.80	1,642.37	3,357.63	32.85
Total Materials & Programs	980,655.00	89,604.43	658,418.13	322,236.87	67.14

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Unspent</u>	<u>% YTD / Bgt</u>
<u>Administrative Expense</u>					
Office Supplies	11,000.00	987.71	4,968.70	6,031.30	45.17
Computer Supplies - PCs	16,000.00	111.86	13,982.81	2,017.19	87.39
eCommerce Fees	5,500.00	432.74	4,146.21	1,353.79	75.39
Misc Cash Under/(Over)	0.00	8.50	(12.50)	12.50	0.00
Miscellaneous Expense	100.00	0.00	450.00	(350.00)	450.00
Telephone	19,056.00	1,639.56	12,353.76	6,702.24	64.83
Postage	21,600.00	0.00	8,700.00	12,900.00	40.28
Freight & Delivery	400.00	17.22	69.07	330.93	17.27
Recruiting & Training Expense	13,250.00	0.00	1,814.00	11,436.00	13.69
Newsletter & Printing-Pub/Pro	22,000.00	1,501.86	12,927.97	9,072.03	58.76
Conference Fees & Expenses	11,150.00	1,529.81	3,072.31	8,077.69	27.55
Local Travel & Meetings	3,000.00	0.00	2,572.13	427.87	85.74
Collection Agency Fees	4,560.00	827.40	827.40	3,732.60	18.14
Audit Fees	20,500.00	17,800.00	17,985.00	2,515.00	87.73
Legal Fees - General Matters	15,000.00	7,636.10	72,975.76	(57,975.76)	486.51
Legal Fees - Negot'ns & Prsnl	10,000.00	2,700.47	7,402.96	2,597.04	74.03
Computer/Network Consultant	14,760.00	359.40	6,329.40	8,430.60	42.88
Payroll Processing	18,057.00	1,269.78	12,722.47	5,334.53	70.46
HR Consulting Fees	5,860.00	220.10	2,679.90	3,180.10	45.73
GASB75 Admin Fees	200.00	200.00	200.00	0.00	100.00
Board Election Expenses	11,870.00	0.00	13,662.97	(1,792.97)	115.11
Trustee Development	1,700.00	0.00	0.00	1,700.00	0.00
Membership Dues	5,400.00	0.00	2,724.00	2,676.00	50.44
Audio-Visual Maintenance	2,500.00	0.00	0.00	2,500.00	0.00
Office Equipmnt Rent & Repair	17,900.00	928.90	12,414.20	5,485.80	69.35
Computer Eqpmt Maint - PCs	1,600.00	0.00	785.00	815.00	49.06
Computer Eqpmt Maint - OPAC	147,300.00	0.00	147,154.92	145.08	99.90
Van, Gas & Oil	1,500.00	117.59	847.88	652.12	56.53
Van Maintenance	2,000.00	0.00	1,106.52	893.48	55.33
Total Administrative Expense	403,763.00	38,289.00	364,862.84	38,900.16	90.37

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Unspent</u>	<u>% YTD / Bgt</u>
<u>Building Occupancy</u>					
Electricity - Main	121,700.00	7,960.73	81,030.10	40,669.90	66.58
Electricity - Lkvl	8,700.00	1,469.33	6,079.26	2,620.74	69.88
Electricity - Pkvl	17,450.00	1,034.49	9,033.56	8,416.44	51.77
Electricity - Station	18,000.00	1,593.80	15,416.63	2,583.37	85.65
Gas - Main	19,000.00	3,949.56	7,970.97	11,029.03	41.95
Gas - Parkville	9,350.00	0.00	587.12	8,762.88	6.28
Gas - Station	10,500.00	1,933.92	4,623.14	5,876.86	44.03
Water	9,000.00	227.60	5,325.04	3,674.96	59.17
Sewer Tax	17,400.00	0.00	17,328.53	71.47	99.59
Custodial Supplies	19,000.00	2,865.38	13,455.46	5,544.54	70.82
Repairs & Maintenance	21,000.00	3,055.70	15,235.74	5,764.26	72.55
Cleaning Service - Lakeville	12,840.00	1,070.00	8,525.00	4,315.00	66.39
Cleaning Service - Parkville	15,060.00	1,690.00	13,415.00	1,645.00	89.08
Cleaning Service - Station	17,160.00	1,450.00	11,405.00	5,755.00	66.46
Cleaning Service - Main	61,920.00	5,224.00	41,203.00	20,717.00	66.54
Landscaping	10,865.00	500.00	7,491.00	3,374.00	68.95
Snow Removal	12,675.00	220.00	10,658.00	2,017.00	84.09
Service Contracts	128,835.00	18,312.02	90,102.61	38,732.39	69.94
Branch Rentals - Lakeville	95,454.00	13,462.30	76,730.55	18,723.45	80.38
Branch Rentals - Parkville	158,453.00	13,375.87	118,324.99	40,128.01	74.68
Branch Rentals - Station	263,797.00	19,640.91	198,171.42	65,625.58	75.12
Insurance, Prop/Liab	123,466.00	0.00	122,622.21	843.79	99.32
Total Building Occupancy	1,171,625.00	99,035.61	874,734.33	296,890.67	74.66

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Eight Months Ending February 28, 2025

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2024-25 Y-T-D</u>	<u>2024-25 Unspent</u>	<u>% YTD / Bgt</u>
<u>Furniture and Equipment</u>					
Equipment, Furniture & Fixture	4,400.00	0.00	1,180.35	3,219.65	26.83
Computer Hardware - PCs	3,800.00	0.00	0.00	3,800.00	0.00
Total Furniture and Eqpmt	8,200.00	0.00	1,180.35	7,019.65	14.39
<u>Debt Service</u>					
Debt Service Int and Principal	747,337.50	0.00	111,168.75	636,168.75	14.88
Debt Service Admin Fees	2,164.50	0.00	1,232.25	932.25	56.93
Total Debt Service	749,502.00	0.00	112,401.00	637,101.00	15.00
 Total General Operating Fund Appropriations	 10,394,362.00	 734,970.16	 6,600,323.79	 3,794,038.21	 63.50
<u>Budgeted Capital Transfers</u>					
Budget Transfer - LF	(80,000.00)	0.00	0.00	(80,000.00)	0.00
Total Tranfers Out	(80,000.00)	0.00	0.00	(80,000.00)	0.00
 Excess of Revenues over (under) Expenditures	 0.00	 539,034.99	 (1,354,910.16)	 1,354,910.16	 0.00
 <u>OTHER FINANCING SOURCES AND (USES)</u>					
Total Tranfers Out	0.00	0.00	0.00	0.00	0.00
 <u>Revenues over Expenditures and Transfers</u>					
Net Surplus (Deficit)	0.00	539,034.99	(1,354,910.16)	1,354,910.16	0.00

**GREAT NECK LIBRARY
Treasurer's Report**

Balance Sheet
February 28, 2025

GENERAL FUND

ASSETS

Cash

HSBC Payroll Acct *7319	\$ 24,519.18	
HSBC Operating Chk *7606	52,158.05	
HSBC Operating MMA *0566	2,453,231.82	
US Bank as Trustee - Debt Svc	741,754.81	
Petty Cash Fund - Operating	610.00	
Petty Cash Fund - Circulation	240.00	
Petty Cash Fund - Children	120.00	
Petty Cash Fund - Lkvl	50.00	
Petty Cash Fund - Pkvl	100.00	
Petty Cash Fund - Station	150.00	
Petty Cash Fund - Levels	250.00	
Petty Cash Fund - Bus Off	450.00	
Total Cash		3,273,633.86

Other Current Assets

Prepaid Insurance	41,014.29	
Prepaid Expenses - Other	8,855.37	
Due To/From Restricted Gift Fd	3,210.00	
Due To/From Main Bldg & SS Fd	111,322.19	
Total Other Current Assets		164,401.85

Total Current Assets		3,438,035.71
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Other Assets

Total Other Assets		0.00
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Total Assets	\$ 3,438,035.71
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**GREAT NECK LIBRARY
Treasurer's Report**

Balance Sheet
February 28, 2025

GENERAL FUND

LIABILITIES AND FUND BALANCES

Current Liabilities

Accrued Payroll Payable	\$ (168.56)
Accrued NYS Retirement	137,961.00
NYS ERS Deductions Payable	63.44
Deferred revenue	2,201.10
PFL payable	95.39
Accounts Payable - Vendor	24,215.00
Accounts Payable - Auditor	18,000.00

Total Current Liabilities	182,367.37
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	182,367.37
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Fund Balance

Fund Balance - Operating Fund	4,351,550.75
Nonspendable: Prepaids	196,350.19
Assigned: Open Encumbrances	62,677.56
Net Income	(1,354,910.16)

Total Fund Balance	3,255,668.34
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Total Liabilities & Fund Balance	\$ 3,438,035.71
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GNL: AUTOMATED LIBRARY FD
Income Statement
For the Eight Months Ending February 28, 2025

	Authorized	Current Month	Year to Date	%
Revenues				
Transfer In - Capital Budget	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Transfer In - GF Surplus	0.00	0.00	0.00	0.00
Interest Income-Savings	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Computer Hardware	0.00	0.00	0.00	0.00
Computer Software	0.00	0.00	0.00	0.00
Reimb/Expense-Auto Lib Fnd	0.00	0.00	0.00	0.00
Printing Kiosk/Scanners (TBS)	0.00	0.00	17,897.80	0.00
Computer Expense	0.00	0.00	0.00	0.00
RFID Expenses	0.00	0.00	0.00	0.00
Stem Lab Expenses	0.00	0.00	0.00	0.00
LILRC Expenses	0.00	0.00	0.00	0.00
Docuware expenses	0.00	0.00	0.00	0.00
Hotel/Motel Grant Expenses	0.00	0.00	0.00	0.00
CRP Grant	0.00	0.00	0.00	0.00
Software Expense	0.00	0.00	7,500.00	0.00
Total Expenses	0.00	0.00	25,397.80	0.00
Net Revenue (Expense)	\$ 0.00	\$ 0.00	\$ (25,397.80)	0.00

**Automated Library Fund
Balance Sheet
February 28, 2025**

ASSETS

Current Assets		
HSBC -ALF- MMA *6091	283,174.54	
Future Cash Commitments (below)	<u>(53,693.40)</u>	
Total Current Assets		229,481.14
Total Assets		\$ 229,481.14

LIABILITIES AND FUND BALANCE

Fund Balance		
Opening Fund Balance	\$ 308,572.34	
Future Commitments (Encumbrances):		
TBS - mobile printing / Kiosks (\$	31,757.40)	
TBS - scanners (\$	<u>21,936.00)</u>	
Ending Fund Balance	254,878.94	
Net Income (loss)	<u>(25,397.80)</u>	
AVAILABLE FUND BALANCE		229,481.14
Total Liabilities & Fund Balance		\$ 229,481.14

Unaudited - For Management Purposes Only

GNL: LANDSCAPING FUND
Income Statement
For the Eight Months Ending February 28, 2025

	Current Month	Year to Date
Revenues		
Total Revenues	<u>0.00</u>	<u>0.00</u>
Expenses		
Tfr to MBSS - 24/25	\$ <u>0.00</u>	\$ <u>500,000.00</u>
Total Expenses	<u>0.00</u>	<u>500,000.00</u>
Net Income	\$ <u><u>0.00</u></u>	\$ <u><u>(500,000.00)</u></u>



Landscaping Fund
Balance Sheet
February 28, 2025

ASSETS

Current Assets

HSBC -LF- MMA *6091	\$	1,340,907.49
Future Cash Commitments (below)		<u>(119,100.00)</u>

Total Current Assets		1,221,807.49
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Total Assets	\$	<u>1,221,807.49</u>
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LIABILITIES AND FUND BALANCE

Fund Balance

Fund Bal-Unrestr Hyde Bequest	\$	655,259.40
Opening Fund Balance		1,185,648.09
Future Commitments (Encumbrances):		
Rockwell (GC)		(112,500.00)
Northcoast Civil (Civil Engineer)		<u>(6,600.00)</u>

Ending Fund Balance		1,721,807.49
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Net Income (loss)		<u>(500,000.00)</u>
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AVAILABLE FUND BALANCE		<u>1,221,807.49</u>
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Total Liabilities & Fund Balance	\$	<u>1,221,807.49</u>
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Unaudited - For Management Purposes Only

GNL: BRANCH & SPCL SVCS FD
Income Statement
For the Eight Months Ending February 28, 2025

	<u>Authorized</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>%</u>
Revenues				
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
Lakeville Branch Expenses				
Parkville Branch Expenses				
Space Planner - Parkville	\$ 0.00	\$ 0.00	\$ 7,256.99	0.00
Station Branch Expenses				
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>7,256.99</u>	0.00
Net Revenue (Expense)	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (7,256.99)</u>	0.00



Branch and Special Services Fund
Balance Sheet
February 28, 2025

ASSETS

Current Assets		
HSBC - BSSF - MMA *6091	63,439.62	
Future Cash Commitments (below)	<u>27,929.00</u>	
Total Current Assets		91,368.62
Total Assets		\$ 91,368.62

LIABILITIES AND FUND BALANCE

Fund Balance		
Opening Fund Balance	\$ 70,696.61	
Future Commitments (Encumbrances):		
<u>Parkville</u>		
Balance of NYSED grant (remaining 10% to be received)	\$ 27,929.00	
	<u>-</u>	
Ending Fund Balance	98,625.61	
Net Income (loss)	<u>(7,256.99)</u>	
AVAILABLE FUND BALANCE		91,368.62
Total Liabilities & Fund Balance		\$ 91,368.62

Unaudited - For Management Purposes Only



GNL: MAIN BUILDING & SPCL SVCS FUND
Income Statement
For the Eight Months Ending February 28, 2025

	Current Month	Year to Date
Revenues		
Tfr from LF - 24/25	\$ 0.00	\$ 500,000.00
Total Revenues	0.00	500,000.00
Expenses		
Expense-Main Bldg & SS	0.00	4,217.13
Various CAPEX expenses	0.00	3,125.00
-CM/GC Fees	40,142.04	292,043.49
Engineering Fees	31,322.53	131,033.46
Legal Fees	10,660.03	29,092.54
_Library Movers/Storage(07/14)	(300.00)	550.00
_Permits (05/15)	17,281.59	17,281.59
Total Expenses	99,106.19	477,343.21
Net Income	\$ (99,106.19)	\$ 22,656.79

Main Building and Special Services Fund
Balance Sheet
February 28, 2025

ASSETS

Current Assets

HSBC -MBSSF- MMA *6091	\$	1,335,881.50
Due To/From General Fund		(111,322.19)
Future Cash Commitments (below)		<u>(2,423,149.66)</u>

Total Current Assets **(1,198,590.35)**

Total Assets **(\$ 1,198,590.35)**

LIABILITIES AND FUND BALANCE

Accounts Payable \$ -

Fund Balance

Opening Fund Balance \$ 1,201,902.52

Future Commitments (Encumbrances):

Barrett Roofs Inc. (roof replacement) (\$	745,000.00)
Municipal Testing Laboratory Inc. (test & inspect soil, concrete) (\$	10,730.00)
Pav-Lak (stair and retaining wall replacement) \$	(551,200.00)
SIBA (MEP/HVAC work at Main) (\$	986,000.00)
Milcon Construction Corp (\$	43,620.25)
NY Container and Trailer Co. \$	0.00
H2M Architects and Engineers (Retaining wall/lower level stairs) (\$	32,714.24)
H2M Architects and Engineers (roof replacement design and bid) (\$	3,643.50)
H2M Architects and Engineers (retaining wall testing)	(5,074.00)
H2M Architects and Engineers (alternate)	(1,214.50)
H2M Architects and Engineers (Rebid)(1)	(7,500.00)
H2M Architects and Engineers(1)	<u>(36,453.17)</u>

Ending Fund Balance (1,221,247.14)

Net Income (loss) 22,656.79

AVAILABLE FUND BALANCE **(1,198,590.35)**

Total Liabilities & Fund Balance **(\$ 1,198,590.35)**

Unaudited - For Management Purposes Only



GNL: RESTRICTED GIFT FD
Income Statement
For the Eight Months Ending February 28, 2025

	Current Month	Year to Date
Revenues		
Int Income-Carter Fund-Restr.	\$ 5,354.18	\$ 62,281.31
Total Revenues	5,354.18	62,281.31
Expenses - Carter Restr Fund	3,210.00	11,426.00
Expenses - Local History Fund	0.00	323.64
Total Expenses	3,210.00	11,749.64
Net Income	\$ 2,144.18	\$ 50,531.67

GNL: RESTRICTED GIFT FD

Balance Sheet

February 28, 2025

ASSETS

Current Assets

HSBC -RGF- MMA *6091	\$	289,797.22
Due To/From Operating Fund		(3,210.00)

Total Current Assets		286,587.22
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Total Assets	\$	286,587.22
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LIABILITIES AND FUND BALANCE

Fund Balance

Fund Balance - Amrhein Fund	\$	2,375.20
Fund Balance - Carter Restr Fd		225,603.42
Fund Balance - Local History		8,076.93
Net Income		50,531.67

AVAILABLE FUND BALANCE		286,587.22
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Total Liabilities & Fund Balance	\$	286,587.22
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GNL: CONSTRUCTION (DASNY BOND) FUND
Income Statement
For the Eight Months Ending February 28, 2025

	Current Month	Year to Date
Revenues		
Investment Income	\$ 1,474.05	\$ 14,911.65
Total Revenues	1,474.05	14,911.65
Expenses		
Total Expenses	0.00	0.00
Net Income	\$ 1,474.05	\$ 14,911.65



GNL: CONSTRUCTION (DASNY BOND) FUND**Balance Sheet**

February 28, 2025

ASSETS

Current Assets

Construction - US Bank *4001 \$ 465,490.07

Total Current Assets 465,490.07**Total Assets** \$ 465,490.07**LIABILITIES AND FUND BALANCE**

Current Liabilities

5% Retainage Payable \$ 273,908.50

Total Current Liabilities 273,908.50**Total Liabilities** 273,908.50**Fund Balance**

Opening Fund Balance 176,669.92

Net Income 14,911.65

Current Fund Balance 191,581.57**Total Liabilities & Fund Balance** \$ 465,490.07

GNL: BOND RETIREMENT FUND
Income Statement
For the Eight Months Ending February 28, 2025

	Current Month	Year to Date
Revenues		
Interest Income - CD	\$ 14,039.98	\$ 127,364.79
Total Revenues	<u>14,039.98</u>	<u>127,364.79</u>
 Expenses		
Total Expenses	<u>0.00</u>	<u>0.00</u>
Net Income	<u>\$ 14,039.98</u>	<u>\$ 127,364.79</u>

GNL: BOND RETIREMENT FUND

Balance Sheet

February 28, 2025

ASSETS

Current Assets		
HSBC - BRF - CD *3411	\$	4,487,176.48
Total Current Assets		4,487,176.48
Total Assets	\$	4,487,176.48

LIABILITIES AND FUND BALANCE

Fund Balance		
Opening Fund Balance	\$	4,359,811.69
Net Income		127,364.79
Current Fund Balance		4,487,176.48
Total Liabilities & Fund Balance	\$	4,487,176.48

GREAT NECK LIBRARY**Check Register****For the Period From Feb 17, 2025 to Mar 4, 2025**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
64854	2/18/25	Metropolitan Life Insurance Company	1221-000	3,905.89
64705V	2/24/25	MC Kinetics LLC	1221-000	-300.00
64750V	2/24/25	Michael Cuomo dba The Traditions	1221-000	-850.00
491210-250302	3/4/25	OPTIMUM	1221-000	249.45
8-772-75611	3/4/25	FEDEX	1221-000	21.84
1/10-2/10/25	3/4/25	National Grid	1221-000	2,416.58
1/14-2/10/25	3/4/25	National Grid	1221-000	3,497.46
1/21-2/19/25	3/4/25	PSEGLI	1221-000	913.18
1/16-2/14/25	3/4/25	PSEGLI	1221-000	1,430.62
1/17-2/18/25	3/4/25	PSEGLI	1221-000	1,672.32
2/16-3/15/25	3/4/25	Verizon	1221-000	299.00
2/10-3/9/25	3/4/25	Verizon	1221-000	54.65
1929-2503	3/4/25	Verizon	1221-000	87.40
4917-2503	3/4/25	Verizon	1221-000	131.49
7863-2503	3/4/25	Verizon	1221-000	82.97
2/22-3/21/25	3/4/25	VERIZON - 955617959000155	1221-000	109.99
Total				13,722.84

GREAT NECK LIBRARY
Cash Disbursements Journal

For the Period From Feb 17, 2025 to Mar 4, 2025

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
2/18/25	64854	9065-000	Group Dental 43# Insurance	Invoice: 20250301	3,468.20	
		9066-000	Group Vision Insurance	Invoice: 20250301	382.29	
		9067-000	Group Vol. Life / Legal	Invoice: 20250301	55.40	
		1221-000	HSBC Operating Chk *7606	Metropolitan Life Insurance Company		3,905.89
2/24/25	64705V	4342-106	Programming - Children's	Invoice: PGM 2/19,2/20 '25		300.00
		1221-000	HSBC Operating Chk *7606	MC Kinetics LLC	300.00	
2/24/25	64750V	4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 2/23/25		850.00
		1221-000	HSBC Operating Chk *7606	Michael Cuomo dba The Traditions	850.00	
3/4/25	1/10-2/10/25	4502-113	Gas - Station	152410	2,416.58	
		1221-000	HSBC Operating Chk *7606	National Grid		2,416.58
3/4/25	1/14-2/10/25	4502-000	Gas - Main	844692	3,497.46	
		1221-000	HSBC Operating Chk *7606	National Grid		3,497.46
3/4/25	1/16-2/14/25	4501-111	Electricity - Lkvl	938570	1,430.62	
		1221-000	HSBC Operating Chk *7606	PSEGLI		1,430.62
3/4/25	1/17-2/18/25	4501-113	Electricity - Station	894853	1,672.32	
		1221-000	HSBC Operating Chk *7606	PSEGLI		1,672.32
3/4/25	1/21-2/19/25	4501-112	Electricity - Pkvl	023453	913.18	
		1221-000	HSBC Operating Chk *7606	PSEGLI		913.18
3/4/25	1929-2503	4310-000	Telephone	V808885	87.40	
		1221-000	HSBC Operating Chk *7606	Verizon		87.40
3/4/25	2/10-3/9/25	4310-000	Telephone	V808793	54.65	
		1221-000	HSBC Operating Chk *7606	Verizon		54.65
3/4/25	2/16-3/15/25	4140-000	Internet Service Provider	V809109	299.00	
		1221-000	HSBC Operating Chk *7606	Verizon		299.00
3/4/25	2/22-3/21/25	4140-000	Internet Service Provider	V809315	109.99	
		1221-000	HSBC Operating Chk *7606	VERIZON - 955617959000155		109.99
3/4/25	491210-25030	4140-000	Internet Service Provider	965213418	249.45	
		1221-000	HSBC Operating Chk *7606	OPTIMUM		249.45
3/4/25	4917-2503	4310-000	Telephone	V809225	131.49	
		1221-000	HSBC Operating Chk *7606	Verizon		131.49
3/4/25	7863-2503	4310-000	Telephone	V808985	82.97	
		1221-000	HSBC Operating Chk *7606	Verizon		82.97
3/4/25	8-772-75611	4331-000	Freight & Delivery	34353719	21.84	
		1221-000	HSBC Operating Chk *7606	FEDEX		21.84
Total					16,022.84	16,022.84

GREAT NECK LIBRARY**Warrant****For the Period From Mar 5, 2025 to Mar 9, 2025**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
250304	3/7/25	HSBC	1221-000	2,190.82
64855	3/7/25	ABC Corporate Training, Inc	1221-000	600.00
64856	3/7/25	Amazon Capital Services Inc	1221-000	2,115.28
64857	3/7/25	VOID	1221-000	
64858	3/7/25	Arthur M Lewis Band Insts. Inc	1221-000	800.00
64859	3/7/25	A Time For Kids, Inc.	1221-000	1,600.00
64860	3/7/25	A Time For Kids, Inc.	1221-000	200.00
64861	3/7/25	Ari Bisk	1221-000	390.00
64862	3/7/25	Body Dynamics, Inc.	1221-000	840.00
64863	3/7/25	Board of Regents	1221-000	15.00
64864	3/7/25	BP	1221-000	104.48
64865	3/7/25	Brodart Co.	1221-000	289.14
64866	3/7/25	Buffalo and Erie County Public Library	1221-000	32.00
64867	3/7/25	Carolyn Carpentiere	1221-000	960.00
64868	3/7/25	Nicola Ciotta	1221-000	875.00
64869	3/7/25	Sarah Clarke	1221-000	387.00
64870	3/7/25	Cleaning Systems	1221-000	1,147.01
64871	3/7/25	Children's Museum of Manhattan	1221-000	400.00
64872	3/7/25	Cornell Cooperative Extension of Nassa	1221-000	225.00
64873	3/7/25	Cradle of Aviation Museum	1221-000	400.00
64874	3/7/25	Demco Inc	1221-000	355.91
64875	3/7/25	Brooke Di Spirito	1221-000	100.00
64876	3/7/25	Ed Ferry Mechanical Corp.	1221-000	900.00
64877	3/7/25	Franklin Square Library	1221-000	4.99
64878	3/7/25	Valerie Franco	1221-000	350.00
64879	3/7/25	First Step Athletics	1221-000	280.00
64880	3/7/25	First Step Athletics	1221-000	140.00
64881	3/7/25	FUN EXPRESS, LLC	1221-000	154.55

GREAT NECK LIBRARY**Warrant****For the Period From Mar 5, 2025 to Mar 9, 2025**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
64882	3/7/25	Gale	1221-000	1,895.40
64883	3/7/25	Galvin Bros., Inc	1221-000	220.00
64884	3/7/25	Great Neck Union Free School District	1221-000	189.05
64885	3/7/25	Hicksville Window Cleaning Co Inc	1221-000	175.00
64886	3/7/25	Gold Coast Arts Center	1221-000	400.00
64887	3/7/25	Richard Gottesman	1221-000	300.00
64888	3/7/25	GovConnection, Inc.	1221-000	582.08
64889	3/7/25	Ronald Gross	1221-000	100.00
64890	3/7/25	Ronald Gross	1221-000	100.00
64891	3/7/25	Great South Bay Dance LLC	1221-000	1,375.00
64892	3/7/25	Global Telecom Supply	1221-000	308.00
64893	3/7/25	H2M architects+engineers	1221-000	7,040.00
64894	3/7/25	HF Group LLC	1221-000	285.21
64895	3/7/25	Home Depot Credit Services	1221-000	92.97
64896	3/7/25	Island Elevator Services	1221-000	387.00
64897	3/7/25	118 Solutions LLC	1221-000	8,888.90
64898	3/7/25	Jaspan Schlesinger LLP.	1221-000	16,904.09
64899	3/7/25	Kanopy, Inc	1221-000	654.00
64900	3/7/25	Key Star Locksmith Corp	1221-000	195.00
64901	3/7/25	Adam King	1221-000	175.00
64902	3/7/25	Matt B Klein	1221-000	200.00
64903	3/7/25	Konica Minolta Premier Finance	1221-000	558.90
64904	3/7/25	Julie Lam-Leong	1221-000	300.00
64905	3/7/25	Julie Lam-Leong	1221-000	600.00
64906	3/7/25	Debra LaMountain	1221-000	1,350.00
64907	3/7/25	Marla Siegel d/b/a Marla Matthews	1221-000	175.00
64908	3/7/25	Marie E Terranova	1221-000	217.47
64909	3/7/25	Midwest Tape, LLC	1221-000	3,394.63

GREAT NECK LIBRARY

Warrant

For the Period From Mar 5, 2025 to Mar 9, 2025

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
64910	3/7/25	Milcon Construction Corp	1221-000	43,620.25
64911	3/7/25	New England Micrographics, Inc	1221-000	327.66
64912	3/7/25	Nexus Sports Ventures Inc	1221-000	800.00
64913	3/7/25	NYS Employees' Health Ins. Pending A	1221-000	109,554.60
64914	3/7/25	Oriental Culture Enterprises Co., Inc.	1221-000	838.44
64915	3/7/25	Orkin	1221-000	627.99
64916	3/7/25	OSI Technologies, Inc	1221-000	995.00
64917	3/7/25	OverDrive, Inc	1221-000	745.48
64918	3/7/25	Old Westbury Gardens	1221-000	450.00
64919	3/7/25	Port Washington Newspaper Delivery	1221-000	1,912.17
64920	3/7/25	Port Washington Newspaper	1221-000	1,702.17
64921	3/7/25	Port Washington Newspaper	1221-000	1,417.17
64922	3/7/25	Port Washington Newspaper	1221-000	1,598.37
64923	3/7/25	Culligan Quench	1221-000	255.00
64924	3/7/25	Robert G Scott	1221-000	299.00
64925	3/7/25	SECURITY USA, INC	1221-000	812.56
64926	3/7/25	Melinda Space	1221-000	400.00
64927	3/7/25	Staples Contract & Commercial LLC	1221-000	571.59
64928	3/7/25	Sunrise Theatre Company LLC	1221-000	875.00
64929	3/7/25	The Frick Collection Museum	1221-000	200.00
64930	3/7/25	Kathryn Thumhart	1221-000	800.00
64931	3/7/25	Tiny Songbirds LLC	1221-000	250.00
64932	3/7/25	T-MOBILE	1221-000	114.80
64933	3/7/25	Uline	1221-000	367.41
64934	3/7/25	Unique Management Services, Inc.	1221-000	236.40
64935	3/7/25	Urban Stages	1221-000	500.00
64936	3/7/25	Anna Vaurynovich	1221-000	15.00
64937	3/7/25	WageWorks, Inc.	1221-000	160.25

GREAT NECK LIBRARY**Warrant****For the Period From Mar 5, 2025 to Mar 9, 2025**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
64938	3/7/25	Water Authority of Great Neck North	1221-000	216.72
64939	3/7/25	Winters Bros. Hauling of LI, LLC	1221-000	543.70
64940	3/7/25	Nicole Winzelberg	1221-000	400.00
64941	3/7/25	Nicole Winzelberg	1221-000	200.00
64942	3/7/25	Xerox Financial Services	1221-000	938.00
64943	3/7/25	Weihong Yan	1221-000	16.00
64944	3/7/25	Yixin Yuan	1221-000	600.00
64945	3/7/25	ZacMel Graphics LLC	1221-000	2,911.66
64946	3/7/25	Baker & Taylor	1221-000	92.73
64947	3/7/25	Baker & Taylor	1221-000	2,721.62
64948	3/7/25	Baker & Taylor	1221-000	1,175.06
64949	3/7/25	Baker & Taylor LLC	1221-000	2,010.37
64950	3/7/25	Baker & Taylor, - Lockbox 510486	1221-000	1,747.14
64951	3/7/25	Ingram Library Services	1221-000	4,537.78
64952	3/7/25	VOID	1221-000	
64953	3/7/25	VOID	1221-000	
64954	3/7/25	VOID	1221-000	
64955	3/7/25	VOID	1221-000	
64956	3/7/25	VOID	1221-000	
64957	3/7/25	Midwest Tape	1221-000	1,635.36
64958	3/7/25	VOID	1221-000	
64959	3/7/25	Great Neck Union Free School	1221-000	13,375.87
64960	3/7/25	KK GREAT NECK 2470, LLC	1221-000	19,640.91
64961	3/7/25	Plymouth Realty LLC	1221-000	7,678.27
64962	3/7/25	Postmaster	1221-000	2,000.00
Total				295,806.38

GREAT NECK LIBRARY
GNL WARRANT w/GL Description
For the Period From Mar 5, 2025 to Mar 9, 2025

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
3/7/25	250304	4343-116	Programming, Levels	RITE AID GN	60.00	
		4150-114	Computer Software	AATRIX SOFTWARE	18.46	
				GA		
		4340-109	Newsletter & Printing-Pub/Pro	MAILCHIMP	85.00	
		4343-116	Programming, Levels	AMAZON.COM		60.00
		4150-114	Computer Software	DNSFILTER.COM	54.31	
		4375-500	HR Consulting Fees	SENTRYLINK	19.95	
		4525-115	Service Contracts	FTSGPS.COM	13.94	
		1607-000	Due To/From Main Bldg & SS	4TE*NORTH	391.21	
				HEMPSTEAD DE		
		4343-116	Programming, Levels	DOLLARTREE	67.30	
		4301-000	Library Supplies	THERMPRINT	56.56	
		1602-000	Due To/From Restricted Gift F	OTTER.AI	99.99	
		4101-108	Books - Adult	MESORAH	305.24	
				PUBLICATIONS		
		4343-116	Programming, Levels	MUSIC THEATRE INTL	400.00	
		4520-115	Repairs & Maintenance	STATE SUPPLY	625.76	
				COMPANY		
		4301-000	Library Supplies	THE WEBSTaurant	53.10	
				STORE		
		1221-000	HSBC Operating Chk *7606	HSBC		2,190.82
3/7/25	64855	4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 3/10-4/21	600.00	
				'25		
		1221-000	HSBC Operating Chk *7606	ABC Corporate Training, Inc		600.00
3/7/25	64856	4341-109	Programming, Adult - Pub/Prog	Invoice: 02/24/25-FLRF	56.99	
		4101-107	Books - Legacy	Invoice: 02/18/25-KR69	58.68	
		4341-109	Programming, Adult - Pub/Prog	Invoice: 02/13/25-CN4Y	86.97	
		4343-116	Programming, Levels	Invoice: 02/18/25-KGXR	43.60	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	12.99	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	10.99	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	26.72	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	11.99	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	25.88	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	7.83	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	7.99	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	4.99	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW	8.99	
		4348-000	Programming, Library of Thing	Invoice: 02/28/25-XKJW	16.95	
		4301-000	Library Supplies	Invoice: 02/28/25-XKJW	40.69	
		4301-000	Library Supplies	Invoice: 02/28/25-XKJW	20.99	
		4342-106	Programming - Children's	Invoice: 02/28/25-XKJW		0.80
		4343-116	Programming, Levels	Invoice: 02/24/25-YGMR	308.96	
		4302-000	Office Supplies	Invoice: 02/13/25-GHNV	82.12	
		4302-000	Office Supplies	Invoice: 02/13/25-GHNV	24.99	
		4302-000	Office Supplies	Invoice: 02/13/25-GHNV	6.99	
		4170-105	A/V Rentals - A/V	Invoice: 02/14/25-NXWY	70.89	
		4345-114	Programming, STEM Lab	Invoice: 02/24/25-7CMH	67.07	
		4302-000	Office Supplies	Invoice: 02/28/25-R37M	139.04	
		4341-109	Programming, Adult - Pub/Prog	Invoice: 02/18/25-KLJP	59.97	
		4341-109	Programming, Adult - Pub/Prog	Invoice: 02/18/25-KLJP	6.85	
		4341-109	Programming, Adult - Pub/Prog	Invoice: 02/18/25-KLJP	11.99	
		4301-000	Library Supplies	Invoice: 02/18/25-KLJP	5.99	
		4343-116	Programming, Levels	Invoice: 02/12/25-37DM	405.23	
		4101-108	Books - Adult	Invoice: 02/18/25-JNDP	40.00	
		4101-108	Books - Adult	Invoice: 02/27/25-K1YP	12.91	
		4101-108	Books - Adult	Invoice: 02/24/25-YM63	37.55	
		4101-107	Books - Legacy	Invoice: 02/14/25-Q9MX	96.48	
		1602-000	Due To/From Restricted Gift F	Invoice: 02/13/25-G17H	54.97	
		4101-108	Books - Adult	Invoice: 02/18/25-NG39	101.05	
		4342-106	Programming - Children's	Invoice: 03/01/25-6LK3	33.98	
		4342-106	Programming - Children's	Invoice: 03/01/25-6LK3	39.98	
		4342-106	Programming - Children's	Invoice: 03/01/25-6LK3	29.94	
		4341-109	Programming, Adult - Pub/Prog	Invoice: 03/03/25-9Q3J	35.89	
		1221-000	HSBC Operating Chk *7606	Amazon Capital Services, Inc		2,115.28

GREAT NECK LIBRARY
GNL WARRANT w/GL Description
For the Period From Mar 5, 2025 to Mar 9, 2025

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
3/7/25	64857	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64858	4341-109	Programming, Adult - Pub/Prog	Invoice: 2329-A, PGM 4/6/25	800.00	
		1221-000	HSBC Operating Chk *7606	Arthur M Lewis Band Insts. Inc		800.00
3/7/25	64859	4342-106	Programming - Children's	Invoice: PGM 3/5-3/26 '25	800.00	
		4342-106	Programming - Children's	Invoice: PGM 3/5-3/26 '25	800.00	
		1221-000	HSBC Operating Chk *7606	A Time For Kids, Inc.		1,600.00
3/7/25	64860	4342-106	Programming - Children's	Invoice: PGM 4/9/25L	200.00	
		1221-000	HSBC Operating Chk *7606	A Time For Kids, Inc.		200.00
3/7/25	64861	4342-106	Programming - Children's	Invoice: PGM 4/3,4/10 '25	390.00	
		1221-000	HSBC Operating Chk *7606	Ari Bisk		390.00
3/7/25	64862	4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 3/6-3/31 '25	360.00	
		4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 3/6-3/31 '25	480.00	
		1221-000	HSBC Operating Chk *7606	Body Dynamics, Inc.		840.00
3/7/25	64863	3470	Lost Book Income	Invoice: INV# 228801070	15.00	
		1221-000	HSBC Operating Chk *7606	Board of Regents		15.00
3/7/25	64864	4715-115	Van, Gas & Oil	Invoice: 68058214	104.48	
		1221-000	HSBC Operating Chk *7606	BP		104.48
3/7/25	64865	4101-106	Books - Children's	Invoice: B6937976	156.21	
		4101-108	Books - Adult	Invoice: B6940701	132.93	
		1221-000	HSBC Operating Chk *7606	Brodart Co.		289.14
3/7/25	64866	3470	Lost Book Income	Invoice: INV# ILL250002	32.00	
		1221-000	HSBC Operating Chk *7606	Buffalo and Erie County Public Library		32.00
3/7/25	64867	4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 3/5-3/26 '25	480.00	
		4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 3/5-3/26 '25	480.00	
		1221-000	HSBC Operating Chk *7606	Carolyn Carpentiere		960.00
3/7/25	64868	4342-106	Programming - Children's	Invoice: PGM 4/1-4/22 '25	875.00	
		1221-000	HSBC Operating Chk *7606	Nicola Ciotta		875.00
3/7/25	64869	4350-000	Conference Fees & Expenses	Invoice: 6/26-6/30/25	387.00	
		1221-000	HSBC Operating Chk *7606	ALA Ann Sarah Clarke		387.00
3/7/25	64870	4510-115	Custodial Supplies	Invoice: 614270A	99.99	
		4510-115	Custodial Supplies	Invoice: 615154	928.28	
		4510-115	Custodial Supplies	Invoice: 615154A	118.74	
		1221-000	HSBC Operating Chk *7606	Cleaning Systems		1,147.01
3/7/25	64871	1602-000	Due To/From Restricted Gift F	Invoice: Membership 2025	400.00	
		1221-000	HSBC Operating Chk *7606	Children's Museum of Manhattan		400.00
3/7/25	64872	4346-102	Programming, YA	Invoice: PGM 4/16/25	225.00	
		1221-000	HSBC Operating Chk *7606	Cornell Cooperative Extension of Nassau		225.00
3/7/25	64873	4342-106	Programming - Children's	Invoice: PGM 4/17/25S	400.00	
		1221-000	HSBC Operating Chk *7606	Cradle of Aviation Museum		400.00
3/7/25	64874	4301-000	Library Supplies	Invoice: 7610181	327.95	
		4301-000	Library Supplies	Invoice: 7610181	27.96	
		1221-000	HSBC Operating Chk *7606	Demco Inc		355.91
3/7/25	64875	4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 4/6/25	100.00	
		1221-000	HSBC Operating Chk *7606	Brooke Di Spirito		100.00

GREAT NECK LIBRARY
GNL WARRANT w/GL Description
For the Period From Mar 5, 2025 to Mar 9, 2025

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

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3/7/25	64876	4525-115 1221-000	Service Contracts HSBC Operating Chk *7606	Invoice: 20661 Ed Ferry Mechanical Corp.	900.00	900.00
3/7/25	64877	3470 1221-000	Lost Book Income HSBC Operating Chk *7606	Invoice: P11687484 Franklin Square Library	4.99	4.99
3/7/25	64878	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 3/24/25 Valerie Franco	350.00	350.00
3/7/25	64879	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 3/7-3/28 '25 First Step Athletics	280.00	280.00
3/7/25	64880	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 4/4,4/11 '25 First Step Athletics	140.00	140.00
3/7/25	64881	4342-106 4342-106 4342-106 4342-106 4342-106 4342-106 1221-000	Programming - Children's Programming - Children's Programming - Children's Programming - Children's Programming - Children's Programming - Children's HSBC Operating Chk *7606	Invoice: 73612758701 Invoice: 73612758701 Invoice: 73612758701 Invoice: 73612758701 Invoice: 73612758701 Invoice: 73612758701 FUN EXPRESS, LLC	35.99 19.98 65.94 7.46 8.99 16.19	154.55
3/7/25	64882	4103-102 1221-000	E-Books - Reference HSBC Operating Chk *7606	Invoice: 86930164 Gale	1,895.40	1,895.40
3/7/25	64883	4524-115 1221-000	Snow Removal HSBC Operating Chk *7606	Invoice: 4131 Galvin Bros., Inc	220.00	220.00
3/7/25	64884	4502-112 1221-000	Gas - Parkville HSBC Operating Chk *7606	Invoice: 596-25A Great Neck Union Free School District	189.05	189.05
3/7/25	64885	4522-112 4522-111 4522-113 1221-000	Cleaning Service - Parkville Cleaning Service - Lakeville Cleaning Service - Station HSBC Operating Chk *7606	Invoice: 10136 Invoice: 10137 Invoice: 10138 Hicksville Window Cleaning Co Inc	105.00 35.00 35.00	175.00
3/7/25	64886	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: GNL25FH- PGM 3/24 Gold Coast Arts Center	400.00	400.00
3/7/25	64887	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 3/12,3/14 '25 Richard Gottesman	300.00	300.00
3/7/25	64888	4301-000 1221-000	Library Supplies HSBC Operating Chk *7606	Invoice: 76164502 GovConnection, Inc.	582.08	582.08
3/7/25	64889	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 3/24/25 Ronald Gross	100.00	100.00
3/7/25	64890	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 4/8/25 Ronald Gross	100.00	100.00
3/7/25	64891	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 3/3-3/31 '25 Great South Bay Dance LLC	1,375.00	1,375.00
3/7/25	64892	4525-115 1221-000	Service Contracts HSBC Operating Chk *7606	Invoice: 88177 Global Telecom Supply	308.00	308.00
3/7/25	64893	1607-000 1607-000 1607-000 1221-000	Due To/From Main Bldg & SS Due To/From Main Bldg & SS Due To/From Main Bldg & SS HSBC Operating Chk *7606	Invoice: 274879 Invoice: 274518 Invoice: 274880 H2M architects+engineers	1,140.00 1,400.00 4,500.00	7,040.00

GREAT NECK LIBRARY
GNL WARRANT w/GL Description

For the Period From Mar 5, 2025 to Mar 9, 2025

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3/7/25	64894	4160-102 1221-000	Bookbinding - Reference HSBC Operating Chk *7606	Invoice: 129381 HF Group LLC	285.21	285.21
3/7/25	64895	4520-115 1221-000	Repairs & Maintenance HSBC Operating Chk *7606	Invoice: 9511539 Home Depot Credit Services	92.97	92.97
3/7/25	64896	4525-115 1221-000	Service Contracts HSBC Operating Chk *7606	Invoice: 80895845641 Island Elevator Services	387.00	387.00
3/7/25	64897	4522-111 4522-112 4522-113 4522-115 1221-000	Cleaning Service - Lakeville Cleaning Service - Parkville Cleaning Service - Station Cleaning Service - Main HSBC Operating Chk *7606	Invoice: 7936 Invoice: 7936 Invoice: 7936 Invoice: 7936 118 Solutions LLC	1,066.05 1,632.55 1,416.25 4,774.05	8,888.90
3/7/25	64898	1607-000 4372-000 1221-000	Due To/From Main Bldg & SS Legal Fees - General Matters HSBC Operating Chk *7606	Invoice: 292635 Invoice: 292945 Jaspan Schlesinger LLP.	4,879.47 12,024.62	16,904.09
3/7/25	64899	4122-105 1221-000	eBooks/eAudiobooks - A/V HSBC Operating Chk *7606	Invoice: 440432-PPU Kanopy, Inc	654.00	654.00
3/7/25	64900	4520-115 1221-000	Repairs & Maintenance HSBC Operating Chk *7606	Invoice: 11850 Key Star Locksmith Corp	195.00	195.00
3/7/25	64901	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 4/21/25P Adam King	175.00	175.00
3/7/25	64902	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 3/21/25 Matt B Klein	200.00	200.00
3/7/25	64903	4393-000 1221-000	Office Equipmnt Rent & Repai HSBC Operating Chk *7606	Invoice: 5033477900 Konica Minolta Premier Finance	558.90	558.90
3/7/25	64904	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 4/7/25 Julie Lam-Leong	300.00	300.00
3/7/25	64905	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 4/1-4/22 '25 Julie Lam-Leong	600.00	600.00
3/7/25	64906	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 2/11-3/25 '25 Debra LaMountain	1,350.00	1,350.00
3/7/25	64907	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 4/19/25 Marla Siegel d/b/a Marla Matthews	175.00	175.00
3/7/25	64908	9070-000 9065-000 1221-000	Medicare 32# Reimbursements Group Dental 43# Insurance HSBC Operating Chk *7606	Invoice: JAN-MAR 2025 Invoice: JAN-MAR 2025 Marie E Terranova	555.00	337.53 217.47
3/7/25	64909	4122-105 1221-000	eBooks/eAudiobooks - A/V HSBC Operating Chk *7606	Invoice: 506823467 Midwest Tape, LLC	3,394.63	3,394.63
3/7/25	64910	1607-000 1221-000	Due To/From Main Bldg & SS HSBC Operating Chk *7606	Invoice: GNLB2201,1/31/25 Milcon Construction Corp	43,620.25	43,620.25
3/7/25	64911	4134-102 1221-000	Newspapers/Microfilm-Referen HSBC Operating Chk *7606	Invoice: 73822 New England Micrographics, Inc	327.66	327.66
3/7/25	64912	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 3/6-3/27 '25 Nexus Sports Ventures Inc	800.00	800.00

GREAT NECK LIBRARY
GNL WARRANT w/GL Description
For the Period From Mar 5, 2025 to Mar 9, 2025

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3/7/25	64913	9060-000	Group Health 39# Insurance	Invoice: 616-2504	87,505.25	
		9060-999	Retiree Health 37# Insurance	Invoice: 616-2504	22,049.35	
		1221-000	HSBC Operating Chk *7606	NYS Employees' Health Ins. Pending Acct		109,554.60
3/7/25	64914	4101-108	Books - Adult	Invoice: 211014710	769.14	
		4101-106	Books - Children's	Invoice: 211014711	69.30	
		1221-000	HSBC Operating Chk *7606	Oriental Culture Enterprises Co., Inc.		838.44
3/7/25	64915	4525-115	Service Contracts	Invoice: 254585170L	83.00	
		4525-115	Service Contracts	Invoice: 253216051S	84.00	
		4525-115	Service Contracts	Invoice: 254585171M	103.00	
		4525-115	Service Contracts	Invoice: 254586614S	84.00	
		4525-115	Service Contracts	Invoice: 251680625P	85.99	
		4525-115	Service Contracts	Invoice: 253214482P	94.00	
		4525-115	Service Contracts	Invoice: 254585206P	94.00	
		1221-000	HSBC Operating Chk *7606	Orkin		627.99
3/7/25	64916	4374-114	Computer/Network Consultant	Invoice: 16856	995.00	
		1221-000	HSBC Operating Chk *7606	OSI Technologies, Inc		995.00
3/7/25	64917	4122-105	eBooks/eAudiobooks - A/V	Invoice: 1386CO25037911	304.99	
		4122-105	eBooks/eAudiobooks - A/V	Invoice: 1386CO25045295	196.50	
		4122-105	eBooks/eAudiobooks - A/V	Invoice: 1386CO25055201	243.99	
		1221-000	HSBC Operating Chk *7606	OverDrive, Inc		745.48
3/7/25	64918	4342-106	Programming - Children's	Invoice: PGM 4/15/25	450.00	
		1221-000	HSBC Operating Chk *7606	Old Westbury Gardens		450.00
3/7/25	64919	4133-102	Newspapers - Reference	Invoice: 1/5-2/1/25	637.39	
		4133-102	Newspapers - Reference	Invoice: 12/8/24-1/4/25	637.39	
		4133-102	Newspapers - Reference	Invoice: 2/2-3/1/25	637.39	
		1221-000	HSBC Operating Chk *7606	Port Washington Newspaper Delivery		1,912.17
3/7/25	64920	4133-102	Newspapers - Reference	Invoice: 12/8/24-1/4/25L	567.39	
		4133-102	Newspapers - Reference	Invoice: 1/5-2/1/25L	567.39	
		4133-102	Newspapers - Reference	Invoice: 2/2-3/1/25L	567.39	
		1221-000	HSBC Operating Chk *7606	Port Washington Newspaper		1,702.17
3/7/25	64921	4133-102	Newspapers - Reference	Invoice: 12/8/24-1/4/25P	472.39	
		4133-102	Newspapers - Reference	Invoice: 1/5-2/1/25P	472.39	
		4133-102	Newspapers - Reference	Invoice: 2/2-3/1/25P	472.39	
		1221-000	HSBC Operating Chk *7606	Port Washington Newspaper		1,417.17
3/7/25	64922	4133-102	Newspapers - Reference	Invoice: 1/5-2/1/25S	532.79	
		4133-102	Newspapers - Reference	Invoice: 12/8/24-1/4/25S	532.79	
		4133-102	Newspapers - Reference	Invoice: 2/2-3/1/258S	532.79	
		1221-000	HSBC Operating Chk *7606	Port Washington Newspaper		1,598.37
3/7/25	64923	4393-000	Office Equipmnt Rent & Repai	Invoice: INV08513386	50.00	
		4393-000	Office Equipmnt Rent & Repai	Invoice: INV08649356	50.00	
		4393-000	Office Equipmnt Rent & Repai	Invoice: INV08653835	50.00	
		4393-000	Office Equipmnt Rent & Repai	Invoice: INV08667517	52.50	
		4393-000	Office Equipmnt Rent & Repai	Invoice: INV08667517	52.50	
		1221-000	HSBC Operating Chk *7606	Culligan Quench .		255.00
3/7/25	64924	4342-106	Programming - Children's	Invoice: PGM 4/11/25	299.00	
		1221-000	HSBC Operating Chk *7606	Robert G Scott		299.00
3/7/25	64925	4525-115	Service Contracts	Invoice: 49276	812.56	
		1221-000	HSBC Operating Chk *7606	SECURITY USA, INC		812.56

GREAT NECK LIBRARY
GNL WARRANT w/GL Description
For the Period From Mar 5, 2025 to Mar 9, 2025

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3/7/25	64926	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 4/4/25 Melinda Space	400.00	400.00
3/7/25	64927	4302-000 4302-000 4302-000 4302-000 4302-000 4302-000 4302-000 4302-000 4302-000 1221-000	Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies HSBC Operating Chk *7606	Invoice: 6024302117 Invoice: 6024302117 Invoice: 6024302117 Invoice: 6024302117 Invoice: 6024302117 Invoice: 6025471031 Invoice: 6025471031 Invoice: 6026286391 Invoice: 6026286391 Staples Contract & Commercial LLC	40.35 13.28 28.44 28.98 29.91 37.00 40.80 299.50 53.33	571.59
3/7/25	64928	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 4/21/25 Sunrise Theatre Company LLC	875.00	875.00
3/7/25	64929	1602-000 1221-000	Due To/From Restricted Gift F HSBC Operating Chk *7606	Invoice: 2x Pass 2025 The Frick Collection Museum	200.00	200.00
3/7/25	64930	4341-109 1221-000	Programming, Adult - Pub/Prog HSBC Operating Chk *7606	Invoice: PGM 3/23/25 Kathryn Thumhart	800.00	800.00
3/7/25	64931	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 4/14/25P Tiny Songbirds LLC	250.00	250.00
3/7/25	64932	4348-000 1221-000	Programming, Library of Thing HSBC Operating Chk *7606	Invoice: 2/23/2025 T-MOBILE	114.80	114.80
3/7/25	64933	4301-000 4301-000 1221-000	Library Supplies Library Supplies HSBC Operating Chk *7606	Invoice: 189175946 Invoice: 189175946 Uline	348.00 19.41	367.41
3/7/25	64934	4355-000 1221-000	Collection Agency Fees HSBC Operating Chk *7606	Invoice: 6136574 Unique Management Services, Inc.	236.40	236.40
3/7/25	64935	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 3/31/25 Urban Stages	500.00	500.00
3/7/25	64936	3470 1221-000	Lost Book Income HSBC Operating Chk *7606	Invoice: R#19199 Anna Vaurynovich	15.00	15.00
3/7/25	64937	4375-500 1221-000	HR Consulting Fees HSBC Operating Chk *7606	Invoice: INV7542877 WageWorks, Inc.	160.25	160.25
3/7/25	64938	4503-000 4503-000 1221-000	Water Water HSBC Operating Chk *7606	Invoice: 2/4-3/3/25-0163 Invoice: 2/4-3/3/25-0288 Water Authority of Great Neck North	167.76 48.96	216.72
3/7/25	64939	4525-115 1221-000	Service Contracts HSBC Operating Chk *7606	Invoice: 4434176 Winters Bros. Hauling of LI, LLC	543.70	543.70
3/7/25	64940	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 3/6,3/27 '25 Nicole Winzelberg	400.00	400.00
3/7/25	64941	4342-106 1221-000	Programming - Children's HSBC Operating Chk *7606	Invoice: PGM 4/1/25P Nicole Winzelberg	200.00	200.00
3/7/25	64942	4393-000 4393-000	Office Equipmnt Rent & Repai Office Equipmnt Rent & Repai	Invoice: 40134021-1/27-2/26 Invoice: 40273454-2/27-3/26	469.00 469.00	

GREAT NECK LIBRARY
GNL WARRANT w/GL Description
For the Period From Mar 5, 2025 to Mar 9, 2025

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		1221-000	HSBC Operating Chk *7606	Xerox Financial Services		938.00
3/7/25	64943	3470	Lost Book Income	Invoice: R#19070	16.00	
		1221-000	HSBC Operating Chk *7606	Weihong Yan		16.00
3/7/25	64944	4341-109	Programming, Adult - Pub/Prog	Invoice: PGM 3/3-3/24 '25	600.00	
		1221-000	HSBC Operating Chk *7606	Yixin Yuan		600.00
3/7/25	64945	4340-109	Newsletter & Printing-Pub/Pro	Invoice: 19761	2,911.66	
		1221-000	HSBC Operating Chk *7606	ZacMel Graphics LLC		2,911.66
3/7/25	64946	4101-102	Books - Reference	Invoice: 2038854378	92.73	
		1221-000	HSBC Operating Chk *7606	Baker & Taylor		92.73
3/7/25	64947	4101-106	Books - Children's	Invoice: 2038887242	528.91	
		4101-106	Books - Children's	Invoice: 2038897947	355.19	
		4101-106	Books - Children's	Invoice: 2038845325	328.26	
		4101-106	Books - Children's	Invoice: 2038860312	370.09	
		4101-106	Books - Children's	Invoice: 2038866290	88.93	
		4101-106	Books - Children's	Invoice: 2038807734	7.49	
		4101-106	Books - Children's	Invoice: 2038824737	322.38	
		4101-106	Books - Children's	Invoice: 2038828316	66.62	
		4101-106	Books - Children's	Invoice: 2038842942	585.30	
		4101-106	Books - Children's	Invoice: 2038884853	68.45	
		1221-000	HSBC Operating Chk *7606	Baker & Taylor		2,721.62
3/7/25	64948	4101-108	Books - Adult	Invoice: 5019325003	271.49	
		4101-108	Books - Adult	Invoice: 5019306330	506.75	
		4101-108	Books - Adult	Invoice: 5019349067	396.82	
		1221-000	HSBC Operating Chk *7606	Baker & Taylor		1,175.06
3/7/25	64949	4101-106	Books - Children's	Invoice: 5019324044	299.23	
		4101-106	Books - Children's	Invoice: 5019307492	474.29	
		4101-106	Books - Children's	Invoice: 5019311832	171.48	
		4101-106	Books - Children's	Invoice: 5019323126	329.43	
		4101-106	Books - Children's	Invoice: 5019295943	255.87	
		4101-106	Books - Children's	Invoice: 5019341897	480.07	
		1221-000	HSBC Operating Chk *7606	Baker & Taylor LLC		2,010.37
3/7/25	64950	4101-108	Books - Adult	Invoice: 2038887603	425.01	
		4101-108	Books - Adult	Invoice: 2038851578	279.35	
		4101-108	Books - Adult	Invoice: 2038860728	134.11	
		4101-108	Books - Adult	Invoice: 2038881846	269.87	
		4101-108	Books - Adult	Invoice: 2038832147	298.21	
		4101-108	Books - Adult	Invoice: 2038895004	340.59	
		1221-000	HSBC Operating Chk *7606	Baker & Taylor, - Lockbox 510486		1,747.14
3/7/25	64951	4101-106	Books - Children's	Invoice: 67787198	178.45	
		4101-108	Books - Adult	Invoice: 67783533	13.97	
		4101-108	Books - Adult	Invoice: 67783534	19.47	
		4101-108	Books - Adult	Invoice: 67783535	43.05	
		4101-108	Books - Adult	Invoice: 67783536	102.93	
		4101-108	Books - Adult	Invoice: 63151891	94.62	
		4101-108	Books - Adult	Invoice: 63151887	18.34	
		4101-108	Books - Adult	Invoice: 63151266	18.35	
		4101-106	Books - Children's	Invoice: 63151146	122.78	
		4101-108	Books - Adult	Invoice: 63149655	17.79	
		4101-108	Books - Adult	Invoice: 63149656	18.34	
		4101-108	Books - Adult	Invoice: 63149657	11.81	
		4101-106	Books - Children's	Invoice: 63151147	6.71	
		4101-108	Books - Adult	Invoice: 63151264	127.89	
		4101-108	Books - Adult	Invoice: 63151265	16.10	
		4101-108	Books - Adult	Invoice: 63151267	18.91	
		4101-108	Books - Adult	Invoice: 63151268	37.80	
		4101-108	Books - Adult	Invoice: 63151269	37.81	
		4101-108	Books - Adult	Invoice: 63151888	17.79	
		4101-108	Books - Adult	Invoice: 63151889	18.17	
		4101-108	Books - Adult	Invoice: 63151890	55.61	

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		4101-108	Books - Adult	Invoice: 63148762	444.16	
		4101-108	Books - Adult	Invoice: 63148760	20.03	
		4101-108	Books - Adult	Invoice: 63148758	36.68	
		4101-106	Books - Children's	Invoice: 63148323	12.18	
		4101-108	Books - Adult	Invoice: 63148235	36.70	
		4101-108	Books - Adult	Invoice: 63148233	21.78	
		4101-108	Books - Adult	Invoice: 63147654	18.91	
		4101-106	Books - Children's	Invoice: 63147409	456.96	
		4101-108	Books - Adult	Invoice: 63146838	18.90	
		4101-108	Books - Adult	Invoice: 63146836	113.44	
		4101-108	Books - Adult	Invoice: 63146351	177.13	
		4101-108	Books - Adult	Invoice: 63146349	13.30	
		4101-108	Books - Adult	Invoice: 63145207	29.14	
		4101-108	Books - Adult	Invoice: 63145205	55.02	
		4101-108	Books - Adult	Invoice: 63144675	26.74	
		4101-108	Books - Adult	Invoice: 63144673	20.58	
		4101-108	Books - Adult	Invoice: 63144671	18.35	
		4101-108	Books - Adult	Invoice: 63144670	36.70	
		4101-108	Books - Adult	Invoice: 63144672	226.44	
		4101-108	Books - Adult	Invoice: 63144674	18.90	
		4101-106	Books - Children's	Invoice: 63145002	469.84	
		4101-108	Books - Adult	Invoice: 63145206	56.73	
		4101-106	Books - Children's	Invoice: 63145979	64.40	
		4101-108	Books - Adult	Invoice: 63146350	18.35	
		4101-108	Books - Adult	Invoice: 63146352	36.69	
		4101-108	Books - Adult	Invoice: 63146837	75.64	
		4101-106	Books - Children's	Invoice: 63147408	105.72	
		4101-108	Books - Adult	Invoice: 63147653	185.71	
		4101-108	Books - Adult	Invoice: 63148232	17.22	
		4101-108	Books - Adult	Invoice: 63148234	68.92	
		4101-108	Books - Adult	Invoice: 63148236	90.95	
		4101-106	Books - Children's	Invoice: 63148324	361.74	
		4101-108	Books - Adult	Invoice: 63148759	16.37	
		4101-108	Books - Adult	Invoice: 63148761	29.15	
		4101-106	Books - Children's	Invoice: 67787199	141.62	
		1221-000	HSBC Operating Chk *7606	Ingram Library Services		4,537.78
3/7/25	64952	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64953	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64954	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64955	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64956	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64957	4120-105	Recordings, Audio - A/V	Invoice: 506787894	8.99	
		4121-105	Recordings, Video - A/V	Invoice: 506787892	293.82	
		4120-105	Recordings, Audio - A/V	Invoice: 506751704	42.99	
		4121-105	Recordings, Video - A/V	Invoice: 506751702	111.25	
		4121-105	Recordings, Video - A/V	Invoice: 506751700	67.17	
		4120-105	Recordings, Audio - A/V	Invoice: 506751667	52.47	
		4121-105	Recordings, Video - A/V	Invoice: 506735982	58.77	
		4120-105	Recordings, Audio - A/V	Invoice: 506735980	139.97	
		4120-105	Recordings, Audio - A/V	Invoice: 506735957	41.21	
		4120-105	Recordings, Audio - A/V	Invoice: 506735956	42.99	
		4121-105	Recordings, Video - A/V	Invoice: 506735959	309.24	
		4121-105	Recordings, Video - A/V	Invoice: 506735981	34.98	
		4120-105	Recordings, Audio - A/V	Invoice: 506735983	14.99	
		4120-105	Recordings, Audio - A/V	Invoice: 506751669	11.24	
		4121-105	Recordings, Video - A/V	Invoice: 506751701	55.97	
		4120-105	Recordings, Audio - A/V	Invoice: 506751703	14.99	
		4120-105	Recordings, Audio - A/V	Invoice: 506787890	70.45	
		4121-105	Recordings, Video - A/V	Invoice: 506787893	120.34	
		4121-105	Recordings, Video - A/V	Invoice: 506787895	131.54	
		4120-105	Recordings, Audio - A/V	Invoice: 506787896	11.99	
		1221-000	HSBC Operating Chk *7606	Midwest Tape		1,635.36

GREAT NECK LIBRARY
GNL WARRANT w/GL Description

For the Period From Mar 5, 2025 to Mar 9, 2025

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Date	Check #	Account ID	Account Description	Line Description	Debit Amount	Credit Amount
3/7/25	64958	1221-000	HSBC Operating Chk *7606	VOID		
3/7/25	64959	4530-112 1221-000	Branch Rentals - Parkville HSBC Operating Chk *7606	Invoice: 609-25A Great Neck Union Free School	13,375.87	13,375.87
3/7/25	64960	4530-113 4530-113 1221-000	Branch Rentals - Station Branch Rentals - Station HSBC Operating Chk *7606	Invoice: 240720 Invoice: 240720 KK GREAT NECK 2470, LLC	22,557.58	2,916.67 19,640.91
3/7/25	64961	4530-111 1221-000	Branch Rentals - Lakeville HSBC Operating Chk *7606	Invoice: 240742 Plymouth Realty LLC	7,678.27	7,678.27
3/7/25	64962	4330-000 1221-000	Postage HSBC Operating Chk *7606	Invoice: 230730 Postmaster	2,000.00	2,000.00
Total					299,121.38	299,121.38

8. Solicit Bids from NYS Vehicle Marketplace

Upon motion by Trustee Hu, seconded by Trustee Goykadosh, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the solicitation of bids from NYS Vehicle Marketplace for a new van.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

9. Posting for STEM Librarian SR II

Upon motion by Trustee Hu, seconded by Trustee Mahgerefteh, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the posting of the STEM Librarian SR II position on February 26, 2025.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

10. Personnel

Upon motion by Trustee Mahgerefteh, seconded by Trustee Goykadosh, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve personnel item 1a on the attached Personnel Report.

VOTE: Yes – 6 (Reicher, Lancman, Mahgerefteh, Goykadosh, Hakimi, Hu)

MOTION CARRIED UNANIMOUSLY

10. Discussion: Programming

Trustee Reicher acknowledged the staff's efforts at making library programming so amazing. There have been several suggestions by trustees on particular programs they would like to see. Ms. Reicher reminded everyone that trustees do not make programming decisions. Trustees can make suggestions, just like any library patron can, but ultimately the decision of what programs go on at the library is up to staff. The board discussed several programming ideas.

DATE OF NEXT MEETING

March 10, 2025 (Monday) – Budget Workshop (Main Library)

March 18, 2025 – Board Meeting (Station Branch Library)

ADJOURNMENT

The meeting was adjourned at 9:05 p.m. on a motion by Trustee Reicher and seconded by Trustee Mahgerefteh.

Respectfully submitted,

Rory Lancman
Secretary, Board of Trustees

Assistant Director

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- I continued to meet weekly with the Branch Heads and Head of Media.
- I attended weekly round robins with Department and Branch Heads, as well as members of Administration.
- I again met with several members of our Programming & Publicity department, our Head of Circulation, and Head of Technical Services to discuss the upcoming rollout of PIN numbers for our patrons.
- I continued to coordinate with various departments to collect statistics for our NYS Annual Report. I continued entering the information into the website as it was received to ensure we meet the March 1 deadline set by NLS.
- I attended biweekly construction meetings regarding the replacement of the HVAC system.
- I worked at Parkville on February 1 to assist with their Lunar New Year event, bringing a few trays of dumplings from Beijing Dumpling House to serve between programs. They were a hit as always!
- I assisted with class visits to the library, distributing materials and library card application forms, as well as giving a tour of the space.
- I attended a meeting regarding our upcoming Gatsby Day celebrations in April. We have received the materials for the programs at our branches and are looking forward to the festivities!
- I attended a meeting regarding the status of our oral history project. We are excited to see so much interest from the community already and are eager to record important pieces of our town's story.
- I assisted with interviews to fill open positions.

Respectfully Submitted,

Kat Baumgartner
Assistant Director

System Program Coordinator

February 2025 Board Report

NEW INITIATIVES:

- The Local History team conducted their first oral history interview to move our program forward. We have scheduled multiple interviews for February and March.
- Met with Saddle Rock elementary to coordinate our first art exhibit with their students.

ADMINISTRATION & TRAINING:

- Organized information on library programming to share presentations on our process, offerings, statistics, and more.
- Completed the programming component of the State Report.
- Led Summer Challenge planning meeting with multiple departments.
- Continue to work on Gatsby Planning.

COMMUNITY & OUTREACH:

- Met with Destination Great Neck to utilize some of their resources and share publicity for Gatsby Day.
- Oversaw our Lunar New Year event which brought in 400 to 500 attendees at the Main library. In addition, we had events at Parkville as well.
- Collaborating with SEAL at the GNSD to plan an event to teach students job skills.

Respectfully Submitted,
Adam Hinz, System Coordinator of Programming



Lunar New Year at Main!

ADULT PROGRAMMING, PUBLICITY & OUTREACH

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- The spring mailer has been prepared and sent to the community.
 - The department assisted with the Lunar New Year celebration on February 2nd at Main.
 - We also continue to collaborate with preparations on Gatsby Day and the book's centennial celebration in April. Please look out for these special events in the new mailer and online events calendar!
- Zeng Zhaoman exhibited his wonderful work February 1-23, with a reception on February 8th. It's possibly the largest pieces in size that we've hung on the gallery yet!
- We're collecting personal hygiene products for JCC's Community Needs Bank through the month of February.
- Our major outreach event for the month with New York Blood Center's community blood drive was held on February 26th. 34 pints were donated!
 - Project Independence also held an outreach table on February 10th.
- AARP Tax Assistance has returned at the Parkville Branch, by appointment only. They'll be at the branch on weekly Thursdays from February 20th through April 10th.
- Wanda continues to prepare and send press releases to the local Great Neck papers and digital/online news websites, and assists with program coverage as needed. She also continues to update and manage our collection of Museum Passes.
 - As of February 5th, our museum pass for Brooklyn Botanic Garden is now print on demand only.
- Joseph has been helping to assist with Reference's Oral History project for Local History, and continues to assist Technical Services and Circulation to prepare the implementation of PINS for library accounts.

- Social media posts that did well this month:
 - Children's author visit with Gordon Korman:
<https://www.instagram.com/p/DGi5-VTyMqi/>
 - Levels' SoundLab workshops:
<https://x.com/GreatNeckLib/status/1886822060615258290>
 - Valentine's Day cardmaking:
<https://www.tiktok.com/@greatnecklibrary/photo/7473213630201220398>
 - Lunar New Year at Main:
<https://www.facebook.com/watch/?v=1327002918498156>
- Other adult programs that did well this month:
 - Arts and crafts: Winter jewelry, Valentine's Day pottery and cardmaking, textured art
 - Wellness classes: Yoga (Daytime, Evening, Chair), Tai Chi, Ballroom Dancing
 - Clubs and conversation circles: Socrates Salon, Performance Poets Association, Yiddish, French
 - Workshops and lectures: Intermediate Bridge, 1939: Hollywood's Golden Year cinema lecture, Kerry James Marshall art lecture
 - Photos are attached from some of these events.

Respectfully Submitted,

Cindy Wolfe,
Head of Adult Programming, Publicity and Outreach



Dennis Raverty (above) took us through the life and work of Kerry James Marshall as part of our Black History Month programming.



Patrons created lovely Valentine's Day cards (left) with Christin Nash of Tout Ruban!

Total Programs Report

February 2025

Totals

Date	Group Programs	Group Program Attendance	Appointments / Take-and-Makes	Appointments / Take-and-Makes Attendance
January 2025	216	5,134	181	269
February 2025	190	5,479	186	389

Adults

Date	Group Programs	Group Program Attendance
January 2025	81	1,174
February 2025	69	826

Children's

Date	Group Programs	Group Program Attendance
January 2025	82	1,481
February 2025	63	1,500

Outreach

Date	Programs	Program Attendance
January 2025	12	345
February 2025	8	466

STEM Lab

Date	Group Programs	Group Program Attendance	Appointments / Take-and-Makes	Appointments / Take-and-Makes Attendance
January 2025	14	325	106	196
February 2025	9	46	105	175

Young Adults

Date	Group Programs	Group Program Attendance
January 2025	2	18
February 2025	3	17

Levels

Date	Group Programs	Group Program Attendance
January 2025	50	433
February 2025	43	335

Jr. Levels

Date	Group Programs	Group Program Attendance
January 2025	18	94
February 2025	3	41

All Ages

Date	Group Programs	Group Program Attendance
January 2025	36	145
February 2025	9	623

Respectfully submitted,
Joseph Weisbecker
Webmaster / Social Media Coordinator

Social Media

February 2025

Facebook

Date	Posts	Stories	Likes	Comments	Reach	Shares	Total Followers
January 2025	38	4	84	4	1,998	10	1,627
February 2025	36	0	99	1	2,199	9	1,639

Instagram

Date	Posts	Stories	Likes	Comments	Reach	Shares	Total Followers
January 2025	34	4	209	7	1,882	22	1,498
February 2025	34	3	248	10	1,295	21	1,521

Twitter (X)

Date	Tweets	Likes	Replies	Total Followers
January 2025	39	33	0	1,077
February 2025	38	18	0	1,077

TikTok

Date	Posts	Views	Likes	Comments	Shares	Total Followers
January 2025	5	15,389	81	0	3	141
February 2025	5	13,957	60	6	7	144

YouTube

Date	Subscribers	Unique Viewers	Impressions	Views	Watch Hours
January 2025	897	2,629	29,812	3,197	144.8
February 2025	912	2,523	30,488	3,020	157.2

Respectfully submitted,
Joseph Weisbecker
Webmaster / Social Media Coordinator

Computer Services

February 2025

Library Website with Google Analytics

Date	Sessions	Pageviews	New Visitors	Returning Visitors	Unique Users
January 2025	23,122	43,013	8,574	1,756	10,041
February 2025	21,492	33,817	7,798	1,654	9,167

Top 4 Page Views on Library Website

Date	#1	#2	#3	#4
January 2025	Digital Archives (1,108)	Museum Passes (1,000)	Main Building (916)	Research Resources (593)
February 2025	Digital Archives (1,058)	Museum Passes (982)	Main Building (750)	Parkville Branch (545)

e-Newsletter with MailChimp

Date	New Signups	Cancellations	Total Signups
January 2025	35	25	5,110
February 2025	53	26	5,137

Public Computer Usage Sessions

Date	Main	Lakeville	Station	Parkville	Total
January 2025	564	175	680	263	1,682
February 2025	598	169	628	249	1,644

Pages Printed from Public Computers

Date	Main	Lakeville	Station	Parkville	Total
January 2025	3,924	357	3,837	643	8,761
February 2025	3,048	575	3,850	1,762	9,235

Cash Deposited into Mobile Printing

Date	Main	Lakeville	Station	Parkville	Total
January 2025	\$454.80	\$39.60	\$483.45	\$101.50	\$1,079.35
February 2025	\$372.75	\$66.20	\$461.80	\$211.15	\$1,111.90

Books and Documents Scanned

Date	Main	Lakeville	Station	Parkville	Total
January 2025	744	100	825	187	1,856
February 2025	1,840	148	389	309	2,686

Wowbrary

Date	Signups	Canceled	Total Active Signups	Borrows (Clickthroughs – Click ‘Borrow Button’ to Catalog)
January 2025	0	1	191	111
February 2025	0	0	191	159

Innovative Mobile App

Date	Devices	Launches
January 2025	445	2,508
February 2025	426	2,291

Respectfully Submitted,
Joseph Weisbecker
Webmaster / Social Media Coordinator

STEM LAB

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- The STEM Lab hosted LILRC's Diversity Intern, Savannah Garces, on Thursday, February 27th. We provided an overview of how the Great Neck Library views, manages, and stays current with makerspace technology and technology in general. Additionally, we showcased some of the exciting possibilities of XR technologies.
- Led by Aimeng Li, the STEM Lab hosted a Girl Scout Troop on February 3rd, where the girls learned about coding.
- The STEM Lab team hosted a Cub Scout Den on February 6th, teaching them how the STEM Lab can be used to create an awesome-looking Pinewood Derby car and introducing them to 3D design.
- The STEM Lab handled a significant amount of 3D printing this month. We printed a model of the Great Gatsby Mansion, which will be featured in the STEM Lab's *Gatsby Mansion Display* in April. The mansion print took **70 hours and 51 minutes** to complete. Additionally, we fulfilled over **36 patron requests** for 3D printing, totaling more than **192 hours**. In total, the STEM Lab completed **over 262 hours** of 3D printing in February.

STAFF TRAINING:

- Aimeng Li began enhancing her Python coding skills by working through tutorials on coding a Mario game. This will allow her to offer engaging Python-based game coding workshops in the future.
- In preparation for educating patrons about the library's new *Fiero Code* database, the STEM Lab team participated in coding club training, thru Fiero Code. Each staff member began learning different coding languages and skills, as part of the virtual workshop.

Respectfully Submitted,

Christopher Van Wickler

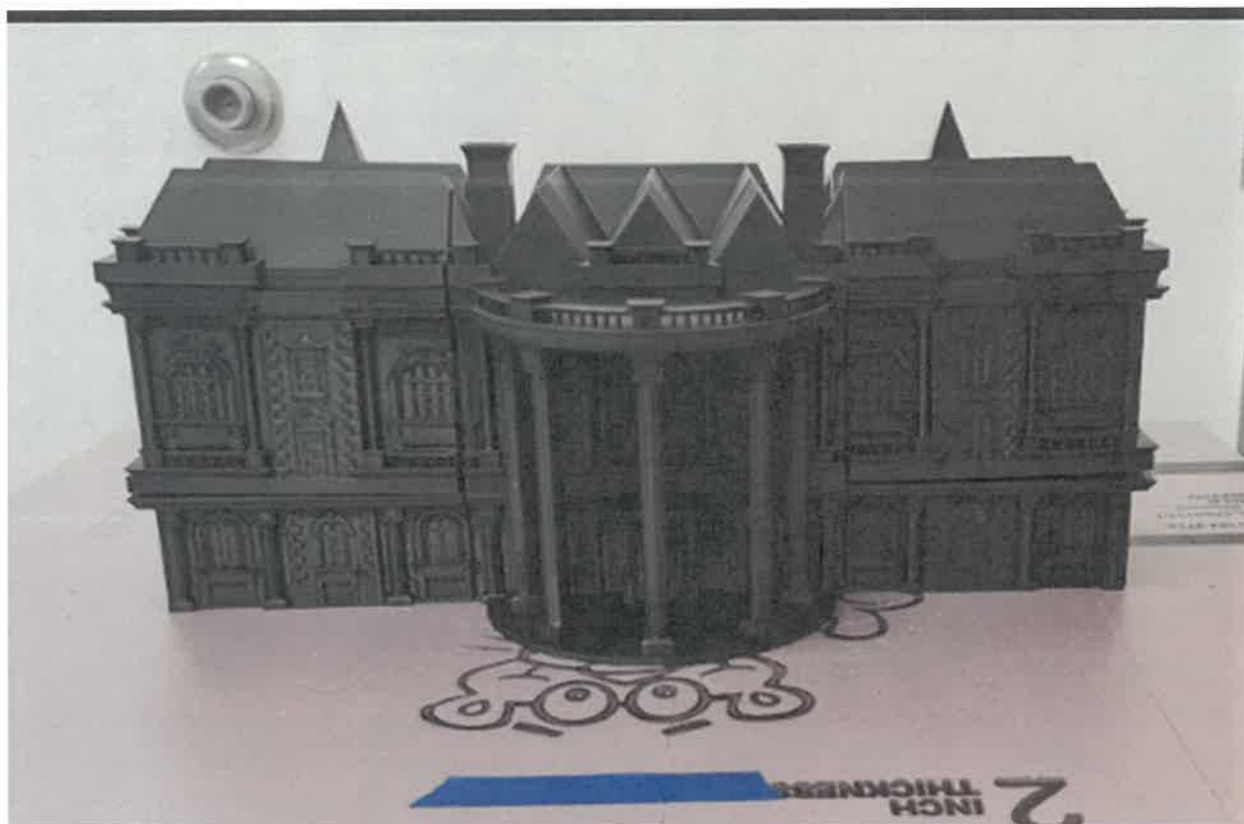
Head of Emerging Technologies (STEM Lab)

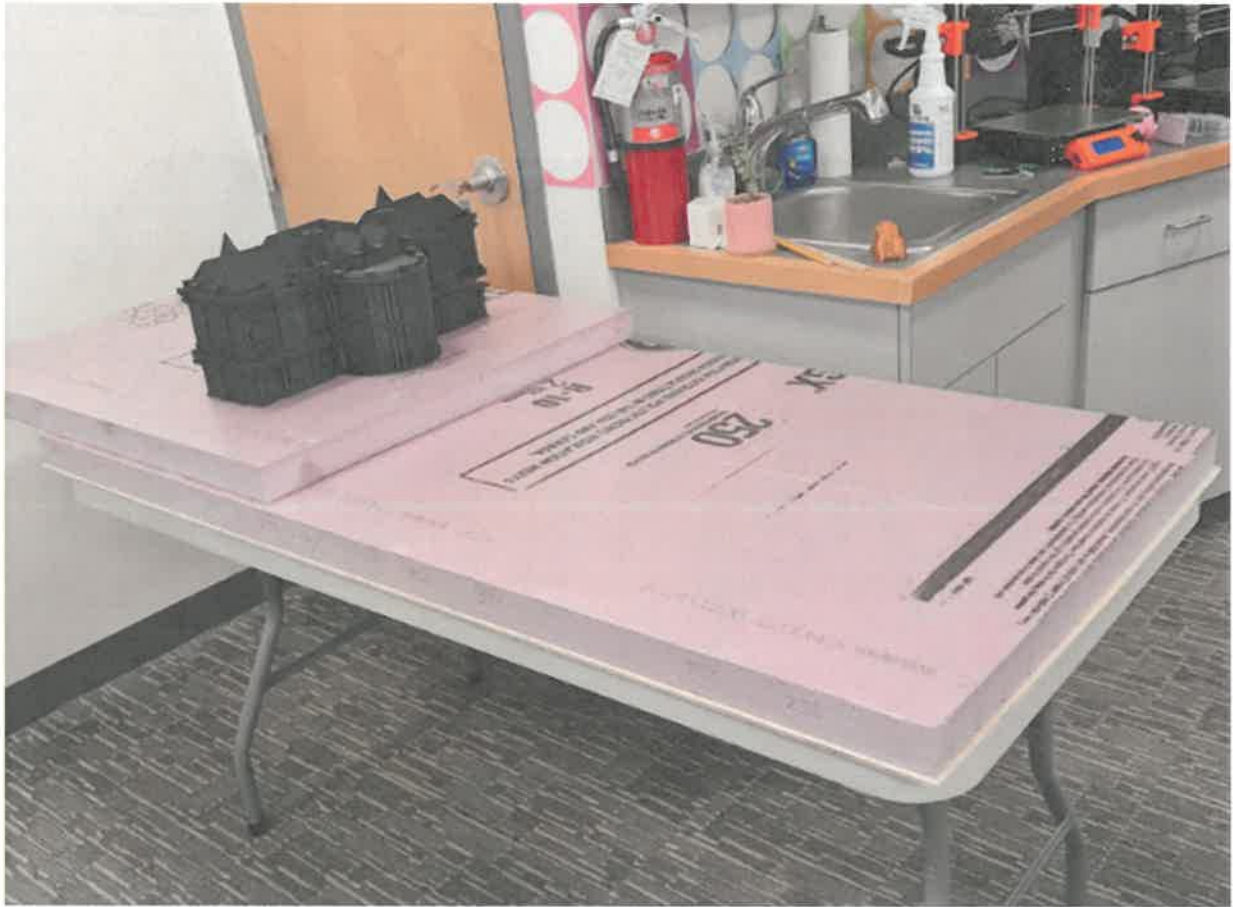


Some of the 3D prints submitted by patrons this month



Some Patron Engraving this month





Great Gatsby Mansion and Display

LEVELS

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- Levels had some great February weekend events, including Anti-Valentine's Day Party - a tongue-in-cheek celebration for teens who need a break from romance, featuring a heart-shaped piñata to break and some fun party games. We also did Just Dance, featuring the popular dance video game (the teens demanded this event when we played a spur-of-the-moment round of the game last month), and crafted some beautiful Pipe Cleaner Flowers.
- In our Craft for a Cause weekend event, teens continued work on a multi-canvas painting of sea turtles that, when finished, will be sent to a children's hospital by the Foundation for Hospital Art.
- Jr. Levels did fun one-day events for 5th and 6th graders in February, including Ceramic Painting and Pokémon Card Trading, plus Magic (with professional magician Ari Bisk), and a Smash Bros. video game tournament.

STAFF TRAINING:

- We held an internal staff meeting in February, and also continue to train staff members on the proper use of our newer tech equipment.

Respectfully Submitted,

Barry Weil
Levels Manager



ABOVE, LEFT: Teens paint canvases that will be hung in a children's hospital in our Craft for a Cause weekend event. ABOVE, CENTER: Jr. Levels kids decorate their ceramic figurines. ABOVE, RIGHT: Jr. Levels kids trade, and "do battle" with, their Pokémon cards.

CHILDREN'S SERVICES DEPARTMENT

March 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- In February, we held 84 programs across our four branches.
- We conducted school visits with B'not Yaakov and Kol Yaakov in February.
- We have visits scheduled with Magen Ephraim, Silverstein Hebrew Academy, Kol Yaakov, and JFK coming up in March. We are in the process of scheduling visits with E.M. Baker, as well.
- We created a Vega showcase on Black History Month.
- We have continued weeding and ordering in all of our locations.
- We have continued working on our community resource lists.
- We have continued working on a book with library resources for children with Dyslexia.
- We had displays on Black History Month, Early Readers, Valentine's Day, Dragons, Dental History Month, Community Helpers, Gordon Korman, International Stand Up to Bullying Day, Groundhog's Day, Retro Books, Super Bowl, Superb Owls, President's Day and Tu B'Shvat.
- We had three author visits in February. Richard Ho and Maria Wen Adcock were at our Lunar New Year Celebrations. Gordon Korman also came during the President's Week break.
- We had an immensely popular stuffie sleepover. Please see photos at [this link](#).
- We introduced a brand new collection: Jewish Children's Book Collection. This collection has had 50 total circulations since we created this collection on February 10th, with 39 items currently checked out.

STAFF TRAINING:

- I held 1:1s with children's staff members.
- We had a department meeting on February 19.
- Sarah C., Kori, Vivian, Lexi, Kristina all attended LILRC's Talking Book Library Service Information Session for Library Workers: Children's Services
- Christina attended Social Emotional Learning in the Library presented by PLA
- Vivian attended Mock Code Club via Fiero Learning.

Respectfully Submitted,

Sarah Clarke
Head of Children's Services

Gordon Korman Visit at Main
Adcock visit at
New Year



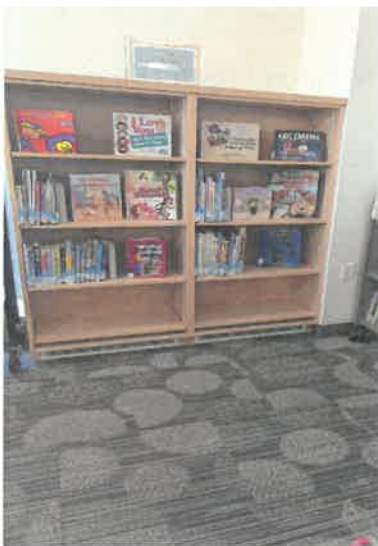
Frozen Party & Movie
at Main



Maria Web
Parkville for Lunar



The new Jewish Children's Collection



Book Show and Tell at
Parkville



Parkville

Early Reader
Display at



Math and Movement at Parkville



Community Helpers at Main



CIRCULATION DEPARTMENT

February 2025

DEPARTMENT HIGHLIGHTS:

- The Main Circulation department is collaborating with the Branches, Children's Circulation, and the Media department to ensure adequate coverage at all circulation desks.
- We closely monitor Expired Holds and Claims Returned to ensure accurate check-in and check-out of hold and returned items on patrons' records.
- Circulation staff continue encouraging patrons to provide their email addresses when renewing or registering for library cards in preparation for the upcoming PIN implementation.
- The Reserves staff is contacting delinquent patrons at Nassau County libraries, reminding them to return items to restore their card privileges.
- According to the Circulation Department's records, there are 37 registered private book clubs. Currently, 8 actively request items monthly, while 4 have moderate activity. The Reserves Staff has been diligently assisting these book clubs.
- We are saddened by the loss of three homebound patrons last year. We welcome four new homebound patrons to our service, bringing our total to 17. To ensure efficient service, we have divided them into two groups for weekly delivery and pickup.
- I closely monitor the New Submission List of the Collection Agency on a weekly basis. I proactively contact patrons to remind them to return items and prevent their accounts from being sent to Unique Management Services.
- I have successfully updated The Sierra Days Closed for 2025.

STAFF TRAINING:

- The newly hired clerk has completed training in Media and Children's Circulation.
- I am continuing to participate in the Circulation Part-Time Clerk interview process.
- The Head Clerk and I are reviewing and updating circulation information, tasks, and interloan processes, ensuring timely communication with the Circulation staff.

Respectfully Submitted,

Eleen Chook
Circulation Manager

Circulation Statistic February 2025

[illegible][illegible]

* Successful items returned (checked-in only). Not included in the Checkouts Totals

Museum Key & Lending Key	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD 2025	YTD 2024
Museum Passes Checkouts	303	306											609	4,456
Library of Things Checkouts	37	41											78	545

* Included in the the MAIN Checkouts

Reserves & Interloans	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD 2025	YTD 2024
Webpac-Online (Placed only)	3,951	4,455											8,406	42,725
Main														
Filled	2,830	2,748											5,578	36,042
Placed	1,622	1,422											3,044	19,776
LAKEVILLE														
Filled	339	342											681	4,461
Placed	100	72											172	626

PARKVILLE STATION													
	Filled	476	506									982	5,876
	Placed	75	78									153	1,101
	Filled	890	758									1,648	11,388
	Placed	140	100									240	1,731
	Totals	10,423	10,481									20,904	123,726

LILINK & OCLC	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD 2025	YTD 2024
Filled	674	712											1,386	8,175
Placed	893	792											1,685	9,879
Sent to Other Libraries	160	167											327	1,871

* Included in the MAIN Reserves & Interloans FILLED and PLACED.

In House Use		Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD 2025	YTD 2024
MAIN LAKEVILLE PARKVILLE STATION		3,424	3,586											7,010	41,906
		146	98											244	1,257
		205	408											613	4,156
		866	1,274											2,140	10,069
	Totals	4,641	5,366											10,007	57,388

[illegible][illegible]

STATION														
Adult & Under 18 Residents	24	30											54	359
Juvenile Residents	2	1											3	118
Non-Resident	0	7											7	16
Totals	241	240											481	3,028

Library Card Renewals	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD 2025	YTD 2024
MAIN														
Residents	128	146											274	1,834
Non-Residents	0	1											1	30
LAKEVILLE														
Residents	7	4											11	170
Non-Residents	0	0											0	3
PARKVILLE														
Residents	20	30											50	385
Non-Residents	0	0											0	10
STATION														
Residents	19	22											41	489
Non-Residents	0	0											0	0
Totals	174	203											377	2,921

Patron Count	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD 2025	YTD 2024
MAIN	12,075	10,516											22,591	179,188
LAKEVILLE	2,589	2,559											5,148	32,411
PARKVILLE	4,475	4,346											8,821	44,252
STATION	4,947	4,674											9,621	58,115
Totals	24,086	22,095											46,181	313,966

TECHNICAL SERVICES

March 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- In February, the staff cataloged 558 new titles and processed 900 new items.
- 1750 new Hoopla titles were uploaded
 - 634 titles were removed
- 922 new Kanopy titles were uploaded
 - 299 titles were removed
- TS purchased a Zebra Label Printer. This allows us to create more uniform labels.

STAFF TRAINING:

- Ashley Gonzalez met with representatives from Baker & Taylor.

Respectfully Submitted,

Ashley Gonzalez

Technical Services Manager



Great Neck Library - Technical Services Department

Fiscal Year Summary Report

03/14/25

July 2024-June 2025	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Totals
New Titles	620	788	855	1038	540	352	643	558					5394
Processing	1291	1426	1499	1683	840	715	1110	900					9464
Periodicals	266	263	252	266	221	239	259	260					2026
Donations	5	55	50	37	19	16	13	4					199
Deletes	926	905	1292	74	984	405	902	738					6226
Deleted Magazine	141	168	247	48	363	93	240	127					1427

July 2023-June 2024	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Totals
New Titles	597	800	597	580	836	582	905	466	814	546	594	702	8019
Processing	1206	1628	948	1297	1484	1244	1616	812	1256	766	1026	1,323	14606
Periodicals	295	364	307	311	296	239	225	249	277	285	288	188	3324
Donations	15	36	20	0	55	37	26	37	85	59	0	31	401
Deletes	1106	940	1315	1659	1448	894	1508	572	388	2061	690	817	13398
Deleted Magazine	168	604	169	150	179	75	604	120	114	305	315	69	2872

MEDIA DEPARTMENT

March 2025 Media Board Report

DEPARTMENT HIGHLIGHTS:

- GNL Media will be holding monthly training session(s) to teach patrons on how to utilize ROKU devices to stream both **Hoopla** and **Kanopy** in the next few months. A majority of our patrons have limited streaming service subscriptions at home or choose not to spend on streaming services such as Netflix, Prime or Hulu+. Due to the unrelenting trend of streaming over physical legacy media, we believe that our patrons should be properly trained on using free library media resources so as to prepare for the eventual dominance of digital resources.¹
- Libby/Overdrive vs' Hoopla total circulations [e-book & e-audiobook]
February 2025 statistics:

Overdrive Libby	E-books (6762); E-audiobooks (2399)
Hoopla	E-books (456); E-audiobooks (760)
- We are continuing to weed out worn copies of our DVDs and CD music from our collection, particularly in storage for both sale and giveaways. There are several media projects which we will initiate in the next few months with additional part-time staff assistance.
- We will be scheduling a series of documentary films for Summer 2025. The (3) three titles in consideration at the moment are:
 1. [Black Box Diaries](#) (2024) directed by Shiori Ito
 2. [Holding Back the Tide](#) (2023) directed by Emily Packer
 3. [Nurses Unseen](#) (2023) directed by Michele Josue

STAFF TRAINING:

- Debbi attended a Long Island Library Resources Council webinar titled "My Friend LeVar" with author, Ezra Edmond. The webinar was scheduled on Wednesday, February 26th

Respectfully Submitted,

David Wang
Media Librarian

¹ training to begin in May 2025

LAKEVILLE BRANCH

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- We had our first successful outside programmer come for a school-aged arts & craft program called Butterfly Globes. We had 15 children here and I used our extra programming table for the first time!
- We also had our first successful grab and go for a food program, with Rob Scott's Banana Bread bag and 25 came to pick up the ingredients.
- On a busy Saturday for Lakeville, I was able to make the DIY Vanilla Body Scrub program a success as I had 8 older school aged children attend in the busy room. But everyone was happy with the program and asked it been done again in the future.
- The Sticks in the Stacks program has been well attended each Wednesday with the exception of the really good weather days. There have been beautiful blankets and hat and scarves made that will be donated to the Care to Knit organization and also Alzheimer's patients through ADRC in Suffolk County.

Respectfully Submitted,

Tara Ragona
Branch Head Librarian

PARKVILLE BRANCH

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- “Parkville Pageturners” met on 2/27 for a robust discussion of *Black Buck* by Mateo Askaripour. Our discussion was enjoyed by all who participated.
- Our “Knitting and Crochet Circle” continues to meet every Thursday evening with great turnouts.
- Our Children’s Department offered a number of fun activities for different age groups including Math & Movement, Black History Month Storycraft, Crafty Tween Tuesdays, as well as passive programs such as Black History Month Scavenger Hunt, Black History Month Take & Make, Friendship Cards. We will continue to collaborate with the rest of the system to ensure that we are offering excellent programs for all age groups.
- AARP Tax Assistance began on 2/20 and will continue on weekly Thursdays until 4/10.
- “Yoga Flow with Carolyn Carpentiere” continues to be a popular Wednesday morning series that is offered in a hybrid format for adults.
- The Parkville branch continues to offer walk-in tech help on Tuesday mornings called “Tech Tuesdays” to anyone who needs basic assistance with their devices.
- We continue to develop and evaluate our collection so as to best meet the information and literary needs of our patrons.

STAFF TRAINING:

- Weekly informational meetings between Administration, Department Heads, and Branch Heads have been continually attended by William Rosenblum.
- Children’s librarians Christina Lorper and Kori Tuitt completed some professional development. Kori completed the webinar “Talking Book Library Service Information Session for Library Workers: Children’s Services” from LILRC and Christina completed the final webinar session (#4) of “Social Emotional Learning in the Library” presented by PLA through ALA eLearning.

Respectfully Submitted,

William Rosenblum

Branch Head Librarian- Parkville Branch

STATION BRANCH

March 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- Children on February Break got to enjoy a Teddy Bear Picnic Scavenger Hunt in the Children's Room! In addition, Families enjoyed a BenAnna Band Concert and Snow Bunnies with Sweetbriar Nature Center! Special Thanks to Station's Children's Librarian Trainee Kristina Lamagna & Sarah Clarke, Head of Children's Services for their work on selecting and supporting these events!
- Station also wrapped up two highly popular series of events for children's Music Makers with Reprise Music and Kids Chess for Beginners with Schoolhouse Chess!
- For Adults at Station looking to explore Wellness and Health Literacy, Station hosted Blood Pressure Screenings from St. Francis Hospital, Social and Mental Health Counseling Services courtesy of CEC Health Care Community Mental Health Promotion and Support, and Eating for Wellness with the Queens County Farm Museum! Special Thanks to Cindy Wolfe, Head of Adult Programming, Publicity and Outreach for her assistance in organizing these sessions!
- Adults at Station also enjoyed a lecture on 1939: Hollywood's Golden Year presented by Sal St George and Valentines Day Pottery Workshop for Adults with MuddWorks!
- Teens at Station enjoyed a Magic Workshop with Ari Bisk!
- Station Reader's Society Attendees enjoyed a discussion on *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.
- West Egg Book Discussion enjoyed a discussion of *All The Sinners Bleed* by SA Cosby.
- Alongside other Library Locations, Station was a drop off point for the toiletries donation drive with the JCC.

STAFF TRAINING:

- I continue to attend weekly meetings with Administration, Managers and Department Heads.
- Station staff are continuing to organize collections to better serve the needs of our patrons.

Respectfully Submitted,

Alana J. Mutum *MLS MPA*
Branch Head Librarian, Station Branch

FACILITIES

February 2025 Board Report

DEPARTMENT HIGHLIGHTS:

- Scheduled and completed Annual Cooling Tower Cleaning with Metro Group.
- Klima Controls onsite to complete maintenance and tuning to Building Management System.
- Assisted STEM Lab in cutting and preparing materials for model construction.
- Coordinated with manufacture for the repair of 16 children's chairs at Station Branch. All chairs taken offsite and repaired by manufacture at no cost.
- Coordinated with GNPS staff and PSEG to restore power to Parkville on 2/27 after temporary outage.
- Resolved issue with front automatic door at main. Door reprogrammed as per manufactures specifications. No additional vendors required.

Respectfully Submitted,

Ryan Badke
Facilities Manager

300-45: Employee Grievance Policy

- A. Each Library employee who feels aggrieved shall have the opportunity to present their grievance in the appropriate forum for prompt consideration and resolution. The filing of a grievance in any forum by an employee will not reflect unfavorably the employee's standing, job performance, or loyalty, and shall be without fear of reprisal (see, Policy Manual, 300-95: Whistleblower). However, these procedures will not protect an employee from warranted disciplinary action.
- B. Any grievance related to sexual harassment should be managed in accordance with section 300-70 of the Policy Manual.
- C. For purposes of this policy, a grievance is defined as a formal complaint regarding actual or perceived:
 1. Violation or infringement of the Library's By-Laws or Policy Manual.
 2. Unsafe working conditions.
 3. Other workplace concerns not governed by other policies or procedures, including grievances under any applicable collective bargaining agreement.
- D. Employees are encouraged to attempt to resolve disputes informally by discussing matters with their immediate supervisor or a Department Head before initiating a formal grievance process.
- E. Grievance procedures for all parties covered by collective bargaining agreements (CBAs) following agreements can be found in:
 1. The Collective Bargaining Agreement Between the Great Neck Library and Great Neck Library Department Heads Association.
 2. The Collective Bargaining Agreement Between the Great Neck Library and Great Neck Library Staff Association.
- F. All employees who are party to either the Department Heads CBA or the Staff Association CBA, must follow the grievance procedures outlined in their respective agreements. The Library cannot accept grievances relating to the meaning, application, or interpretation of any provision of, or that may otherwise be governed by either the Department Heads CBA or the Staff Association CBA
- G. The following procedure shall be followed when presenting a formal grievance outside of the processes outlined in the Department Heads CBA and the Staff Association CBA:
 1. For grievances that do not involve the Library Director:
 - a. Within ten working days (Monday-Friday) of any issue arising, the employee shall express their grievance by submitting a complaint via email to the Library Director and Human Resources manager containing all of the following information:
 - the name and position of the grievant;
 - the date of the incident or alleged violation;
 - the issue involved;

- a clear and concise statement of the grievance;
 - the relief sought; and
 - the signature of the grievant and the date.
- b. Within ten working days (Monday-Friday), the Library Director or Human Resources manager or their designee shall make a determination on the grievance and inform the employee of such determination in writing.
 - c. Such determination can be based on an investigation including an interview with the employee bringing the grievance, a separate interview with the accused individual(s), witnesses, or others as may be deemed appropriate by the investigator, as well as a review of relevant records or other materials.
 - d. If the Library Director or Human Resources manager deems the complaint to have merit, remedial action will be recommended. The accused individual may face action based upon the severity of the complaint, including disciplinary action, consistent with the applicable collective bargaining agreements.
 - e. Upon completion of the Library Director's or Human Resource Manager's investigation, the entire file shall be maintained in a secure location by the Library Director, unless the employee seeks to appeal the Library Director's decision (see below), in which case, the Library Director shall forward the entire file to the Board of Trustees promptly upon being informed of any such appeal.
 - f. If the employee deems the Library Director's or Human Resource manager's response unsatisfactory, they may appeal the decision by submitting the original complaint and the Library Director's or Human Resource manager's determination to the President of the Board of Trustees via email and requesting that their original grievance be referred to the Board of Trustees for review at the next scheduled Board meeting. If the next meeting of the Board of Trustees is fewer than 3 days after the submission of the appeal, the matter may be considered at the next following meeting of the Board of Trustees. The employee must appeal the decision within five working days (Monday-Friday) of the Library Director's or Human Resource manager's issuance of their decision. Appeals will be based on the record established at the prior stage, and no new material may be submitted or arguments made at the appeal stage. The Board may, in its discretion, seek to have the employee, any witnesses, and the accused individual appear at a Board meeting in Executive Session or other appropriate convening of the Board.
 - g. A written decision will be issued within 5 days of the meeting at which the Board considers the appeal. The Board of Trustees will follow the

procedures delineated in this Policy in determining the result of any appeal.

2. For grievances involving the Library Director:
 - a. Within ten working days (Monday-Friday) of any issue arising, an employee may submit their grievance directly to the President of the Board of Trustees via email. The complaint should contain all of the following information:
 - the name and position of the grievant;
 - the date of the incident or alleged violation;
 - the issue involved;
 - a clear and concise statement of the grievance;
 - the relief sought; and
 - the signature of the grievant and the date.
 - b. Upon receiving the grievance, the President of the Board of Trustees shall promptly share the grievance with the Board of Trustees for discussion by the Board in Executive Session or other appropriate convening of the Board.
 - c. The Board may, in its discretion, seek to have the employee, any witnesses, and the accused individual appear at a Board meeting in Executive Session or other appropriate convening of the Board. The Board may review or consider relevant records or other materials it deems appropriate.
 - d. The Board shall issue a determination as soon as practicable provided that the employee has properly followed the steps noted above. In reaching its determination, the Board may consult with the Library's general counsel, outside counsel, or a human resources consultant. The Board may also conduct an internal investigation through its Human Resources manager, General Counsel or outside counsel.
 - e. If the Board deems the complaint to have merit, the Library Director may face action based upon the severity of the complaint, including disciplinary action consistent with their employment contract.
 - f. Upon completion of the investigation, the entire file shall be maintained in a secure location by the Library's general counsel and shall remain confidential except as provided by law, subpoena, judicial order, or other binding authority. The Library will be free to use the contents of the file in defense of any claim, action, or proceeding against the Library.
 - g. The decision of the Board of Trustees is a final decision.
- H. To the extent that either the Department Heads CBA or the Staff Association CBA entitles a complainant, witness, or accused individual to a union representative in any of these proceedings, the individual shall arrange for his or her

representative's presence at the proceedings and shall incur any expense related thereto.

- I. The Library Director and the Board of Trustees will strive to maintain confidentiality to the extent possible, but confidentiality is not guaranteed.
- J. In order to more effectively and appropriately investigate and resolve grievances, first-person, signed grievances are encouraged. Anonymous grievances or complaints will be considered, but the Library's ability to investigate, make determinations, or take action may be impacted or minimized if the grievant or complainant remains anonymous. The Library will not retaliate against any employees who files a grievance or complaint in good faith or participates in the investigation.
- K. A grievance shall be considered settled at the completion of any step in the procedure if the matter is not appealed to the next step within five working days after the grievant is provided with a response.
- L. The Board will review this policy from time to time and consider revisions.

700-35: Personal Identification Numbers

A. Definition. A Personal Identification Number (“PIN”) is a code of four or more characters that patrons must use when logging into their Library accounts, checking items out at a self-check machine, accessing materials online, or registering for programs. PINs are necessary to securely protect patrons and their information. PINs should be kept confidential so that no one accesses an account that is not their own.

B. Procedure. To set a PIN:

- a. Patrons without an email address currently linked to their account must come to the Library's Circulation desk or Reference desk to set their PIN. Proper ID will be required.
- b. Patrons with an email address linked to their library account may set their PIN at any Circulation or Reference desk with Proper ID or by accessing their account online and following the prompts for “Set PIN.”
- c. Patrons can reset their PIN in-person at any Circulation or Reference desk or online by accessing their account online and following the prompts for “Forgot PIN.” Proper ID will be required to reset the PIN in-person. Patrons may not reset their PINs over the phone.
- d. Proper ID is defined in Policy 700-30: Qualifications For Library Card.

C. Use.

- a. Patrons must use their PINs when accessing their library accounts, checking out items at a self-check machine, accessing materials online, or registering for programs.
- b. PINS may only be reset by the library card holder or parent or legal guardian of child library card holder.

200-60: Trustee Continuing Education and Community Meetings

All members of the Board of Trustees shall be required to complete a minimum of 2 hours of trustee education annually consistent with existing state law.

The ~~b~~Board of ~~t~~Trustees affirms its belief in the value of ~~t~~Trustee education as a method of enhancing an individual trustee's ability to effectively formulate policy and govern Library affairs. Attendance at meetings, conventions, seminars, and workshops provides educational opportunities by enabling trustees to meet with other public library trustees and personnel, and be exposed to ideas and to identify trends, thereby increasing an individual ~~t~~Trustee's value as a ~~b~~Board member. In addition, membership in professional library organizations likewise increases a ~~t~~Trustee's value as a board member.

Attendance by a ~~t~~Trustee or ~~t~~Trustees at any specific event shall be subject to formal approval in advance by the ~~b~~Board at a regular or special meeting. In the absence of a budgetary allocation for any event, or a failure to anticipate its occurrence, the ~~b~~Board, by resolution, may rectify such failure. Receipts must be submitted for all travel and expense reimbursements.

The Great Neck Library will provide Board members with membership in local, state and national professional organizations, as appropriate to all trustees.

In addition, if ~~t~~Trustees seek financial reimbursement from the Library for their attendance at community events, particularly for those organizations with which the Library has established partnerships, they are subject to formal approval by the board in advance. Trustees can be reimbursed for the expenses. (11/17/2020)

Adopted 5/18/04; 11/17/2020

1500-25: Nominating Committee Member Removal Procedures

A Nominating Committee member may only be removed from their position for misconduct, incapacity, or neglect of duty.

To remove a member from the Nominating Committee:

1. ~~To initiate a removal hearing, a~~ formal charge and specifications of the charge against the Nominating Committee member proposed to be removed must be filed by a Nominating Committee member, in writing, with the Chair of the Committee. The Chair of the Committee shall circulate a copy of the formal charges to the Committee members, the Library Director, the Board of Trustees, and the Library's attorney within 24 hours of receipt. Contents of the formal charge or charges must include:
 - a. the charge, which is a brief and plain statement of the misconduct, incapacity, or neglect of duty claimed to have been violated, or if more than one, each of the separate charges asserted against the Nominating Committee member; and
 - b. the specifications of the charges, which follows each charge and sets forth in detail the specific misconduct, incapacity, or neglect of duty claimed to have been violated.

The Library's attorney shall provide the Nominating Committee with an opinion as to whether the charges satisfy the requirements of this paragraph.

2. Upon receipt of such charges, the Chairperson of the Nominating Committee must call a ~~s~~Special ~~m~~Meeting to hear the charges and specifications of such charges on at least ten days' notice, which notice will:

- a. indicate the date, time, and location of the Special Meeting;
- b. include the charges that will be heard; and
- c. advise the Nominating Committee member of their right to answer the charges in writing prior to the hearing.

Such notice shall be served personally or by overnight mail on the Nominating Committee member proposed to be removed.

- ~~2. The Nominating Committee must give any member proposed to be removed from the committee at least ten days' notice of a removal hearing, specifying the charges that will be heard. The notice must indicate the date, time, and location of the hearing, must set forth the Trustee's right to answer such~~

~~charges in writing prior to the hearing, if the Trustee so chooses, and must affix a copy of the charges and specifications of the charges to the notice. Such notice shall be served personally or by overnight mail on the Trustee proposed to be removed.~~

3. At the ~~removal hearing~~Special Meeting:

- a. the Nominating Committee shall enter into executive session to hear and consider the charges and specifications. The motion to enter into executive session must be in the form of a resolution providing sufficient detail to enable the public to know that the executive session is appropriate because the Nominating Committee intends to discuss the discipline, suspension, dismissal, or removal of a committee member. The motion to enter into executive session must pass by a majority vote of the total number of Nominating Committee members.

~~3. At the removal hearing:~~

~~a.b.~~ The Nominating Committee ~~should is authorized to~~ choose a member ~~or members~~ of the ~~N~~ominating ~~e~~Committee to act as managers. The manager must present the evidence against the member proposed to be removed from the Nominating Committee but must not act as a prosecutor. Managers should strive to reveal the truth and seek a just outcome.

~~b.c.~~ The Chairperson, or Secretary if the Chairperson is a manager, will act as judge. The Secretary, or their designee if acting as manager or judge, will record the details of the hearing, which record shall be shared with the Board of Trustees but otherwise be kept confidential.

~~e.d.~~ The ~~removal proceeding hearing~~the Special Meeting will proceed as follows:

~~d.~~—

- i. Opening statement by managers, then by defense.
- ii. Testimony of witnesses produced by the manager, then witnesses produced by defense.
- iii. Rebuttal witnesses by managers, then by defense.
- iv. Closing arguments by both sides.

~~iv.~~ Deliberation and vote.

1. ~~A majority vote of the Nominating Committee is necessary to remove a member. The Nominating Committee, including the managers and judge, will then deliberate the charges and vote on the removal of the Nominating Committee member. The manager and judge will take part in the discussion and vote, but t~~The member proposed to be

removed does not take part in the deliberation and vote.

4. If, at the conclusion of the Special Meeting, a majority vote of the Nominating Committee members vote votes for in favor of removal, the Nominating Committee member proposed to be removed shall be immediately removed from the Nominating Committee. The Nominating Committee shall resolve, in public session, to recommend the removal of the Nominating Committee member and their seat will be deemed vacant., and so notify the Board of Trustees. If a majority vote of the members of the Nominating Committee votes against removal, the Nominating Committee shall resolve, in public session, not to remove the Nominating Committee member.

MEMORANDUM

TO: Denise Corcoran, Director

FROM: Steven Kashkin, Business Manager

DATE: March 18, 2025

RE: Cyber Liability Insurance

Edwards and Co. is recommending to renew the current cyber insurance policy with Ace American Insurance Co. (Chubb). The terms are the same (\$1M/\$1M, 5K deductible) however the premium for the renewal is lower than the current term which is expiring (current term - \$2,962, new policy premium is \$2,936).

RECOMMENDATION

I recommend that the Board of Trustees of the Great Neck Library renew cyber liability insurance coverage for a one-year period beginning 4/17/2025-4/17/2026 with Ace American Ins. Co. (Chubb) for a total cost of \$2,936 to be charged to the Property/Liability Insurance line of the operating budget.

Cyber Enterprise Risk Management Insurance Proposal

Contact Information

To:
Matt Culkin

Phone:

Company:
PLRISK SPECIALTY INSURANCE AGENCY LLC

Email Address:
mculkin@plrisk.com

Company:
ACE American Insurance Company

Account Information

Applicant Name: Great Neck Library

Applicant Address: 159 Bayview Ave
Great Neck, NY 11023

Type of submission: Renewal Business

Line of Coverage: Chubb Cyber Enterprise Risk Management Policy

Insurance Company: ACE American Insurance Company

Policy Form: PF-48169 10/16

Policy Period: 04-17-2025 To 04-17-2026

Cover Letter

Dear Matt Culkin,

I am pleased to offer the attached indication for Great Neck Library.

Thank you for considering Westchester as your market of choice. We look forward to working with you. Should you have any questions, please do not hesitate to contact me.

Applicant Name: Great Neck Library.

Subjectivities

Westchester hereby indicates the coverage described below. However, any obligations the Insurer may have under this indication are conditioned upon each of the following conditions having first been met.

1. The Applicant has submitted to the Insurer the following documents, and the Insurer has received such documents no later than close of business on policy inception:
2. If coverage is subsequently bound by the Insurer, the Applicant has remitted the premium specified below to the Insurer so that the Insurer receives the premium no later than close of business on the 20th day from the date of the Binder or the Effective Date of the policy, whichever is later.

Chubb Cyber Enterprise Risk Management Policy

Option: 1

Maximum Single Limit of Insurance

\$1,000,000

Maximum Policy Aggregate Limit of Insurance

\$1,000,000

First Party Insuring Agreements

Check if Included	Insuring Agreement	Limit of Insurance Each Incident/Aggregate	Retention/Waiting Period Each Incident	Cyber Incident Response Coach Retention
☒	Cyber Incident Response Fund	Sidecar		
	Cyber Incident Response Team	\$1,000,000/\$1,000,000	\$5,000	\$5,000
	Non-Panel Response Provider	\$250,000/\$250,000	\$5,000	N/A
☒	Business Interruption Loss and Extra Expenses	\$1,000,000/\$1,000,000	\$5,000/8 Hours	N/A
☒	Contingent Business Interruption Loss and Extra Expenses			
	Scheduled Providers	N/A	N/A	N/A
	Unscheduled Providers	\$1,000,000/\$1,000,000	\$5,000/8 Hours	N/A
☒	Digital Data Recovery	\$1,000,000/\$1,000,000	\$5,000	N/A

☒	Network Extortion	\$1,000,000/\$1,000,000	\$5,000	N/A
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* Limits will automatically increase to the limits referenced in the Cyber Incident Response Fund Sidecar endorsement option if the Cyber Incident Response Team is used and subject to all terms of the endorsement. Please refer to the terms and conditions of the Cyber Incident Response Fund Sidecar endorsement.

Third Party Liability Insuring Agreements

Check if Included	Insuring Agreement	Limit of Insurance Each Claim/Aggregate	Retention Each Claim
☒	Cyber, Privacy And Network Security Liability	\$1,000,000/\$1,000,000	\$5,000
	Regulatory Proceedings	\$1,000,000/\$1,000,000	\$5,000
	Payment Card Loss	\$1,000,000/\$1,000,000	\$5,000
☒	Electronic, Social & Printed Media	\$1,000,000/\$1,000,000	\$5,000

Cyber Other Terms and Conditions

Coverage	Retention	Coinsurance	Limit
Ransomware Encounter	\$5,000	0%	\$1,000,000
Widespread Severe Known Vulnerability Exploit	\$5,000	0%	\$1,000,000
Widespread Software Supply Chain Exploit	\$5,000	0%	\$1,000,000
All Other Widespread Events	\$5,000	0%	\$1,000,000
Widespread Severe Zero Day Exploit	\$5,000	0%	\$1,000,000

Cyber Crime Insuring Agreements

Check if Included	Insuring Agreement	Limit of Insurance Each Incident/Aggregate	Retention/Waiting Period Each Incident
☒	Computer Fraud	\$250,000/\$250,000	\$5,000
☒	Funds Transfer Fraud	\$250,000/\$250,000	\$5,000
☒	Social Engineering Fraud	\$250,000/\$250,000	\$5,000

Optional Extended Reporting Period: 12 months for 100% of last annual premium

Retroactive Date (only applicable to Third Party Liability Insuring Agreements): Full Prior Acts

Pending or Prior Date (only applicable to Third Party Insuring Agreements):

04-17-2024

Total Due:

\$2,936.00

The Following Notice(s) and Endorsement(s) will be added to the basic contract(s)

Form Number	Title	Form Applicable to Option(s)
TR-19606e (0820)	POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE	1
PF-48169 (1016)	CHUBB CYBER ENTERPRISE RISK MANAGEMENT POLICY	1
PF-48257 (0918)	CYBER CRIME ENDORSEMENT	1
PF-48275 (0817)	NON-MALICIOUS COMPUTER ACT – SYSTEM FAILURE – BUSINESS INTERRUPTION AND CONTINGENT BUSINESS INTERRUPTION - SUBLIMIT	1
PF-293756 (0120)	HARDWARE OR EQUIPMENT REPLACEMENT WITH SUBLIMIT ENDORSEMENT	1
PF-48259 (1016)	POLICYHOLDER NOTICE CYBER SERVICES FOR INCIDENT RESPONSE	1
PF-48260 (1016)	POLICYHOLDER NOTICE CYBER SERVICES FOR LOSS MITIGATION	1
ALL-20887a (0316)	CHUBB PRODUCER COMPENSATION PRACTICES & POLICIES	1
PF-17914a (0416)	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICYHOLDERS	1
PF-46422 (0715)	TRADE OR ECONOMIC SANCTIONS ENDORSEMENT	1
PF-48155 (0916)	ADDITIONAL INSURED - BLANKET PURSUANT TO A CONTRACT - CyberERM	1
PF-48160 (0916)	PERIOD OF RESTORATION - FILL IN	1
PF-48258 (1217)	CYBER INCIDENT RESPONSE FUND SIDE-CAR	1
PF-48340 (1016)	TERMINATION AMENDED - NON CANCELABLE EXCEPT NONPAYMENT OF PREMIUM	1
PF-49485 (0817)	BREACH RESPONSE INDEMNITTEE - BLANKET PURSUANT TO A CONTRACT	1
PF-333683 (1021)	PROTECTIVE SAFEGUARDS EXCLUSIONS ENDORSEMENT	1
PF-360103.2 (0223)	GENERAL ENHANCEMENT ENDORSEMENT	1
PF-49501 (0817)	Preventative Shutdown	1
PF-49495 (0817)	EXTORTION THREAT ENHANCEMENT FOR PROTECTED INFORMATION	1
PF-49491 (0817)	Conduct Exclusion Amended – Final, Non-Appealable Adjudication	1
PF-49445 (0817)	Duty To Defend A Regulatory Proceeding	1
PF-50954 (0219)	Invoice Fraud Financial Loss Endorsement	1
PF-50955 (0219)	REPUTATIONAL EVENT WITH EXTENDED PERIOD OF ATTRITION ENDORSEMENT	1
PF-50960 (0219)	Betterment Endorsement	1
Cc-1k11k (1024)	Signatures (All states except OH)	1
PF-56258 (0222)	Musical Work or Composition Exclusion	1
PF-50965 (0219)	BIOMETRIC PRIVACY SUBLIMIT ENDORSEMENT	1
ALL-23445b (0713)	POLICYHOLDER NOTICE COMMERCIAL LINES DEREGULATION NEW YORK	1
PF-48604 (0117)	AMENDATORY ENDORSEMENT – NEW YORK FREE TRADE ZONE	1

PF-333680 (1021)	RANSOMWARE ENCOUNTER ENDORSEMENT	1
PF-333681 (1021)	WIDESPREAD EVENT ENDORSEMENT	1
PF-56230 (1221)	Coordination of Coinsurance Endorsement	1

Please Note the Following for the Terrorism Risk Insurance Act:

Coverage for acts of terrorism is included in your policy. The portion of your annual premium that is attributable to coverage for acts of terrorism is \$0, and does not include any charges for the portion of losses covered by the United States government under the Act.

Conditions of this Indication

This indication will remain valid until the expiration date of the Applicant's current policy if Applicant has similar coverage found in this indication, otherwise this indication will expire 03-27-2025.

If between the date of this Indication and the Effective Date of the policy there is a significant adverse change in the condition of this Applicant, or an occurrence of an event, or other circumstances which could substantially change the underwriting evaluation of the Applicant, then, at the Insurer's option, this indication may be withdrawn by written notice thereof to Applicant. The Insurer also reserves the right to modify the final terms and conditions upon review of the completed application and any other information requested by the underwriter herein. If such material change in the risk is discovered after binding, the insurance coverage will be void ab initio ("from the beginning").

FOR POLICIES EFFECTIVE JULY 21, 2011 AND SUBSEQUENT, WE REQUIRE THE PRODUCER TO PROVIDE THE "HOME STATE" AS DEFINED IN THE NONADMITTED AND REINSURANCE REFORM ACT OF 2010 (NRRA) UPON THE BINDING OF THIS PLACEMENT. IF THE STATE SET FORTH IN THE ABOVE-REFERENCED INSURED ADDRESS IS THE HOME STATE OF THE INSURED, NO ACTION IS REQUIRED. HOWEVER, IF THE HOME STATE OF THE INSURED IS OTHER THAN THAT SET FORTH IN THE INSURED ADDRESS, YOU MUST NOTIFY US IN WRITING PRIOR TO THE BINDING OF THIS PLACEMENT.

Note: If the Insuring Company noted above is either Westchester Surplus Lines Insurance Company or Illinois Union Insurance Company, then this insurance is issued pursuant to the state Surplus Lines laws that the insured is domiciled. Persons insured by Surplus Lines carriers do not have the protection of the above captioned state's Guaranty Act to the extent of any right of recovery for the obligation of an insolvent unlicensed insurer.

Any applicable taxes, surcharges or countersignature fees, etc., are in addition to the above indicated figures. Your office is responsible for making State Surplus Lines Filings and complying with all applicable laws.

Chubb. Insured.™