



**Sayville
Library**

**Board of Trustees
Meeting**

Minutes & Agenda

January 13, 2025

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 9, 2024**

PRESENT:

Joseph Loughren
Marianne Bastian
Debra Mitchell
Louisa Kieffer
Claudia Carpenter
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Stephanie DiChiara, Head of Adult Services

ABSENT WITH EXCUSE:

Jody D'Ambrosio

Library Board President Joseph Loughren called the meeting to order at 7:02 PM.

After review, a motion was made to approve the Minutes of the November 12, 2024 Regular Board Meeting. (Mitchell, Kieffer) Motion carried 5 – 0.

After review, a motion was made to accept the Agenda. (Carpenter, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the December 1-9, 2024 Authorization list. (Bastian, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the November 13-30, 2024 **Prepaid** Authorization list. (Kieffer, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the December 1-9, 2024 **Capital Fund** Authorization list. (Bastian, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the October 2024 Payroll Warrant as presented by D. Mitchell. (Bastian, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the November 2024 Payroll Warrant as presented by L. Kieffer. (Bastian, Carpenter) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending November 30, 2024 were reviewed.

The Director's Report dated December 9, 2024 was reviewed.

The statistics and circulation figures for November 2024 were reviewed.

A report from the Emerging Technologies Librarian was reviewed.

After review, a motion was made to approve the Personnel report for December 2024. (Kieffer, Mitchell) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

The Building and Grounds Report was reviewed.

Head of Adult Services discussed the Accessing Archives Program. The Sayville Library was selected by the Long Island Libraries Resource Council (LILRC) to be part of this program. An archivist from LILRC will begin archiving and digitizing significant items from the Library's local history collection.

The calendar of events for December 2024 and January 2025 were reviewed.

The next regular meeting of the Library Board will be held on Monday, January 13, 2025, at 7:00 PM.

A motion was made to adjourn the meeting at 8:20 PM. (Mitchell)
Motion carried 5 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary

Meeting of the Sayville Library Board of Trustees
Monday, January 13, 2025, 7:00 PM
Agenda

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- I. Convening
 - A. Call to Order
 - B. Pledge of Allegiance

- II. Reading and Acceptance of the Minutes & Agenda
 - A. The minutes of the December 9, 2024 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*

- III. Financial Matters
 - A. Examination of the January 1-13, 2025 authorization*
 - B. Examination of the December 10-31, 2024 **Prepaid** authorization list*
 - C. Examination and approval of the December 2024 Payroll Warrant*
 - D. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending December 31, 2024

- IV. Executive Session

- V. Opportunity for Public Expression

- VI. Administration Reports
 - A. Director's Report
 - B. Statistics and circulation figures for December 2024
 - C. Head of Adult Services Librarian Report
 - D. Personnel Report – January 2025*
 - E. Assistant Director's Report
 - F. Buildings & Grounds Report
 - G. Friends of the Library Report

- VII. Unfinished Business

- VIII. New Business

- IX. Correspondence
 - A. Thank you from Military Missions

- X. Exhibits, Miscellaneous Library Information
 - A. Suffolk County News Library Advertisement

- XI. Announcements
 - A. The next regular meeting – 7:00 PM, Monday, February 10, 2025

- XII. Adjournment* * indicates action may be needed



**Sayville
Library**

**Board of Trustees
Meeting**

Financial Matters

January 13, 2025

**Sayville Library General Fund
Cash Disbursements
January 1 - 13, 2025**

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
01/13/2025	15512	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(320.00)
12/09/2024	12/09/24 - DINOSAUR	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
12/19/2024	12/19/24 - THERE'S	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
TOTAL				<u>(320.00)</u>	<u>320.00</u>
01/13/2025	15513	10100 · GENERAL FUND OPERATING	ADP, INC.		(274.00)
01/03/2025	679019319	5437D · PAYROLL / ADP		(274.00)	274.00
TOTAL				<u>(274.00)</u>	<u>274.00</u>
01/13/2025	15514	10100 · GENERAL FUND OPERATING	ALLIANCE ENTERTAINMENT		(38.88)
12/12/2024	PLS84322485	5412A · AV,COMPACT DISC & VINYL - ADULT		(38.88)	38.88
TOTAL				<u>(38.88)</u>	<u>38.88</u>
01/13/2025	15515	10100 · GENERAL FUND OPERATING	AMAZON CAPITAL SERVICES		(1,786.66)
12/31/2024	1XQQ-6KVJ-F31D	5410B · BOOKS - ADULT		(25.79)	25.79
		5411A · LIBRARY OF THINGS		(5.98)	5.98
		5412P · VIDEO GAMES - TEEN		(432.32)	432.32
		5412Q · VIDEO GAMES - ADULT		(64.99)	64.99
		5416 · TECHNICAL PROCESSING		(52.83)	52.83
		5430A · OFFICE SUPPLIES		(121.68)	121.68
		5430B · COMPUTER EQUIP & SUPPL		(65.99)	65.99
		5430C · MAKERSPACE EQUIPMENT & SUPPLIES		(171.71)	171.71
		5435A · MEETING EXPENSES		(135.76)	135.76
		5451 · CUSTODIAL SUPPLIES		(236.24)	236.24
		5900C · LIBRARY PROGRAMS - ADULTS		(115.02)	115.02

**Sayville Library General Fund
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		5900D · LIBRARY PROGRAMS - JUV	(161.38)	161.38
		5900E · LIBRARY PROGRAMS - TEEN	(196.97)	196.97
TOTAL			<u>(1,786.66)</u>	<u>1,786.66</u>
01/13/2025	15516	10100 · GENERAL FUND OPERATING		(375.00)
12/14/2024	12/14/24 - HERBAL	5900E · LIBRARY PROGRAMS - TEEN	(375.00)	375.00
TOTAL			<u>(375.00)</u>	<u>375.00</u>
01/13/2025	15517	10100 · GENERAL FUND OPERATING		(440.00)
12/16/2024	MONDAY YOGA	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(440.00)	440.00
TOTAL			<u>(440.00)</u>	<u>440.00</u>
01/13/2025	15518	10100 · GENERAL FUND OPERATING		(1,299.00)
01/08/2025	56462	5203C · COMPUTER EQUIPMENT	(1,299.00)	1,299.00
TOTAL			<u>(1,299.00)</u>	<u>1,299.00</u>
01/13/2025	15519	10100 · GENERAL FUND OPERATING		(2,563.37)
12/03/2024	5019239216	5410B · BOOKS - ADULT	(55.95)	55.95
12/03/2024	5019236102	5410B · BOOKS - ADULT	(149.41)	149.41
		5416B · VENDOR PROCESSING	(3.15)	3.15
12/03/2024	5019233382	5410B · BOOKS - ADULT	(172.44)	172.44
		5416B · VENDOR PROCESSING	(3.70)	3.70
12/04/2024	5019236196	5410C · BOOKS - JUVENILE	(49.97)	49.97
		5416B · VENDOR PROCESSING	(2.10)	2.10
12/04/2024	5019236089	5410B · BOOKS - ADULT	(358.83)	358.83
		5416B · VENDOR PROCESSING	(12.60)	12.60
12/05/2024	5019240189	5410D · BOOKS - YA	(34.21)	34.21

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		5416B · VENDOR PROCESSING	(2.10)	2.10
12/10/2024	5019248452	5410B · BOOKS - ADULT	(356.25)	356.25
		5416B · VENDOR PROCESSING	(7.78)	7.78
12/10/2024	5019250669	5410D · BOOKS - YA	(264.57)	264.57
		5416B · VENDOR PROCESSING	(10.50)	10.50
12/12/2024	5019251946	5410C · BOOKS - JUVENILE	(182.35)	182.35
		5416B · VENDOR PROCESSING	(5.25)	5.25
12/12/2024	5019249767	5410B · BOOKS - ADULT	(89.39)	89.39
		5416B · VENDOR PROCESSING	(4.01)	4.01
12/17/2024	5019260809	5410B · BOOKS - ADULT	(217.85)	217.85
12/17/2024	5019261571	5410B · BOOKS - ADULT	(162.60)	162.60
		5416B · VENDOR PROCESSING	(5.25)	5.25
12/19/2024	5019266006	5410C · BOOKS - JUVENILE	(11.18)	11.18
12/24/2024	5019269160	5410B · BOOKS - ADULT	(269.99)	269.99
		5416B · VENDOR PROCESSING	(10.50)	10.50
12/30/2024	5019269348	5410B · BOOKS - ADULT	(69.34)	69.34
		5416B · VENDOR PROCESSING	(3.15)	3.15
12/31/2024	5019265998	5410D · BOOKS - YA	(47.16)	47.16
		5416B · VENDOR PROCESSING	(1.79)	1.79
TOTAL			<u>(2,563.37)</u>	<u>2,563.37</u>
01/13/2025	15520	10100 · GENERAL FUND OPERATING		(360.00)
		BLUM, LAUREN		
12/21/2024	12/21/24 - ZUMBINI	5900D · LIBRARY PROGRAMS - JUV	(360.00)	360.00
TOTAL			<u>(360.00)</u>	<u>360.00</u>
01/13/2025	15521	10100 · GENERAL FUND OPERATING		(700.82)
		BOA - JENN		
12/27/2024	SD 12/27/24	5410D · BOOKS - YA	(39.99)	39.99
		5430A · OFFICE SUPPLIES	(17.58)	17.58
		5435A · MEETING EXPENSES	(565.87)	565.87
		5900C · LIBRARY PROGRAMS - ADULTS	(77.38)	77.38

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TOTAL				(700.82)	700.82
01/13/2025	15522	10100 · GENERAL FUND OPERATING	BOA - TIM		(1,408.17)
12/27/2024	SD 12/27/24	5430A · OFFICE SUPPLIES		(555.99)	555.99
		5430E · SUSTAINABILITY SUPPLIES		(22.50)	22.50
		5434 · PUBLICITY AND PRINTING		(4.84)	4.84
		5436 · CONTR W/ OTHERSCOMP SVCS		(279.92)	279.92
		5900C · LIBRARY PROGRAMS - ADULTS		(9.78)	9.78
		5900E · LIBRARY PROGRAMS - TEEN		(180.39)	180.39
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(354.75)	354.75
TOTAL				<u>(1,408.17)</u>	<u>1,408.17</u>
01/13/2025	15523	10100 · GENERAL FUND OPERATING	BRINKMANN'S HARDWARE		(138.82)
12/06/2024	246411/1	5452A · MAINTENANCE & REPAIRS-BUILDING		(54.31)	62.94
12/11/2024	245947/1	5452A · MAINTENANCE & REPAIRS-BUILDING		(60.94)	60.94
		5451 · CUSTODIAL SUPPLIES		(13.69)	13.69
12/12/2024	245969/1	5430A · OFFICE SUPPLIES		(9.88)	9.88
TOTAL				<u>(138.82)</u>	<u>147.45</u>
01/13/2025	15524	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND		(3,035.86)
01/01/2025	JANUARY 2025	90608 · HOSPITAL & MEDICAL INSURANCE		(3,035.86)	3,035.86
TOTAL				<u>(3,035.86)</u>	<u>3,035.86</u>
01/13/2025	15525	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT		(58.74)
12/03/2024	2136466	5410B · BOOKS - ADULT		(58.74)	58.74
TOTAL				<u>(58.74)</u>	<u>58.74</u>

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01/13/2025	15526	10100 · GENERAL FUND OPERATING	CITI CARDS		(107.80)
12/31/2024	SD 01/02/25	5900D · LIBRARY PROGRAMS - JUV		(107.80)	169.83
TOTAL				<u>(107.80)</u>	<u>169.83</u>
01/13/2025	15527	10100 · GENERAL FUND OPERATING	CMEE		(400.00)
01/06/2025	2025 RENEWAL	5900H · MUSEUM PASSES		(400.00)	400.00
TOTAL				<u>(400.00)</u>	<u>400.00</u>
01/13/2025	15528	10100 · GENERAL FUND OPERATING	CSEA		(1,687.78)
12/31/2024	DEC 2024	206025 · UNION DUES W/H		(1,687.78)	1,687.78
TOTAL				<u>(1,687.78)</u>	<u>1,687.78</u>
01/13/2025	15529	10100 · GENERAL FUND OPERATING	FALLON, JOSEPHINE		(102.22)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(102.22)	102.22
TOTAL				<u>(102.22)</u>	<u>102.22</u>
01/13/2025	15530	10100 · GENERAL FUND OPERATING	FANNY CAKES		(450.00)
12/19/2024	12/19/24 - GINGER	5900E · LIBRARY PROGRAMS - TEEN		(280.00)	280.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(170.00)	170.00
TOTAL				<u>(450.00)</u>	<u>450.00</u>
01/13/2025	15531	10100 · GENERAL FUND OPERATING	FLUID IMAGERY		(1,065.00)
01/01/2025	50537	5436 · CONTR W/ OTHERSCOMP SVCS		(1,065.00)	1,065.00
TOTAL				<u>(1,065.00)</u>	<u>1,065.00</u>

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01/13/2025	15532	10100 · GENERAL FUND OPERATING	GOYKIN, ROBERT		(175.27)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(175.27)	175.27
TOTAL				<u>(175.27)</u>	<u>175.27</u>
01/13/2025	15533	10100 · GENERAL FUND OPERATING	GREENSPAN, MARSHA		(102.22)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(102.22)	102.22
TOTAL				<u>(102.22)</u>	<u>102.22</u>
01/13/2025	15534	10100 · GENERAL FUND OPERATING	HAASE LANDSCAPING		(767.55)
12/21/2024	3323_12/21/24	5469B · SNOW REMOVAL		(767.55)	767.55
TOTAL				<u>(767.55)</u>	<u>767.55</u>
01/13/2025	15535	10100 · GENERAL FUND OPERATING	HAYDEN, MICHELLE		(27.50)
12/16/2024	REFUND	42082B · LOST MATERIALS		(27.50)	27.50
TOTAL				<u>(27.50)</u>	<u>27.50</u>
01/13/2025	15536	10100 · GENERAL FUND OPERATING	HEID, ALAN		(370.00)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(370.00)	370.00
TOTAL				<u>(370.00)</u>	<u>370.00</u>
01/13/2025	15537	10100 · GENERAL FUND OPERATING	ISLAND WINDS CHAMBER ENSEMBLE		(600.00)
12/15/2024	12/15/24 - HOLIDAY	5900C · LIBRARY PROGRAMS - ADULTS		(600.00)	600.00
TOTAL				<u>(600.00)</u>	<u>600.00</u>
01/13/2025	15538	10100 · GENERAL FUND OPERATING	KANOPY, INC.		(234.00)

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12/31/2024	431139	5413D · ONLINE DATABASES		(234.00)	234.00
TOTAL				<u>(234.00)</u>	<u>234.00</u>
01/13/2025	15539	10100 · GENERAL FUND OPERATING	KEVIN A. SEAMAN, ESQ.		(6,750.00)
01/08/2025	BD 01/01/25	5437B · PROF FEES LEGAL & OTHER		(6,750.00)	6,750.00
TOTAL				<u>(6,750.00)</u>	<u>6,750.00</u>
01/13/2025	15540	10100 · GENERAL FUND OPERATING	LEAF		(148.25)
01/02/2025	17725653	5439F · EQUIP, RENT, COPIER		(148.25)	148.25
TOTAL				<u>(148.25)</u>	<u>148.25</u>
01/13/2025	15541	10100 · GENERAL FUND OPERATING	LEPORE, ALICE		(723.61)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(723.61)	723.61
TOTAL				<u>(723.61)</u>	<u>723.61</u>
01/13/2025	15542	10100 · GENERAL FUND OPERATING	LINTHWAITE, DARA		(320.00)
12/05/2024	12/05/24 - TRAIN	5900D · LIBRARY PROGRAMS - JUV		(320.00)	320.00
TOTAL				<u>(320.00)</u>	<u>320.00</u>
01/13/2025	15543	10100 · GENERAL FUND OPERATING	LONGWOOD PUBLIC LIBRARY		(24.99)
12/17/2024	REFUND	5900B · LOST MATERIALS DA/ILL		(24.99)	24.99
TOTAL				<u>(24.99)</u>	<u>24.99</u>
01/13/2025	15544	10100 · GENERAL FUND OPERATING	MARIA'S MEXICAN COOKING LLC		(400.00)

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12/16/2024	12/16/24 - MEXICAN	5900C · LIBRARY PROGRAMS - ADULTS	(267.00)	267.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE	(133.00)	133.00
TOTAL			<u>(400.00)</u>	<u>400.00</u>
01/13/2025	15545	10100 · GENERAL FUND OPERATING	MIDWEST TAPE	(2,095.73)
12/01/2024	506401575	5412C · AV, VIDEO DVD - ADULT	(186.86)	186.86
		5416B · VENDOR PROCESSING	(34.16)	34.16
12/01/2024	506321217	5412A · AV,COMPACT DISC & VINYL - ADULT	(20.23)	20.23
		5416B · VENDOR PROCESSING	(8.22)	8.22
12/01/2024	506011317	5412A · AV,COMPACT DISC & VINYL - ADULT	(25.48)	25.48
		5416B · VENDOR PROCESSING	(8.22)	8.22
12/01/2024	505819399	5412C · AV, VIDEO DVD - ADULT	(203.34)	203.34
		5416B · VENDOR PROCESSING	(22.89)	22.89
12/01/2024	506076745_09.20.24	5412O · AV VIDEO/DVD - YA	(25.19)	25.19
		5416B · VENDOR PROCESSING	(3.79)	3.79
12/07/2024	506445267	5412C · AV, VIDEO DVD - ADULT	(113.41)	113.41
		5416B · VENDOR PROCESSING	(11.42)	11.42
12/11/2024	506321216	5412I · AV VIDEO/DVD - JUV	(9.79)	9.79
		5416B · VENDOR PROCESSING	(3.79)	3.79
12/13/2024	506475532	5412C · AV, VIDEO DVD - ADULT	(339.05)	339.05
		5416B · VENDOR PROCESSING	(43.50)	43.50
12/20/2024	506508079	5412C · AV, VIDEO DVD - ADULT	(148.27)	148.27
		5416B · VENDOR PROCESSING	(32.13)	32.13
12/27/2024	506401577	5412I · AV VIDEO/DVD - JUV	(10.49)	10.49
		5416B · VENDOR PROCESSING	(3.79)	3.79
12/31/2024	506554182	5413D · ONLINE DATABASES	(764.04)	764.04
01/03/2025	506566445	5412I · AV VIDEO/DVD - JUV	(77.67)	77.67
TOTAL			<u>(2,095.73)</u>	<u>2,095.73</u>
01/13/2025	15546	10100 · GENERAL FUND OPERATING	MOORE, JAYMIE	(168.42)

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01/08/2025	PETTY - DEC 2024	5435A · MEETING EXPENSES	(32.03)	32.03
		5430C · MAKERSPACE EQUIPMENT & SUPPLIES	(6.25)	6.25
		5900D · LIBRARY PROGRAMS - JUV	(123.75)	123.75
		5430A · OFFICE SUPPLIES	(6.39)	6.39
TOTAL			<u>(168.42)</u>	<u>168.42</u>
01/13/2025	15547	10100 · GENERAL FUND OPERATING	NATIONAL SEPTEMBER 11 MEMORIAL & MUSEUM	(250.00)
01/06/2025	RENEWAL 2025	5900H · MUSEUM PASSES	(250.00)	250.00
TOTAL			<u>(250.00)</u>	<u>250.00</u>
01/13/2025	15548	10100 · GENERAL FUND OPERATING	NYS EMPLOYEES' HEALTH INSURANCE PENDING	(48,179.58)
01/06/2025	FEBRUARY 2025	90608 · HOSPITAL & MEDICAL INSURANCE	(48,179.58)	48,179.58
TOTAL			<u>(48,179.58)</u>	<u>48,179.58</u>
01/13/2025	15549	10100 · GENERAL FUND OPERATING	O'ROURKE, SANDRA	(370.00)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE	(370.00)	370.00
TOTAL			<u>(370.00)</u>	<u>370.00</u>
01/13/2025	15550	10100 · GENERAL FUND OPERATING	OLSON, WILLIAM	(370.00)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE	(370.00)	370.00
TOTAL			<u>(370.00)</u>	<u>370.00</u>
01/13/2025	15551	10100 · GENERAL FUND OPERATING	OPTIMUM	(234.24)
01/09/2025	JANUARY 2025	5431A · TELECOMMUNICATIONS	(234.24)	234.24
TOTAL			<u>(234.24)</u>	<u>234.24</u>

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01/13/2025	15552	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(102.22)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(102.22)	102.22
TOTAL				<u>(102.22)</u>	<u>102.22</u>
01/13/2025	15553	10100 · GENERAL FUND OPERATING	PIRAINO, KERRY		(138.56)
12/13/2024	REIMBURSEMENT	5900D · LIBRARY PROGRAMS - JUV		(138.56)	138.56
TOTAL				<u>(138.56)</u>	<u>138.56</u>
01/13/2025	15554	10100 · GENERAL FUND OPERATING	POSTMASTER SAYVILLE		(750.00)
01/09/2025	MAR/APR POSTAGE	5433B · LIBRARY BULK MAILING		(750.00)	750.00
TOTAL				<u>(750.00)</u>	<u>750.00</u>
01/13/2025	15555	10100 · GENERAL FUND OPERATING	POSTMASTER WEST SAYVILLE		(160.00)
01/09/2025	POSTAGE - MAR/AP	5433B · LIBRARY BULK MAILING		(160.00)	160.00
TOTAL				<u>(160.00)</u>	<u>160.00</u>
01/13/2025	15556	10100 · GENERAL FUND OPERATING	QUADIENT FINANCE USA, INC		(200.00)
12/30/2024	SD 12/30/24	5433A · POSTAGE AND FREIGHT		(200.00)	200.00
TOTAL				<u>(200.00)</u>	<u>200.00</u>
01/13/2025	15557	10100 · GENERAL FUND OPERATING	REPRISE MUSIC		(195.00)
12/12/2024	12/12/24 - HOLIDAY	5900D · LIBRARY PROGRAMS - JUV		(195.00)	195.00
TOTAL				<u>(195.00)</u>	<u>195.00</u>
01/13/2025	15558	10100 · GENERAL FUND OPERATING	ROEDER, KATHY		(300.00)

**Sayville Library General Fund
Cash Disbursements
January 1 - 13, 2025**

12/10/2024	12/10/24 - BABY	5900D · LIBRARY PROGRAMS - JUV		(300.00)	300.00
TOTAL				<u>(300.00)</u>	<u>300.00</u>
01/13/2025	15559	10100 · GENERAL FUND OPERATING	ROSELAND SCHOOL OF DANCE		(300.00)
12/03/2024	12/03/24 - MUSIC	5900D · LIBRARY PROGRAMS - JUV		(300.00)	300.00
TOTAL				<u>(300.00)</u>	<u>300.00</u>
01/13/2025	15560	10100 · GENERAL FUND OPERATING	RUBIN-RUQUET, STEPHANIE		(185.00)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(185.00)	185.00
TOTAL				<u>(185.00)</u>	<u>185.00</u>
01/13/2025	15561	10100 · GENERAL FUND OPERATING	SCHWARTZ, BONNIE		(360.00)
12/06/2024	12/06/24 - PAINT	5900C · LIBRARY PROGRAMS - ADULTS		(240.00)	240.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(120.00)	120.00
TOTAL				<u>(360.00)</u>	<u>360.00</u>
01/13/2025	15562	10100 · GENERAL FUND OPERATING	SCLS P.A.L.S.		(6,305.38)
01/09/2025	82037	5439C · EQUIP. RENT, CIRC SYS		(6,305.38)	6,305.38
TOTAL				<u>(6,305.38)</u>	<u>6,305.38</u>
01/13/2025	15563	10100 · GENERAL FUND OPERATING	SCWA		(379.96)
01/03/2025	BD 01/03/25	5450C · WATER		(379.96)	379.96
TOTAL				<u>(379.96)</u>	<u>379.96</u>
01/13/2025	15564	10100 · GENERAL FUND OPERATING	SL SECURITY PROS		(480.00)

**Sayville Library General Fund
Cash Disbursements
January 1 - 13, 2025**

01/01/2025	310717	5452B · REPAIRS - CONTRACTS		(480.00)	480.00
TOTAL				<u>(480.00)</u>	<u>480.00</u>
01/13/2025	15565	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(200.00)
01/03/2025	JANUARY 2025	5437C · PROF FEES TREASURER		(200.00)	200.00
TOTAL				<u>(200.00)</u>	<u>200.00</u>
01/13/2025	15566	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY		(4,407.44)
12/09/2024	93496	5416 · TECHNICAL PROCESSING		(269.94)	269.94
12/09/2024	93489	5413D · ONLINE DATABASES		(787.50)	787.50
12/16/2024	93531	5900I · VENUE TICKETS		(1,950.00)	1,950.00
		5900I · VENUE TICKETS		(1,400.00)	1,400.00
TOTAL				<u>(4,407.44)</u>	<u>4,407.44</u>
01/13/2025	15567	10100 · GENERAL FUND OPERATING	SUFFOLK PLDA		(65.00)
01/09/2025	2025 MEMBER	5438 · MEMBERSHIP DUES		(65.00)	65.00
TOTAL				<u>(65.00)</u>	<u>65.00</u>
01/13/2025	15568	10100 · GENERAL FUND OPERATING	THERMAL SOLUTIONS, INC		(479.50)
12/10/2024	104691	5452A · MAINTENANCE & REPAIRS-BUILDING		(479.50)	479.50
TOTAL				<u>(479.50)</u>	<u>479.50</u>
01/13/2025	15569	10100 · GENERAL FUND OPERATING	VERIZON		(600.46)
12/31/2024	BD 12/31/24	5431 · TELEPHONE		(600.46)	600.46
TOTAL				<u>(600.46)</u>	<u>600.46</u>

**Sayville Library General Fund
Cash Disbursements
January 1 - 13, 2025**

01/13/2025	15570	10100 · GENERAL FUND OPERATING	VERIZON BUSINESS		(2.65)
01/09/2025	08050914	5431 · TELEPHONE		(2.65)	2.65
TOTAL				<u>(2.65)</u>	<u>2.65</u>
01/13/2025	15571	10100 · GENERAL FUND OPERATING	WILLIAMSON, CARMELLA		(185.00)
01/01/2025	REIMBURSE - JAN 25	90608 · HOSPITAL & MEDICAL INSURANCE		(185.00)	185.00
TOTAL				<u>(185.00)</u>	<u>185.00</u>
01/13/2025	15572	10100 · GENERAL FUND OPERATING	WINTERS BROS. HAULING OF L.I. LLC		(202.85)
12/31/2024	4337625	5469A · SANITATION		(202.85)	202.85
TOTAL				<u>(202.85)</u>	<u>202.85</u>
01/13/2025	15573	10100 · GENERAL FUND OPERATING	YOUNG, CLIVE		(325.00)
12/03/2024	12/03/24 - BEHIND	5900C · LIBRARY PROGRAMS - ADULTS		(325.00)	325.00
TOTAL				<u>(325.00)</u>	<u>325.00</u>
Total Cash Disbursements				<u><u>\$ (95,247.50)</u></u>	

**Sayville Library General Fund
PREPAID Cash Disbursements**

December 10 - 31, 2024

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
12/19/2024	15504	10100 · GENERAL FUND OPERATING	ADP, INC.		(764.20)
12/06/2024	676807691	5437D · PAYROLL / ADP		(764.20)	764.20
TOTAL				<u>(764.20)</u>	<u>764.20</u>
12/19/2024	15505	10100 · GENERAL FUND OPERATING	LEAF		(282.28)
12/07/2024	17599537	5439F · EQUIP, RENT, COPIER		(282.28)	282.28
TOTAL				<u>(282.28)</u>	<u>282.28</u>
12/19/2024	15506	10100 · GENERAL FUND OPERATING	NYS EMPLOYEES' HEALTH INSURANCE PENDING		(48,179.58)
12/09/2024	SD 12/09/24	90608 · HOSPITAL & MEDICAL INSURANCE		(48,179.58)	48,179.58
TOTAL				<u>(48,179.58)</u>	<u>48,179.58</u>
12/19/2024	15507	10100 · GENERAL FUND OPERATING	PSEGLI 92-2		(8,583.31)
12/12/2024	BD 12/12/24	5450A · ELECTRICITY		(8,583.31)	8,583.31
TOTAL				<u>(8,583.31)</u>	<u>8,583.31</u>
12/19/2024	15508	10100 · GENERAL FUND OPERATING	PSEGLI 93-0		(15.72)
12/12/2024	BD 12/12/24	5450A · ELECTRICITY		(15.72)	15.72
TOTAL				<u>(15.72)</u>	<u>15.72</u>
12/19/2024	15509	10100 · GENERAL FUND OPERATING	SEARLES GRAPHICS, INC.		(4,995.00)
12/09/2024	23994	5434 · PUBLICITY AND PRINTING		(4,995.00)	4,995.00
TOTAL				<u>(4,995.00)</u>	<u>4,995.00</u>

**Sayville Library General Fund
PREPAID Cash Disbursements**

December 10 - 31, 2024

12/19/2024	15510	10100 · GENERAL FUND OPERATING	VERIZON		(589.78)
12/01/2024	BD 11/30/24	5431 · TELEPHONE		(589.78)	589.78
TOTAL				<u>(589.78)</u>	<u>589.78</u>
12/19/2024	15511	10100 · GENERAL FUND OPERATING	VERIZON BUSINESS		(4.04)
12/10/2024	07622326	5431 · TELEPHONE		(4.04)	4.04
TOTAL				<u>(4.04)</u>	<u>4.04</u>
		Total Prepaid Cash Disbursement		<u><u>\$ (63,413.91)</u></u>	

DEPARTMENT	HOURS		EARNINGS			GROSS	STATUTORY DEDUCTIONS		VOL DEDS.	NET PAY	
	Reg / O/T	Hours 3 & 4	Reg / O/T	Earn 3 & 4	Earn 5		Federal	State/Local			
100 PROFESSIONAL	825.50	348.50	38,234.53	10,973.85		49,208.38	5,090.31 FIT 3,050.90 SS 713.53 MED	2,193.45 STATE SUI SDI 139.73 FLI LOCAL	38,020.46	PAYS	26
200 CLERICAL	525.50	133.00	11,122.11	3,199.71		14,321.82	655.83 FIT 887.98 SS 207.65 MED	361.61 STATE SUI SDI 51.12 FLI LOCAL	12,157.63	PAYS	21
300 CUSTODIAL	127.50	35.00	2,913.86	794.04		3,707.90	283.63 FIT 229.88 SS 53.75 MED	136.34 STATE SUI SDI 13.84 FLI LOCAL	2,990.46	PAYS	4
400 SECURITY	67.00	9.75	1,454.60	311.61		1,766.21	87.60 FIT 109.51 SS 25.62 MED	30.61 STATE SUI SDI 6.59 FLI LOCAL	1,506.28	PAYS	4
500 PAGES	198.00	18.00	3,168.00	432.00		3,600.00	5.39 FIT 223.21 SS 52.22 MED	14.34 STATE SUI SDI 12.47 FLI LOCAL	3,292.37	PAYS	14
** GRAND TOTAL **	1,743.50	544.25	56,893.10	15,711.21		72,604.31	6,122.76 FIT 4,501.48 SS 1,052.77 MED	2,736.35 STATE SUI SDI 223.75 FLI LOCAL	57,967.20	NET CASH PAYS	49,340.27 69

SUM

DEPARTMENT	HOURS		EARNINGS			GROSS	STATUTORY DEDUCTIONS		VOL DEDS.	NET PAY	
	Reg / O/T	Hours 3 & 4	Reg / O/T	Earn 3 & 4	Earn 5		Federal	State/Local			
100 PROFESSIONAL	1,013.25	201.00	43,559.90	6,974.34		50,534.24	5,263.66 FIT 3,133.10 SS 732.71 MED	2,277.00 STATE SUI SDI 129.55 FLI LOCAL	38,998.22	PAYS	27
						67.32% of CO					
200 CLERICAL	607.25	54.50	13,040.05	1,466.36		14,506.41	687.27 FIT 899.38 SS 210.36 MED	360.66 STATE SUI SDI 51.77 FLI LOCAL	11,744.46	PAYS	552.51 21
						19.33% of CO					
300 CUSTODIAL	160.50	6.00	3,662.56	169.60		3,832.16	300.28 FIT 237.60 SS 55.57 MED	143.85 STATE SUI SDI 14.29 FLI LOCAL	3,080.57	PAYS	4
						5.11% of CO					
400 SECURITY	77.50	9.75	1,683.40	311.61		1,995.01	104.44 FIT 123.68 SS 28.92 MED	53.89 STATE SUI SDI 7.45 FLI LOCAL	1,676.63	PAYS	4
						2.66% of CO					
500 PAGES	242.00	13.50	3,872.00	324.00		4,196.00	FIT 260.14 SS 60.83 MED	26.08 STATE SUI SDI 14.11 FLI LOCAL	3,834.84	PAYS	14
						5.59% of CO					
** GRAND TOTAL **	2,100.50	284.75	65,817.91	9,245.91		75,063.82	6,355.65 FIT 4,653.90 SS 1,088.39 MED	2,861.48 STATE SUI SDI 217.17 FLI LOCAL	59,334.72	PAYS	552.51 NET CASH 51,501.49 70

SUM



**Sayville
Library**

**Board of Trustees
Meeting**

Administration Reports

January 13, 2025



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

To: Sayville Library Board of Trustees
From: Jennifer T. Fowler, Director
Date: January 13, 2025
Re: Personnel Report

The following report of personnel changes is submitted for approval to the Board of Trustees:

ADDITIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Evan Walters	PT Library Clerk	\$18.06	Adult Services	01/06/2025
Andy Canadas	PT Network + Systems Tech.	\$28.00	IT Services	01/21/2025

SALARY ADJUSTMENTS

EMPLOYEE	POSITION	ANNUAL	NEW ANNUAL	EFFECTIVE DATE
Morgan Tamburro	FT Librarian III	\$72,800.00	\$75,000.00	01/01/2025
Tory Young	FT Librarian I	\$62,732.93	\$67,000.00	02/01/2025