



**Sayville
Library**

**Board of Trustees
Meeting**

Minutes & Agenda

December 9, 2024

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 12, 2024**

PRESENT:

Joseph Loughren
Marianne Bastian
Claudia Carpenter
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager

ABSENT WITH EXCUSE:

Louisa Kieffer
Debra Mitchell

Library Board President Joseph Loughren called the meeting to order at 7:04 PM.

After review, a motion was made to approve the Minutes of the October 15, 2024 Regular Board Meeting. (Carpenter, Bastian) Motion carried 3 – 0.

After review, a motion was made to accept the Agenda. (Bastian, Carpenter) Motion carried 3 – 0.

After review, a motion was made to approve the November 1-12, 2024 Authorization list. (Carpenter, Bastian) Motion carried 3 – 0.

After review, a motion was made to approve the October 16-31, 2024 **Prepaid** Authorization list. (Bastian, Carpenter) Motion carried 3 – 0.

Approval of the October 2024 payroll warrant was tabled until December due to appointed Trustees not present.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending October 31, 2024 were reviewed.

A motion was made at 7:11 PM to enter Executive Session to discuss a personnel matters. (Bastian, Carpenter) Motion carried 3 – 0.

A motion was made at 7:51 PM to exit Executive Session. (Bastian, Carpenter) Motion carried 3 – 0.

The Director's Report dated November 12, 2024 was reviewed.

The statistics and circulation figures for October 2024 were reviewed.

A report from the Community Outreach Department Head was reviewed.

After review, a motion was made to approve the Personnel report for November 2024. (Bastian, Carpenter) Motion carried 3 – 0.

The Buildings and Grounds Report was reviewed.

After review, a motion was made to approve the 2025 SCLS Proposed Budget. (Carpenter, Bastian) Motion carried 3 – 0.

The SCLS cost for 2025 Downloads was reviewed.

An email from patron R. Hernandez was reviewed.

An email from patron C. Dinkel was reviewed.

An email from patron M. McCauley was reviewed

The calendar of events for November 2024 and December 2024 were reviewed.

The next regular meeting of the Library Board will be held on Monday, December 9, 2024, at 7:00 PM.

A motion was made to adjourn the meeting at 8:25 PM. (Bastian)
Motion carried 3 – 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, December 9, 2024, 7:00 PM
Agenda

Page **1** of **1**

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

- II. Reading and Acceptance of the Minutes & Agenda
 - A. The minutes of the November 12, 2024 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*

- III. Financial Matters
 - A. Examination of the December 1-9, 2024 authorization*
 - B. Examination of the November 13 - 30, 2024 **Prepaid** authorization list*
 - C. Examination and approval of the December 1-9, 2024 **Capital Fund** authorization*
 - D. Examination and approval of the October 2024 Payroll Warrant*
 - E. Examination and approval of the November 2024 Payroll Warrant*
 - F. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending November 30, 2024

- IV. Executive Session

- V. Opportunity for Public Expression

- VI. Administration Reports
 - A. Director's Report
 - B. Statistics and circulation figures for November 2024
 - C. Emerging Technologies Librarian Report
 - D. Personnel Report - November 2024*
 - E. Assistant Director's Report
 - F. Buildings & Grounds Report

- VII. Unfinished Business

- VIII. New Business
 - A. Accessing Archives Program

- IX. Correspondence

- X. Exhibits, Miscellaneous Library Information

- XI. Announcements
 - A. The next regular meeting will take place at 7:00 PM, Monday, January 13, 2025

- XII. Adjournment*

* indicates action may be needed



**Sayville
Library**

**Board of Trustees
Meeting**

Financial Matters

December 9, 2024

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
12/09/2024	15450	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(290.00)
11/21/2024	11/21/24 - TURKEY	5900D · LIBRARY PROGRAMS - JUV		(290.00)	290.00
TOTAL				(290.00)	290.00
12/09/2024	15451	10100 · GENERAL FUND OPERATING	AMAZON CAPITAL SERVICES		(1,492.69)
11/30/2024	1Y7D-GPHJ-6XGT	5410B · BOOKS - ADULT		(74.71)	74.71
		5410D · BOOKS - YA		(125.32)	125.32
		5412P · VIDEO GAMES - TEEN		(207.71)	207.71
		5430A · OFFICE SUPPLIES		(32.32)	32.32
		5430C · MAKERSPACE EQUIPMENT & SUPPLIES		(25.53)	25.53
		5451 · CUSTODIAL SUPPLIES		(283.46)	283.46
		5900C · LIBRARY PROGRAMS - ADULTS		(63.11)	63.11
		5900E · LIBRARY PROGRAMS - TEEN		(102.57)	102.57
		5900K · SPECIAL EVENT PROGRAMS		(577.96)	577.96
TOTAL				(1,492.69)	1,492.69
12/09/2024	15452	10100 · GENERAL FUND OPERATING	ARROW EXTERMINATING COMPANY, INC.		(325.00)
11/22/2024	SD 11/22/24	5469C · EXTERMINATOR		(325.00)	325.00
TOTAL				(325.00)	325.00
12/09/2024	15453	10100 · GENERAL FUND OPERATING	ATLANTIC WIND SYMPHONY INC.		(200.00)
11/09/2024	11/09/24 - FAN	5900K · SPECIAL EVENT PROGRAMS		(200.00)	200.00
TOTAL				(200.00)	200.00
12/09/2024	15454	10100 · GENERAL FUND OPERATING	BAKER & TAYLOR		(3,396.43)
11/04/2024	5019193044	5410D · BOOKS - YA		(214.60)	214.60

Sayville Library General Fund
Cash Disbursements
December 9, 2024

		5416B · VENDOR PROCESSING	(6.30)	6.30
11/04/2024	5019192660	5410B · BOOKS - ADULT	(387.49)	387.49
		5416B · VENDOR PROCESSING	(11.32)	11.32
11/04/2024	5019190053	5410B · BOOKS - ADULT	(43.67)	43.67
		5416B · VENDOR PROCESSING	(1.48)	1.48
11/05/2024	5019199556	5410B · BOOKS - ADULT	(51.83)	51.83
11/05/2024	5019197710	5410B · BOOKS - ADULT	(77.06)	77.06
		5416B · VENDOR PROCESSING	(2.22)	2.22
11/05/2024	5019197378	5410B · BOOKS - ADULT	(747.54)	747.54
		5416B · VENDOR PROCESSING	(21.43)	21.43
11/11/2024	5019204892	5410C · BOOKS - JUVENILE	(216.19)	216.19
		5416B · VENDOR PROCESSING	(10.50)	10.50
11/12/2024	5019209071	5410B · BOOKS - ADULT	(51.34)	51.34
		5416B · VENDOR PROCESSING	(2.22)	2.22
11/12/2024	5019210312	5410B · BOOKS - ADULT	(208.13)	208.13
		5416B · VENDOR PROCESSING	(8.09)	8.09
11/13/2024	5019210129	5410D · BOOKS - YA	(36.55)	36.55
		5416B · VENDOR PROCESSING	(1.05)	1.05
11/19/2024	5019217643	5410B · BOOKS - ADULT	(113.88)	113.88
		5416B · VENDOR PROCESSING	(2.53)	2.53
11/19/2024	5019219613	5410B · BOOKS - ADULT	(37.50)	37.50
11/20/2024	5019220218	5410B · BOOKS - ADULT	(415.53)	415.53
		5416B · VENDOR PROCESSING	(11.55)	11.55
11/20/2024	5019220071	5410C · BOOKS - JUVENILE	(193.25)	193.25
		5416B · VENDOR PROCESSING	(3.15)	3.15
11/20/2024	5019220513	5410B · BOOKS - ADULT	(95.25)	95.25
		5416B · VENDOR PROCESSING	(3.15)	3.15
11/26/2024	5019227315	5410B · BOOKS - ADULT	(395.47)	395.47
		5416B · VENDOR PROCESSING	(13.58)	13.58
11/26/2024	5019224730	5410D · BOOKS - YA	(11.53)	11.53
		5416B · VENDOR PROCESSING	(1.05)	1.05
TOTAL			(3,396.43)	3,396.43

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

12/09/2024	15455	10100 · GENERAL FUND OPERATING	BLEYER, BILL		(200.00)
11/04/2024	11/04/24 - MARITIME	5900C · LIBRARY PROGRAMS - ADULTS		(200.00)	200.00
TOTAL				<u>(200.00)</u>	<u>200.00</u>
12/09/2024	15456	10100 · GENERAL FUND OPERATING	BOA - JENN		(90.00)
11/27/2024	SD 11/27/24	5900K · SPECIAL EVENT PROGRAMS		(90.00)	90.00
TOTAL				<u>(90.00)</u>	<u>90.00</u>
12/09/2024	15457	10100 · GENERAL FUND OPERATING	BOA - TIM		(3,773.71)
11/27/2024	SD 11/27/24	5203K · FURNITURE & EQUIPMT UNDER \$500		(26.48)	27.00
		5413B · PERIODICAL NONMICROFORM		(107.90)	109.99
		5416 · TECHNICAL PROCESSING		(53.68)	54.72
		5430A · OFFICE SUPPLIES		(694.14)	707.61
		5434 · PUBLICITY AND PRINTING		(44.14)	45.00
		5436 · CONTR W/ OTHERSCOMP SVCS		(2,275.76)	2,319.92
		5452A · MAINTENANCE & REPAIRS-BUILDING		(29.40)	29.97
		5900C · LIBRARY PROGRAMS - ADULTS		(49.05)	50.00
		5900E · LIBRARY PROGRAMS - TEEN		(40.18)	40.96
		5900H · MUSEUM PASSES		(386.50)	394.00
		5900K · SPECIAL EVENT PROGRAMS		(66.48)	67.77
TOTAL				<u>(3,773.71)</u>	<u>3,846.94</u>
12/09/2024	15458	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND		(3,035.86)
11/01/2024	DECEMBER 2024	90608 · HOSPITAL & MEDICAL INSURANCE		(3,035.86)	3,035.86
TOTAL				<u>(3,035.86)</u>	<u>3,035.86</u>
12/09/2024	15459	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT		(88.11)
11/03/2024	2131823	5410B · BOOKS - ADULT		(88.11)	88.11
				<u>(88.11)</u>	<u>88.11</u>

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

TOTAL				(88.11)	88.11
12/09/2024	15460	10100 · GENERAL FUND OPERATING	CITI CARDS		(627.90)
12/04/2024	SD 12/03/24	5435A · MEETING EXPENSES		(61.63)	61.63
		5900D · LIBRARY PROGRAMS - JUV		(368.15)	368.15
		5900K · SPECIAL EVENT PROGRAMS		(25.00)	25.00
		5900K · SPECIAL EVENT PROGRAMS		(15.00)	15.00
		5900K · SPECIAL EVENT PROGRAMS		(79.80)	79.80
		5900K · SPECIAL EVENT PROGRAMS		(78.32)	78.32
TOTAL				<u>(627.90)</u>	<u>627.90</u>
12/09/2024	15461	10100 · GENERAL FUND OPERATING	CORNELL COOPERTIVE EXTENSION OF SUFFOLK		(325.00)
11/23/2024	11/23/24 - BABYSIT	5900E · LIBRARY PROGRAMS - TEEN		(325.00)	325.00
TOTAL				<u>(325.00)</u>	<u>325.00</u>
12/09/2024	15462	10100 · GENERAL FUND OPERATING	CSEA		(1,702.98)
11/30/2024	DUES - NOV 2024	206025 · UNION DUES W/H		(1,702.98)	1,702.98
TOTAL				<u>(1,702.98)</u>	<u>1,702.98</u>
12/09/2024	15463	10100 · GENERAL FUND OPERATING	DEMCO		(179.11)
12/02/2024	7574491	5416 · TECHNICAL PROCESSING		(179.11)	179.11
TOTAL				<u>(179.11)</u>	<u>179.11</u>
12/09/2024	15464	10100 · GENERAL FUND OPERATING	EBSCO		(6,447.86)
11/01/2024	9263119	5413B · PERIODICAL NONMICROFORM		(6,447.86)	6,447.86
TOTAL				<u>(6,447.86)</u>	<u>6,447.86</u>
12/09/2024	15465	10100 · GENERAL FUND OPERATING	ENVISIONWARE, INC.		(865.00)

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

11/22/2024	INV-US-73867	5436 · CONTR W/ OTHERSCOMP SVCS	(865.00)	865.00
TOTAL			<u>(865.00)</u>	<u>865.00</u>
12/09/2024	15466	10100 · GENERAL FUND OPERATING		(92.36)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE	(92.36)	92.36
TOTAL			<u>(92.36)</u>	<u>92.36</u>
12/09/2024	15467	10100 · GENERAL FUND OPERATING		(1,096.25)
11/07/2024	49615	5436B · SERVICE CALLS/CONTRACTS	(31.25)	31.25
12/04/2024	49986	5436 · CONTR W/ OTHERSCOMP SVCS	(1,065.00)	1,065.00
TOTAL			<u>(1,096.25)</u>	<u>1,096.25</u>
12/09/2024	15468	10100 · GENERAL FUND OPERATING		(450.00)
11/17/2024	11/17/24 - SITTING	5900C · LIBRARY PROGRAMS - ADULTS	(450.00)	450.00
TOTAL			<u>(450.00)</u>	<u>450.00</u>
12/09/2024	15469	10100 · GENERAL FUND OPERATING		(91.17)
11/19/2024	85973513	5410B · BOOKS - ADULT	(91.17)	91.17
TOTAL			<u>(91.17)</u>	<u>91.17</u>
12/09/2024	15470	10100 · GENERAL FUND OPERATING		(154.67)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE	(154.67)	154.67
TOTAL			<u>(154.67)</u>	<u>154.67</u>
12/09/2024	15471	10100 · GENERAL FUND OPERATING		(92.36)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE	(92.36)	92.36
			<u>(92.36)</u>	<u>92.36</u>

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

TOTAL				(92.36)	92.36
12/09/2024	15472	10100 · GENERAL FUND OPERATING	HEID, ALAN		(349.40)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE		(349.40)	349.40
TOTAL				<u>(349.40)</u>	<u>349.40</u>
12/09/2024	15473	10100 · GENERAL FUND OPERATING	I LUG NY		(500.00)
11/09/2024	11/09/24 - FAN	5900K · SPECIAL EVENT PROGRAMS		(500.00)	500.00
TOTAL				<u>(500.00)</u>	<u>500.00</u>
12/09/2024	15474	10100 · GENERAL FUND OPERATING	IMPROV THEATER LLC		(600.00)
11/09/2024	11/09/24 - FAN	5900K · SPECIAL EVENT PROGRAMS		(600.00)	600.00
TOTAL				<u>(600.00)</u>	<u>600.00</u>
12/09/2024	15475	10100 · GENERAL FUND OPERATING	JOURNEY INSPIRED CONSULTING LLC		(150.00)
11/04/2024	11/04/24 - CAREER	5900J · OUTREACH SERVICES		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>
12/09/2024	15476	10100 · GENERAL FUND OPERATING	KANOPY, INC.		(244.00)
11/30/2024	427230	5413D · ONLINE DATABASES		(244.00)	244.00
TOTAL				<u>(244.00)</u>	<u>244.00</u>
12/09/2024	15477	10100 · GENERAL FUND OPERATING	LEAF		(148.25)
12/05/2024	SD 12/06/24	5439F · EQUIP, RENT, COPIER		(148.25)	148.25
TOTAL				<u>(148.25)</u>	<u>148.25</u>
12/09/2024	15478	10100 · GENERAL FUND OPERATING	LEPORE, ALICE		(892.01)

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE	(892.01)	892.01
TOTAL			(892.01)	892.01
12/09/2024	15479	10100 · GENERAL FUND OPERATING		(150.00)
		MICHAEL P. MURPHY NAVY SEAL MUSEUM		
11/30/2024	RENEWAL 2025	5900H · MUSEUM PASSES	(150.00)	150.00
TOTAL			(150.00)	150.00
12/09/2024	15480	10100 · GENERAL FUND OPERATING		(1,921.94)
		MIDWEST TAPE		
11/01/2024	506275932	5412I · AV VIDEO/DVD - JUV	(25.19)	25.19
		5416B · VENDOR PROCESSING	(3.79)	3.79
11/01/2024	506275930	5412C · AV, VIDEO DVD - ADULT	(333.41)	333.41
		5416B · VENDOR PROCESSING	(64.68)	64.68
11/11/2024	506321215	5412C · AV, VIDEO DVD - ADULT	(337.16)	337.16
		5416B · VENDOR PROCESSING	(55.78)	55.78
11/15/2024	506343049	5412I · AV VIDEO/DVD - JUV	(39.18)	39.18
		5416B · VENDOR PROCESSING	(9.29)	9.29
11/15/2024	506343047	5412C · AV, VIDEO DVD - ADULT	(313.77)	313.77
		5416B · VENDOR PROCESSING	(55.69)	55.69
11/30/2024	506413411	5413D · ONLINE DATABASES	(684.00)	684.00
TOTAL			(1,921.94)	1,921.94
12/09/2024	15481	10100 · GENERAL FUND OPERATING		(138.26)
		MOORE, JAYMIE		
11/30/2024	PETTY - NOV 24	5469D · GROUNDS	(19.96)	19.96
		5900K · SPECIAL EVENT PROGRAMS	(59.73)	59.73
		5900D · LIBRARY PROGRAMS - JUV	(20.00)	20.00
		5430A · OFFICE SUPPLIES	(6.00)	6.00
		5900C · LIBRARY PROGRAMS - ADULTS	(32.57)	32.57
TOTAL			(138.26)	138.26

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

12/09/2024	15482	10100 · GENERAL FUND OPERATING	O'ROURKE, SANDRA		(349.40)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE		(349.40)	349.40
TOTAL				<u>(349.40)</u>	<u>349.40</u>
12/09/2024	15483	10100 · GENERAL FUND OPERATING	OCEAN JANITORIAL SUPPLY, INC.		(479.92)
11/13/2024	611429	5451 · CUSTODIAL SUPPLIES		(31.12)	31.12
12/04/2024	612096	5451 · CUSTODIAL SUPPLIES		(448.80)	448.80
TOTAL				<u>(479.92)</u>	<u>479.92</u>
12/09/2024	15484	10100 · GENERAL FUND OPERATING	OLSON, WILLIAM		(349.40)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE		(349.40)	349.40
TOTAL				<u>(349.40)</u>	<u>349.40</u>
12/09/2024	15485	10100 · GENERAL FUND OPERATING	OPTIMUM		(234.24)
12/03/2024	DECEMBER 2024	5431A · TELECOMMUNICATIONS		(234.24)	234.24
TOTAL				<u>(234.24)</u>	<u>234.24</u>
12/09/2024	15486	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(92.36)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE		(92.36)	92.36
TOTAL				<u>(92.36)</u>	<u>92.36</u>
12/09/2024	15487	10100 · GENERAL FUND OPERATING	POWERS, ANNE MARIE		(5.00)
11/16/2024	REFUND_CLASS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(5.00)	5.00
TOTAL				<u>(5.00)</u>	<u>5.00</u>
12/09/2024	15488	10100 · GENERAL FUND OPERATING	PRECISION MICRODUCTS OF AMERICA, INC.		(1,725.67)

**Sayville Library General Fund
Cash Disbursements**

December 9, 2024

11/14/2024	241560	5436 · CONTR W/ OTHERSCOMP SVCS	(315.83)	315.83
11/14/2024	241559	5436 · CONTR W/ OTHERSCOMP SVCS	(1,409.84)	1,409.84
TOTAL			(1,725.67)	1,725.67
12/09/2024	15489	10100 · GENERAL FUND OPERATING		QUADIENT FINANCE USA, INC
				(22.23)
11/29/2024	SD 11/29/24	5433A · POSTAGE AND FREIGHT	(4.40)	4.40
		5433A · POSTAGE AND FREIGHT	(7.95)	7.95
		5433A · POSTAGE AND FREIGHT	(9.88)	9.88
TOTAL			(22.23)	22.23
12/09/2024	15490	10100 · GENERAL FUND OPERATING		QWICK CRAFT, LLC
				(320.00)
11/15/2024	11/15/24 - SAND	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(100.00)	100.00
		5900C · LIBRARY PROGRAMS - ADULTS	(220.00)	220.00
TOTAL			(320.00)	320.00
12/09/2024	15491	10100 · GENERAL FUND OPERATING		ROEDER, KATHY
				(300.00)
11/13/2024	11/13/24 - BABY	5900D · LIBRARY PROGRAMS - JUV	(300.00)	300.00
TOTAL			(300.00)	300.00
12/09/2024	15492	10100 · GENERAL FUND OPERATING		RUBIN-RUQUET, STEPHANIE
				(244.60)
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE	(244.60)	244.60
TOTAL			(244.60)	244.60
12/09/2024	15493	10100 · GENERAL FUND OPERATING		SCHOOL SPECIALTY
				(74.35)
11/05/2024	208135004898	5439D · EQUIP. REPAIR & MAINT	(51.87)	51.87
11/15/2024	208135151747	5439D · EQUIP. REPAIR & MAINT	(22.48)	22.48
TOTAL			(74.35)	74.35

**Sayville Library General Fund
Cash Disbursements**

December 9, 2024

12/09/2024	15494	10100 · GENERAL FUND OPERATING	SCOTT, ROBERT		(550.00)
11/14/2024	11/14/24 - BOLOGNESE	5900C · LIBRARY PROGRAMS - ADULTS		(305.00)	305.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(245.00)	245.00
TOTAL				<u>(550.00)</u>	<u>550.00</u>
12/09/2024	15495	10100 · GENERAL FUND OPERATING	SEBCO BOOKS		(202.31)
11/19/2024	213868	5410C · BOOKS - JUVENILE		(202.31)	202.31
TOTAL				<u>(202.31)</u>	<u>202.31</u>
12/09/2024	15496	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(200.00)
12/01/2024	DECEMBER 2024	5437C · PROF FEES TREASURER		(200.00)	200.00
TOTAL				<u>(200.00)</u>	<u>200.00</u>
12/09/2024	15497	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY		(2,966.36)
11/15/2024	93350	5413C · PERIODICAL NONMICROFORM NEWS		(2,966.36)	2,966.36
TOTAL				<u>(2,966.36)</u>	<u>2,966.36</u>
12/09/2024	15498	10100 · GENERAL FUND OPERATING	SUFFOLK PLDA		(42.00)
11/30/2024	PLDA	5435A · MEETING EXPENSES		(42.00)	42.00
TOTAL				<u>(42.00)</u>	<u>42.00</u>
12/09/2024	15499	10100 · GENERAL FUND OPERATING	SUMMERS, PATRICIA		(175.00)
11/20/2024	11/20/24 - BE	5900C · LIBRARY PROGRAMS - ADULTS		(175.00)	175.00
TOTAL				<u>(175.00)</u>	<u>175.00</u>
12/09/2024	15500	10100 · GENERAL FUND OPERATING	THERMAL SOLUTIONS, INC		(1,407.50)

**Sayville Library General Fund
Cash Disbursements
December 9, 2024**

11/15/2024	C44945	5452B · REPAIRS - CONTRACTS	(1,407.50)	1,407.50
TOTAL			<u>(1,407.50)</u>	<u>1,407.50</u>
12/09/2024	15501	10100 · GENERAL FUND OPERATING		(960.00)
		WALKER, JOYCE		
11/12/2024	CHAIR YOGA - SEP-NOV	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(480.00)	480.00
11/14/2024	SR. FITNESS SEP-NOV	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(480.00)	480.00
TOTAL			<u>(960.00)</u>	<u>960.00</u>
12/09/2024	15502	10100 · GENERAL FUND OPERATING		(174.70)
		WILLIAMSON, CARMELLA		
12/01/2024	REIMBURSE - DEC 24	90608 · HOSPITAL & MEDICAL INSURANCE	(174.70)	174.70
TOTAL			<u>(174.70)</u>	<u>174.70</u>
12/09/2024	15503	10100 · GENERAL FUND OPERATING		(202.85)
		WINTERS BROS. HAULING OF L.I. LLC		
11/30/2024	4287615	5469A · SANITATION	(202.85)	202.85
TOTAL			<u>(202.85)</u>	<u>202.85</u>
		Total Cash Disbursement	<u><u>\$ (41,188.21)</u></u>	

**Sayville Library General Fund
PREPAID Cash Disbursements**

November 13 - 30, 2024

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
11/22/2024	15442	10100 · GENERAL FUND OPERATING	DAILY NEWS		(266.24)
11/14/2024	BD 11/14/24	5413C · PERIODICAL NONMICROFORM NEWS		(266.24)	266.24
TOTAL				(266.24)	266.24
11/22/2024	15443	10100 · GENERAL FUND OPERATING	LEAF		(282.28)
11/06/2024	17435445	5439F · EQUIP, RENT, COPIER		(282.28)	282.28
TOTAL				(282.28)	282.28
11/22/2024	15444	10100 · GENERAL FUND OPERATING	NEW YORK TIMES		(166.40)
11/03/2024	BD 11/03/24	5413C · PERIODICAL NONMICROFORM NEWS		(166.40)	166.40
TOTAL				(166.40)	166.40
11/22/2024	15445	10100 · GENERAL FUND OPERATING	NEWSDAY		(276.72)
11/12/2024	BD 11/12/24	5413C · PERIODICAL NONMICROFORM NEWS		(276.72)	276.72
TOTAL				(276.72)	276.72
11/22/2024	15446	10100 · GENERAL FUND OPERATING	PSEGLI 92-2		(8,324.45)
11/12/2024	BD 11/12/24	5450A · ELECTRICITY		(8,324.45)	8,324.45
TOTAL				(8,324.45)	8,324.45
11/22/2024	15447	10100 · GENERAL FUND OPERATING	PSEGLI 93-0		(16.78)
11/12/2024	BD 11/12/24	5450A · ELECTRICITY		(16.78)	16.78
TOTAL				(16.78)	16.78

**Sayville Library General Fund
PREPAID Cash Disbursements**

November 13 - 30, 2024

11/22/2024	15448	10100 · GENERAL FUND OPERATING	SAL'S PIZZERIA & CATERING		(45.00)
11/01/2024	10/25/24	5900E · LIBRARY PROGRAMS - TEEN		(45.00)	45.00
TOTAL				<u>(45.00)</u>	<u>45.00</u>
11/22/2024	15449	10100 · GENERAL FUND OPERATING	VERIZON BUSINESS		(3.11)
11/10/2024	07193542	5431 · TELEPHONE		(3.11)	3.11
TOTAL				<u>(3.11)</u>	<u>3.11</u>
		Total Prepaid Cash Disbursement		<u><u>\$ (9,380.98)</u></u>	

Sayville Public Library - Capital Fund Cash Disbursement

December 1 - 9, 2024

Date	Num	Account	Name	Paid Amount	Original Amount
12/09/2024	9097	10200G · CASH M&T BANK CHECKING	KIMBALL INTERNATIONAL		-39,969.39
11/18/2024	93907442A	5203A0 · FURNITURE & FIXTURES		-39,969.39	39,969.39
TOTAL				-39,969.39	39,969.39
12/09/2024	9098	10200G · CASH M&T BANK CHECKING	ROLAND'S ELECTRIC, INC.		-39,693.49
11/30/2024	70298	5203E0 · BUILDING IMPROVEMENTS		-29,137.25	29,137.25
11/30/2024	70294	5203E0 · BUILDING IMPROVEMENTS		-10,556.24	10,556.24
TOTAL				-39,693.49	39,693.49
12/09/2024	9099	10200G · CASH M&T BANK CHECKING	LIZARDOS ENGINEERING ASSOCIATES, D.P.C.		-16,619.39
11/19/2024	11045.00-49528	5203E0 · BUILDING IMPROVEMENTS		-16,619.39	16,619.39
TOTAL				-16,619.39	16,619.39
Total Capital Cash Disbursement				\$ (96,282.27)	

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	960.50	229.25	41,965.80	8,051.09		50,016.89	5,235.51 FIT 3,101.04 SS 725.24 MED	2,233.56 STATE SUI SDI 165.88 FLI LOCAL	38,555.66	PAYS	28
200 CLERICAL	589.00	97.50	12,478.15	2,472.02		14,950.17	688.95 FIT 926.92 SS 216.78 MED	374.91 STATE SUI SDI 53.46 FLI LOCAL	12,689.15	PAYS	22
300 CUSTODIAL	148.50	14.00	3,271.77	431.40		3,703.17	283.37 FIT 229.59 SS 53.68 MED	136.64 STATE SUI SDI 13.81 FLI LOCAL	2,986.08	PAYS	4
400 SECURITY	77.00	9.50	1,667.80	303.81		1,971.61	105.39 FIT 122.25 SS 28.60 MED	38.71 STATE SUI SDI 7.36 FLI LOCAL	1,669.30	PAYS	4
500 PAGES	231.25	18.00	3,700.00	432.00		4,132.00	14.32 FIT 256.20 SS 59.90 MED	28.38 STATE SUI SDI 13.95 FLI LOCAL	3,759.25	PAYS	14
** GRAND TOTAL **	2,006.25	368.25	63,083.52	11,690.32		74,773.84	6,327.54 FIT 4,636.00 SS 1,084.20 MED	2,812.20 STATE SUI SDI 254.46 FLI LOCAL	59,659.44	NET CASH PAYS	50,991.82 72

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	859.00	315.00	38,288.29	11,076.60		49,364.89	5,191.92 FIT 3,060.65 SS 715.82 MED	2,205.67 STATE SUI SDI 154.31 FLI LOCAL	38,036.52	PAYS	27
200 CLERICAL	570.75	118.25	12,015.27	2,885.44		14,900.71	671.51 FIT 923.83 SS 216.07 MED	373.24 STATE SUI SDI 53.18 FLI LOCAL	12,662.88	PAYS	21
300 CUSTODIAL	154.25	15.00	3,471.03	365.24		3,836.27	299.13 FIT 237.86 SS 55.65 MED	143.50 STATE SUI SDI 14.32 FLI LOCAL	3,085.81	PAYS	4
400 SECURITY	73.00	9.75	1,584.60	311.61		1,896.21	90.69 FIT 117.56 SS 27.49 MED	45.21 STATE SUI SDI 7.07 FLI LOCAL	1,608.19	PAYS	4
500 PAGES	232.75	18.00	3,724.00	432.00		4,156.00	14.71 FIT 257.66 SS 60.27 MED	28.08 STATE SUI SDI 13.86 FLI LOCAL	3,781.42	PAYS	14
** GRAND TOTAL **	1,889.75	476.00	59,083.19	15,070.89		74,154.08	6,267.96 FIT 4,597.56 SS 1,075.30 MED	2,795.70 STATE SUI SDI 242.74 FLI LOCAL	59,174.82	NET CASH PAYS	50,714.79 70

SUM



**Sayville
Library**

**Board of Trustees
Meeting**

Administration Reports

December 9, 2024



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: December 9, 2024
Re: Personnel Report

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

RESIGNATIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Keith Galluzzo	Library Clerk	\$18.16	Adult Services	12/29/2024

REASSIGNMENTS:

EMPLOYEE	NEW POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Donna DiBerardino	Librarian II	\$51.6354	Adult Services	01/01/2025

TEMPORARY FT:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Leslie Vohwinkel	Librarian I	\$31.31	Youth Services	12/01/2024- 05/31/2025

The following increases are as per contractual agreement.