



**Sayville
Library**

**Board of Trustees
Meeting**

Minutes & Agenda

November 12, 2024

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 13, 2024**

PRESENT:

Joseph Loughren
Louisa Kieffer
Claudia Carpenter
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager
John Stahlberg, Treasurer
Al Coster, Baldessari & Coster

ABSENT WITH EXCUSE:

Marianne Bastian
Debra Mitchell

Library Board President Joseph Loughren called the meeting to order at 7:00 PM.

After review, a motion was made to approve the Minutes of the September 9, 2024 Regular Board Meeting. (Kieffer, Carpenter) Motion carried 3 – 0.

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

After review, a motion was made to approve the October 1-15, 2024 Authorization list. (Kieffer, Carpenter) Motion carried 3 – 0.

After review, a motion was made to approve the September 10-30, 2024 **Prepaid** Authorization list. (Carpenter, Kieffer) Motion carried 3 – 0.

After review, a motion was made to approve the September 2024 Payroll Warrant as presented by L. Kieffer. (Loughren, Carpenter) Motion carried 3 – 0.

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

The Director's Report dated October 15, 2024 was reviewed.

The statistics and circulation figures for September 2024 were reviewed.

A report from the Adult Program Coordinator was reviewed.

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

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

After a review led by Al Coster from Baldessari & Coster, LLP, a motion was made to approve the Financial Statement for the Fiscal Year ending June 30, 2024. (Kieffer, Carpenter) Motion carried 3 – 0.

After review, a motion was made to adopt the Sick Leave Bank Policy. (Kieffer, Carpenter) Motion carried 3 – 0.

The SCLS Draft of the fiscal year 2025 Budget was reviewed.

The SCLS projected cost for 2025 Downloads was reviewed.

A thank you note from AARP was reviewed.

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

President Loughren appointed a temporary Personnel Committee consisting of trustees Bastian and Mitchell.

The next regular meeting of the Library Board will be held on Tuesday, October 13, 2024, at 7:00 PM.

A motion was made to adjourn the meeting at 8:21 PM. (Kieffer)
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
Tuesday, November 12, 2024, 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 October 15, 2024 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*
- III. Financial Matters
 - A. Examination of the November 1-12, 2024 authorization*
 - B. Examination of the October 16 - 31, 2024 **Prepaid** authorization list*
 - C. Examination and approval of the October 2024 Payroll Warrant*
 - D. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending October 31, 2024
- IV. Executive Session*
- V. Opportunity for Public Expression
- VI. Administration Reports
 - A. Director's Report
 - B. Statistics and circulation figures for October 2024
 - C. Community Outreach Department Head Report
 - D. Personnel Report - November 2024*
 - E. Buildings & Grounds Report
- VII. Unfinished Business
 - A. Review and Approval of SCLS 2025 Budget*
 - B. Live-Brary Download Costs for 2025
- VIII. New Business
- IX. Correspondence
 - A. Rachel Hernandez
 - B. Connie Dinkel
 - C. MaryLynn McCauley
- X. Exhibits, Miscellaneous Library Information
- XI. Announcements
 - A. The next regular meeting will take place at 7:00 PM Monday, December 9, 2024
- XII. Adjournment*

* indicates action may be needed



**Sayville
Library**

**Board of Trustees
Meeting**

Financial Matters

November 12, 2024

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
11/12/2024	15375	10100 · GENERAL FUND OPERATING	A SHRED AWAY		(525.00)
10/27/2024	10/27/24 - SHRED	5900C · LIBRARY PROGRAMS - ADULTS		(525.00)	525.00
TOTAL				<u>(525.00)</u>	<u>525.00</u>
11/12/2024	15376	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(320.00)
10/23/2024	10/23/24 - HARVEST	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
10/30/2024	10/30/24 - PUMPKIN	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
TOTAL				<u>(320.00)</u>	<u>320.00</u>
11/12/2024	15377	10100 · GENERAL FUND OPERATING	ADP, INC.		(508.00)
10/31/2024	674204824	5437D · PAYROLL / ADP		(508.00)	508.00
TOTAL				<u>(508.00)</u>	<u>508.00</u>
11/12/2024	15378	10100 · GENERAL FUND OPERATING	AMAZON CAPITAL SERVICES		(4,141.19)
10/31/2024	14KX-6PFQ-PVCY	5203K · FURNITURE & EQUIPMT UNDER \$500		(658.18)	678.13
		5410B · BOOKS - ADULT		(74.16)	76.41
		5410C · BOOKS - JUVENILE		(17.47)	18.00
		5411B · BOARD GAMES		(63.09)	65.00
		5412P · VIDEO GAMES - TEEN		(759.28)	782.30
		5412Q · VIDEO GAMES - ADULT		(381.40)	392.96
		5416 · TECHNICAL PROCESSING		(40.30)	41.52
		5430A · OFFICE SUPPLIES		(385.58)	397.27
		5430B · COMPUTER EQUIP & SUPPL		(125.20)	129.00
		5430C · MAKERSPACE EQUIPMENT & SUPPLIES		(196.57)	202.53
		5430D · MAKERSPACE - REIMBURSABLE		(19.36)	19.95
		5451 · CUSTODIAL SUPPLIES		(282.36)	290.92
		5452A · MAINTENANCE & REPAIRS-BUILDING		(9.38)	9.66

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

		5900C · LIBRARY PROGRAMS - ADULTS	(236.39)	243.56
		5900D · LIBRARY PROGRAMS - JUV	(124.27)	128.04
		5900E · LIBRARY PROGRAMS - TEEN	(251.26)	258.88
		5900J · OUTREACH SERVICES	(59.20)	60.99
		5900K · SPECIAL EVENT PROGRAMS	(457.74)	471.62
TOTAL			(4,141.19)	4,266.74
11/12/2024	15379	10100 · GENERAL FUND OPERATING	BAKER & TAYLOR	(6,687.47)
09/30/2024	5019135277	5410B · BOOKS - ADULT	(884.95)	884.95
		5416B · VENDOR PROCESSING	(29.95)	29.95
10/01/2024	5019134359	5410B · BOOKS - ADULT	(457.68)	457.68
		5416B · VENDOR PROCESSING	(14.13)	14.13
10/01/2024	5019138908	5410B · BOOKS - ADULT	(286.93)	286.93
		5416B · VENDOR PROCESSING	(8.40)	8.40
10/01/2024	5019139060	5410B · BOOKS - ADULT	(145.69)	145.69
		5416B · VENDOR PROCESSING	(5.25)	5.25
10/01/2024	5019138695	5410D · BOOKS - YA	(213.51)	213.51
		5416B · VENDOR PROCESSING	(15.75)	15.75
10/03/2024	5019143657	5410C · BOOKS - JUVENILE	(116.31)	116.31
		5416B · VENDOR PROCESSING	(2.53)	2.53
10/07/2024	5019144952	5410B · BOOKS - ADULT	(415.98)	415.98
		5416B · VENDOR PROCESSING	(15.99)	15.99
10/08/2024	5019153651	5410B · BOOKS - ADULT	(819.63)	819.63
10/10/2024	5019154496	5410B · BOOKS - ADULT	(325.04)	325.04
		5416B · VENDOR PROCESSING	(6.73)	6.73
10/11/2024	5019157838	5410B · BOOKS - ADULT	(33.62)	33.62
		5416B · VENDOR PROCESSING	(0.50)	0.50
10/13/2024	203860337	5410C · BOOKS - JUVENILE	(26.80)	26.80
10/14/2024	5019153018	5410C · BOOKS - JUVENILE	(507.87)	507.87
		5416B · VENDOR PROCESSING	(21.74)	21.74
10/14/2024	5019160584	5410D · BOOKS - YA	(144.96)	144.96
		5416B · VENDOR PROCESSING	(7.78)	7.78

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

10/16/2024	5019163848	5410B · BOOKS - ADULT	(300.29)	300.29
		5416B · VENDOR PROCESSING	(10.19)	10.19
10/21/2024	5019170360	5410C · BOOKS - JUVENILE	(51.81)	51.81
		5416B · VENDOR PROCESSING	(2.10)	2.10
10/21/2024	5019172823	5410B · BOOKS - ADULT	(541.63)	541.63
		5416B · VENDOR PROCESSING	(12.22)	12.22
10/21/2024	5019174271	5410B · BOOKS - ADULT	(57.40)	57.40
		5416B · VENDOR PROCESSING	(1.79)	1.79
10/22/2024	5019176103	5410B · BOOKS - ADULT	(103.50)	103.50
10/23/2024	5019176451	5410D · BOOKS - YA	(21.40)	21.40
		5416B · VENDOR PROCESSING	(1.05)	1.05
10/29/2024	5019187952	5410C · BOOKS - JUVENILE	(152.37)	152.37
		5416B · VENDOR PROCESSING	(6.30)	6.30
10/30/2024	5019189735	5410B · BOOKS - ADULT	(463.12)	463.12
		5416B · VENDOR PROCESSING	(11.67)	11.67
10/30/2024	5019188634	5410C · BOOKS - JUVENILE	(418.76)	418.76
		5416B · VENDOR PROCESSING	(24.15)	24.15
TOTAL			(6,687.47)	6,687.47
11/12/2024	15380	10100 · GENERAL FUND OPERATING		(16.75)
		BAUMANN, PETER		
10/10/2024	REIMBURSE	5435 · TRAVEL	(16.75)	16.75
TOTAL			(16.75)	16.75
11/12/2024	15381	10100 · GENERAL FUND OPERATING		(1,225.00)
		BAYPORT-BLUE POINT PUBLIC LIBRARY		
10/15/2024	CONCERT SERIES	5900C · LIBRARY PROGRAMS - ADULTS	(600.00)	600.00
		5900C · LIBRARY PROGRAMS - ADULTS	(625.00)	625.00
TOTAL			(1,225.00)	1,225.00
11/12/2024	15382	10100 · GENERAL FUND OPERATING		(200.00)
		BLEYER, BILL		
10/07/2024	10/07/24 - FIRE	5900C · LIBRARY PROGRAMS - ADULTS	(200.00)	200.00

**Sayville Library General Fund
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TOTAL				(200.00)	200.00
11/12/2024	15383	10100 · GENERAL FUND OPERATING	BOA - JENN		(1,211.17)
10/27/2024	BD 10/27/24	5430D · MAKERSPACE - REIMBURSABLE		(45.55)	45.55
		5436 · CONTR W/ OTHERSCOMP SVCS		(380.15)	380.15
		5438 · MEMBERSHIP DUES		(446.00)	446.00
		5900E · LIBRARY PROGRAMS - TEEN		(16.97)	16.97
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(322.50)	322.50
TOTAL				<u>(1,211.17)</u>	<u>1,211.17</u>
11/12/2024	15384	10100 · GENERAL FUND OPERATING	BOA - TIM		(874.42)
10/27/2024	BD 10/27/24	5413C · PERIODICAL NONMICROFORM NEWS		(292.54)	292.54
		5430A · OFFICE SUPPLIES		(25.05)	25.05
		5430E · SUSTAINABILITY SUPPLIES		(44.97)	44.97
		5435B · SEMINAR EXPENSES		(80.00)	80.00
		5436 · CONTR W/ OTHERSCOMP SVCS		(279.92)	279.92
		5900C · LIBRARY PROGRAMS - ADULTS		(31.46)	31.46
		5900D · LIBRARY PROGRAMS - JUV		(88.98)	88.98
		5900E · LIBRARY PROGRAMS - TEEN		(31.50)	31.50
TOTAL				<u>(874.42)</u>	<u>874.42</u>
11/12/2024	15385	10100 · GENERAL FUND OPERATING	BRINKMANN'S HARDWARE		(235.38)
10/15/2024	244736/1	5430B · COMPUTER EQUIP & SUPPL		(49.46)	49.46
		5430A · OFFICE SUPPLIES		(34.18)	34.18
10/16/2024	244768/1	5451 · CUSTODIAL SUPPLIES		(14.92)	14.92
10/16/2024	244764/1	5451 · CUSTODIAL SUPPLIES		(8.54)	8.54
10/16/2024	244769/1	5452A · MAINTENANCE & REPAIRS-BUILDING		(60.94)	60.94
11/02/2024	245120/1	5452A · MAINTENANCE & REPAIRS-BUILDING		(67.34)	67.34
TOTAL				<u>(235.38)</u>	<u>235.38</u>

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11/12/2024	15386	10100 · GENERAL FUND OPERATING	BRODART CO.		(52.65)
10/31/2024	648227	5416 · TECHNICAL PROCESSING		(52.65)	52.65
TOTAL				<u>(52.65)</u>	<u>52.65</u>
11/12/2024	15387	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND		(3,035.86)
10/18/2024	NOVEMBER 2024	90608 · HOSPITAL & MEDICAL INSURANCE		(3,035.86)	3,035.86
TOTAL				<u>(3,035.86)</u>	<u>3,035.86</u>
11/12/2024	15388	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT		(87.41)
10/03/2024	2124093	5410B · BOOKS - ADULT		(87.41)	87.41
TOTAL				<u>(87.41)</u>	<u>87.41</u>
11/12/2024	15389	10100 · GENERAL FUND OPERATING	CITI CARDS		(707.28)
10/31/2024	BD 11/04/24	5438 · MEMBERSHIP DUES		(211.82)	211.82
		5900D · LIBRARY PROGRAMS - JUV		(19.89)	19.89
		5900K · SPECIAL EVENT PROGRAMS		(260.03)	260.03
		5900E · LIBRARY PROGRAMS - TEEN		(60.82)	60.82
		5900K · SPECIAL EVENT PROGRAMS		(6.25)	6.25
		5900K · SPECIAL EVENT PROGRAMS		(118.53)	118.53
		5430A · OFFICE SUPPLIES		(29.94)	29.94
TOTAL				<u>(707.28)</u>	<u>707.28</u>
11/12/2024	15390	10100 · GENERAL FUND OPERATING	CREATE PROGRAMS		(325.00)
10/10/2024	10/10/24 - TIM	5900E · LIBRARY PROGRAMS - TEEN		(325.00)	325.00
TOTAL				<u>(325.00)</u>	<u>325.00</u>
11/12/2024	15391	10100 · GENERAL FUND OPERATING	CSEA		(1,740.64)

**Sayville Library General Fund
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10/30/2024	OCTOBER 2024	206025 · UNION DUES W/H	(1,740.64)	1,740.64
TOTAL			(1,740.64)	1,740.64
11/12/2024	15392	10100 · GENERAL FUND OPERATING		(225.00)
10/18/2024	19734	5439D · EQUIP. REPAIR & MAINT	(225.00)	225.00
TOTAL			(225.00)	225.00
11/12/2024	15393	10100 · GENERAL FUND OPERATING		(106.11)
10/31/2024	7561035	5416 · TECHNICAL PROCESSING	(106.11)	106.11
TOTAL			(106.11)	106.11
11/12/2024	15394	10100 · GENERAL FUND OPERATING		(92.36)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE	(92.36)	92.36
TOTAL			(92.36)	92.36
11/12/2024	15395	10100 · GENERAL FUND OPERATING		(1,065.00)
11/01/2024	49375	5436 · CONTR W/ OTHERSCOMP SVCS	(1,065.00)	1,065.00
TOTAL			(1,065.00)	1,065.00
11/12/2024	15396	10100 · GENERAL FUND OPERATING		(65.58)
10/06/2024	85786950	5410B · BOOKS - ADULT	(32.79)	32.79
10/08/2024	85779509	5410B · BOOKS - ADULT	(32.79)	32.79
TOTAL			(65.58)	65.58
11/12/2024	15397	10100 · GENERAL FUND OPERATING		(154.67)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE	(154.67)	154.67
TOTAL			(154.67)	154.67

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11/12/2024	15398	10100 · GENERAL FUND OPERATING	GREENSPAN, MARSHA		(92.36)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE		(92.36)	92.36
TOTAL				(92.36)	92.36
11/12/2024	15399	10100 · GENERAL FUND OPERATING	HAASE LANDSCAPING		(1,355.32)
10/18/2024	2848	5469D · GROUNDS		(850.00)	850.00
11/06/2024	PAYMENT #8	5469D · GROUNDS		(505.32)	505.32
TOTAL				(1,355.32)	1,355.32
11/12/2024	15400	10100 · GENERAL FUND OPERATING	HEID, ALAN		(349.40)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE		(349.40)	349.40
TOTAL				(349.40)	349.40
11/12/2024	15401	10100 · GENERAL FUND OPERATING	KANOPY, INC.		(290.00)
10/31/2024	422824	5413D · ONLINE DATABASES		(290.00)	290.00
TOTAL				(290.00)	290.00
11/12/2024	15402	10100 · GENERAL FUND OPERATING	KAPCO		(127.00)
10/31/2024	1491133	5416 · TECHNICAL PROCESSING		(127.00)	127.00
TOTAL				(127.00)	127.00
11/12/2024	15403	10100 · GENERAL FUND OPERATING	LEAF		(148.25)
11/06/2024	17415066	5439F · EQUIP, RENT, COPIER		(148.25)	148.25
TOTAL				(148.25)	148.25
11/12/2024	15404	10100 · GENERAL FUND OPERATING	LEPORE, ALICE		(892.01)

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11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE	(892.01)	892.01
TOTAL			(892.01)	892.01
11/12/2024	15405	10100 · GENERAL FUND OPERATING		(68.49)
		LIBRARY STORE, THE		
10/31/2024	713757	5416 · TECHNICAL PROCESSING	(68.49)	68.49
TOTAL			(68.49)	68.49
11/12/2024	15406	10100 · GENERAL FUND OPERATING		(400.00)
		MARIA'S MEXICAN COOKING LLC		
10/03/2024	10/03/24 - EMPANAD	5900C · LIBRARY PROGRAMS - ADULTS	(253.00)	253.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE	(147.00)	147.00
TOTAL			(400.00)	400.00
11/12/2024	15407	10100 · GENERAL FUND OPERATING		(275.00)
		MCALLISTER, LELAND		
10/10/2024	10/10/24 - HIKE	5900C · LIBRARY PROGRAMS - ADULTS	(209.00)	209.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE	(66.00)	66.00
TOTAL			(275.00)	275.00
11/12/2024	15408	10100 · GENERAL FUND OPERATING		(2,009.41)
		MIDWEST TAPE		
10/04/2024	506144642	5412I · AV VIDEO/DVD - JUV	(295.91)	295.91
		5416B · VENDOR PROCESSING	(73.21)	73.21
10/04/2024	506144640	5412C · AV, VIDEO DVD - ADULT	(349.01)	349.01
		5416B · VENDOR PROCESSING	(60.01)	60.01
10/11/2024	506176158	5412I · AV VIDEO/DVD - JUV	(43.35)	43.35
		5416B · VENDOR PROCESSING	(18.95)	18.95
10/11/2024	506176156	5412C · AV, VIDEO DVD - ADULT	(155.16)	155.16
		5416B · VENDOR PROCESSING	(34.16)	34.16
10/18/2024	506210610	5412I · AV VIDEO/DVD - JUV	(6.99)	6.99
		5416B · VENDOR PROCESSING	(3.79)	3.79

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10/18/2024	506210608	5412C · AV, VIDEO DVD - ADULT	(136.63)	136.63
		5416B · VENDOR PROCESSING	(26.63)	26.63
10/25/2024	506242319	5412C · AV, VIDEO DVD - ADULT	(101.46)	101.46
		5416B · VENDOR PROCESSING	(17.47)	17.47
10/25/2024	506242320	5412C · AV, VIDEO DVD - ADULT	(11.24)	11.24
		5416B · VENDOR PROCESSING	(4.11)	4.11
10/31/2024	506273120	5413D · ONLINE DATABASES	(671.33)	671.33
TOTAL			(2,009.41)	2,009.41
11/12/2024	15409	10100 · GENERAL FUND OPERATING		(232,103.00)
		NEW YORK STATE & LOCAL		
11/06/2024	2025 RETIREMENT	90100 · STATE RETIREMENT	(232,103.00)	232,103.00
TOTAL			(232,103.00)	232,103.00
11/12/2024	15410	10100 · GENERAL FUND OPERATING		(711.45)
		NY PARTY WORKS, LLC		
11/07/2024	12/07/24 EVENT	5900K · SPECIAL EVENT PROGRAMS	(711.45)	711.45
TOTAL			(711.45)	711.45
11/12/2024	15411	10100 · GENERAL FUND OPERATING		(47,872.45)
		NYS EMPLOYEES' HEALTH INSURANCE PENDING		
11/04/2024	DEC 2024	90608 · HOSPITAL & MEDICAL INSURANCE	(47,872.45)	47,872.45
TOTAL			(47,872.45)	47,872.45
11/12/2024	15412	10100 · GENERAL FUND OPERATING		(349.40)
		O'ROURKE, SANDRA		
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE	(349.40)	349.40
TOTAL			(349.40)	349.40
11/12/2024	15413	10100 · GENERAL FUND OPERATING		(349.40)
		OLSON, WILLIAM		
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE	(349.40)	349.40
TOTAL			(349.40)	349.40

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

11/12/2024	15414	10100 · GENERAL FUND OPERATING	OPTIMUM		(234.24)
10/31/2024	NOVEMBER 2024	5431A · TELECOMMUNICATIONS		(234.24)	234.24
TOTAL				<u>(234.24)</u>	<u>234.24</u>
11/12/2024	15415	10100 · GENERAL FUND OPERATING	PATTERSON, PAIGE		(750.00)
10/20/2024	10/20/24 - PURE	5900C · LIBRARY PROGRAMS - ADULTS		(750.00)	750.00
TOTAL				<u>(750.00)</u>	<u>750.00</u>
11/12/2024	15416	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(92.36)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE		(92.36)	92.36
TOTAL				<u>(92.36)</u>	<u>92.36</u>
11/12/2024	15417	10100 · GENERAL FUND OPERATING	PEREZ, MICHAEL		(175.00)
10/05/2024	10/05/24 - MAGIC	5900E · LIBRARY PROGRAMS - TEEN		(175.00)	175.00
TOTAL				<u>(175.00)</u>	<u>175.00</u>
11/12/2024	15418	10100 · GENERAL FUND OPERATING	POSTMASTER SAYVILLE		(750.00)
11/01/2024	POSTAGE	5433B · LIBRARY BULK MAILING		(750.00)	750.00
TOTAL				<u>(750.00)</u>	<u>750.00</u>
11/12/2024	15419	10100 · GENERAL FUND OPERATING	POSTMASTER WEST SAYVILLE		(150.00)
11/01/2024	POSTAGE	5433B · LIBRARY BULK MAILING		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>
11/12/2024	15420	10100 · GENERAL FUND OPERATING	QUADIENT FINANCE USA, INC		(460.00)

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

10/30/2024	CD 10/30/24	5433A · POSTAGE AND FREIGHT	(200.00)	200.00
		5430A · OFFICE SUPPLIES	(260.00)	260.00
TOTAL			(460.00)	460.00
11/12/2024	15421	10100 · GENERAL FUND OPERATING		(191.97)
10/29/2024	Q1576116	5439E · EQUIP, RENT POST METER	(191.97)	191.97
TOTAL			(191.97)	191.97
11/12/2024	15422	10100 · GENERAL FUND OPERATING		(221.59)
10/18/2024	41144257	5430A · OFFICE SUPPLIES	(159.61)	159.61
10/31/2024	41388825	5416 · TECHNICAL PROCESSING	(61.98)	61.98
TOTAL			(221.59)	221.59
11/12/2024	15423	10100 · GENERAL FUND OPERATING		(300.00)
10/05/2024	10/05/24 - BABY	5900D · LIBRARY PROGRAMS - JUV	(300.00)	300.00
TOTAL			(300.00)	300.00
11/12/2024	15424	10100 · GENERAL FUND OPERATING		(244.60)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE	(244.60)	244.60
TOTAL			(244.60)	244.60
11/12/2024	15425	10100 · GENERAL FUND OPERATING		(185.50)
11/06/2024	2024-2025	5410B · BOOKS - ADULT	(185.50)	185.50
TOTAL			(185.50)	185.50
11/12/2024	15426	10100 · GENERAL FUND OPERATING		(4,995.00)
10/16/2024	23793	5434 · PUBLICITY AND PRINTING	(4,995.00)	4,995.00

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

TOTAL				(4,995.00)	4,995.00
11/12/2024	15427	10100 · GENERAL FUND OPERATING	SEBCO BOOKS		(7,583.12)
10/18/2024	213695	5410D · BOOKS - YA		(347.17)	347.17
10/22/2024	213706	5410C · BOOKS - JUVENILE		(7,235.95)	7,235.95
TOTAL				<u>(7,583.12)</u>	<u>7,583.12</u>
11/12/2024	15428	10100 · GENERAL FUND OPERATING	SENTRY AUTOMATIC FIRE PROTECTION		(1,550.00)
11/03/2024	24399	5452C · SECURITY / FIRE		(1,550.00)	1,550.00
TOTAL				<u>(1,550.00)</u>	<u>1,550.00</u>
11/12/2024	15429	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(200.00)
11/01/2024	NOVEMBER 2024	5437C · PROF FEES TREASURER		(200.00)	200.00
TOTAL				<u>(200.00)</u>	<u>200.00</u>
11/12/2024	15430	10100 · GENERAL FUND OPERATING	STROMOSKI, RICK		(300.00)
10/25/2024	10/25/24 - LET'S	5900D · LIBRARY PROGRAMS - JUV		(300.00)	300.00
TOTAL				<u>(300.00)</u>	<u>300.00</u>
11/12/2024	15431	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY		(57.19)
10/31/2024	93298	5433A · POSTAGE AND FREIGHT		(57.19)	57.19
TOTAL				<u>(57.19)</u>	<u>57.19</u>
11/12/2024	15432	10100 · GENERAL FUND OPERATING	THERMAL SOLUTIONS, INC		(1,380.37)
10/15/2024	104608	5452B · REPAIRS - CONTRACTS		(405.37)	405.37
11/05/2024	104582	5452A · MAINTENANCE & REPAIRS-BUILDING		(975.00)	975.00
TOTAL				<u>(1,380.37)</u>	<u>1,380.37</u>

**Sayville Library General Fund
Cash Disbursements
November 1 - 12, 2024**

11/12/2024	15433	10100 · GENERAL FUND OPERATING	THOMAS, VICKY		(44.95)
10/30/2024	PRINT REFUND	42082G · PRINTING		(44.95)	44.95
TOTAL				<u>(44.95)</u>	<u>44.95</u>
11/12/2024	15434	10100 · GENERAL FUND OPERATING	ULINE		(118.57)
10/30/2024	185037425	5451 · CUSTODIAL SUPPLIES		(118.57)	118.57
TOTAL				<u>(118.57)</u>	<u>118.57</u>
11/12/2024	15435	10100 · GENERAL FUND OPERATING	UTICA NATIONAL INSURANCE GROUP		(1,009.00)
10/31/2024	SD 10/31/24	90408 · WORKERS COMPENSATION		(767.00)	767.00
		90408 · WORKERS COMPENSATION		(242.00)	242.00
TOTAL				<u>(1,009.00)</u>	<u>1,009.00</u>
11/12/2024	15436	10100 · GENERAL FUND OPERATING	VAIL, AMY		(250.00)
10/02/2024	10/02/24 - ART	5900D · LIBRARY PROGRAMS - JUV		(250.00)	250.00
TOTAL				<u>(250.00)</u>	<u>250.00</u>
11/12/2024	15437	10100 · GENERAL FUND OPERATING	VERIZON		(588.39)
10/31/2024	BD 10/31/24	5431 · TELEPHONE		(588.39)	588.39
TOTAL				<u>(588.39)</u>	<u>588.39</u>
11/12/2024	15438	10100 · GENERAL FUND OPERATING	VIVAS, CHRIS		(275.00)
10/08/2024	10/08/24 - SPOOKY	5900C · LIBRARY PROGRAMS - ADULTS		(275.00)	275.00
TOTAL				<u>(275.00)</u>	<u>275.00</u>
11/12/2024	15439	10100 · GENERAL FUND OPERATING	W.B. MASON CO., INC.		(419.80)

Sayville Library General Fund

Cash Disbursements

November 1 - 12, 2024

10/22/2024	249962223	5430A · OFFICE SUPPLIES		(419.80)	<u>419.80</u>
TOTAL				(419.80)	419.80
11/12/2024	15440	10100 · GENERAL FUND OPERATING	WILLIAMSON, CARMELLA		(174.70)
11/01/2024	REIMBURSE - NOV 24	90608 · HOSPITAL & MEDICAL INSURANCE		(174.70)	<u>174.70</u>
TOTAL				(174.70)	174.70
11/12/2024	15441	10100 · GENERAL FUND OPERATING	WINTERS BROS. HAULING OF L.I. LLC		(202.85)
10/31/2024	4238020	5469A · SANITATION		(202.85)	<u>202.85</u>
TOTAL				(202.85)	202.85
		TOTAL CASH DISBURSEMENTS		<u><u>\$ (333,899.08)</u></u>	

**Sayville Library General Fund
PREPAID Cash Disbursements**

October 16 - 31, 2024

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
10/21/2024	15367	10100 · GENERAL FUND OPERATING	COFFEE DISTRIBUTING CORP.		(537.00)
10/15/2024	CDC945097	5436 · CONTR W/ OTHERSCOMP SVCS		(537.00)	537.00
TOTAL				(537.00)	537.00
10/21/2024	15368	10100 · GENERAL FUND OPERATING	LEAF		(282.28)
10/07/2024	17290385	5439F · EQUIP, RENT, COPIER		(282.28)	282.28
TOTAL				(282.28)	282.28
10/21/2024	15369	10100 · GENERAL FUND OPERATING	PSEGLI 92-2		(8,650.40)
10/11/2024	BD 10/11/24	5450A · ELECTRICITY		(8,650.40)	8,650.40
TOTAL				(8,650.40)	8,650.40
10/21/2024	15370	10100 · GENERAL FUND OPERATING	PSEGLI 93-0		(14.68)
10/11/2024	BD 10/11/24	5450A · ELECTRICITY		(14.68)	14.68
TOTAL				(14.68)	14.68
10/21/2024	15371	10100 · GENERAL FUND OPERATING	SHELTERPOINT LIFE INSURANCE COMPANY (1)		(2,436.10)
10/01/2024	Q3 2024	90558 · DISABILITY INSURANCE		(2,436.10)	2,436.10
TOTAL				(2,436.10)	2,436.10
10/21/2024	15372	10100 · GENERAL FUND OPERATING	STRIKE FORCE		(775.00)
10/12/2024	32966	5452A · MAINTENANCE & REPAIRS-BUILDING		(775.00)	775.00
TOTAL				(775.00)	775.00

**Sayville Library General Fund
PREPAID Cash Disbursements**

October 16 - 31, 2024

10/21/2024	15373	10100 · GENERAL FUND OPERATING	VERIZON		(578.92)
10/01/2024	BD 09/30/24	5431 · TELEPHONE		(578.92)	578.92
TOTAL				<u>(578.92)</u>	<u>578.92</u>
10/21/2024	15374	10100 · GENERAL FUND OPERATING	VERIZON BUSINESS		(3.31)
10/10/2024	06718609	5431 · TELEPHONE		(3.31)	3.31
TOTAL				<u>(3.31)</u>	<u>3.31</u>
		Total Prepaid Cash Disbursement			<u><u>\$ (13,277.69)</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	971.00	196.50	43,617.34	5,467.81		49,085.15	5,176.31 FIT 3,043.29 SS 711.68 MED	2,201.90 STATE SUI SDI 162.43 FLI LOCAL	37,789.54	PAYS	26	
200 CLERICAL	619.75	75.25	13,252.66	2,061.56		15,314.22	685.44 FIT 949.49 SS 222.03 MED	379.50 STATE SUI SDI 54.82 FLI LOCAL	13,022.94	PAYS	22	
300 CUSTODIAL	158.50	2.00	3,605.24	57.00		3,662.24	278.68 FIT 227.05 SS 53.13 MED	134.07 STATE SUI SDI 13.66 FLI LOCAL	2,955.65	PAYS	4	
400 SECURITY	77.00	9.25	1,667.80	296.01		1,963.81	90.69 FIT 121.76 SS 28.47 MED	36.69 STATE SUI SDI 7.33 FLI LOCAL	1,678.87	PAYS	4	
500 PAGES	225.25	18.00	3,604.00	432.00		4,036.00	FIT 250.23 SS 58.50 MED	23.72 STATE SUI SDI 13.63 FLI LOCAL	3,689.92	PAYS	13	
** GRAND TOTAL **	2,051.50	301.00	65,747.04	8,314.38		74,061.42	6,231.12 FIT 4,591.82 SS 1,073.81 MED	2,775.88 STATE SUI SDI 251.87 FLI LOCAL	59,136.92	NET CASH PAYS	50,354.48 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	989.50	209.50	43,099.71	7,059.46		50,159.17	5,306.60 FIT 3,109.87 SS 727.31 MED	2,249.88 STATE SUI SDI 166.42 FLI LOCAL	38,599.09	PAYS	27
200 CLERICAL	578.50	121.00	12,386.78	2,898.21		15,284.99	676.70 FIT 947.67 SS 221.63 MED	376.18 STATE SUI SDI 54.69 FLI LOCAL	13,008.12	PAYS	22
300 CUSTODIAL	167.25	11.00	3,760.85	276.80		4,037.65	321.65 FIT 250.34 SS 58.53 MED	154.39 STATE SUI SDI 15.06 FLI LOCAL	3,237.68	PAYS	4
400 SECURITY	72.25	9.75	1,569.00	311.61		1,880.61	90.69 FIT 116.59 SS 27.25 MED	34.98 STATE SUI SDI 7.02 FLI LOCAL	1,604.08	PAYS	4
500 PAGES	218.75	18.00	3,500.00	432.00		3,932.00	FIT 243.77 SS 57.03 MED	23.72 STATE SUI SDI 13.17 FLI LOCAL	3,594.31	PAYS	14
** GRAND TOTAL **	2,026.25	369.25	64,316.34	10,978.08		75,294.42	6,395.64 FIT 4,668.24 SS 1,091.75 MED	2,839.15 STATE SUI SDI 256.36 FLI LOCAL	60,043.28	NET CASH PAYS	51,441.00 71

SUM



**Sayville
Library**

**Board of Trustees
Meeting**

Administration Reports

November 12, 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: October 15th, 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
Earl Campbell	Network & Systems Tech.	\$27.04	IT Services	10/19/2024



**Sayville
Library**

**Board of Trustees
Meeting**

Unfinished Business

November 12, 2024



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

November 4, 2024

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbese
Re: **SCLS Proposed FY 2025 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2025 Operating Budget** for your review and consideration.

At its meeting on November 4, 2024 the SCLS Board of Trustees approved the enclosed SCLS FY 2025 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2024.

Attached to this memo are the final proposed SCLS FY 2025 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed “draft” budget packet that was dated October 1, 2024.

There have been some changes made from the “draft” budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the “draft” budget being developed. The reasons behind each change are listed below.

Income

- 1) A number of State Aid State categories (*N.Y. State, LSSA, Outreach, SCLS:CLA, LLSA, CLA, Dedicated Library Aid*) have been adjusted to better reflect our anticipated aid from New York State in relation to what was actually received in 2024. SCLS runs on a January 1 fiscal year and often does not receive any aid payments from NYS until the late summer and often (like this year) does not receive final aid payments until after a subsequent year’s budget must be completed. That makes estimating revenue from NYS challenging.

- 2) *SCLS: CBA* has been integrated (by NYS) into the *SCLS: CLA line and one of the Dedicated Library Aid (Grants) has been integrated into Outreach aid.*

Expenditures

- 1) SCLS has reclassified a number of employees from *Staff – P/T* to *Shipping & Maintenance* to better reflect the work that they do.
- 2) Certain Aid lines under Direct Offset (*LLSA Member Libraries, CLA/CBA Central Library, CBA Materials, and Dedicated Library Aid*) have been adjusted to offset the changes in the State Aid lines on the revenue side of the budget.
- 3) A number of lines (*Office & Lib Supplies, Telephone, Travel, Programs, Professional Development, and Water*) have been adjusted a small amount from the first draft based on newer cost estimates.
- 4) *Contract Services* has been increased from the first estimate due to costs related to lawn and sprinkler maintenance after a season where we did none of either while undergoing exterior renovations.

The bottom line after these changes have been made is that **the overall SCLS 2024 Budget is projected to increase by 1.83% (\$298,543.)** The operations side will increase by 5.14% (\$368,304) and the Direct Offset side will increase by 0.62% (\$55,239) and no fund balance transfer is planned in 2025.

Member Support, overall, will increase 1.5% (\$35,728) in 2025.

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population and the library's expenditures for the prior year (2023.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2025.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2024. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2025 BUDGET INCOME

	2023	2024	2025	2024 to 2025	2024 to 2025
SOURCE	Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	2,883,774	2,941,535	2,986,503	44,968	1.53%
Local Services Support Aid	330,753	337,368	342,800	5,432	1.61%
Outreach	235,160	239,863	268,425	28,562	11.91%
SCLS: CLA	156,407	159,535	187,575	28,040	17.58%
Misc. Grants	0	0	0	0	0.00%
Interest	5,000	65,000	100,000	35,000	53.85%
Rental	58,100	59,000	60,000	1,000	1.69%
Delivery Service	1,500	1,500	1,600	100	6.67%
Mailing Overdues	15,000	15,000	12,000	(3,000)	-20.00%
Miscellaneous	10,000	15,000	25,000	10,000	66.67%
Contributions	100	100	100	0	0.00%
Programs/Rooms	6,000	12,000	12,000	0	0.00%
Library Contract Service	162,000	162,000	315,000	153,000	94.44%
Member Library Support	2,351,617	2,375,132	2,410,860	35,728	1.50%
PALS Admin. Fee	679,331	752,949	772,423	19,474	2.59%
Sustainable Libraries Initiative	20,000	30,000	40,000	10,000	33.33%
Sub-Total (Operational)	6,914,742	7,165,982	7,534,286	368,304	5.14%
<i>Central Library support</i>					
Shared Services	12,000	53,000	53,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	67,000	108,000	108,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	467,287	476,633	484,300	7,667	1.61%
Central Library Aid	371,799	379,235	380,825	1,590	0.42%
Suffolk E-Resources	770,040	793,141	816,935	23,794	3.00%
Coordinated Orders	1,200,000	1,300,000	1,000,000	(300,000)	-23.08%
Downloadable Media	5,531,127	5,918,306	6,273,354	355,048	6.00%
SCLS: CBA	16,500	16,830	0	(16,830)	-100.00%
Dedicated Library Aid (Grants)	31,500	32,130	16,050	(16,080)	-50.05%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	8,388,253	8,916,275	8,971,464	55,189	0.62%
Transfer from Unappropriated Fund Balance	130,000	125,000	0	(125,000)	-100.00%
Sub-Total (Non-Operational)	130,000	125,000	-	(125,000)	-100.00%
TOTAL INCOME	15,499,995	16,315,257	16,613,750	298,493	1.83%

2025 Budget Expenditures

ACCOUNT TITLE	2023	2024	2025	2024 to 2025	2024 to 2025
	Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIAN	1,492,060	1,640,159	1,656,213	16,054	0.98%
STAFF - F/T	1,069,789	1,115,073	1,234,046	118,973	10.67%
SHIPPING & MAINTENANCE	365,357	140,036	264,098	124,062	88.59%
STAFF - P/T	167,266	266,714	192,879	(73,835)	-27.68%
SUB-TOTAL (Salaries)	3,094,472	3,161,982	3,347,236	185,254	5.86%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	435,000	535,000	100,000	22.99%
SOCIAL SECURITY	232,312	237,000	251,000	14,000	5.91%
WORKER'S COMPENSATION	37,500	40,000	45,000	5,000	12.50%
UNEMPLOYMENT	1,000	1,000	500	(500)	-50.00%
DISABILITY	5,000	5,500	5,500	0	0.00%
HEALTH INSURANCE	460,000	600,000	630,000	30,000	5.00%
MEDICAL INS. RETIREES	520,000	550,000	550,000	0	0.00%
DENTAL	38,000	42,000	42,000	0	0.00%
OPTICAL	4,500	6,000	5,000	(1,000)	-16.67%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	95,000	100,000	90,000	(10,000)	-10.00%
LONG TERM CARE INSURANCE	2,000	2,000	1,500	(500)	-25.00%
INSURANCE INCENTIVE	42,000	45,000	35,000	(10,000)	-22.22%
EMPLOYEE ASSIST. PROGRAM	1,800	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,839,612	2,065,800	2,192,800	127,000	6.15%
<i>PROFESSIONAL FEES</i>					
SUB-TOTAL (Professional Fees)	57,050	57,050	57,300	250	0.44%
<i>LIBRARY MATERIALS</i>					
BOOKS	10,000	8,000	8,000	0	0.00%
DOWNLOADABLE MEDIA	105,000	105,000	105,000	0	0.00%
HOMEWORK HELP	306,000	306,000	332,000	26,000	8.50%
SUB-TOTAL	421,000	419,000	445,000	26,000	6.21%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	467,287	476,633	484,300	7,667	1.61%
CLA CBA CNTRL LIBRARY	371,799	379,235	380,825	1,590	0.42%
SUFFOLK E-RESOURCES	770,040	793,141	816,935	23,794	3.00%
COORDINATED ORDERS	1,200,000	1,300,000	1,000,000	(300,000)	-23.08%
DOWNLOADABLE MEDIA	5,531,127	5,918,306	6,273,354	355,048	6.00%
CBA MATERIALS	16,500	16,830	0	(16,830)	-100.00%
DEDICATED LIBRARY AID	31,500	32,130	16,000	(16,130)	-50.20%
MISC. GRANTS	0	0	0	0	0.00%
SUB-TOTAL	8,388,253	8,916,275	8,971,414	55,139	0.62%

2025 Budget Expenditures

ACCOUNT TITLE	2023	2024	2025	2024 to 2025	2024 to 2025
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	40,500	40,500	41,000	500	1.23%
TELEPHONE VOICE	23,000	20,000	23,000	3,000	15.00%
ISP SERVICE	35,000	30,000	27,000	(3,000)	-10.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	15,000	15,000	0	0.00%
POSTAGE OVERDUES	9,000	9,000	7,500	(1,500)	-16.67%
PUBLICITY & PRINTING	50,000	30,000	30,000	0	0.00%
TRAVEL	23,500	23,500	25,500	2,000	8.51%
LOST IN TRANSIT	10,000	8,000	7,000	(1,000)	-12.50%
OVERDUE SUPPLIES	3,500	0	0	0	0.00%
MEMBERSHIP DUES	25,000	23,000	24,000	1,000	4.35%
MAINT. - OFFICE EQUIP.	16,000	15,000	15,000	0	0.00%
COMPUTER SERVICES	261,500	263,000	283,500	20,500	7.79%
VEHICLE OPERATION	35,000	32,500	36,400	3,900	12.00%
VEHICLE MAINTENANCE	17,500	20,000	15,000	(5,000)	-25.00%
SECURITY SERVICES	21,858	22,000	22,000	0	0.00%
TRUSTEE EXPENSE	2,000	2,000	3,500	1,500	75.00%
PROGRAMS	51,300	35,000	35,000	0	0.00%
PROF. DEVELOPMENT	37,000	52,500	49,500	(3,000)	-5.71%
Misc	0	0	0	0	0.00%
SUB-TOTAL	676,758	641,100	660,000	18,900	2.95%
<i>BUILDING OPERATIONS</i>					
GAS	31,000	25,000	21,000	(4,000)	-16.00%
ELECTRICITY	47,000	38,050	35,000	(3,050)	-8.02%
WATER	1,200	1,200	2,000	800	66.67%
SUPPLIES-JANITORIAL	2,000	2,500	2,500	0	0.00%
CONTRACT SERVICES	358,800	452,800	462,000	9,200	2.03%
REPAIR - BLDG. & EQUIP.	40,000	50,000	50,000	0	0.00%
SUB-TOTAL	480,000	569,550	572,500	2,950	0.52%
<i>INSURANCE</i>	77,850	104,500	87,500	(17,000)	-16.27%
<i>EQUIPMENT - NON CAPITAL</i>	5,000	5,000	5,000	0	0.00%
<i>EQUIPMENT - CAPITAL</i>	45,000	35,000	35,000	0	0.00%
<i>EQUIPMENT - VEHICLES</i>	65,000	65,000	65,000	0	0.00%
<i>FACILITY RENOVATIONS</i>	350,000	275,000	175,000	(100,000)	-36.36%
SUB-TOTAL	542,850	484,500	367,500	(117,000)	-24.15%
TOTAL EXPENDITURES	15,499,995	16,315,257	16,613,750	298,493	1.83%

Proposed 2025 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)**BASED ON ANNUAL REPORT FINANCIALS: 2023**

	ACT 2024 ML SUPP	PROP 2025 ML SUPP	\$ Change PROP 2025 FROM 2024 ACT	% Change PROP 2025 FROM 2024 ACT
AMAGANSETT	11,280	11,450	170	1.51%
AMITYVILLE	34,939	35,850	911	2.61%
BABYLON	19,254	19,570	316	1.64%
BAYPORT-BLUE POINT	25,853	26,626	773	2.99%
BAY SHORE-BRIGHTWATERS	44,201	44,932	731	1.65%
BRENTWOOD	111,626	114,091	2,465	2.21%
BROOKHAVEN	11,567	12,098	531	4.59%
CENTER MORICHES	41,770	42,494	724	1.73%
CENTRAL ISLIP	50,480	51,510	1,030	2.04%
COLD SPRING HARBOR	18,928	19,242	314	1.66%
COMMACK	31,703	32,234	531	1.67%
COMSEWOGUE	63,321	65,310	1,989	3.14%
CONNETQUOT	62,972	62,790	(182)	-0.29%
COPIAGUE	43,696	44,569	873	2.00%
CUTCHOGUE-NEW SUFFOLK	11,462	12,122	660	5.76%
DEER PARK	35,386	35,668	282	0.80%
EAST HAMPTON	33,268	34,535	1,267	3.81%
EAST ISLIP	38,651	39,165	514	1.33%
ELWOOD	19,477	19,282	(195)	-1.00%
EMMA S CLARK	66,752	69,252	2,500	3.75%
FLOYD MEMORIAL	11,280	11,450	170	1.51%
HALF HOLLOW HILLS	74,630	77,485	2,855	3.83%
HAMPTON BAYS	26,050	25,555	(495)	-1.90%
HAMPTON	11,280	11,450	170	1.51%
HARBORFIELDS	37,247	37,822	575	1.54%
HAUPPAUGE	23,058	23,785	727	3.15%
HUNTINGTON	69,302	69,285	(17)	-0.02%
ISLIP	33,549	34,104	555	1.65%
JOHN JERMAIN	16,771	18,724	1,953	11.65%
LINDENHURST	51,702	53,542	1,840	3.56%
LONGWOOD	87,046	90,699	3,653	4.20%
MASTICS-MORICHES-SHIRLEY	78,750	78,333	(417)	-0.53%
MATTITUCK	11,841	11,450	(391)	-3.30%
MIDDLE COUNTRY	125,339	124,526	(813)	-0.65%
MONTAUK	11,280	11,450	170	1.51%
NORTH BABYLON	38,599	38,665	66	0.17%
NORTH SHORE	42,650	43,611	961	2.25%
NORTHPORT-EAST NORTHPORT	77,243	75,931	(1,312)	-1.70%
PATCHOGUE-MEDFORD	87,374	86,454	(920)	-1.05%
PORT JEFFERSON	33,707	34,549	842	2.50%
QUOGUE	11,280	11,450	170	1.51%
RIVERHEAD	52,189	52,655	466	0.89%
ROGERS MEMORIAL	36,846	37,664	818	2.22%
SACHEM	118,460	120,503	2,043	1.72%
SAYVILLE	31,248	31,552	304	0.97%
SHELTER ISLAND	11,280	11,450	170	1.51%
SMITHTOWN	163,088	163,702	614	0.38%
SOUTH COUNTRY	30,153	29,677	(476)	-1.58%
SOUTH HUNTINGTON	59,592	60,939	1,347	2.26%
SOUTHOLD	11,280	11,450	170	1.51%
WEST BABYLON	39,844	39,864	20	0.05%
WEST ISLIP	40,459	41,256	797	1.97%
WESTHAMPTON	26,133	27,127	994	3.80%
WYANDANCH	17,996	19,911	1,915	10.64%
TOTALS:	2,375,132	2,410,860	35,728	1.50%



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

BALLOT

2025 SCLS Budget

The Board of Trustees of the _____ Library

Approved

Disapproved

The Proposed 2025 Budget of the Suffolk Cooperative Library System,
approved by the SCLS Board of Trustees on November 4, 2024.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than
Tuesday, December 31, 2024