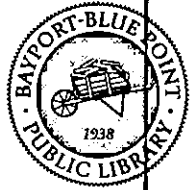


Bayport - Blue Point Public Library

203 Blue Point Avenue, Blue Point, New York 11715-1217 Phone (631) 363-6133 Fax (631) 868-3520



A regular meeting of the Board of Trustees of the Bayport-Blue Point Public Library will be held on **Wednesday, December 8, 2021 at 7:00pm** in the Library.

AGENDA

- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence

- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report

- IX. Director's Report
- X. Committee Reports
- XI. Old Business
 - a. Building Project Update
 - b. Ribbon Cutting

- XII. New Business
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Bayport-Blue Point Public Library December Board Meeting 2021

Wed, Dec 8, 2021 7:00 PM - 8:30 PM (EST)

You can also dial in using your phone.

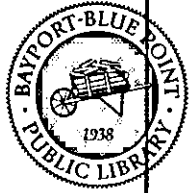
United States (Toll Free): 1 877 309 2073

Access Code: 352-057-669

Next meeting Wednesday, January 12, 2022 7:00 PM

Bayport - Blue Point Public Library

203 Blue Point Avenue, Blue Point, New York 11715-1217 Phone (631) 363-6133 Fax (631) 868-3520



REGULAR MEETING OF BAYPORT-BLUE POINT PUBLIC

LIBRARY BOARD OF TRUSTEES

11/10/2021

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:10 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Adams, Director Mike Firestone and Linda McCrosson to take minutes..

II. APPROVAL OF MINUTES

Trustee Adams made a motion, seconded by Trustee Heineman to accept the minutes of the October 13, 2021 regular Meeting of the Board of Trustees; approved by all present.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Adams, seconded by Trustee McAward to approve the **Bank Reconciliation & Financial Reports** dated September 2021; approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the **Bank Reconciliation & Financial Reports for Capital Fund** dated September 2021; approved by all present.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 11/10/2021 (**Check Detail Report**); approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the Capital Fund Schedule of claims dated 11/10/2021 (**Check Detail Report**); approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the listed prepaids, as presented, that were paid since last board meeting dated October 14, 2021 through November 9, 2021. (Checks between meetings); approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the following invoices and PO's: Colleen Caravella for \$15.00, Home Health and Spirit Co. for \$150.00, PGA Mechanical for \$6522.88, VSC Electric for \$1377.60, VSC Electric for \$3640.00, VSC Electric for \$5859.25, Bates Moving Co. for \$1350.00, Hale Furniture for \$51,303.89 and \$12,575.97, Edward Denton for \$900.00, \$3850.00, \$95.00, \$150.00, and \$2065.00; approved by all present.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Payroll Reports dated 10/28/21 and 11/10/21; approved by all present.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the CS-150 reports dated 10/25, 10/25, 10/26, and 11/4/2021 as presented; approved by all present.

V. DIRECTOR'S REPORT

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the Suffolk Cooperative Library System's 2021 Budget, approved by all present.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee Heineman, to enter executive session at 7:20 p.m., approved by all present.

Motion made by Trustee Adams, seconded by Trustee Heineman to exit executive session at 7:52 p.m., approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward to approve Kelly Sheridan to Lib II effective 11/21/12 with salary adjustment, approved by all present.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a onetime stipend to Dan Costa for his extraordinary work on out IT system at the new library, approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward to move forward in exploring and using Ten-x for our real estate needs, approved by all present.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Heineman, to adjourn the meeting at 7:58 p.m.; approved by all present.

Respectfully submitted,
Michael Firestone

**BAYPORT-BLUE POINT PUBLIC LIBRARY
203 BLUE POINT AVE
BLUE POINT, N.Y. 11715
(631)363-6133**

BANK RECONCILIATION FOR OCTOBER 2021

PEOPLE'S UNITED CHECKING GENERAL FUND

October 1, 2021	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$1,144,914.44
	RECEIPTS:	
	TAX REVENUE	201,317.42
	ADULT PROGRAMS	1,117.22
	PASSPORT FEES	455.00
	COPIER	322.57
	JUVENILE PROGRAMS	290.35
	FINES	124.09
	INTEREST	93.52
	FAX	17.85
	LIBRARY BAGS	15.15
		<u>203,753.16</u>
	TOTAL(Book Balance + Receipts)	1,348,667.60
	LESS: OCTOBER DISBURSEMENTS	<u>226,078.51</u>
October 31, 2021	BALANCE PER LIBRARY BOOKS:	<u><u>\$1,122,589.09</u></u>
October 31, 2021	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$1,136,850.72
	OCT FINES DEPOSITED IN NOV	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	1,136,850.72
	LESS: OCTOBER OUTSTANDING CHECKS	<u>14,261.63</u>
October 31, 2021	BALANCE PER BANK:	<u><u>\$1,122,589.09</u></u>

BAYPORT-BLUE POINT PUBLIC LIBRARY
203 BLUE POINT AVE
BLUE POINT, N.Y. 11715
(631)363-6133

BANK RECONCILIATION FOR OCTOBER 2021

SAVINGS ACCOUNT FLUSHING BANK

October 1, 2021	<u>BEGINNING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,284.66	
	TOTAL BALANCE PER STATEMENTS		\$462,264.66
	<u>DEPOSITS/TRANSFERS:</u>		
	ADD: TRANSFER	0.00	
	TOTAL ADDITIONS		0.00
	<u>WITHDRAWALS/CHARGES:</u>		
	SUB:	0.00	
	TOTAL SUBTRACTIONS		0.00
	<u>INTEREST:</u>		
	ADD: INTEREST INCOME	19.63	
	TOTAL INTEREST INCOME		19.63
October 31, 2021	<u>ENDING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,284.29	
	TOTAL BALANCE PER STATEMENTS		<u>\$462,284.29</u>

**BAYPORT-BLUE POINT PUBLIC LIBRARY
203 BLUE POINT AVE
BLUE POINT, N.Y. 11715
(631)363-6133**

BANK RECONCILIATION FOR OCTOBER 2021

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

October 1, 2021	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$3,180,406.65
	RECEIPTS:	
	NYS CONSTRUCTION GRANT	219,484.00
	REBATE	1,200.00
	INTEREST	242.86
		<u>220,926.86</u>
	TOTAL(Book Balance + Receipts)	3,401,333.51
	LESS: OCTOBER DISBURSEMENTS	<u>920,865.50</u>
October 31, 2021	BALANCE PER LIBRARY BOOKS:	<u><u>\$2,480,468.01</u></u>
October 31, 2021	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$2,839,752.01
	OCT INCOME DEPOSITED IN NOV	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	2,839,752.01
	LESS: OCTOBER OUTSTANDING CHECKS	<u>359,284.00</u>
October 31, 2021	BALANCE PER BANK:	<u><u>\$2,480,468.01</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

Num	Date	Source Name	Memo	Paid Amount
73112	12/08/2021	A TIME FOR KIDS		
	12/08/2021	A TIME FOR KIDS	JUV PROGRAM	280.00
TOTAL				280.00
73113	12/08/2021	AFFINITY NONPROFITS		
	12/08/2021	AFFINITY NONPROFITS	INSURANCE	1,930.00
TOTAL				1,930.00
73114	12/08/2021	AMERICAN EXPRESS		
	12/08/2021	AMERICAN EXPRESS	OFFICE SUPPLIES	1,205.32
		AMERICAN EXPRESS	PERIODICALS	332.92
		AMERICAN EXPRESS	MISC REPAIRS	4,000.00
		AMERICAN EXPRESS	ADULT BOOKS	163.03
		AMERICAN EXPRESS	FURNITURE AND EQUIP	5,362.27
		AMERICAN EXPRESS	PROF FEES- OTHER	944.38
		AMERICAN EXPRESS	POSTAGE	119.54
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	1,004.44
		AMERICAN EXPRESS	SOFTWARE	3,513.00
		AMERICAN EXPRESS	YA BOOKS	55.73
		AMERICAN EXPRESS	ADULT DVD	29.99
		AMERICAN EXPRESS	JUV PROGRAM	120.00
		AMERICAN EXPRESS	ADULT PROGRAM	425.00
TOTAL				17,275.62
73115	12/08/2021	BAKER & TAYLOR BOOKS		
	12/08/2021	BAKER & TAYLOR BOOKS	JUV BOOKS	2,500.08
		BAKER & TAYLOR BOOKS	YA BOOKS	714.21
		BAKER & TAYLOR BOOKS	ADULT BOOKS	5,149.23
TOTAL				8,363.52
73116	12/08/2021	BALDESSARI & COSTER LLP		
	12/08/2021	BALDESSARI & COSTER LLP	ACCOUNTING FEES	600.00
TOTAL				600.00
73117	12/08/2021	BAYPORT-BLUE POINT HIGH SCHOOL ACTIVITIES		
	12/08/2021	BAYPORT-BLUE POINT HIGH SCHOOL ACTIVITII ADVERTISING		40.00
TOTAL				40.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

Num	Date	Source Name	Memo	Paid Amount
73118	12/08/2021	BAYPORT FLOWER HOUSE		
	12/08/2021	BAYPORT FLOWER HOUSE	JUV PROGRAM	168.87
TOTAL				168.87
73119	12/08/2021	BILBLIOTHECA, LLC		
	12/08/2021	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	8.97
TOTAL				8.97
73120	12/08/2021	BRI-TECH, INC.		
	12/08/2021	BRI-TECH, INC.	ALARM	195.53
TOTAL				195.53
73121	12/08/2021	BRINKMAN HARDWARE		
	12/08/2021	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	57.95
TOTAL				57.95
73122	12/08/2021	BRODART CO.		
	12/08/2021	BRODART CO.	JUV BOOKS	24.69
		BRODART CO.	ADULT BOOKS	26.25
		BRODART CO.	REFERENCE	171.50
TOTAL				222.44
73123	12/08/2021	DANIEL COSTA		
	12/08/2021	DANIEL COSTA	CONSULTING FEES	5,000.00
TOTAL				5,000.00
73124	12/08/2021	EDWARD DENTON PAINTING INC.		
	12/08/2021	EDWARD DENTON PAINTING INC.	RM- MISC	1,825.00
	12/08/2021	EDWARD DENTON PAINTING INC.	RM-MISC	2,805.00
TOTAL				4,630.00
73125	12/08/2021	ELECTRONIX SYSTEMS		
	12/08/2021	ELECTRONIX SYSTEMS	ALARM SYSTEM	163.50
TOTAL				163.50
73126	12/08/2021	EMERALD ISLAND		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

Num	Date	Source Name	Memo	Paid Amount
	12/08/2021	EMERALD ISLAND	CUSTODIAL SUPPLIES	342.05
TOTAL				342.05
73127	12/08/2021	FANNY CAKES		
	12/08/2021	FANNY CAKES	JUV PROGRAM	400.00
		FANNY CAKES	YA PROGRAM	240.00
TOTAL				640.00
73128	12/08/2021	GATZ SITEWORK & LANDSCAPE CONSTRUCTION		
	12/08/2021	GATZ SITEWORK & LANDSCAPE CONSTRUCTIC	CRASH GATE INSTALL	19,160.63
TOTAL				19,160.63
73129	12/08/2021	GAYLORD BROS		
	12/08/2021	GAYLORD BROS	OFFICE/LIB SUPPLIES	1,035.46
TOTAL				1,035.46
73130	12/08/2021	GOVCONNECTION, INC.		
	12/08/2021	GOVCONNECTION, INC.	COMPUTER EQUIPMENT	338.33
TOTAL				338.33
73131	12/08/2021	JANET CARBINO		
	12/08/2021	JANET CARBINO	REFUND ADULT BOOKS	30.00
TOTAL				30.00
73132	12/08/2021	JULIE PERNICE		
	12/08/2021	JULIE PERNICE	JUV PROGRAM	31.00
TOTAL				31.00
73133	12/08/2021	KANOPY, INC.		
	12/08/2021	KANOPY, INC.	REF/ONLINE SERVICES	97.00
TOTAL				97.00
73134	12/08/2021	KELLY SHERIDAN		
	12/08/2021	KELLY SHERIDAN	YA PROGRAM FEES	82.46
TOTAL				82.46
73135	12/08/2021	KEVIN SEAMAN		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	12/08/2021	KEVIN SEAMAN	LEGAL FEES	2,990.00
TOTAL				<u>2,990.00</u>
73136	12/08/2021	LAURIE JANOWITZ		
	12/08/2021	LAURIE JANOWITZ	ADULT PROGRAM	50.00
TOTAL				<u>50.00</u>
73137	12/08/2021	MACCARONE PLUMBING		
	12/08/2021	MACCARONE PLUMBING	MISC PLUMBING WORK	27,546.34
TOTAL				<u>27,546.34</u>
73138	12/08/2021	MD DESIGN STUDIOS		
	12/08/2021	MD DESIGN STUDIOS	ADULT PROGRAM	550.00
TOTAL				<u>550.00</u>
73139	12/08/2021	MICHAEL GALLAGHER, CPA		
	12/08/2021	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
73140	12/08/2021	MIDWEST TAPE		
	12/08/2021	MIDWEST TAPE	ADULT DVD	1,098.60
		MIDWEST TAPE	ADULT CD	597.98
		MIDWEST TAPE	ADULT BOT	605.60
		MIDWEST TAPE	JUV DVD	34.18
TOTAL				<u>2,336.36</u>
73141	12/08/2021	MIDWEST TAPE -HOOPLA		
	12/08/2021	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	318.62
TOTAL				<u>318.62</u>
73142	12/08/2021	NATIONAL GRID		
	12/08/2021	NATIONAL GRID	GAS	1,201.27
TOTAL				<u>1,201.27</u>
73143	12/08/2021	NATIONAL WASTE SERVICES		
	12/08/2021	NATIONAL WASTE SERVICES	REFUSE REMOVAL	250.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

Num	Date	Source Name	Memo	Paid Amount
TOTAL				250.00
73144	12/08/2021	NATURE WORKS		
	12/08/2021	NATURE WORKS	JUV PROGRAM	225.00
TOTAL				225.00
73145	12/08/2021	NEW ERA TECHNOLOGY		
	12/08/2021	NEW ERA TECHNOLOGY	TELEPHONES	62.92
TOTAL				62.92
73146	12/08/2021	NYLA		
	12/08/2021	NYLA	PROFESSIONAL FEES OTHER	15.00
TOTAL				15.00
73147	12/08/2021	PSEGLI		
	12/08/2021	PSEGLI	ELECTRIC	1,684.50
	12/08/2021	PSEGLI	ELECTRIC	493.73
TOTAL				2,178.23
73148	12/08/2021	ROBERT SCOTT		
	12/08/2021	ROBERT SCOTT	JUV PROGRAM	299.00
TOTAL				299.00
73149	12/08/2021	SCLS		
	12/08/2021	SCLS	OTHER PROF FEES	350.00
		SCLS	POSTAGE	23.65
		SCLS	OFFICE SUPPLIES	27.95
TOTAL				401.60
73150	12/08/2021	SEBCO BOOKS		
	12/08/2021	SEBCO BOOKS	JUV BOOKS	4,653.11
TOTAL				4,653.11
73151	12/08/2021	SUSAN CHANT		
	12/08/2021	SUSAN CHANT	JUV PROGRAM	12.99
TOTAL				12.99

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

Num	Date	Source Name	Memo	Paid Amount
73152	12/08/2021	T MOBILE		
	12/08/2021	T MOBILE	HOT SPOTS	436.34
TOTAL				436.34
73153	12/08/2021	T ROWE PRICE		
	12/08/2021	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	492.21
TOTAL				492.21
73154	12/08/2021	TBS CONTRACTING LTD.		
	12/08/2021	TBS CONTRACTING LTD.	MISC REPAIRS	11,200.00
TOTAL				11,200.00
73155	12/08/2021	THERMAL SOLUTIONS		
	12/08/2021	THERMAL SOLUTIONS	HEATING/COOLING	87.50
TOTAL				87.50
73156	12/08/2021	W.B.MASON		
	12/08/2021	W.B.MASON	OFFICE/LIBV SUPPLIES	333.20
TOTAL				333.20
73157	12/08/2021	WELLS FARGO FINANCAIL LEASING		
	12/08/2021	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
73158	12/08/2021	EDWARD DENTON PAINTING INC.		
	12/08/2021	EDWARD DENTON PAINTING INC.	MISC REPAIR	1,825.00
TOTAL				1,825.00
73159	12/08/2021	FINDAWAY WORLD, LLC.		
	12/08/2021	FINDAWAY WORLD, LLC.	JUV BOT	141.89
TOTAL				141.89
73160	12/08/2021	OFRA JEWELS		
	12/08/2021	OFRA JEWELS	ADULT PROG	345.00
TOTAL				345.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 8, 2021

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73161	12/08/2021	TRAF-SYS		
	12/08/2021	TRAF-SYS	PEOPLE COUNTER	3,768.00
TOTAL				<u>3,768.00</u>
73162	12/08/2021	EDWARD DENTON PAINTING INC.		
	12/08/2021	EDWARD DENTON PAINTING INC.	MISC REPAIR	2,805.00
TOTAL				<u>2,805.00</u>
				126,446.91

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 11 through December 7, 2021

Num	Date	Source Name	Memo	Paid Amount
73095	11/11/2021	EDWARD DENTON PAINTING INC.		
	11/11/2021	EDWARD DENTON PAINTING INC.	SOFTWASH	900.00
TOTAL				900.00
73096	11/11/2021	EDWARD DENTON PAINTING INC.		
	11/11/2021	EDWARD DENTON PAINTING INC.	SOFTWASH	3,850.00
TOTAL				3,850.00
73097	11/11/2021	EDWARD DENTON PAINTING INC.		
	11/11/2021	EDWARD DENTON PAINTING INC.	SOFTWASH	95.00
TOTAL				95.00
73098	11/11/2021	EDWARD DENTON PAINTING INC.		
	11/11/2021	EDWARD DENTON PAINTING INC.	SOFTWASH	150.00
TOTAL				150.00
73099	11/11/2021	EDWARD DENTON PAINTING INC.		
	11/11/2021	EDWARD DENTON PAINTING INC.	SOFTWASH	2,065.00
TOTAL				2,065.00
73100	11/16/2021	AFFLAC NEW YORK		
	11/16/2021	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	476.76
TOTAL				476.76
73101	11/16/2021	BATES MOVING CO.		
	11/16/2021	BATES MOVING CO.	PIANO MOVER	1,350.00
TOTAL				1,350.00
73102	11/16/2021	GOVCONNECTION, INC.		
	11/16/2021	GOVCONNECTION, INC.	COMP HARDWARE	649.00
TOTAL				649.00
73103	11/16/2021	HOME HEALTH AND SPIRIT CO.		
	11/16/2021	HOME HEALTH AND SPIRIT CO.	ADULT PROGRAM	150.00
TOTAL				150.00

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

November 11 through December 7, 2021

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73104	11/16/2021	VSC ELECTRIC, INC.		
	11/16/2021	VSC ELECTRIC, INC.	TIME CLOCK WIRING	<u>5,859.25</u>
TOTAL				5,859.25
73105	11/16/2021	NYS EMPLOYEE'S HEALTH INSURANCE		
	11/16/2021	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>35,051.04</u>
TOTAL				35,051.04
73106	11/29/2021	COLLEEN CARAVELLA	REFUND CENTERPIECE PROGRAM	
	11/29/2021	COLLEEN CARAVELLA	REFUND ADULT PROGRAM	<u>15.00</u>
TOTAL				15.00
73107	11/29/2021	GIS BENEFITS		
	11/29/2021	GIS BENEFITS	EMPLOYEE PAYMENTS	<u>767.95</u>
TOTAL				767.95
73108	11/29/2021	NYS EMPLOYEE'S HEALTH INSURANCE		
	11/29/2021	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>35,051.04</u>
TOTAL				35,051.04
73109	11/29/2021	OPTIMUM		
	11/29/2021	OPTIMUM	OPTIMUM	<u>769.03</u>
TOTAL				769.03
73110	11/29/2021	PSEGLI		
	11/29/2021	PSEGLI	ELECTRIC	<u>13.91</u>
TOTAL				13.91
73111	11/29/2021	T ROWE PRICE		
	11/29/2021	T ROWE PRICE	EMPLOYEE COTRIBUTIONS	<u>485.93</u>
TOTAL				485.93
				<u>87,698.91</u>

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

December 6 - 8, 2021

<u>Ty</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
	1211	12/08/2021	MEDIA TECHNOLOGIES	1000 · PEOPLES UNITED - CHECKING	
	Bill	12/08/2021		7910 · FURNITURE	105,339.00
TOTAL					105,339.00
	1212	12/08/2021	RENU CONTRACTING AND RESTOI	1000 · PEOPLES UNITED - CHECKING	
	Bill	12/08/2021		7040 · INTERIOR RENOVATION	82,518.53
TOTAL					82,518.53
	1213	12/08/2021	VSC ELECTRIC, INC.	1000 · PEOPLES UNITED - CHECKING	
	Bill	12/08/2021		7050 · ELECTRICAL	40,854.13
TOTAL					40,854.13
					228,711.66

Payroll Liability

Total Cash Required		\$51,822.28
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,817.25
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,257.10
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,323.74
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$424.19
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,822.28

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

PAY FREQUENCY: Biweekly

Net Pay

Checks	4,817.25	
Subtotal Net Pay	4,817.25	
Total Net Pay Liability (Net Cash)	4,817.25	

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP	
			EE withheld	ER contrib	EE withheld	ER contrib
Federal	Federal Income Tax		4,704.81		4,704.81	
	Social Security		3,028.47	3,028.45	6,056.92	
	Medicare		708.25	708.28	1,416.53	
	Subtotal Federal		8,441.53	3,736.73	12,178.26	
State	NY State Income Tax		2,145.48		2,145.48	
	Subtotal NY		2,145.48		2,145.48	
	Total Taxes		10,587.01	3,736.73	14,323.74	

Other Transfers Full Service Direct Deposit (FSDD) 32,257.10 41 Employee Transactions

Pay-by-Pay Insurance 424.19

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$32,257.10	
Total Pay-by-Pay Insurance	\$424.19	
Total Taxes	\$14,323.74	
Total Amount ADP Debited from your Account(s)	\$47,005.03	

Total For 11/24/2021 - Payroll 1		
Total Direct Deposit (FSDD)	\$32,257.10	
Total Pay-by-Pay Insurance	\$424.19	
Total Taxes	\$14,323.74	
Total Amount ADP Debited from your Account(s)	\$47,005.03	

Payroll Liability

Total Cash Required		\$52,724.17
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,652.36
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,653.94
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,982.99
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$434.88
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,724.17

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

PAY FREQUENCY: Biweekly

Net Pay

Checks	4,652.36	
Subtotal Net Pay		4,652.36
Total Net Pay Liability (Net Cash)		4,652.36

Taxes

		Deposit Responsibility Client	Deposit Responsibility ADP	
Agency	Rate	EE withheld ER contrib	EE withheld ER contrib	ER contrib
Federal	Federal Income Tax		5,028.22	5,028.22
	Social Security	2,617.83	2,617.83	5,235.67
	Medicare	726.89	726.87	1,453.76
	Subtotal Federal	8,372.94	3,344.71	11,717.65
State	NY State Income Tax		2,265.34	2,265.34
	Subtotal NY		2,265.34	2,265.34
	Total Taxes		10,638.28	13,982.99

Other Transfers Full Service Direct Deposit (FSDD)

Full Service Direct Deposit (FSDD)	33,653.94	41 Employee Transactions
Pay-by-Pay Insurance	434.88	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$33,653.94	
Total Pay-by-Pay Insurance	\$434.88	
Total Taxes	\$13,982.99	
Total Amount ADP Debited from your Account(s)	\$48,071.81	

Total For 12/9/2021 - Payroll 1

Total Direct Deposit (FSDD)	\$33,653.94	
Total Pay-by-Pay Insurance	\$434.88	
Total Taxes	\$13,982.99	
Total Amount ADP Debited from your Account(s)	\$48,071.81	

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

2 of 2

Date Printed: 12/07/2021 08:48

Check date: 12/9/2021 - Payroll 1

Run Number: 0408

20241173 - RF/MJU

Pay Period: 11/21/2021 to: 12/04/2021

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

11/18/21

JURISDICTION:

Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # (Please double space)	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	DETTIS STATEMENT # NAME OF PREVIOUS INCUMBENT
A	Sheridan, Kelly		Librarian II	\$69,269.32		11/21/2021 21-186 24-116 156

INSTRUCTIONS:

1. REMOVE THREE COPIES OF THIS FORM (WHITE, YELLOW, AND PINK) FROM PAD BEFORE FILLING OUT.
2. COMPLETE THIS FORM IN TRIPLICATE. CARBON PAPER IS NOT REQUIRED.
3. FOLLOW ALL THE ADDITIONAL INSTRUCTIONS ON THE REVERSE OF THIS FORM.
4. SEND IN WHITE AND YELLOW COPIES. RETAIN PINK FOR YOUR RECORDS.

DID YOU: 1. Submit a Duties Statement for all new positions or when refiling those for which Duties Statement is over five years old?

2. Request and canvass an eligible list for all competitive positions?

3. Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?

4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. (ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS.)

The above changes are hereby certified as being in accordance with Civil Service Requirements.

Handwritten Signature

Signature of Appointing Authority

APPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
11/18/21

JURISDICTION: Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # (Please double space)	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE: # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	EFFEKTIVE DATE	DUTIES STATEMENT OR NAME OF PREVIOUS INCUMBENT
TRS	Kavanagh, Margaret		Librarian I (Children's Services)	\$29.71/hr	max 17 1/2 hrs/wk	11/7/21	18-1721 24-1162 157

INSTRUCTIONS:

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The above changes are hereby certified as being in accordance with Civil Service Requirements.

Mabel Fox

APPROVED

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.

SUFFOLK COUNTY

DEPARTMENT OF PERSONNEL

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Department.

**1. DEPARTMENT
ADMINISTRATION**

**MUNICIPALITY
Bayport-Blue Point Public Library**

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

**PERCENT
OF
WORK TIME**

**Network & Systems Technician
(1 Position)**

- 15% Provides research and guidance in finding and implementing new technologies.
- 70% Installs and monitors all network machines for staff and public machines, includes running wires, cables, software updates and evaluates over-all health of such machines.
- 10% Coordinates and maintains inventories for up to date property appraisal reports.
- 5% Teaches staff with anything complicated or new to them where they need assistance.

(ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED)
THIS FORM MAY ALSO BE USED FOR RECLASSIFICATION REQUESTS.

3. Names and Titles of persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Mike Firestone	Library Director	Direct

4. Names and Titles of Persons Supervised by Employees in this position.

Name	Title	Type of Supervision
------	-------	---------------------

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

Name	Title	Location of Position
------	-------	----------------------

6. What minimum qualifications do you think should be required for this position?

Education: High school X years
College _____ years, with specialization in _____
Other _____ years, with specialization in _____

Experience: (list amount and type) Two years of experience in working with information technology equipment.

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 12/6/21

Title: Director

Signature: *Michael Felt*

CERTIFICATE OF CIVIL SERVICE DEPARTMENT

8. In accordance with the provisions of Civil Service Law, Section 22 the SUFFOLK COUNTY CIVIL SERVICE DEPARTMENT CIVIL SERVICE COMMISSION certifies that the appropriate civil service title for the position described is Updating an old duty statement.

Spec. No.

No. Of Positions:

Date:

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position.

Approved

Disapproved

Resolution No. _____.

Grade or Salary.....

Date:

Signature: