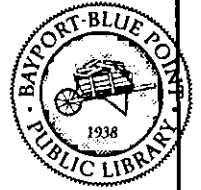


Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 · 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, January 12, 2022 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

- XII. New Business
 - a. 2022-2023 Budget & Trustee Election Date

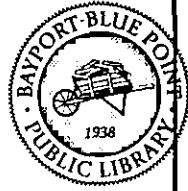
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
Access Code: 772-278-765

Next meeting Wednesday, February 9, 2022 7:00 PM

Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 · Phone (631) 363-6133 Fax (631) 868-3520



REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

12/08/2021

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:04 p.m. Present were Trustee Devine, Trustee Heineman (Phone in), 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 November 10, 2021 regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the **Bank Reconciliation & Financial Reports** dated October 2021; approved by all.

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

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the **Operating Fund Schedule of Claims** dated 12/08/2021 (**Check Detail Report**); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Heineman, to approve the **Capital Fund Schedule of claims** dated 12/08/2021 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith, to approve the listed prepaids, as presented, that were paid since last board meeting dated November 11, 2021 through December 7, 2021. (Checks between meetings), and the following prepaids Great South Bay Landscaping \$1,120 and \$3,345, KLH Fiere Safety \$6,450, Bri-tech \$499.68, William Hird \$1,963.65, Diane Aronsen \$110, Renu Contracting \$82,518.53, Maccarone \$48,154.34 and \$55,427.94, Searles \$3,092, Bayport Flower House \$407.99 and \$249.99 (to be reimbursed by Friends), Kelly Sheridan \$553.67; approved by all.

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to approve the **Payroll Reports** dated 11/18/21 and 11/18/21; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith to approve the CS-150 reports dated 11/18, 10/25, 10/26, and 11/4/2021 as presented; approved by all present.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee McAward, to enter executive session at 7:53 p.m., approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to exit executive session at 8:11 p.m., approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Heineman, to adjourn the meeting at 8:12 p.m.; approved by all.

Respectfully submitted,
Michael Firestone

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

BANK RECONCILIATION FOR NOVEMBER 2021

PEOPLE'S UNITED CHECKING GENERAL FUND

November 1, 2021	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$1,122,589.09
	RECEIPTS:	
	TAX REVENUE	201,317.42
	BANK ADJUSTMENT	3,839.00
	PASSPORT FEES	451.16
	FRIENDS BOOK SALE/DONATIONS	441.70
	ADULT PROGRAMS	432.50
	BOOK SALE	264.61
	JUVENILE PROGRAMS	129.17
	INTEREST	98.40
	FAX	40.58
	COPIER	30.49
	LIBRARY BAGS	5.00
	FINES	1.36
		<u>207,051.39</u>
	TOTAL(Book Balance + Receipts)	1,329,640.48
	LESS: NOVEMBER DISBURSEMENTS	<u>424,774.17</u>
November 30, 2021	BALANCE PER LIBRARY BOOKS:	<u><u>\$904,866.31</u></u>
November 30, 2021	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$965,265.65
	NOV FINES DEPOSITED IN DEC	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	965,265.65
	LESS: NOVEMBER OUTSTANDING CHECKS	<u>60,399.34</u>
November 30, 2021	BALANCE PER BANK:	<u><u>\$904,866.31</u></u>

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

BANK RECONCILIATION FOR NOVEMBER 2021

SAVINGS ACCOUNT FLUSHING BANK

November 1, 2021	<u>BEGINNING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,284.29	
		<hr/>	
	TOTAL BALANCE PER STATEMENTS		\$462,284.29
	<u>DEPOSITS/TRANSFERS:</u>		
	ADD: TRANSFER	0.00	
		<hr/>	
	TOTAL ADDITIONS		0.00
	<u>WITHDRAWALS/CHARGES:</u>		
	SUB:	0.00	
		<hr/>	
	TOTAL SUBTRACTIONS		0.00
	<u>INTEREST:</u>		
	ADD: INTEREST INCOME	19.00	
		<hr/>	
	TOTAL INTEREST INCOME		19.00
November 30, 2021	<u>ENDING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,303.29	
		<hr/>	
	TOTAL BALANCE PER STATEMENTS		<u>\$462,303.29</u>

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

BANK RECONCILIATION FOR NOVEMBER 2021

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

November 1, 2021	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$2,480,468.01
	RECEIPTS:	
	REBATES	60,578.58
	INTEREST	209.53
		<u>60,788.11</u>
	TOTAL(Book Balance + Receipts)	2,541,256.12
	LESS: NOVEMBER DISBURSEMENTS	<u>710,215.97</u>
November 30, 2021	BALANCE PER LIBRARY BOOKS:	<u><u>\$1,831,040.15</u></u>
November 30, 2021	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$2,116,982.21
	NOV INCOME DEPOSITED IN DEC	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	2,116,982.21
	LESS: NOVEMBER DISBURSEMENTS	<u>285,942.06</u>
November 30, 2021	BALANCE PER BANK:	<u><u>\$1,831,040.15</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73505	01/12/2022	A TIME FOR KIDS		
	01/12/2022	A TIME FOR KIDS	JUV PROGAM	280.00
TOTAL				<u>280.00</u>
73506	01/12/2022	ALL SERVICE KITCHEN EQUIP CORP.		
	01/12/2022	ALL SERVICE KITCHEN EQUIP CORP.	STOVE	2,040.66
TOTAL				<u>2,040.66</u>
73507	01/12/2022	AMERICAN EXPRESS		
	01/12/2022	AMERICAN EXPRESS	A BOOKS	10.99
		AMERICAN EXPRESS	YA BOOKS	75.89
		AMERICAN EXPRESS	SOFTWARE	1,018.00
		AMERICAN EXPRESS	YA PROGRAM	388.67
		AMERICAN EXPRESS	JUV PROG	831.93
		AMERICAN EXPRESS	A PROG	1,430.00
		AMERICAN EXPRESS	OTHER PROF FEES	942.28
		AMERICAN EXPRESS	FURN AND EQUIP	4,060.87
		AMERICAN EXPRESS	OFFICE SUPPLIES	1,043.44
		AMERICAN EXPRESS	POSTAGE	40.59
		AMERICAN EXPRESS	PERIODICALS	332.92
		AMERICAN EXPRESS	COMP EQUIPMENT	111.98
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	182.65
		AMERICAN EXPRESS	MISC REPAIR	1,963.65
		AMERICAN EXPRESS	REF/ONLINE	119.99
TOTAL				<u>12,553.85</u>
73508	01/12/2022	ANNA DAVIS		
	01/12/2022	ANNA DAVIS	MED PART B REIMB	1,425.60
TOTAL				<u>1,425.60</u>
73509	01/12/2022	BAKER & TAYLOR BOOKS		
	01/12/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	557.00
		BAKER & TAYLOR BOOKS	YA BOOKS	211.49
		BAKER & TAYLOR BOOKS	A BOOKS	4,415.00
TOTAL				<u>5,183.49</u>
73510	01/12/2022	BARBARA WILKENS		
	01/12/2022	BARBARA WILKENS	MED PART B REIMB	891.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				891.00
73511	01/12/2022	BILBLIOTHECA, LLC		
	01/12/2022	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	5.58
TOTAL				5.58
73512	01/12/2022	BOOKPAGE		
	01/12/2022	BOOKPAGE	BOOKPAGE	30.00
TOTAL				30.00
73513	01/12/2022	BRI-TECH, INC.		
	01/12/2022	BRI-TECH, INC.	ALARM	540.00
TOTAL				540.00
73514	01/12/2022	BRODART CO.		
	01/12/2022	BRODART CO.	ADULT BOOKS	90.88
TOTAL				90.88
73515	01/12/2022	CHRIS VIVAS		
	01/12/2022	CHRIS VIVAS	ADULT PROGRAM	150.00
TOTAL				150.00
73516	01/12/2022	CHRISTINA KIELY		
	01/12/2022	CHRISTINA KIELY	REPLACEMENT PAYROLL NET C	196.29
TOTAL				196.29
73517	01/12/2022	COLD SPRING HARBOR WHALING MUSEUM		
	01/12/2022	COLD SPRING HARBOR WHALING MUSEUM	JUV PROGRAM	300.00
TOTAL				300.00
73518	01/12/2022	DANTE PIANO SERVICE		
	01/12/2022	DANTE PIANO SERVICE	PIANO TUNING	350.00
TOTAL				350.00
73519	01/12/2022	EMERALD ISLAND		
	01/12/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	77.70

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/12/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	254.00
TOTAL				331.70
73520	01/12/2022	FINDAWAY WORLD, LLC.		
	01/12/2022	FINDAWAY WORLD, LLC.	JUV BOOKS ON TAPE	1,695.68
	01/12/2022	FINDAWAY WORLD, LLC.	JUV BOT	54.99
TOTAL				1,750.67
73521	01/12/2022	FRANK GIEBFRIED		
	01/12/2022	FRANK GIEBFRIED	ADULT PROGRAM	200.00
TOTAL				200.00
73522	01/12/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	01/12/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB	ON-LINE DONATIONS TO FRIENDS	2,499.76
TOTAL				2,499.76
73523	01/12/2022	GATZ SITEWORK & LANDSCAPE CONSTRUCTION		
	01/12/2022	GATZ SITEWORK & LANDSCAPE CONSTRUCTION	SOD	13,336.00
TOTAL				13,336.00
73524	01/12/2022	GREAT SOUTH BAY LANDSCAPING		
	01/12/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	4,230.00
TOTAL				4,230.00
73525	01/12/2022	JANICE NORTH		
	01/12/2022	JANICE NORTH	MED PART B REIMB	445.50
TOTAL				445.50
73526	01/12/2022	JOCELYN MCINTEE		
	01/12/2022	JOCELYN MCINTEE	MED PART B REIMB	445.50
TOTAL				445.50
73527	01/12/2022	JOHN O'HARE		
	01/12/2022	JOHN O'HARE	MED PART B REIMB	623.70
TOTAL				623.70
73528	01/12/2022	JONATHAN GREENE		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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January 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/12/2022	JONATHAN GREENE	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
73529	01/12/2022	KANOPY, INC.		
	01/12/2022	KANOPY, INC.	REF/ONLINE SERVICES	158.00
TOTAL				<u>158.00</u>
73530	01/12/2022	KELLY SHERIDAN		
	01/12/2022	KELLY SHERIDAN	YA PROGRAM	176.88
TOTAL				<u>176.88</u>
73531	01/12/2022	KEVIN SEAMAN		
	01/12/2022	KEVIN SEAMAN	LEGAL FEES	676.00
TOTAL				<u>676.00</u>
73532	01/12/2022	LAKESHORE		
	01/12/2022	LAKESHORE	JUV PROGRAM	131.95
TOTAL				<u>131.95</u>
73533	01/12/2022	LIBRARICA LLC		
	01/12/2022	LIBRARICA LLC	SOFTWARE	495.00
TOTAL				<u>495.00</u>
73534	01/12/2022	LINDA MCCROSSON		
	01/12/2022	LINDA MCCROSSON	OFFICE SUPPLIES	79.94
TOTAL				<u>79.94</u>
73535	01/12/2022	LUCINDA LAPPANO		
	01/12/2022	LUCINDA LAPPANO	MED PART B REIMB	891.00
TOTAL				<u>891.00</u>
73536	01/12/2022	MCKULA INC.		
	01/12/2022	MCKULA INC.	SOFTWARE	1,600.00
TOTAL				<u>1,600.00</u>
73537	01/12/2022	MICHAEL GALLAGHER, CPA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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January 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/12/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
73538	01/12/2022	MIDWEST TAPE		
	01/12/2022	MIDWEST TAPE	ADULT DVD	1,387.04
		MIDWEST TAPE	ADULT CD	558.89
		MIDWEST TAPE	ADULT BOT	903.50
TOTAL				<u>2,849.43</u>
73539	01/12/2022	MIDWEST TAPE -HOOPLA		
	01/12/2022	MIDWEST TAPE -HOOPLA	HOOPLA	457.16
TOTAL				<u>457.16</u>
73540	01/12/2022	NATIONAL WASTE SERVICES		
	01/12/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
	01/12/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	125.00
TOTAL				<u>625.00</u>
73541	01/12/2022	NET2PHONE, INC.		
	01/12/2022	NET2PHONE, INC.	TELEPHONES	301.26
TOTAL				<u>301.26</u>
73542	01/12/2022	NEW ERA TECHNOLOGY		
	01/12/2022	NEW ERA TECHNOLOGY	TELEPHONES	62.92
TOTAL				<u>62.92</u>
73543	01/12/2022	NICKERSON COPORATION		
	01/12/2022	NICKERSON COPORATION	CAFE CABINETS	6,744.00
TOTAL				<u>6,744.00</u>
73544	01/12/2022	OCLC INC.		
	01/12/2022	OCLC INC.	SOFTWARE	5,026.40
TOTAL				<u>5,026.40</u>
73545	01/12/2022	OPTIMUM		
	01/12/2022	OPTIMUM	OPTIMUM	385.14

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 12, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				385.14
73546	01/12/2022	PENGUIN RANDOM HOUSE LLC		
	01/12/2022	PENGUIN RANDOM HOUSE LLC	ADULT BOOKS	63.75
TOTAL				63.75
73547	01/12/2022	PSEGLI		
	01/12/2022	PSEGLI	ELECTRIC	2,341.93
TOTAL				2,341.93
73548	01/12/2022	QUADIENT LEASING		
	01/12/2022	QUADIENT LEASING	POSTAGE METER	266.85
TOTAL				266.85
73549	01/12/2022	QUENCH USA		
	01/12/2022	QUENCH USA	OFFICE SUPPLIES	48.30
TOTAL				48.30
73550	01/12/2022	QUOGUE WILDLIFE REFUGE		
	01/12/2022	QUOGUE WILDLIFE REFUGE	JUV PROGRAM	100.00
TOTAL				100.00
73551	01/12/2022	ROBERT SCOTT		
	01/12/2022	ROBERT SCOTT	JUV PROGRAM	275.00
	01/12/2022	ROBERT SCOTT	ADULT PROGRAM	299.00
TOTAL				574.00
73552	01/12/2022	SCLS		
	01/12/2022	SCLS	POSTAGE	27.56
		SCLS	OFFICE SUPPLIES	34.84
		SCLS	REF/ONLINE SERVICES	3,041.00
TOTAL				3,103.40
73553	01/12/2022	SEARLES GRAPHICS, INC.		
	01/12/2022	SEARLES GRAPHICS, INC.	PRINTING	442.00
	01/12/2022	SEARLES GRAPHICS, INC.	JANUARY NEWSLETTERS	3,174.00
TOTAL				3,616.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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January 12, 2022

Num	Date	Source Name	Memo	Paid Amount
73554	01/12/2022	SPROUTS AND FRIENDS, INC.		
	01/12/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	400.00
TOTAL				400.00
73555	01/12/2022	SUFFOLK LOCK AND SECURITY PROFESSIONALS		
	01/12/2022	SUFFOLK LOCK AND SECURITY PROFESSIO	SECURITY EQUIPMENT	5,869.49
TOTAL				5,869.49
73556	01/12/2022	SUSAN CHANT		
	01/12/2022	SUSAN CHANT	YA PROGRAM	67.40
	01/12/2022	SUSAN CHANT	JUV PROGRAM	55.94
TOTAL				123.34
73557	01/12/2022	SWEETBRIAR NATURE CENTER		
	01/12/2022	SWEETBRIAR NATURE CENTER	JUV PROGRAM	250.00
TOTAL				250.00
73558	01/12/2022	T MOBILE		
	01/12/2022	T MOBILE	HOT SPOTS	436.34
TOTAL				436.34
73559	01/12/2022	T ROWE PRICE		
	01/12/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	515.74
TOTAL				515.74
73560	01/12/2022	TBS CONTRACTING LTD.		
	01/12/2022	TBS CONTRACTING LTD.	MISC REPAIRS	3,200.00
TOTAL				3,200.00
73561	01/12/2022	THE PATCHOGUE ADVANCE		
	01/12/2022	THE PATCHOGUE ADVANCE	PERIODICALS	100.00
TOTAL				100.00
73562	01/12/2022	THERMAL SOLUTIONS		
	01/12/2022	THERMAL SOLUTIONS	HVAC	500.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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January 12, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				500.00
73563	01/12/2022	THOMAS KLISE/CRIMSON MULTIMEDIA		
	01/12/2022	THOMAS KLISE/CRIMSON MULTIMEDIA	VIDEO GAMES	2,430.72
TOTAL				2,430.72
73564	01/12/2022	W.B.MASON		
	01/12/2022	W.B.MASON	OFFICE SUPPLIES	1,081.82
		W.B.MASON	CUST SUPPLIES	1,449.95
TOTAL				2,531.77
73565	01/12/2022	WELLS FARGO FINANCAIL LEASING		
	01/12/2022	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
73566	01/12/2022	ROBERT SCOTT		
	01/12/2022	ROBERT SCOTT	JUV PROGRAM	299.00
TOTAL				299.00
73567	01/12/2022	ROBERT SCOTT		
	01/12/2022	ROBERT SCOTT	JUV PROGRAM	400.00
TOTAL				400.00
73568	01/12/2022	BRINKMAN HARDWARE		
	01/12/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	70.04
TOTAL				70.04
73569	01/12/2022	FINDAWAY WORLD, LLC.		
	01/12/2022	FINDAWAY WORLD, LLC.	JUV BOOKS ON TAPE	69.99
TOTAL				69.99
73570	01/12/2022	GRAINGER		
	01/12/2022	GRAINGER	CUSTODIAL SUPPPLIES	54.14
TOTAL				54.14
73571	01/12/2022	LAKESHORE		

BAYPORT - BLUE POINT PUBLIC LIBRARY
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January 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/12/2022	LAKESHORE	JUV PROGRAMS	241.47
TOTAL				241.47
73572	01/12/2022	SCLS		
	01/12/2022	SCLS	POSTAGE	33.92
		SCLS	OFFICE SUPPLIES	42.88
TOTAL				76.80
73573	01/12/2022	SPROUTS AND FRIENDS, INC.		
	01/12/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	400.00
TOTAL				400.00
73574	01/12/2022	STERICYCLE, INC.		
	01/12/2022	STERICYCLE, INC.	SHREDDING	545.95
TOTAL				545.95
73575	01/12/2022	GREAT SOUTH BAY LANDSCAPING		
	01/12/2022	GREAT SOUTH BAY LANDSCAPING	SNOW BLOWERS	5,422.54
TOTAL				5,422.54
				104,040.82

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

December 9, 2021 through January 11, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73501	12/22/2021	AFFLAC NEW YORK		
	12/22/2021	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	<u>476.76</u>
TOTAL				476.76
73502	12/22/2021	GIS BENEFITS		
	12/22/2021	GIS BENEFITS	EMPLOYEE PAYMENTS	<u>767.95</u>
TOTAL				767.95
73503	12/22/2021	OPTIMUM		
	12/22/2021	OPTIMUM	OPTIMUM	<u>383.89</u>
TOTAL				383.89
73504	12/22/2021	T ROWE PRICE		
	12/22/2021	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	<u>485.72</u>
TOTAL				485.72
73751	12/15/2021	AMERICAN LIBRARY AND SCHOOL SERVICES		
	12/15/2021	AMERICAN LIBRARY AND SCHOOL SERVICES	LIBRARY MOVERS	<u>13,380.00</u>
TOTAL				13,380.00
73752	12/15/2021	BRI-TECH, INC.		
	12/15/2021	BRI-TECH, INC.	ALARM	<u>499.68</u>
TOTAL				499.68
73753	12/15/2021	DIANE ARONSEN		
	12/15/2021	DIANE ARONSEN	ADULT PROGRAM	<u>110.00</u>
TOTAL				110.00
73754	12/15/2021	GREAT SOUTH BAY LANDSCAPING		
	12/15/2021	GREAT SOUTH BAY LANDSCAPING	LAWN SEVICE	<u>4,465.00</u>
TOTAL				4,465.00
73755	12/15/2021	KELLY SHERIDAN		
	12/15/2021	KELLY SHERIDAN	YA PROGRAM	<u>553.67</u>
TOTAL				553.67

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 9, 2021 through January 11, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73756	12/15/2021	NATIONAL GRID		
	12/15/2021	NATIONAL GRID	GAS	<u>406.83</u>
TOTAL				406.83
73757	12/15/2021	NYS EMPLOYEE'S HEALTH INSURANCE		
	12/15/2021	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>33,819.60</u>
TOTAL				33,819.60
73758	12/15/2021	SEARLES GRAPHICS, INC.		
	12/15/2021	SEARLES GRAPHICS, INC.	PRINTING	<u>3,092.00</u>
TOTAL				3,092.00
73759	12/15/2021	SUFFOLK COUNTY WATER AUTHORITY		
	12/15/2021	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>122.45</u>
TOTAL				122.45
73760	12/15/2021	KLH FIRE SAFETY CONSULTANTS		
	12/15/2021	KLH FIRE SAFETY CONSULTANTS	FIRE SAFETY	<u>6,450.00</u>
TOTAL				6,450.00
				<u>65,013.55</u>

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

January 12, 2022

Ty	Num	Date	Name	Account	Paid Amount
	1219	01/12/2022	BBS ARCHITECTS	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7000 - ARCHITECT FEES	18.66
TOTAL					18.66
	1220	01/12/2022	BIBKIOTECA, LLC	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7910 - FURNITURE	43,652.00
TOTAL					43,652.00
	1221	01/12/2022	GATZ SITEWORK AND LANDSCAPE C	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7030 - EXTERIOR RENOVATION	81,902.82
TOTAL					81,902.82
	1222	01/12/2022	GOVCONNECTION, INC.	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7915 - COMPUTERS	527.60
TOTAL					527.60
	1223	01/12/2022	MACCARONE PLUMBING, INC.	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7060 - PLUMBING AND HEATING	9,132.92
TOTAL					9,132.92
	1224	01/12/2022	PARK EAST CONSTRUCTION CORP.	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7010 - CONSTRUCTION MANAGER	4,411.41
TOTAL					4,411.41
	1225	01/12/2022	RENU CONTRACTING AND RESTORAT	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7040 - INTERIOR RENOVATION	173,271.76
TOTAL					173,271.76
	1226	01/12/2022	SUFFOLL LOCK AND SECURITY PROF	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7070 - SECURITY	63,708.80
TOTAL					63,708.80
	1227	01/12/2022	GATZ SITEWORK AND LANDSCAPE C	1000 - PEOPLES UNITED - CHECKING	
	Bill	01/12/2022		7030 - EXTERIOR RENOVATION	217,500.82
TOTAL					217,500.82

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

January 12, 2022

<u>Ty</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
					594,126.79

Check Detail

December 9, 2021 through January 11, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1214	12/15/2021	MACCARONE PLUMBING,INC.	1000 · PEOPLES UNITED - CHECKING	
	12/15/2021		7060 · PLUMBING AND HEATING	48,154.34
TOTAL				48,154.34
1215	12/15/2021	MACCARONE PLUMBING,INC.	1000 · PEOPLES UNITED - CHECKING	
	12/15/2021		7060 · PLUMBING AND HEATING	55,427.94
TOTAL				55,427.94
1216	12/15/2021	MACCARONE PLUMBING,INC.	1000 · PEOPLES UNITED - CHECKING	
	12/15/2021		7060 · PLUMBING AND HEATING	9,132.92
TOTAL				9,132.92
1217	12/15/2021	PLAN B TECHNOLOGY CORP.	1000 · PEOPLES UNITED - CHECKING	
	12/15/2021		7500 · MISCELLANEOUS	26,705.00
TOTAL				26,705.00
				139,420.20

prepaids

Payroll Liability

Total Cash Required		\$51,204.80
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,013.28
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,286.20
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,489.17
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$416.15
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,204.80

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	6,013.28	
Subtotal Net Pay		6,013.28
Total Net Pay Liability (Net Cash)		6,013.28

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,137.59		4,137.59
	Social Security				2,999.38	2,999.38	5,998.76
	Medicare				701.46	701.46	1,402.92
	Subtotal Federal				7,838.43	3,700.84	11,539.27
State	NY State Income Tax				1,949.90		
	Subtotal NY				1,949.90		1,949.90
	Total Taxes				9,788.33	3,700.84	13,489.17

Other Transfers Full Service Direct Deposit (FSDD)	31,286.20	39 Employee Transactions
Pay-by-Pay Insurance	416.15	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$31,286.20
Total Pay-by-Pay Insurance	\$416.15
Total Taxes	\$13,489.17
Total Amount ADP Debited from your Account(s)	\$45,191.52

Total For 1/6/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$31,286.20
Total Pay-by-Pay Insurance	\$416.15
Total Taxes	\$13,489.17
Total Amount ADP Debited from your Account(s)	\$45,191.52

Payroll Liability

Total Cash Required		\$51,521.67
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,350.40
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,444.08
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,302.36
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$424.83
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,521.67

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	6,350.40	
Subtotal Net Pay		6,350.40
Total Net Pay Liability (Net Cash)		6,350.40

Taxes

	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,502.38		4,502.38
	Social Security				2,674.90	2,674.90	5,349.80
	Medicare				709.21	709.24	1,418.45
	Subtotal Federal				7,886.49	3,384.14	11,270.63
State	NY State Income Tax				2,031.73		
	Subtotal NY				2,031.73		2,031.73
	Total Taxes				9,918.22	3,384.14	13,302.36

Other Transfers	Full Service Direct Deposit (FSDD)	31,444.08	41 Employee Transactions
	Pay-by-Pay Insurance	424.83	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$31,444.08
Total Pay-by-Pay Insurance	\$424.83
Total Taxes	\$13,302.36
Total Amount ADP Debited from your Account(s)	\$45,171.27

Total For 12/23/2021 - Payroll 1

Total Direct Deposit (FSDD)	\$31,444.08
Total Pay-by-Pay Insurance	\$424.83
Total Taxes	\$13,302.36
Total Amount ADP Debited from your Account(s)	\$45,171.27

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

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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	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				5,028.22		5,028.22
	Social Security				2,617.83	2,617.84	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		
	Subtotal NY				2,265.34		2,265.34
	Total Taxes				10,638.28	3,344.71	13,982.99

Other Transfers	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

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 12/22/21

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	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TRS	Harenberg, Sylvia		Library Clerk	\$29.85/hr	max 17 1/2 hrs/wk	12/28/21	11-00896 24-1102 86

INSTRUCTIONS:

1. REMOVE THREE COPIES OF THIS FORM (WHITE, YELLOW, AND PINK) FROM PAD BEFORE FILLING OUT.
2. COMPLETE THIS FORM IN TRIPPLICATE, 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 refilling 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.)

- APPROVED
 APPROVED AS NOTED DISAPPROVED

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

Michel Lint

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

12/22/21

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	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
AT	Manthos-Gomez, Gabrielle 18		Librarian I-trainee	\$27/hr		12-17-21 to 3-17-22	20-01821 24-1162- 127
AT	Pernice, Julie		Librarian I (Children's Services)	\$28.81/hr		12-17-21 to 3-17-22	18-01721 24-1162- 155

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- APPROVED
 APPROVED AS NOTED
 DISAPPROVED

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Meredith Trest

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

12/22/21

JURISDICTION: Bayport-Blue Point Public Library

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TRS	Ahearn, Deborah		Librarian II	\$36.53/hr	30 hrs/wk \$56,986.80	12/28/21	93-1059 24-1162- 141

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 DISAPPROVED

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Meredith Faint

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

12/22/21

JURISDICTION: Bayport-Blue Point Public Library

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TRS	Kassten, Tyler		Librarian I	27.97/hr	max 17 1/2 hrs/wk	12/31/2021	20-018. 24-1162- 138

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APPROVED

APPROVED AS NOTED

DISAPPROVED

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Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
 12/22/21

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	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
APT	Byrne, Duncan		Custodial Worker I	\$16.97/hr	20 hrs/week \$17,640.80	12/21/21	20-0054 24-1162- 116
APT	Theiling, Lonna		Librarian I	\$29.40/hr	max 17 1/2 hrs/wk	12/17/21	20-0821 24-1162- 129
APT	Chandler, Erica		Librarian I	\$28.81/hr	max 17 1/2 hrs/wk	12/20/21	20-01821 24-1162- 136

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Michael Fied

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

12/22/07

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	EFFECTIVE DATE	DUTIES STATEMENT OR NAME OF PREVIOUS INCUMBENT
RL	Costa, Daniel		Computer Technician	\$33.07/hr	not to exceed 17 1/2 hrs per week		16-01846 24-1162- 31
RL APT	Costa, Daniel		Network and Systems Administrator	\$33.07/hr	not to exceed 17 1/2 hrs per week		
AT	Costa, Daniel		Network and Systems Adm	33.07/hr		12/1/21 1/31/22	

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APPROVED

APPROVED AS NOTED

DISAPPROVED

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

Michelle Pitt

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-6-22

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	EFFECTIVE DATE	DUTIES STATEMENT OR NAME OF PREVIOUS INCUMBENT
APT	Nix, Jack		Librarian Trainee	\$24.00/hr	max 17 1/2 hrs/wk	1-3-22	24-1162-135 20-01821

INSTRUCTIONS:

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 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.



Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED