

# 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, February 9, 2022 at 7:00pm** in the Library

## **AGENDA**

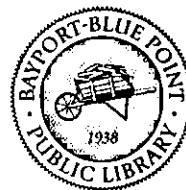
- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence
  
- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report
  
- IX. Director's Report
  
- X. Committee Reports
  
- XI. Old Business
  - a. 2022-2023 Budget & Trustee Election Date
  
- XII. New Business
  - a. 2020-2021 Audit Baldessari & Coster
  
- 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: 959-924-109

Next meeting **Wednesday, March 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

1/12/2022

### I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:00 p.m. Present were Trustee Devine, Trustee Heineman (Phone in), Trustee McAward, Trustee Adams, Trustee Kennedy-Smith, Director Mike Firestone and Linda McCrosson to take minutes..

### II. APPROVAL OF MINUTES

Trustee Kennedy-Smith made a motion, seconded by Trustee Adams to accept the minutes of the December 8, 2021 regular Meeting of the Board of Trustees; approved by all.

### III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve the Bank Reconciliation & Financial Reports for Capital Fund dated November 2021; approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the Operating Fund Schedule of Claims dated 1/12/2022 (Check Detail Report); approved by all.

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to approve the Capital Fund Schedule of claims dated 1/12/2022 (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 December 9, 2021 through January 11, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to approve the Payroll Reports dated 12/09/21, 12/23/21 and 1/06/22; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the invoice to Park East for \$22,994.92 and Sue Miller for \$341.20; approved by all.

### IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the CS-150 reports dated 12/22/21 (x6), and 1/6/2022 as presented; approved by all present.

### V. DIRECTOR'S REPORT

### VI. UNFINISHED BUSINESS

### VII. NEW BUSINESS

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve the Makerspace Printing Policy as presented, approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to enter into a one year contract with MCJ Cleaning, approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward, to enter executive session at 7:25 p.m., approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to exit executive session at 7:40 p.m., approved by all.

### X. ADJOURNMENT

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to adjourn the meeting at 7:41 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 DECEMBER 2021**

**PEOPLE'S UNITED CHECKING GENERAL FUND**

<b><u>BALANCE PER LIBRARY BOOKS:</u></b>		
Decemberr 1, 2021	<b>BALANCE PER LIBRARY BOOKS:</b>	<b>\$904,866.31</b>
	<b>RECEIPTS:</b>	
	TAX REVENUE	201,317.42
	FRIENDS DONATIONS	1,400.00
	JUVENILE PROGRAMS	189.43
	ADULT PROGRAMS	120.55
	INTEREST	82.38
	PASSPORT FEES	70.00
	COPIER	59.40
	LIBRARY BAGS	9.64
	FAX	7.72
	FINES	5.00
		<u>203,261.54</u>
	<b>TOTAL(Book Balance + Receipts)</b>	<b>1,108,127.85</b>
	<b>LESS: DECEMBER DISBURSEMENTS</b>	<u><b>293,034.90</b></u>
December 31, 2021	<b>BALANCE PER LIBRARY BOOKS:</b>	<u><u><b>\$815,092.95</b></u></u>
<b><u>BALANCE PER BANK:</u></b>		
December 31, 2021	<b>BALANCE PER BANK:</b>	<b>\$904,866.31</b>
	<b>DEC FINES DEPOSITED IN JAN</b>	<u><b>0.00</b></u>
	<b>TOTAL(Bank Bal + O/S deposits)</b>	<b>904,866.31</b>
	<b>LESS: DECEMBER OUTSTANDING CHECKS</b>	<u><b>89,773.36</b></u>
December 31, 2021	<b>BALANCE PER BANK:</b>	<u><u><b>\$815,092.95</b></u></u>

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

BANK RECONCILIATION FOR DECEMBER 2021

SAVINGS ACCOUNT FLUSHING BANK

December 1, 2021	<u>BEGINNING BALANCE:</u> BALANCE FLUSHING BANK	\$462,303.29	
	TOTAL BALANCE PER STATEMENTS		\$462,303.29
	<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
December 31, 2021	<u>ENDING BALANCE:</u> BALANCE FLUSHING BANK	\$462,322.92	
	TOTAL BALANCE PER STATEMENTS		<u>\$462,322.92</u>

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

**BANK RECONCILIATION FOR DECEMBER 2021**

**PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT**

	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
Decemberr 1, 2021	BALANCE PER LIBRARY BOOKS:	\$1,831,040.15
	RECEIPTS:	
	INTEREST	<u>164.68</u>
	TOTAL(Book Balance + Receipts)	1,831,204.83
	LESS: DECEMBER DISBURSEMENTS	<u>368,131.86</u>
December 31, 2021	BALANCE PER LIBRARY BOOKS:	<u><u>\$1,463,072.97</u></u>
	<b><u>BALANCE PER BANK:</u></b>	
December 31, 2021	BALANCE PER BANK:	\$1,761,827.22
	DEC INCOME DEPOSITED IN JAN	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	1,761,827.22
	LESS: DECEMBER OUTSTANDING CHECKS	<u>298,754.25</u>
December 31, 2021	BALANCE PER BANK:	<u><u>\$1,463,072.97</u></u>

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

Num	Date	Source Name	Memo	Paid Amount
73588	02/09/2022	2 WORLDS MULTIMEDIA LLC		
	02/09/2022	2 WORLDS MULTIMEDIA LLC	MUSIC FEES	\$500.00
TOTAL				\$500.00
73589	02/09/2022	A TIME FOR KIDS		
	02/09/2022	A TIME FOR KIDS	JUV PROGRAM	\$280.00
TOTAL				\$280.00
73590	02/09/2022	AFFINITY NONPROFITS		
	02/09/2022	AFFINITY NONPROFITS	INSURANCE	\$1,930.00
TOTAL				\$1,930.00
73591	02/09/2022	BALDESSARI & COSTER LLP		
	02/09/2022	BALDESSARI & COSTER LLP	ACCOUNTING FEES	\$13,265.00
TOTAL				\$13,265.00
73592	02/09/2022	BAYPORT FLOWER HOUSE		
	02/09/2022	BAYPORT FLOWER HOUSE	PLANTINGS	\$10,750.00
TOTAL				\$10,750.00
73593	02/09/2022	BILBLIOTHECA, LLC		
	02/09/2022	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	\$77.42
	02/09/2022	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	\$69.78
TOTAL				\$147.20
73594	02/09/2022	BLUE POINT POST OFFICE		
	02/09/2022	BLUE POINT POST OFFICE	POSTAGE	\$663.92
TOTAL				\$663.92
73595	02/09/2022	BONNIE SCHWARTZ		
	02/09/2022	BONNIE SCHWARTZ	ADULT PROGRAM	\$340.00
TOTAL				\$340.00
73596	02/09/2022	BRI-TECH, INC.		
	02/09/2022	BRI-TECH, INC.	ALARM SYSTEM	\$165.00

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				\$165.00
73597	02/09/2022	BRODART CO.		
	02/09/2022	BRODART CO.	JUV BOOKS	\$17.58
TOTAL				\$17.58
73598	02/09/2022	CCP SOLUTIONS, LLC		
	02/09/2022	CCP SOLUTIONS, LLC	COPIERS	\$684.42
TOTAL				\$684.42
73599	02/09/2022	CHRIS PAPARO		
	02/09/2022	CHRIS PAPARO	ADULT PROGRAM	\$250.00
TOTAL				\$250.00
73600	02/09/2022	CIT		
	02/09/2022	CIT	COPIERS	\$274.89
TOTAL				\$274.89
73601	02/09/2022	COLD SPRING HARBOR WHALING MUSEUM		
	02/09/2022	COLD SPRING HARBOR WHALING MUSEUM JUV PROGRAM		\$35.00
TOTAL				\$35.00
73602	02/09/2022	COLLEEN KING	REFUND STRENGTH TRAINING	
	02/09/2022	COLLEEN KING	ADULT PROGRAM	\$6.00
TOTAL				\$6.00
73603	02/09/2022	CYPRESS INFORMATION SERVICES, LLC		
	02/09/2022	CYPRESS INFORMATION SERVICES, LLC	REF/ONLINE SERVICES	\$771.75
TOTAL				\$771.75
73604	02/09/2022	DIANE ARONSEN		
	02/09/2022	DIANE ARONSEN	ADULT PROGRAM	\$365.00
TOTAL				\$365.00
73605	02/09/2022	DOREEN MCLLWAINE		
	02/09/2022	DOREEN MCLLWAINE	ADULT PROGRAM	\$300.00

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					\$300.00
	73606	02/09/2022	EBSCO		
		02/09/2022	EBSCO	PERIODICALS	\$135.15
TOTAL					\$135.15
	73607	02/09/2022	ELLEN POULSEN		
		02/09/2022	ELLEN POULSEN	ADULT PROGRAM	\$175.00
TOTAL					\$175.00
	73608	02/09/2022	EMERALD ISLAND		
		02/09/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	\$458.44
TOTAL					\$458.44
	73609	02/09/2022	EMMA LODATO		
		02/09/2022	EMMA LODATO	JUV PROGRAM	\$117.69
		02/09/2022	EMMA LODATO	JUV PROGRAM FEES	\$56.16
TOTAL					\$173.85
	73610	02/09/2022	FRANK GIEBFRIED		
		02/09/2022	FRANK GIEBFRIED	ADULT PROGRAM	\$200.00
TOTAL					\$200.00
	73611	02/09/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
		02/09/2022	FRIENDS OF THE BAYPORT-BLUE POINT P	ONLINE DONATIONS FOR FRIENDS	\$381.70
TOTAL					\$381.70
	73612	02/09/2022	GAYLORD BROS		
		02/09/2022	GAYLORD BROS	OFFICE/LIB SUPPLIES	\$38.10
TOTAL					\$38.10
	73613	02/09/2022	GREAT SOUTH BAY IMAGES/MIKE BUSCH		
		02/09/2022	GREAT SOUTH BAY IMAGES/MIKE BUSCH	PHOTOGRAPHY	\$900.00
TOTAL					\$900.00
	73614	02/09/2022	GREAT SOUTH BAY LANDSCAPING		

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

Num	Date	Source Name	Memo	Paid Amount
	02/09/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	\$700.00
TOTAL				\$700.00
73615	02/09/2022	JAMES CUMMINGS		
	02/09/2022	JAMES CUMMINGS	ADULT PROGRAM	\$280.00
TOTAL				\$280.00
73616	02/09/2022	JAMES FARRELL		
	02/09/2022	JAMES FARRELL	REFUND ADULT PROGRAM	\$10.00
TOTAL				\$10.00
73617	02/09/2022	JESSICA REILLY		
	02/09/2022	JESSICA REILLY	ADULT PROGRAM	\$225.00
TOTAL				\$225.00
73618	02/09/2022	JOANNE POWELL		
	02/09/2022	JOANNE POWELL	REFUND ADULT PROGRAM	\$5.00
TOTAL				\$5.00
73619	02/09/2022	JOSEPH NOVAK		
	02/09/2022	JOSEPH NOVAK	ADULT PROGRAM	\$440.00
TOTAL				\$440.00
73620	02/09/2022	KANOPY, INC.		
	02/09/2022	KANOPY, INC.	REF/ONLINE SERVICES	\$78.00
TOTAL				\$78.00
73621	02/09/2022	KEENAN BOYLE		
	02/09/2022	KEENAN BOYLE	ADULT PROGRAM	\$300.00
TOTAL				\$300.00
73622	02/09/2022	KELLY WRIGHT		
	02/09/2022	KELLY WRIGHT	YA PROGRAM	\$139.89
TOTAL				\$139.89
73623	02/09/2022	KING KULLEN GROCERY CORP, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/09/2022	KING KULLEN GROCERY CORP, INC.	OFFICE SUPPLIES	\$34.45
TOTAL				\$34.45
73624	02/09/2022	KLH FIRE SAFETY CONSULTANTS		
	02/09/2022	KLH FIRE SAFETY CONSULTANTS	FIRE INSPECTION	\$500.00
TOTAL				\$500.00
73625	02/09/2022	LARSON'S SEASONAL ENTERPRISES INC.		
	02/09/2022	LARSON'S SEASONAL ENTERPRISES INC.	SNOW REMOVAL	\$1,225.73
TOTAL				\$1,225.73
73626	02/09/2022	LAURIE JANOWITZ		
	02/09/2022	LAURIE JANOWITZ	ADULT PROGRAM	\$374.00
TOTAL				\$374.00
73627	02/09/2022	LONG ISLAND SCIENCE CENTER		
	02/09/2022	LONG ISLAND SCIENCE CENTER	JUV PROGRAM	\$275.00
TOTAL				\$275.00
73628	02/09/2022	MCJ CLEANING SERVICES CORP.		
	02/09/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	\$1,680.00
TOTAL				\$1,680.00
73629	02/09/2022	MICHAEL GALLAGHER, CPA		
	02/09/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	\$600.00
TOTAL				\$600.00
73630	02/09/2022	MIDWEST TAPE -HOOPLA		
	02/09/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	\$534.21
TOTAL				\$534.21
73631	02/09/2022	NATIONAL WASTE SERVICES		
	02/09/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	\$500.00
TOTAL				\$500.00
73632	02/09/2022	NEW ERA TECHNOLOGY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/09/2022	NEW ERA TECHNOLOGY	TELEPHONES	\$62.92
TOTAL				\$62.92
73633	02/09/2022	NINA ROMANO		
	02/09/2022	NINA ROMANO	MUSIC FEES	\$400.00
TOTAL				\$400.00
73634	02/09/2022	NYS DEPT OF ENVIRNMENTAL CONSERVATION		
	02/09/2022	NYS DEPT OF ENVIRNMENTAL CONSERVA	REGULATORY FEE	\$110.00
TOTAL				\$110.00
73635	02/09/2022	PENGUIN RANDOM HOUSE LLC		
	02/09/2022	PENGUIN RANDOM HOUSE LLC	ADULT BOOKS	\$71.96
TOTAL				\$71.96
73636	02/09/2022	PGA MECHANICAL CONTRACTORS INC.		
	02/09/2022	PGA MECHANICAL CONTRACTORS INC.	HVAC	\$747.78
TOTAL				\$747.78
73637	02/09/2022	PLDA		
	02/09/2022	PLDA	ANNUAL MEMBERSHIP	\$60.00
TOTAL				\$60.00
73638	02/09/2022	POSTMASTER		
	02/09/2022	POSTMASTER	POSTAL PERMIT	\$245.00
TOTAL				\$245.00
73639	02/09/2022	PSEGLI		
	02/09/2022	PSEGLI	ELECTRIC	\$694.66
TOTAL				\$694.66
73640	02/09/2022	QUENCH USA		
	02/09/2022	QUENCH USA	OFFICE SUPPLIES	\$53.30
TOTAL				\$53.30
73641	02/09/2022	REGAN AGENCY		

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/09/2022	REGAN AGENCY	INSURANCE	\$5,933.74
TOTAL				\$5,933.74
73642	02/09/2022	RICHARD MURDOCCO,		
	02/09/2022	RICHARD MURDOCCO,	ADULT PROGRAM	\$250.00
TOTAL				\$250.00
73643	02/09/2022	ROSALIE BISCARDI		
	02/09/2022	ROSALIE BISCARDI	ADULT PROGRAM	\$180.00
TOTAL				\$180.00
73644	02/09/2022	S&S WORLDWIDE		
	02/09/2022	S&S WORLDWIDE	JUV PROGRAM	\$156.96
TOTAL				\$156.96
73645	02/09/2022	SCLS		
	02/09/2022	SCLS	ADULT PROGRAM	\$931.87
		SCLS	JUV PROGRAM	\$931.88
		SCLS	REF/ONLINE SERVICES	\$593.75
		SCLS	LIVE MUSIC LICENSE	\$233.92
TOTAL				\$2,691.42
73646	02/09/2022	SCLS-PALS		
	02/09/2022	SCLS-PALS	PALS	\$4,164.53
TOTAL				\$4,164.53
73647	02/09/2022	SEARLES GRAPHICS, INC.		
	02/09/2022	SEARLES GRAPHICS, INC.	FEBRUARY NEWSLETTER	\$3,174.00
TOTAL				\$3,174.00
73648	02/09/2022	STEVE CHARLES		
	02/09/2022	STEVE CHARLES	MUSIC FEES	\$500.00
TOTAL				\$500.00
73649	02/09/2022	SUE MILLER		
	02/09/2022	SUE MILLER	ADULT PROGRAM FEES	\$83.45
TOTAL				\$83.45

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

Num	Date	Source Name	Memo	Paid Amount
73650	02/09/2022	SUSAN CHANT		
	02/09/2022	SUSAN CHANT	JUV PROGRAM	\$47.36
		SUSAN CHANT	OFFICE SUPPLIES	\$39.98
TOTAL				<u>\$87.34</u>
73651	02/09/2022	T MOBILE		
	02/09/2022	T MOBILE	HOT SPOTS	\$436.34
TOTAL				<u>\$436.34</u>
73652	02/09/2022	TBS CONTRACTING LTD.		
	02/09/2022	TBS CONTRACTING LTD.	MISC REPAIRS	\$3,000.00
TOTAL				<u>\$3,000.00</u>
73653	02/09/2022	W.B.MASON		
	02/09/2022	W.B.MASON	OFFICE SUPPLIES	\$1,353.25
		W.B.MASON	CUSTODIAL SUPPLIES	\$416.82
TOTAL				<u>\$1,770.07</u>
73654	02/09/2022	WELLS FARGO FINANCIAL LEASING		
	02/09/2022	WELLS FARGO FINANCIAL LEASING	COPIERS	\$629.00
TOTAL				<u>\$629.00</u>
73655	02/09/2022	WEST ISLIP PUBLIC LIBRARY	PAYMENT FOR LOST BOOK	
	02/09/2022	WEST ISLIP PUBLIC LIBRARY	YA BOOKS	\$16.99
TOTAL				<u>\$16.99</u>
73656	02/09/2022	DIANE ARONSEN		
	02/09/2022	DIANE ARONSEN	ADULT PROGRAM	\$365.00
TOTAL				<u>\$365.00</u>
73657	02/09/2022	JAMES CUMMINGS		
	02/09/2022	JAMES CUMMINGS	ADULT PROGRAM	\$150.00
TOTAL				<u>\$150.00</u>
73658	02/09/2022	JESSICA REILLY		

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

Num	Date	Source Name	Memo	Paid Amount
	02/09/2022	JESSICA REILLY	ADULT PROGRAM	\$225.00
TOTAL				\$225.00
73659	02/09/2022	KELLY SHERIDAN		
	02/09/2022	KELLY SHERIDAN	YA PROGRAM	\$139.89
	02/09/2022	KELLY SHERIDAN	YA PROGRAM	\$148.46
TOTAL				\$288.35
73660	02/09/2022	PSEGLI		
	02/09/2022	PSEGLI	ELECTRIC	\$1,143.56
TOTAL				\$1,143.56
73661	02/09/2022	ROBERT SCOTT		
	02/09/2022	ROBERT SCOTT	ADULT PROGRAM	\$550.00
		ROBERT SCOTT	JUV PROGRAM	\$299.00
TOTAL				\$849.00
73662	02/09/2022	ROSALIE BISCARDI		
	02/09/2022	ROSALIE BISCARDI	ADULT PROGRAM	\$180.00
TOTAL				\$180.00
73663	02/09/2022	AMERICAN EXPRESS		
	02/09/2022	AMERICAN EXPRESS	ADULT BOOKS	\$174.74
		AMERICAN EXPRESS	JUV PROGRAM	\$326.99
		AMERICAN EXPRESS	YA PROGRAM	\$603.78
		AMERICAN EXPRESS	OTHER PROF FEES	\$941.98
		AMERICAN EXPRESS	PERIODICALS	\$692.88
		AMERICAN EXPRESS	SOFTWARE	\$237.00
		AMERICAN EXPRESS	POSTAGE	\$119.54
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	\$22.00
		AMERICAN EXPRESS	MISC REPAIRS	\$1,860.00
		AMERICAN EXPRESS	FURN AND EQUIP	\$488.90
		AMERICAN EXPRESS	REF/ONLINE	\$152.50
		AMERICAN EXPRESS	OFFICE SUPPLIES	\$176.36
		AMERICAN EXPRESS	YA BOOKS	\$131.47
		AMERICAN EXPRESS	ADULT PROGRAMS	\$847.70
TOTAL				\$6,775.84
73664	02/09/2022	BAKER & TAYLOR BOOKS		

1:05 PM  
02/07/22

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

February 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/09/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	\$2,197.12
		BAKER & TAYLOR BOOKS	ADULT BOOKS	\$797.97
TOTAL				\$2,995.09
73665	02/09/2022	BAYPORT-BLUE POINT CHAMBER OF COMMERCE		
	02/09/2022	BAYPORT-BLUE POINT CHAMBER OF COM	IRSIH GAZETTE AD	\$225.00
TOTAL				\$225.00
73666	02/09/2022	BILBLIOTHECA, LLC		
	02/09/2022	BILBLIOTHECA, LLC	SELF CHECK	\$20,134.50
TOTAL				\$20,134.50
73667	02/09/2022	BRINKMAN HARDWARE		
	02/09/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	\$170.64
TOTAL				\$170.64
73668	02/09/2022	GOVCONNECTION, INC.		
	02/09/2022	GOVCONNECTION, INC.	COMPUTER EQUIP	\$519.00
TOTAL				\$519.00
73669	02/09/2022	MIDWEST TAPE		
	02/09/2022	MIDWEST TAPE	ADULT DVD	\$693.41
		MIDWEST TAPE	ADULT CD	\$885.30
		MIDWEST TAPE	ADULT BOT	\$211.82
		MIDWEST TAPE	JUV DVD	\$39.54
TOTAL				\$1,830.07
73670	02/09/2022	ROBYN ROMANOFF		
	02/09/2022	ROBYN ROMANOFF	ADULT PROGRAM	\$585.00
TOTAL				\$585.00
73671	02/09/2022	SEBCO BOOKS		
	02/09/2022	SEBCO BOOKS	JUV BOOKS	\$95.61
TOTAL				\$95.61
73672	02/09/2022	STERICYCLE, INC.		
	02/09/2022	STERICYCLE, INC.	SHREDDING SERVICES	\$152.80

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 9, 2022

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					\$152.80
	73673	02/09/2022	W.B.MASON		
		02/09/2022	W.B.MASON	OFFICE SUPPLIES	\$27.48
			W.B.MASON	CUSTODAIL SUPPLIES	\$199.90
TOTAL					\$227.38

\$103,540.58

02/07/22

## SAFPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

January 13 through February 8, 2022

Num	Date	Source Name	Memo	Paid Amount
73576	01/18/2022	AFFLAC NEW YORK		
	01/18/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	476.76
TOTAL				476.76
73577	01/18/2022	BISSETT EQUIPMENT CORP		
	01/18/2022	BISSETT EQUIPMENT CORP	SNOW BLOWERS	4,991.98
TOTAL				4,991.98
73578	01/18/2022	GREAT SOUTH BAY LANDSCAPING		
	01/18/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	530.56
TOTAL				530.56
73579	01/18/2022	NATIONAL GRID		
	01/18/2022	NATIONAL GRID	GAS	2,448.57
TOTAL				2,448.57
73580	01/18/2022	NET2PHONE, INC.		
	01/18/2022	NET2PHONE, INC.	TELEPHONE	173.22
TOTAL				173.22
73581	01/18/2022	SUE MILLER		
	01/18/2022	SUE MILLER	ADULT PROGRAM	341.20
TOTAL				341.20
73582	01/18/2022	SUFFOLK COUNTY WATER AUTHORITY		
	01/18/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	73.28
TOTAL				73.28
73583	01/18/2022	T ROWE PRICE		
	01/18/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	528.28
TOTAL				528.28
73584	01/31/2022	DANTE PIANO SERVICE		
	01/31/2022	DANTE PIANO SERVICE	PIANO TUNING	350.00
TOTAL				350.00

## Check Detail

January 13 through February 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73585	01/31/2022	GIS BENEFITS		
	01/31/2022	GIS BENEFITS	EMPLOYEE PAYMENTS METLIFE	767.95
TOTAL				767.95
73586	01/31/2022	SUFFOLK COUNTY WATER AUTHORITY		
	01/31/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	265.19
TOTAL				265.19
73587	01/31/2022	T ROWE PRICE		
	01/31/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	575.01
TOTAL				575.01

11,522.00

prepaids

1:22 PM  
02/07/22

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

February 9, 2022

Num	Date	Name	Account	Paid Amount
1229	02/09/2022	GATZ SITEWORK AND LANDSCAPE C 1000	PEOPLES UNITED - CHECKING	
	02/09/2022		7030 - EXTERIOR RENOVATION	81,902.82
TOTAL				81,902.82
1230	02/09/2022	MACCARONE PLUMBING, INC.	1000 - PEOPLES UNITED - CHECKING	
	02/09/2022		7060 - PLUMBING AND HEATING	44,415.88
TOTAL				44,415.88
1231	02/09/2022	RENU CONTRACTING AND RESTORA1	1000 - PEOPLES UNITED - CHECKING	
	02/09/2022		7040 - INTERIOR RENOVATION	78,798.52
TOTAL				78,798.52
				205,117.22

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

January 13 through February 8, 2022

<u>Ty</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
	1228	01/18/2022	PARK EAST CONSTRUCTION CORP.	1000 · PEOPLES UNITED - CHECKING	
	Bill	01/18/2022		7010 · CONSTRUCTION MANAGER	-22,994.91
TOTAL					-22,994.91

prepaids

## Payroll Liability

<b>Total Cash Required</b>		<b>\$58,175.99</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$9,098.65
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,236.30
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$15,370.26
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$470.78
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$58,175.99

### 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	9,098.65	
Subtotal Net Pay		9,098.65
Total Net Pay Liability (Net Cash)		9,098.65

### Taxes

	Agency	Rate	Deposit Responsibility Client			Deposit Responsibility ADP		
			EE withheld	ER	contrib	EE withheld	ER	contrib
Federal	Federal Income Tax					4,731.52		4,731.52
	Social Security					3,402.16	3,402.11	6,804.27
	Medicare					795.68	795.69	1,591.37
	Subtotal Federal					8,929.36	4,197.80	13,127.16
State	NY State Income Tax					2,243.10		
	Subtotal NY					2,243.10		2,243.10
	Total Taxes					11,172.46	4,197.80	15,370.26

Other Transfers	Full Service Direct Deposit (FSDD)	33,236.30	48 Employee Transactions
	Pay-by-Pay Insurance	470.78	

### Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$33,236.30
Total Pay-by-Pay Insurance	\$470.78
Total Taxes	\$15,370.26
Total Amount ADP Debited from your Account(s)	\$49,077.34

### Total For 1/20/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$33,236.30
Total Pay-by-Pay Insurance	\$470.78
Total Taxes	\$15,370.26
Total Amount ADP Debited from your Account(s)	\$49,077.34

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

2 of 2

Date Printed: 02/07/2022 13:32

Check date: 1/20/2022 - Payroll 1

Run Number: 0416

20241173 - RF/MJU

Pay Period: 01/02/2022 to: 01/15/2022

### Payroll Liability

<b>Total Cash Required</b>		<b>\$50,851.49</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,691.29
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,326.65
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,416.33
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$417.22
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,851.49

### 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	5,691.29	
Subtotal Net Pay		5,691.29
Total Net Pay Liability (Net Cash)		5,691.29

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,115.28		4,115.28
	Social Security				2,984.78	2,984.74	5,969.52
	Medicare				698.02	698.03	1,396.05
	Subtotal Federal				7,798.08	3,682.77	11,480.85
State	NY State Income Tax				1,935.48		
	Subtotal NY				1,935.48		1,935.48
	Total Taxes				9,733.56	3,682.77	13,416.33

Other Transfers	Full Service Direct Deposit (FSDD)	31,326.65	41 Employee Transactions
	Pay-by-Pay Insurance	417.22	

## Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$31,326.65
Total Pay-by-Pay Insurance	\$417.22
Total Taxes	\$13,416.33
Total Amount ADP Debited from your Account(s)	\$45,160.20

## Total For 2/3/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$31,326.65
Total Pay-by-Pay Insurance	\$417.22
Total Taxes	\$13,416.33
Total Amount ADP Debited from your Account(s)	\$45,160.20

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

2 of 2

Date Printed: 02/07/2022 13:33

Check date: 2/3/2022 - Payroll 1

Run Number: 0417

20241173 - RF/MJU

Pay Period: 01/16/2022 to: 01/29/2022

**REPORT OF PERSONNEL CHANGES**  
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-20-22

**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 FOR NAME OF PREVIOUS INCUMBENT
TRS	Ackerman, Brooke		Page	\$15.00/hr	20 Hrs/wk \$15,600.00	1-26-22	
APT	Ackerman, Brooke		Library Clerk	\$17.00/hr	max 17 1/2 hrs/wk	1-26-22	
TRS	Cristiano, Josephine		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-21-22	
APT	Cristiano, Josephine		Library Clerk	\$17.00/hr	max 17 1/2 hrs/wk	1-21-22	

**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.)

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

*Maail Int*

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED

1-20-22

**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
SI	Cristiano, Josephine		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1102-178
SI	Santori, Chais		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1102-175
SI	Kiely, Christina		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	10-01845 24-1162-57
SI	Spector, Marc		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	08-01334 24-1162-71

**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.



Signature of Appointing Authority

**REPORT OF PERSONNEL CHANGES**  
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-20-22

**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
SI	Ackerman, Brooke		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	10-01845 24-1162-55
SI	Chirco, Elijah		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1162-176
SI	Boeckel, Jamie		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1162-179
SI	Clayton, Emily		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1162-173
SI	Garvin, Olivia		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1162-177
SI	Losardo, Olivia		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-1-22	19-01532 24-1162-174

**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.

- WID 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.)

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

*Neil Int*

Signature of Appointing Authority

☐ APPROVED

☐ APPROVED AS NOTED

☐ DISAPPROVED