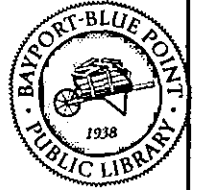


# Bayport - Blue Point Public Library

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, March 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 Operating Budget / Budget Vote
  - b. Building Update
- XII. New Business
  - a. Audit 2020-2021
- XIII. Public comment
- XIV. Executive Session
  - a. Personnel
- XV. Adjournment

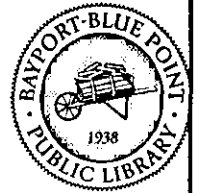
Bayport-Blue Point Public Library March 2022 Board Meeting  
Wed, Mar 9, 2022 7:00 PM - 8:30 PM (EST)

You can also dial in using your phone.  
United States (Toll Free): 1 866 899 4679  
Access Code: 992-309-085

Next meeting Wednesday, March 23, 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

02/9/2022

### I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:02 p.m. Present were Trustee Devine, Trustee Adams, Trustee Kennedy-Smith, Trustee McAward, Trustee Heineman, (via teleconference), Director, Mike Firestone, recorded the minutes and Assistant Director, Wendy Bennett attended.

### II. APPROVAL OF MINUTES

Trustee Kennedy-Smith made a motion, seconded by Trustee Adams to accept the minutes of the January 12, 2022 regular meeting of the Board of Trustees; approved by all present.

### III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

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

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams, to approve the **Operating Fund Schedule of Claims** dated 2/9/2022 (**Check Detail Report**); approved by all present.

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the **Capital Fund Schedule of claims** dated 2/9/2022 (**Check Detail Report**); approved by all present.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve listed prepays, as presented, that were paid since last board meeting dated January 13, 2022 through February 8, 2022. (Checks between meetings); approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the **Payroll Reports** dated 1/20/22 and 2/3/22; approved by all present

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the following invoices for Thermal Solutions for \$636.25, Keith Witt for \$70, Irish Gazette for \$135, CIT Bank & Trust for \$569.02 and Larson's \$2,063.88, Renu for \$92,817.08 and Gatz Landscaping for \$64,530.89; approved by all present..

### IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to approve the CS-150's dated (3x) 1/20/22 as presented; approved by all.

### V. DIRECTOR'S REPORT

### VI. UNFINISHED BUSINESS

### VII. NEW BUSINESS

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the duty statement for library clerk as presented.

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 7:15 p.m. for Real Estate and Personnel issues; approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward to exit executive session at 7:45 p.m.; approved by all present.

### X. ADJOURNMENT

Motion was made by Trustee McAward, seconded by Trustee Heineman to adjourn the meeting at 7:46 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 JANUARY 2022**

**PEOPLE'S UNITED CHECKING GENERAL FUND**

January 1, 2022	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
	BALANCE PER LIBRARY BOOKS:	\$815,092.95
	RECEIPTS:	
	HOMELAND SECURITY PPE GRANT	13,284.63
	FRIENDS DONATIONS	1,647.12
	ADULT PROGRAMS	1,326.00
	PASSPORT FEES	527.06
	JUVENILE PROGRAMS	459.71
	CAFÉ RENT	400.00
	DONATION HELD FOR FRIENDS	189.80
	FINES	70.03
	INTEREST	62.77
	COPIER	53.08
	PHOTO PRINTER	13.80
	LIBRARY BAGS	10.00
	FAX	4.50
		<u>18,048.50</u>
	TOTAL(Book Balance + Receipts)	833,141.45
	LESS: JANUARY DISBURSEMENTS	<u>219,046.01</u>
January 31, 2022	<b>BALANCE PER LIBRARY BOOKS:</b>	<u><u>\$614,095.44</u></u>
January 31, 2022	<b><u>BALANCE PER BANK:</u></b>	
	BALANCE PER BANK:	\$640,058.16
	JAN FINES DEPOSITED IN FEB	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	640,058.16
	LESS: JANUARY OUTSTANDING CHECKS	<u>25,962.72</u>
January 31, 2022	<b>BALANCE PER BANK:</b>	<u><u>\$614,095.44</u></u>

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

BANK RECONCILIATION FOR JANUARY 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

January 1, 2022	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
	BALANCE PER LIBRARY BOOKS:	\$1,463,072.97
	RECEIPTS:	
	INTEREST	<u>106.04</u>
	TOTAL(Book Balance + Receipts)	1,463,179.01
	LESS: JANUARY DISBURSEMENTS	<u>526,085.96</u>
January 31, 2022	<b>BALANCE PER LIBRARY BOOKS:</b>	<b><u><u>\$937,093.05</u></u></b>
January 31, 2022	<b><u>BALANCE PER BANK:</u></b>	
	BALANCE PER BANK:	\$937,093.05
	JAN INCOME DEPOSITED IN FEB	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	937,093.05
	LESS: JANUARY OUTSTANDING CHECKS	<u>0.00</u>
January 31, 2022	<b>BALANCE PER BANK:</b>	<b><u><u>\$937,093.05</u></u></b>

BAYPORT-BLUE POINT PUBLIC LIBRARY  
203 BLUE POINT AVE  
BLUE POINT, N.Y. 11715  
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BANK RECONCILIATION FOR JANUARY 2022

SAVINGS ACCOUNT FLUSHING BANK

January 1, 2022	<b><u>BEGINNING BALANCE:</u></b> BALANCE FLUSHING BANK	\$462,322.92	
	<b>TOTAL BALANCE PER STATEMENTS</b>		\$462,322.92
	<b><u>DEPOSITS/TRANSFERS:</u></b> ADD: TRANSFER	0.00	
	<b>TOTAL ADDITIONS</b>		0.00
	<b><u>WITHDRAWALS/CHARGES:</u></b> SUB:	0.00	
	<b>TOTAL SUBTRACTIONS</b>		0.00
	<b><u>INTEREST:</u></b> ADD: INTEREST INCOME	19.63	
	<b>TOTAL INTEREST INCOME</b>		19.63
January 31, 2022	<b><u>ENDING BALANCE:</u></b> BALANCE FLUSHING BANK	\$462,342.55	
	<b>TOTAL BALANCE PER STATEMENTS</b>		<u>\$462,342.55</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

Num	Date	Source Name	Memo	Paid Amount
73688	03/09/2022	A TIME FOR KIDS		
	03/09/2022	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				<u>155.00</u>
73689	03/09/2022	AMERICAN EXPRESS		
	03/09/2022	AMERICAN EXPRESS	OTHER PROF FEES	763.39
		AMERICAN EXPRESS	ADULT BOOKS	192.22
		AMERICAN EXPRESS	PERIODICALS	332.92
		AMERICAN EXPRESS	ADULT DVD	823.44
		AMERICAN EXPRESS	YA PROGRAM	40.42
		AMERICAN EXPRESS	A PROGRAM	341.37
		AMERICAN EXPRESS	POSTAGE	119.54
		AMERICAN EXPRESS	OFFICE SUPPLIES	138.51
		AMERICAN EXPRESS	CUST SUPPLIES	286.66
		AMERICAN EXPRESS	SOFTWARE	48.77
		AMERICAN EXPRESS	JUV DVD	9.10
		AMERICAN EXPRESS	J PROG	290.00
TOTAL				<u>3,386.34</u>
73690	03/09/2022	AMERICAN LIBRARY ASSOCIATION		
	03/09/2022	AMERICAN LIBRARY ASSOCIATION	OTHER PROF FEES	238.00
TOTAL				<u>238.00</u>
73691	03/09/2022	BAKER & TAYLOR BOOKS		
	03/09/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	1,084.29
		BAKER & TAYLOR BOOKS	YA BOOKS	1,403.42
		BAKER & TAYLOR BOOKS	A BOOKS	4,228.49
TOTAL				<u>6,716.20</u>
73692	03/09/2022	BILBLIOTHECA, LLC		
	03/09/2022	BILBLIOTHECA, LLC	SOFTWARE	1,499.00
TOTAL				<u>1,499.00</u>
73693	03/09/2022	BOOK PAGE		
	03/09/2022	BOOK PAGE	PERIODICALS	390.00
TOTAL				<u>390.00</u>
73694	03/09/2022	BRI-TECH, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	03/09/2022	BRI-TECH, INC.	ALARM SYSTEM	234.80
TOTAL				<u>234.80</u>
73695	03/09/2022	BRODART CO.		
	03/09/2022	BRODART CO.	JUV BOOKS	250.52
TOTAL				<u>250.52</u>
73696	03/09/2022	CHRISTINE SWAN		
	03/09/2022	CHRISTINE SWAN	REFUND FOR LOST AND PAID	72.00
TOTAL				<u>72.00</u>
73697	03/09/2022	CIT		
	03/09/2022	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
73698	03/09/2022	COBY KLEIN		
	03/09/2022	COBY KLEIN	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
73699	03/09/2022	CURIOSLY CREATIVE CANDLES		
	03/09/2022	CURIOSLY CREATIVE CANDLES	JUV PROGRAM	265.00
TOTAL				<u>265.00</u>
73700	03/09/2022	DIANE ARONSEN		
	03/09/2022	DIANE ARONSEN	ADULT PROGRAM	255.00
TOTAL				<u>255.00</u>
73701	03/09/2022	DOREEN MCLLWAINE		
	03/09/2022	DOREEN MCLLWAINE	ADULT PROGRAM	50.00
TOTAL				<u>50.00</u>
73702	03/09/2022	DRIVERS LICENSE GUIDE COMPANY		
	03/09/2022	DRIVERS LICENSE GUIDE COMPANY	OFFICE SUPPLIES	31.95
TOTAL				<u>31.95</u>
73703	03/09/2022	EAST WEST BOOKS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	03/09/2022	EAST WEST BOOKS	YA BOOKS	666.04
TOTAL				<u>666.04</u>
73704	03/09/2022	EBSCO		
	03/09/2022	EBSCO	PERIODICALS	5,937.78
TOTAL				<u>5,937.78</u>
73705	03/09/2022	ED SCHMIEDER		
	03/09/2022	ED SCHMIEDER	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
73706	03/09/2022	EDWARD SIERRA		
	03/09/2022	EDWARD SIERRA	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
73707	03/09/2022	ELECTRONIX SYSTEMS		
	03/09/2022	ELECTRONIX SYSTEMS	ALARM	170.04
TOTAL				<u>170.04</u>
73708	03/09/2022	EMERALD ISLAND		
	03/09/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	596.21
TOTAL				<u>596.21</u>
73709	03/09/2022	EMMA LODATO		
	03/09/2022	EMMA LODATO	JUV PROGRAM	99.27
TOTAL				<u>99.27</u>
73710	03/09/2022	FRANK MCALONAN		
	03/09/2022	FRANK MCALONAN	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
73711	03/09/2022	GOVCONNECTION, INC.		
	03/09/2022	GOVCONNECTION, INC.	COMPUTER EQUIPMENT	1,205.67
TOTAL				<u>1,205.67</u>
73712	03/09/2022	GREAT SOUTH BAY LANDSCAPING		



BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

Num	Date	Source Name	Memo	Paid Amount
	03/09/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	700.00
TOTAL				<u>700.00</u>
73713	03/09/2022	HARBES BARNYARD ADVENTURE, LLC		
	03/09/2022	HARBES BARNYARD ADVENTURE, LLC	JUV PROGRAM	630.00
		HARBES BARNYARD ADVENTURE, LLC	ADULT PROGRAM	630.00
TOTAL				<u>1,260.00</u>
73714	03/09/2022	JAMES CUMMINGS		
	03/09/2022	JAMES CUMMINGS	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
73715	03/09/2022	JESSICA REILLY		
	03/09/2022	JESSICA REILLY	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
73716	03/09/2022	JIM HAWKINS		
	03/09/2022	JIM HAWKINS	ADULT PROGRAM	350.00
TOTAL				<u>350.00</u>
73717	03/09/2022	JO-ANN STORES, LLC		
	03/09/2022	JO-ANN STORES, LLC	REF/ONLINE SERVICES	900.00
TOTAL				<u>900.00</u>
73718	03/09/2022	JOELLE HAWKES		
	03/09/2022	JOELLE HAWKES	JUV PROGRAM	50.00
TOTAL				<u>50.00</u>
73719	03/09/2022	JUDY WILSON		
	03/09/2022	JUDY WILSON	JUV PROGRAMS	400.00
TOTAL				<u>400.00</u>
73720	03/09/2022	KANOPY, INC.		
	03/09/2022	KANOPY, INC.	REF/ONLINE SERVICES	56.00
TOTAL				<u>56.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

Num	Date	Source Name	Memo	Paid Amount
73721	03/09/2022	KARL AUWAERTER		
	03/09/2022	KARL AUWAERTER	ADULT PROGRAM	175.00
TOTAL				175.00
73722	03/09/2022	KELLY SHERIDAN		
	03/09/2022	KELLY SHERIDAN	YA PROGRAM	89.54
TOTAL				89.54
73723	03/09/2022	KEVIN SEAMAN		
	03/09/2022	KEVIN SEAMAN	LEGAL FEES	728.00
	03/09/2022	KEVIN SEAMAN	LEGAL FEES	416.00
TOTAL				1,144.00
73724	03/09/2022	LARSON'S SEASONAL ENTERPRISES INC.		
	03/09/2022	LARSON'S SEASONAL ENTERPRISES INC.	SNOW REMOVAL	1,490.00
TOTAL				1,490.00
73725	03/09/2022	LAURIE JANOWITZ		
	03/09/2022	LAURIE JANOWITZ	ADULT PROGRAM	160.00
TOTAL				160.00
73726	03/09/2022	LIBRARY IDEAS LLC		
	03/09/2022	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	3.50
TOTAL				3.50
73727	03/09/2022	LONG ISLAND MARITIME MUSEUM		
	03/09/2022	LONG ISLAND MARITIME MUSEUM	ADULT PROGRAM	200.00
TOTAL				200.00
73728	03/09/2022	MARK GROSSMAN PUBLIC RELATIONS		
	03/09/2022	MARK GROSSMAN PUBLIC RELATIONS	PUBLIC RELATIONS	5,050.00
TOTAL				5,050.00
73729	03/09/2022	MARY JO COHAN		
	03/09/2022	MARY JO COHAN	CONTRACTUAL HEALTH REIM	6,795.70
TOTAL				6,795.70

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

Num	Date	Source Name	Memo	Paid Amount
73730	03/09/2022	MCJ CLEANING SERVICES CORP.		
	03/09/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				<u>3,360.00</u>
73731	03/09/2022	MICHAEL GALLAGHER, CPA		
	03/09/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
73732	03/09/2022	MIDWEST TAPE		
	03/09/2022	MIDWEST TAPE	ADULT DVD	919.87
		MIDWEST TAPE	ADULT CD	570.36
		MIDWEST TAPE	ADULT BOT	538.74
		MIDWEST TAPE	JUV DVD	135.68
		MIDWEST TAPE	JUV BOT	107.98
TOTAL				<u>2,272.63</u>
73733	03/09/2022	MIDWEST TAPE -HOOPLA		
	03/09/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	394.79
	03/09/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	444.07
TOTAL				<u>838.86</u>
73734	03/09/2022	NATIONAL OFFICE FURNITURE, INC.		
	03/09/2022	NATIONAL OFFICE FURNITURE, INC.	FURNITURE	3,015.91
TOTAL				<u>3,015.91</u>
73735	03/09/2022	NATIONAL WASTE SERVICES		
	03/09/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
73736	03/09/2022	NEW ERA TECHNOLOGY		
	03/09/2022	NEW ERA TECHNOLOGY	TELEPHONES	62.92
TOTAL				<u>62.92</u>
73737	03/09/2022	PSEGLI		
	03/09/2022	PSEGLI	ELECTRIC	1,616.54
TOTAL				<u>1,616.54</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73738	03/09/2022	ROBERT SCOTT		
	03/09/2022	ROBERT SCOTT	ADULT PROGRAM	545.00
		ROBERT SCOTT	JUV PROGRAM	598.00
TOTAL				<u>1,143.00</u>
73739	03/09/2022	ROSALIE BISCARDI		
	03/09/2022	ROSALIE BISCARDI	ADULT PROGRAM	180.00
TOTAL				<u>180.00</u>
73740	03/09/2022	S&S WORLDWIDE		
	03/09/2022	S&S WORLDWIDE	JUV PROGRAM FEES	176.97
TOTAL				<u>176.97</u>
73741	03/09/2022	SCHOOL SPECIALTY		
	03/09/2022	SCHOOL SPECIALTY	JUV PROGRAMS	242.01
TOTAL				<u>242.01</u>
73742	03/09/2022	SCLS		
	03/09/2022	SCLS	POSTAGE	21.73
		SCLS	OFFICE SUPPLIES	27.47
		SCLS	REF/ONLINE SERVICES	65,774.00
TOTAL				<u>65,823.20</u>
73743	03/09/2022	SEARLES GRAPHICS, INC.		
	03/09/2022	SEARLES GRAPHICS, INC.	PRINTING NEWSLETTER	4,408.00
TOTAL				<u>4,408.00</u>
73744	03/09/2022	SPROUTS AND FRIENDS, INC.		
	03/09/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	400.00
TOTAL				<u>400.00</u>
73745	03/09/2022	STERICYCLE, INC.		
	03/09/2022	STERICYCLE, INC.	SHREDDING SERVICES	162.80
TOTAL				<u>162.80</u>
73746	03/09/2022	SUSAN CHANT		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 9, 2022

Num	Date	Source Name	Memo	Paid Amount
	03/09/2022	SUSAN CHANT	JUV PROGRAM	90.87
TOTAL				<u>90.87</u>
73747	03/09/2022	T MOBILE		
	03/09/2022	T MOBILE	HOTSPOTS	419.93
TOTAL				<u>419.93</u>
73748	03/09/2022	W.B.MASON		
	03/09/2022	W.B.MASON	OFFICE SUPPLIES	1,226.72
TOTAL				<u>1,226.72</u>
73749	03/09/2022	WELLS FARGO FINANCAIL LEASING		
	03/09/2022	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
73750	03/09/2022	SCLS		
	03/09/2022	SCLS	POSTAGE	29.68
		SCLS	OFFICE SUPPLIES	37.52
		SCLS	ADULT PROGRAM	1,150.00
		SCLS	JUV PROGRAM	1,150.00
TOTAL				<u>2,367.20</u>
73761	03/09/2022	BRINKMAN HARDWARE		
	03/09/2022	BRINKMAN HARDWARE	JUV PROGRAM	21.75
TOTAL				<u>21.75</u>
73762	03/09/2022	KELLY SHERIDAN		
	03/09/2022	KELLY SHERIDAN	YA PROGRAM	39.95
TOTAL				<u>39.95</u>
73763	03/09/2022	PSEGLI		
	03/09/2022	PSEGLI	UTILITIES	50.69
TOTAL				<u>50.69</u>
73764	03/09/2022	QUENCH USA		
	03/09/2022	QUENCH USA	WATER COOLER	134.77

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				134.77
73765	03/09/2022	SL SECURITY PROS		
	03/09/2022	SL SECURITY PROS	SECURITY SYSTEM	1,152.19
TOTAL				<u>1,152.19</u>
				133,503.36

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 10 through March 8, 2022

Num	Date	Source Name	Memo	Paid Amount
73674	02/14/2022	AFFLAC NEW YORK		
	02/14/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	715.14
TOTAL				715.14
73675	02/14/2022	FIRST-CITIZENS BANK & TRUSTCO.		
	02/14/2022	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	294.13
TOTAL				294.13
73676	02/14/2022	KEITH WITT	REFUND PASSPORT FEES	
	02/14/2022	KEITH WITT	REFUND PASSPORT FEES	70.00
TOTAL				70.00
73677	02/14/2022	LARSON'S SEASONAL ENTERPRISES INC.		
	02/14/2022	LARSON'S SEASONAL ENTERPRISES INC.	SNOW REMOVAL	2,063.88
TOTAL				2,063.88
73678	02/14/2022	NATIONAL GRID		
	02/14/2022	NATIONAL GRID	GAS	2,380.78
TOTAL				2,380.78
73679	02/14/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	02/14/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	28,411.80
TOTAL				28,411.80
73680	02/14/2022	OPTIMUM		
	02/14/2022	OPTIMUM	OPTIMUM	384.21
TOTAL				384.21
73681	02/14/2022	T ROWE PRICE		
	02/14/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIC	539.58
TOTAL				539.58
73682	02/14/2022	THERMAL SOLUTIONS		
	02/14/2022	THERMAL SOLUTIONS	HVAC	636.25
TOTAL				636.25

*prepaids*

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 10 through March 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73683	02/14/2022	NET2PHONE, INC.		
	02/14/2022	NET2PHONE, INC.	TELEPHONE	<u>474.48</u>
TOTAL				474.48
73684	02/14/2022	SUFFOLK COUNTY WATER AUTHORITY		
	02/14/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>70.42</u>
TOTAL				70.42
73685	03/01/2022	GIS BENEFITS		
	03/01/2022	GIS BENEFITS	EMPLOYEE PAYMENTS	<u>767.95</u>
TOTAL				767.95
73686	03/01/2022	OPTIMUM		
	03/01/2022	OPTIMUM	OPTIMUM	<u>557.67</u>
TOTAL				557.67
73687	03/01/2022	T ROWE PRICE		
	03/01/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIC	<u>512.09</u>
TOTAL				512.09
				<u>37,878.38</u>



BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

March 9, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1234	03/09/2022	A.R. KROPP CO. & SONS	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7905 · SHELVING	\$155,553.10
TOTAL				\$155,553.10
1235	03/09/2022	BBS ARCHITECTS	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7000 · ARCHITECT FEES	\$18.42
TOTAL				\$18.42
1236	03/09/2022	GATZ SITEWORK AND LANDSCAPE	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7030 · EXTERIOR RENOVATION	\$10,998.50
TOTAL				\$10,998.50
1237	03/09/2022	MACCARONE PLUMBING,INC.	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7060 · PLUMBING AND HEATING	\$49,054.54
TOTAL				\$49,054.54
1238	03/09/2022	PARK EAST CONSTRUCTION CORP	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7010 · CONSTRUCTION MANAGER	\$5,165.63
TOTAL				\$5,165.63
1239	03/09/2022	PGA MECHANICAL CONTRACTORS	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7020 · HVAC	\$27,958.50
TOTAL				\$27,958.50
1240	03/09/2022	GATZ SITEWORK AND LANDSCAPE	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7030 · EXTERIOR RENOVATION	\$64,530.89
TOTAL				\$64,530.89
1241	03/09/2022	PGA MECHANICAL CONTRACTORS	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7020 · HVAC	\$30,210.00
TOTAL				\$30,210.00
1242	03/09/2022	PGA MECHANICAL CONTRACTORS	1000 · PEOPLES UNITED - CHECKING	
	03/09/2022		7020 · HVAC	\$42,201.70
TOTAL				\$42,201.70

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

March 9, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
				\$385,691.28

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

February 10 through March 8, 2022

<u>Ty Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1232	02/14/2022	GATZ SITEWORK AND LANDSCAPE CON 1000 - PEOPLES UNITED - CHECKING		
Bill	02/14/2022		7030 - EXTERIOR RENOVATION	<u>64,530.89</u>
TOTAL				64,530.89
1233	02/14/2022	RENU CONTRACTING AND RESTORATIO 1000 - PEOPLES UNITED - CHECKING		
Bill	02/14/2022		7040 - INTERIOR RENOVATION	<u>92,817.08</u>
TOTAL				92,817.08
				157,347.97

prepaids

**Payroll Liability**

<b>Total Cash Required</b>		<b>\$53,037.39</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,228.07
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,425.44
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,952.63
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$431.25
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$53,037.39

**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	5,228.07	
<b>Subtotal Net Pay</b>		<b>5,228.07</b>
<b>Total Net Pay Liability (Net Cash)</b>		<b>5,228.07</b>

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,262.43		4,262.43
	Social Security				3,107.95	3,108.00	6,215.95
	Medicare				726.89	726.89	1,453.78
	<b>Subtotal Federal</b>				<b>8,097.27</b>	<b>3,834.89</b>	<b>11,932.16</b>
State	NY State Income Tax				2,020.47		
	<b>Subtotal NY</b>				<b>2,020.47</b>		<b>2,020.47</b>
	<b>Total Taxes</b>				<b>10,117.74</b>	<b>3,834.89</b>	<b>13,952.63</b>

<b>Other Transfers</b>	Full Service Direct Deposit (FSDD)	33,425.44	42 Employee Transactions
	Pay-by-Pay Insurance	431.25	

<b>Total Biweekly Pay Frequency</b>	
Total Direct Deposit (FSDD)	\$33,425.44
Total Pay-by-Pay Insurance	\$431.25
Total Taxes	\$13,952.63
Total Amount ADP Debited from your Account(s)	\$47,809.32

<b>Total For 2/17/2022 - Payroll 1</b>	
Total Direct Deposit (FSDD)	\$33,425.44
Total Pay-by-Pay Insurance	\$431.25
Total Taxes	\$13,952.63
Total Amount ADP Debited from your Account(s)	\$47,809.32

**Payroll Liability**

<b>Total Cash Required</b>		<b>\$51,433.51</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,665.89
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,740.01
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,607.73
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$419.88
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,433.51

**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	4,665.89	
<b>Subtotal Net Pay</b>		<b>4,665.89</b>
<b>Total Net Pay Liability (Net Cash)</b>		<b>4,665.89</b>

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,206.52		4,206.52
	Social Security				3,015.51	3,015.48	6,030.99
	Medicare				705.25	705.25	1,410.50
	<b>Subtotal Federal</b>				<b>7,927.28</b>	<b>3,720.73</b>	<b>11,648.01</b>
State	NY State Income Tax				1,959.72		
	<b>Subtotal NY</b>				<b>1,959.72</b>		<b>1,959.72</b>
	<b>Total Taxes</b>				<b>9,887.00</b>	<b>3,720.73</b>	<b>13,607.73</b>

Other Transfers Full Service Direct Deposit (FSDD)	32,740.01	44 Employee Transactions
Pay-by-Pay Insurance	419.88	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$32,740.01
Total Pay-by-Pay Insurance	\$419.88
Total Taxes	\$13,607.73
Total Amount ADP Debited from your Account(s)	\$46,767.62

Total For 3/3/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$32,740.01
Total Pay-by-Pay Insurance	\$419.88
Total Taxes	\$13,607.73
Total Amount ADP Debited from your Account(s)	\$46,767.62

**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
RL	Ackerman, Brooke		Page	\$15.00/hr	20 Hrs/wk \$15,600.00	1-26-22	10-01845 24-1162-52
APT	Ackerman, Brooke		Library Clerk	\$17.00/hr	max 17 1/2 hrs/wk	1-26-22	22-0260
RL	Cristiano, Josephine		Page	\$15.00/hr	20 hrs/wk \$15,600.00	1-21-22	19-01532 24-1162-178
APT	Cristiano, Josephine		Library Clerk	\$17.00/hr	max 17 1/2 hrs/wk	1-21-22	22-0260

**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.

- DO 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 (IE 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.

APPROVED

APPROVED AS NOTED

DISAPPROVED

*Maile Pitt*

Signature of Appointing Authority



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

DATE PREPARED

2/10/2022

**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
RE/APT	Costa, Daniel		Network and System Technician	33.07/hr	not to exceed 17 1/2 hrs/wk	2-1-2022	22-0000 24-1102-6

**INSTRUCTIONS:**

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

*Michael It*

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

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

DATE PREPARED

2/15/22

**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
AT	Ackerman, Heather		Library Clerk	17.50/hr		2/13/22 to 5/12/22	11-00896 24-1102- 94

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Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

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

DATE PREPARED

3-7-2022

**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
RE/APT	Manthos-Gomez, Gabrielle		Librarian Trainee	\$27.00/hr	max 17 1/2 hrs/wk	3-18-2022	20-01821 24-1162- 127
RE/APT	Pernice, Julie		Librarian I (Children's Services)	\$28.81/hr	max 17 1/2 hrs/wk	3-18-2022	18-01721 24-1162- 155

**INSTRUCTIONS:**

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