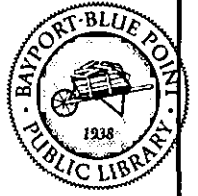


Bayport - Blue Point Public Library

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, June 8, 2021 at 7:00pm** in the Library.

AGENDA

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

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

- IX. Director's Report

- X. Committee Reports

- XI. Old Business
 - a. Building Project

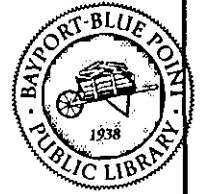
- XII. New Business

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

Next meeting **Wednesday, July 13, 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 05/11/2022

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:01 p.m. Present were Trustee Devine, Trustee Adams, Trustee Kennedy-Smith, Trustee Heineman, Trustee McAward, Director Mike Firestone, recorded the minutes. Assistant Library Director, Wendy Bennett was in attendance along with Suffolk County News reporter Linda Leuzzi & her husband.

II. APPROVAL OF MINUTES

Trustee Adams made a motion, seconded by Trustee Heineman to accept the minutes of the April 5, 2022 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 Adams to approve the **Bank Reconciliation & Financial Reports** dated March 2022; approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the **Bank Reconciliation & Financial Reports for Capital Fund** dated March 2022; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 5/9/2022 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith, to approve the Capital Fund Schedule of claims dated 5/9/2022 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve listed prepays, as presented, that were paid since last board meeting dated April 6, 2022 through May 8, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve the Payroll Reports dated 4/14/22 and 4/28/22; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve a pre-pay to Elegant Limousine for \$1,250.00, approved by all.

IV. PERSONNEL REPORT

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to enter executive session for legal and contractual discussions at 7:33 p.m.; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to exit executive session at 7:43 p.m.; approved by all.

X. ADJOURNMENT

Motion was made by Trustee Kennedy-Smith seconded by Trustee McAward to adjourn the meeting at 7:46 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 APRIL 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

April 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$811,027.43
	RECEIPTS:	
	TAX REVENUE	201,317.42
	ADULT PROGRAMS	1,206.19
	JUVENILE PROGRAMS	1,034.99
	PASSPORT FEES	687.32
	YOUNG ADULT PROGRAMS	460.89
	FRIENDS/DONATIONS	96.35
	COPIER	86.22
	FINES	73.65
	INTEREST	26.53
	FAX	9.45
	LIBRARY BAGS	5.00
	CHECK CORRECTION	0.01
		<u>205,004.02</u>
	TOTAL(Book Balance + Receipts)	816,031.45
	LESS: APRIL DISBURSEMENTS	<u>210,691.41</u>
April 30, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$605,340.04</u></u>
April 30, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$616,446.91
	APRIL FINES DEPOSITED IN MAY	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	616,446.91
	LESS: APRIL OUTSTANDING CHECKS	<u>11,106.87</u>
April 30, 2022	BALANCE PER BANK:	<u><u>\$605,340.04</u></u>

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

BANK RECONCILIATION FOR APRIL 2022

SAVINGS ACCOUNT FLUSHING BANK

April 1, 2022	<u>BEGINNING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,379.91	
	TOTAL BALANCE PER STATEMENTS		\$462,379.91
	<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	19.00	
	TOTAL INTEREST INCOME		19.00
April 30, 2022	<u>ENDING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,398.91	
	TOTAL BALANCE PER STATEMENTS		<u>\$462,398.91</u>

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

BANK RECONCILIATION FOR APRIL 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

April 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$214,414.28
	RECEIPTS:	
	INTEREST	<u>13.31</u>
	TOTAL(Book Balance + Receipts)	214,427.59
	LESS: APRIL DISBURSEMENTS	<u>0.00</u>
April 30, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$214,427.59</u></u>
April 30, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$330,093.44
	APR INCOME DEPOSITED IN MAY	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	330,093.44
	LESS: APRIL OUTSTANDING CHECKS	<u>115,665.85</u>
April 30, 2022	BALANCE PER BANK:	<u><u>\$214,427.59</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73952	06/08/2022	A TIME FOR KIDS		
	06/08/2022	A TIME FOR KIDS	JUV PROGRAM	280.00
TOTAL				<u>280.00</u>
73953	06/08/2022	BAKER & TAYLOR BOOKS		
	06/08/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	488.00
		BAKER & TAYLOR BOOKS	YA BOOKS	77.39
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,399.54
TOTAL				<u>1,964.93</u>
73954	06/08/2022	BRODART CO.		
	06/08/2022	BRODART CO.	JUV BOOKS	11.82
		BRODART CO.	ADULT BOOKS	17.49
TOTAL				<u>29.31</u>
73955	06/08/2022	CRAZY HATTER		
	06/08/2022	CRAZY HATTER	MISC EXP	1,148.50
TOTAL				<u>1,148.50</u>
73956	06/08/2022	DANTE PIANO SERVICE		
	06/08/2022	DANTE PIANO SERVICE	PIANO TUNING	175.00
TOTAL				<u>175.00</u>
73957	06/08/2022	DEMCO		
	06/08/2022	DEMCO	JUV PROGRAM	102.97
TOTAL				<u>102.97</u>
73958	06/08/2022	DIANE ARONSEN		
	06/08/2022	DIANE ARONSEN	ADULT PROGRAM	365.00
TOTAL				<u>365.00</u>
73959	06/08/2022	DONNA IRVINE		
	06/08/2022	DONNA IRVINE	ADULT PROGRAM	255.00
TOTAL				<u>255.00</u>
73960	06/08/2022	DONNA SMITH		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	06/08/2022	DONNA SMITH	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
73961	06/08/2022	ELECTRONIX SYSTEMS		
	06/08/2022	ELECTRONIX SYSTEMS	ALARM SYSTEM	170.04
TOTAL				<u>170.04</u>
73962	06/08/2022	EMERALD ISLAND		
	06/08/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	36.80
TOTAL				<u>36.80</u>
73963	06/08/2022	EMMA LODATO-e		
	06/08/2022	EMMA LODATO-e	JUV PROGRAM	126.50
TOTAL				<u>126.50</u>
73964	06/08/2022	FINDAWAY WORLD, LLC.		
	06/08/2022	FINDAWAY WORLD, LLC.	JUV BOOKS ON TAPE	1,217.15
TOTAL				<u>1,217.15</u>
73965	06/08/2022	FRANK GIEBFRIED		
	06/08/2022	FRANK GIEBFRIED	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
73966	06/08/2022	J.K.HODGE		
	06/08/2022	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
73967	06/08/2022	JAMES CUMMINGS		
	06/08/2022	JAMES CUMMINGS	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
73968	06/08/2022	JASON REILLY CO.		
	06/08/2022	JASON REILLY CO.	JUV PROGRAM	475.00
TOTAL				<u>475.00</u>
73969	06/08/2022	JESSICA REILLY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

Num	Date	Source Name	Memo	Paid Amount
	06/08/2022	JESSICA REILLY	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
73970	06/08/2022	JOANN POSNANSKI		
	06/08/2022	JOANN POSNANSKI	JUV PROGGRAM	54.95
TOTAL				<u>54.95</u>
73971	06/08/2022	JOANNE POWELL		
	06/08/2022	JOANNE POWELL	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
73972	06/08/2022	KELLY SHERIDAN		
	06/08/2022	KELLY SHERIDAN	YA PROGRAM	65.73
	06/08/2022	KELLY SHERIDAN	YA PROGRAM	177.00
TOTAL				<u>242.73</u>
73973	06/08/2022	KL HOME INSPECTION SERVICES		
	06/08/2022	KL HOME INSPECTION SERVICES	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
73974	06/08/2022	MD DESIGN STUDIOS		
	06/08/2022	MD DESIGN STUDIOS	ADULT PROGRAM	540.00
TOTAL				<u>540.00</u>
73975	06/08/2022	MICHAEL GALLAGHER, CPA		
	06/08/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
73976	06/08/2022	MIDWEST TAPE		
	06/08/2022	MIDWEST TAPE	ADULT DVD	597.55
		MIDWEST TAPE	ADULT CD	434.12
		MIDWEST TAPE	ADULT BOT	123.94
TOTAL				<u>1,155.61</u>
73977	06/08/2022	NEW YORK LIBRARY ASSOCIATION		
	06/08/2022	NEW YORK LIBRARY ASSOCIATION	OTHER PROF FEES	510.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				510.00
73978	06/08/2022	OFRA JEWELS		
	06/08/2022	OFRA JEWELS	ADULT PROGRAM	395.00
TOTAL				395.00
73979	06/08/2022	PATRICIA SUMMERS		
	06/08/2022	PATRICIA SUMMERS	ADULT PROGRAM	175.00
TOTAL				175.00
73980	06/08/2022	RENE CERRITO		
	06/08/2022	RENE CERRITO	ADULT PROGRAM	275.00
TOTAL				275.00
73981	06/08/2022	ROBERT SCOTT		
	06/08/2022	ROBERT SCOTT	JUV PROGRAM	299.00
		ROBERT SCOTT	YA PROGRAM	299.00
TOTAL				598.00
73982	06/08/2022	ROSALIE BISCARDI		
	06/08/2022	ROSALIE BISCARDI	ADULT PROGRAM	240.00
TOTAL				240.00
73983	06/08/2022	SAYVILLE PUBLIC LIBRARY		
	06/08/2022	SAYVILLE PUBLIC LIBRARY	JUV PROGRAM	50.00
TOTAL				50.00
73984	06/08/2022	SCLS		
	06/08/2022	SCLS	POSTAGE	17.49
		SCLS	OFFICE SUPPLIES	22.11
	06/08/2022	SCLS	YA PROGRAM	450.00
TOTAL				489.60
73985	06/08/2022	SEARLES GRAPHICS, INC.		
	06/08/2022	SEARLES GRAPHICS, INC.	PRINTING	152.00
TOTAL				152.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

Num	Date	Source Name	Memo	Paid Amount
73986	06/08/2022	SPROUTS AND FRIENDS, INC.		
	06/08/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
73987	06/08/2022	STERICYCLE, INC.		
	06/08/2022	STERICYCLE, INC.	SHREDDING SERVICES	324.64
TOTAL				324.64
73988	06/08/2022	VITO GENNA		
	06/08/2022	VITO GENNA	MUSIC PROGRAM	450.00
TOTAL				450.00
73989	06/08/2022	W.B.MASON		
	06/08/2022	W.B.MASON	OFFICE SUPPLIES	276.77
		W.B.MASON	JUV PROGRAM	8.76
TOTAL				285.53
73990	06/08/2022	WELLS FARGO FINANCAIL LEASING		
	06/08/2022	WELLS FARGO FINANCAIL LEASING	COPIERS	1,258.00
TOTAL				1,258.00
73991	06/08/2022	WENDY BENNETT		
	06/08/2022	WENDY BENNETT	LIB MISC	50.00
TOTAL				50.00
73992	06/08/2022	A.R. KROPP CO. & SONS		
	06/08/2022	A.R. KROPP CO. & SONS	TREE REPAIR CHILDREN'S	3,225.00
TOTAL				3,225.00
73993	06/08/2022	AMERICAN EXPRESS		
	06/08/2022	AMERICAN EXPRESS	JUV PROGRAM	2,686.89
		AMERICAN EXPRESS	YA PROGRAM	1,176.59
		AMERICAN EXPRESS	PERIODICALS	121.96
		AMERICAN EXPRESS	POSTAGE	19.54
		AMERICAN EXPRESS	ADULT BOOKS	227.17
		AMERICAN EXPRESS	JUV DVD	12.95
		AMERICAN EXPRESS	OFFICE SUPPLIES	218.35

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		AMERICAN EXPRESS	YA BOOKS	13.26
		AMERICAN EXPRESS	OTHER PROF FEES	1,411.79
		AMERICAN EXPRESS	SOFTWARE	599.63
		AMERICAN EXPRESS	MISC REPAIR	240.51
TOTAL				<u>6,728.64</u>
73994	06/08/2022	BAKER & TAYLOR BOOKS		
	06/08/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	1,453.91
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,144.87
TOTAL				<u>2,598.78</u>
73995	06/08/2022	BLUE POINT BAYPORT LIONS CLUB		
	06/08/2022	BLUE POINT BAYPORT LIONS CLUB	DUES	150.00
TOTAL				<u>150.00</u>
73996	06/08/2022	BRODART CO.		
	06/08/2022	BRODART CO.	ADULT BOOKS	164.78
TOTAL				<u>164.78</u>
73997	06/08/2022	DEMCO		
	06/08/2022	DEMCO	JUV PROGRAM	109.26
TOTAL				<u>109.26</u>
73998	06/08/2022	GREAT SOUTH BAY IMAGES/MIKE BUSCH		
	06/08/2022	GREAT SOUTH BAY IMAGES/MIKE BUSCH	DRONE PHOTOGRAPHY	175.00
TOTAL				<u>175.00</u>
73999	06/08/2022	GREAT SOUTH BAY LANDSCAPING		
	06/08/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	8,145.00
TOTAL				<u>8,145.00</u>
74000	06/08/2022	KANOPY, INC.		
	06/08/2022	KANOPY, INC.	REF/ONLINE SERVICES	75.00
TOTAL				<u>75.00</u>
74001	06/08/2022	KELLY SHERIDAN		
	06/08/2022	KELLY SHERIDAN	YA PROGRAMS	174.41

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				174.41
74002	06/08/2022	KEVIN SEAMAN		
	06/08/2022	KEVIN SEAMAN	LEGAL FEES	728.00
TOTAL				728.00
74003	06/08/2022	KNOWBE4		
	06/08/2022	KNOWBE4	SOFTWARE FOR TRAINING	3,029.40
TOTAL				3,029.40
74004	06/08/2022	MADEMOISELLE OF PATCHOGUE		
	06/08/2022	MADEMOISELLE OF PATCHOGUE	JUV PROGRAM	50.00
TOTAL				50.00
74005	06/08/2022	MATTERHACKERS, INC.		
	06/08/2022	MATTERHACKERS, INC.	TRAINING	999.00
TOTAL				999.00
74006	06/08/2022	MCJ CLEANING SERVICES CORP.		
	06/08/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICES	3,360.00
TOTAL				3,360.00
74007	06/08/2022	MIDWEST TAPE		
	06/08/2022	MIDWEST TAPE	ADULT DVD	120.17
		MIDWEST TAPE	ADULT CD	256.32
TOTAL				376.49
74008	06/08/2022	MIDWEST TAPE -HOOPLA		
	06/08/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	442.20
TOTAL				442.20
74009	06/08/2022	NATIONAL WASTE SERVICES		
	06/08/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74010	06/08/2022	OPTIMUM		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	06/08/2022	OPTIMUM	OPTIMUM	383.86
TOTAL				383.86
74011	06/08/2022	ORIENTAL TRADING		
	06/08/2022	ORIENTAL TRADING	JUV PROGRAM	170.35
TOTAL				170.35
74012	06/08/2022	PENGUIN RANDOM HOUSE LLC		
	06/08/2022	PENGUIN RANDOM HOUSE LLC	ADULT BOOKS	105.00
TOTAL				105.00
74013	06/08/2022	PSEGLI		
	06/08/2022	PSEGLI	ELECTRIC	1,598.23
TOTAL				1,598.23
74014	06/08/2022	STERICYCLE, INC.		
	06/08/2022	STERICYCLE, INC.	SHREDDING SERVICES	324.64
TOTAL				324.64
74015	06/08/2022	SUFFOLK COUNTY NEWS		
	06/08/2022	SUFFOLK COUNTY NEWS	PERIODICALS	38.00
TOTAL				38.00
74016	06/08/2022	TBS CONTRACTING LTD.		
	06/08/2022	TBS CONTRACTING LTD.	MISC REPAIRS	9,800.00
TOTAL				9,800.00
74017	06/08/2022	TOM HAKE		
	06/08/2022	TOM HAKE	TREE REMOVAL	2,300.00
TOTAL				2,300.00
74018	06/08/2022	W.B.MASON		
	06/08/2022	W.B.MASON	OFFICE SUPPLIES	719.94
TOTAL				719.94
				62,258.24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 12 through June 7, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
73947	05/23/2022	ELEGANT LIMOUSINE		
	05/23/2022	ELEGANT LIMOUSINE	ADULT PROGRAM	1,250.00
TOTAL				<u>1,250.00</u>
73948	05/23/2022	GIS BENEFITS		
	05/23/2022	GIS BENEFITS	EMPLOYEE PAYMENTS	858.94
TOTAL				<u>858.94</u>
73949	05/23/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	05/23/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	32,651.85
TOTAL				<u>32,651.85</u>
73950	05/23/2022	T ROWE PRICE		
	05/23/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	493.75
TOTAL				<u>493.75</u>
73951	05/23/2022	NET2PHONE		
	05/23/2022	NET2PHONE	TELEPHONE	172.92
TOTAL				<u>172.92</u>
				35,427.46

prepaids

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND
Check Detail

June 8, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
1247	06/08/2022	BBS ARCHITECTS		1000 · PEOPLES UNITED - CHECKING	
	06/08/2022			7000 · ARCHITECT FEES	367.50
TOTAL					<u>367.50</u>

✓

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

5-16-22

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	Vlachos, Alexandra		Page	\$15.00/hr \$7800.00	10 hours/week	5-12-2022	19-01532 24-1162- 172

INSTRUCTIONS:

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

- DID YOU:**
1. Submit a Duties Statement for all new positions or when 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.

APPROVED

APPROVED AS NOTED

DISAPPROVED

M. J. [Signature]

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

5-17-22

JURISDICTION:

Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # <i>(Please double space)</i>	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	Holder, Rodearrick		Custodial Worker I	16.48/hr	15 hours/week \$12,854.40	5-11-22	20-00540 24-1162- 114

INSTRUCTIONS:

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

- DID YOU:**
1. Submit a Duties Statement for all new positions or when 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?
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The above changes are hereby certified as being in accordance with Civil Service Requirements.



Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

✓

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

5-19-22

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	Koehler, Allyson		Library Clerk	17.00/hr	max 17 1/2 hrs/wk	5-16-22	22-0026a 24-1162- 81

INSTRUCTIONS:

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

Maria L...

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

Payroll Liability

Total Cash Required		\$53,611.78
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,175.44
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$34,892.84
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,107.17
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$436.33
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$53,611.78

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	4,175.44	
Subtotal Net Pay		4,175.44
Total Net Pay Liability (Net Cash)		4,175.44

Taxes	Agency	Rate	Deposit Responsibility Client			Deposit Responsibility ADP			
			EE withheld	ER	contrib	EE withheld	ER	contrib	
Federal	Federal Income Tax					4,354.57			4,354.57
	Social Security					3,141.96	3,141.92		6,283.88
	Medicare					734.79	734.83		1,469.62
	Subtotal Federal					8,231.32	3,876.75		12,108.07
State	NY State Income Tax					1,999.10			
	Subtotal NY					1,999.10			1,999.10
	Total Taxes					10,230.42	3,876.75		14,107.17

Other Transfers	Full Service Direct Deposit (FSDD)	34,892.84	45 Employee Transactions
	Pay-by-Pay Insurance	436.33	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$34,892.84
Total Pay-by-Pay Insurance	\$436.33
Total Taxes	\$14,107.17
Total Amount ADP Debited from your Account(s)	\$49,436.34

Total For 5/12/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$34,892.84
Total Pay-by-Pay Insurance	\$436.33
Total Taxes	\$14,107.17
Total Amount ADP Debited from your Account(s)	\$49,436.34

Payroll Liability

Total Cash Required	\$53,675.85
Debit for Checks (Net Pay)	\$3,807.65
Debit for FSDD (Full Service Direct Deposit)	\$35,450.55
Debit for Taxes	\$14,002.41
Debit for Pay-by-Pay	\$415.24

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		3,807.65	
Subtotal Net Pay			3,807.65
Void		(498.38)	
Total Net Pay Liability (Net Cash)			3,309.27

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,341.38		4,341.38
	Social Security				3,113.00	3,112.95	6,225.95
	Medicare				728.06	728.05	1,456.11
	Subtotal Federal				8,182.44	3,841.00	12,023.44
State	NY State Income Tax				1,978.97		
	Subtotal NY				1,978.97		1,978.97
	Total Taxes				10,161.41	3,841.00	14,002.41

Other Transfers	Full Service Direct Deposit (FSDD)	35,450.55	48 Employee Transactions
	Pay-by-Pay Insurance	415.24	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$35,450.55
Total Pay-by-Pay Insurance	\$415.24
Total Taxes	\$14,002.41
Total Amount ADP Debited from your Account(s)	\$49,868.20

Total For 5/26/2022 - Payroll 1 to 5/26/2022 - Payroll 3	
Total Direct Deposit (FSDD)	\$35,450.55
Total Pay-by-Pay Insurance	\$415.24
Total Taxes	\$14,002.41
Total Amount ADP Debited from your Account(s)	\$49,868.20

Company: BAYPORT BLUE POINT PUBLIC LIBRARY
 Check dates from: 5/26/2022 - Payroll 1 to: 5/26/2022 - Payroll 3
 Pay Period from: 05/08/2022 to: 05/21/2022