

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, August 10, 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
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting Wednesday, September 14, 2022 7:00 PM

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

7/13/2022

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:15 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Adams, Director Mike Firestone, Assistant Director Wendy Bennett and Linda McCrosson to take minutes.

II. APPROVAL OF MINUTES

Trustee Heineman made a motion, seconded by Trustee Adams to accept the minutes of the June 8, 2022 regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the Bank Reconciliation & Financial Reports dated May 2022; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the Bank Reconciliation & Financial Reports for Capital Fund dated May 2022; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 7/13/2022 (Check Detail Report); approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman, to approve the Capital Fund Schedule of claims dated 7/13/2022 (Check Detail Report); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the listed prepaids, as presented, that were paid since last board meeting dated June 9, 2022 through July 12, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams, to approve the Payroll Reports dated 6/19, 6/23 and 7/07/2022; approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the invoices to James Cummings for \$100.00, King Kullen for \$136.38, and Michael Gallagher, CPA, for \$600.00; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the CS-150 reports dated 6/16/2022, 6/21/2022, and 7/5/2022 as presented; approved by all present.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the IMA between the School and Library for Security Guard Operations for the 2022-2023 FY, approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the establishment of a Librarian II 25-hour position, approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the school/library contract outlining our monthly payment schedule for the 2022/2023 FY, approved by all.

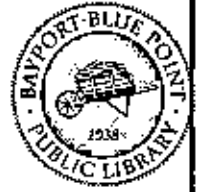
Motion made by Trustee Adams, seconded by Trustee Heineman to approve "catastrophic leave" for a sick employee, one week of paid time off for every year of employment, if required, approved by all.

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Adams, to adjourn the meeting at 7:45 p.m.; approved by all.

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ORGANIZATIONAL MEETING of Bayport-Blue Point Public Library Board of Trustees

July 13, 2022

Meeting was called to order at 7:03 pm

1. AGENDA

Motion by Trustee Adams, seconded by Trustee Heineman, to accept the Agenda as presented; approved by all.

2. OATH OF OFFICE

3. APPOINTMENTS

A. Motion by Trustee Heineman, seconded by Trustee McAward, to accept the slate of officers as presented: President-Ronald F. Devine, Jr., VP-Stephanie Heineman and Secretary-Mary Ellen Adams; approved by all.

B. COMMITTEES. Motion by Trustee Kennedy-Smith, seconded by Trustee McAward, to accept the committees and assignments as presented; approved by all.

C. ATTORNEY

Motion by Trustee Adams, seconded by Trustee Heineman, to only retain a lawyer for legal counsel for the Bayport Blue Point Public Library on an as needed basis. Kevin Seaman Esq. would be used for all related issues; approved by all.

D. ACCOUNTANT/AUDITOR

Motion by Trustee Heineman, seconded by Trustee Adams, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for the year ending 2022-2023 as recommended by the State of New York on good accounting practices; approved by all.

Motion by Trustee Adams, seconded by Trustee Heineman, to use Mike Gallagher as an independent CPA to perform a general audit of our monthly financial statements of 2022-2023 as recommended by the State of New York on good accounting practice; approved by all.

E. INSURANCE AGENT

Motion by Trustee Adams, seconded by Trustee Heineman, to appoint Regan Agency as the Library's Insurance Agent; approved by all.

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F. RECORDS MANAGEMENT OFFICER

Motion by Trustee Heineman, seconded by Trustee Adams, to appoint Director as Records Management Officer; approved by all.

G. CUSTODIAN OF PUBLIC RECORDS

Motion by Trustee Adams, seconded by Trustee Heineman, to appoint the Director as the Custodian of Public Records and Freedom of Information Officer; approved by all.

H. AFFIRMATIVE ACTION OFFICER

Motion by Trustee Heineman, seconded by Trustee Adams, to appoint the Director as the Affirmative Action Officer; approved by all.

4. ANNUAL OFFICIAL ACTIONS

A. DEPOSITORIES

1) BANK ACCOUNTS

Motion by Trustee Heineman, seconded by Trustee Adams, to designate M & T Bank and Flushing Bank as legal depository of monies belonging to the Bayport Blue Point Public Library of the Town of Islip/Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library; approved by all.

2) INVESTMENTS IN CERTIFICATES OF DEPOSIT

Motion by Trustee Adams, seconded by Trustee Heineman, to authorize the Director and Treasurer to negotiate jointly the purchase and disposition of Certificates of Deposit during this Fiscal Year, and to invest money in those Certificates in any Bank which meets the criteria established by New York State and whenever possible that these Banks be located within the boundaries of the District, upon the signature of the Library's Treasurer; approved by all.

3) SECURITY AND CUSTODIAL AGREEMENT

Motion by Trustee Heineman, seconded by Trustee Adams, RESOLVED, that the Board of Trustees of the Bayport Blue Point Library, as a result of the general Municipal Finance Reform – Chapter 708, signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into the "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with Bridgehampton National Bank and Empire National Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public

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deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons are authorized to be included on the *Certificate of Authorized Persons* on behalf of the Bayport Blue Point Public Library:

Christine Johnson
Kimberly McAward
Susan Kennedy-Smith

OFFICIAL NEWSPAPER

Motion by Trustee Adams, seconded by Trustee Heineman, to designate the Long Island Advance and the Suffolk County News as the newspaper which will carry required legal notices of the Bayport Blue Point Public Library; approved by all.

Motion by Trustee Heineman, seconded by Trustee Adams to approve up to \$7,500 in pre-paid postage for newsletter and budget mailers for Fiscal Year 2022-2023.

REGULAR MEETINGS

Motion by Trustee Adams, seconded by Trustee Heineman, that the regular meetings of the Bayport Blue Point Public Library be held in the Library at 7:00 pm on the following dates:

July 13, 2022	January 11, 2023
August 10, 2022	February 8, 2023
September 14, 2022	March 1, 22, 2023
October 12, 2022	April 4, 2023
November 9, 2022	May 10, 2023
December 14, 2022	June 14, 2023

PETTY CASH FUNDS

Motion by Trustee Adams, seconded by Trustee Heineman, that petty cash funds be established as follows for FY 2022-2023

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Mike Firestone & Linda McCrosson	\$400

VACATION AND SICK PAY ACCOUNT

Motion by Trustee Heineman, seconded by Trustee Adams, to maintain a reserve fund in the amount of \$263,738.84 to pay vacation and sick pay to resignees/retirees; approved by all.

Meeting was adjourned at 7:14 p.m.

Michael D. Gallagher
Certified Public Accountant
Post Office Box 347
Medford, New York 11763
(631)946-4313

Bayport-Blue Point Public Library
203 Blue Point Ave
Blue Point, New York 11715

I have examined the books and records of the Bayport-Blue Point Public Library for the period of July 1, 2021 to June 30, 2022 and I am pleased to submit the following statements:

Exhibit "A" - Statement of Cash - General Fund
for the fiscal year ended June 30, 2022.

Exhibit "B" - Statement of Revenues - General Fund
for the fiscal year ended June 30, 2022.

Exhibit "C" - Statement of Expenditures - General Fund
for the fiscal Year ended June 30, 2022.

Exhibit "D" - Statement of Special Funds
for the fiscal year ended June 30, 2022.

Exhibit "E" - Statement of Actual Expenses vs Budget Amounts
for the fiscal year ended June 30, 2022.

In my opinion the accompanying statements of recorded cash transactions for the fiscal year ended June 30, 2022 and the cash balances at June 30, 2022 are correct.

July 31, 2022


Michael D. Gallagher

Exhibit "A"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF CASH - GENERAL FUND
JUNE 30, 2022**

Assets:

Cash in Bank - June 30, 2022	547,759.83
Add: Petty Cash on Hand - June 30, 2022	<u>400.00</u>
Total Cash - June 30, 2022	<u><u>548,159.83</u></u>

Fund Balance:

Book Balance - July 1, 2021	1,238,400.40
Add: Revenue per exhibit B	3,693,984.05
Sub: Expenditures per exhibit C	<u>(4,384,624.62)</u>
Book Balance - June 30, 2022	547,759.83
Add: Petty Cash on Hand - June 30, 2022	<u>400.00</u>
Total Cash - June 30, 2022	<u><u>548,159.83</u></u>

Reconciliation of Cash in Bank:

Bank Balance - June 30, 2022	584,012.50
Add: Outstanding Deposits	0.00
Sub: Outstanding Checks	<u>(38,252.67)</u>
Book Balance - June 30, 2022	547,759.83
Add: Petty Cash on Hand - June 30, 2022	<u>400.00</u>
Total Cash - June 30, 2022	<u><u>548,159.83</u></u>

"SEE ACCOUNTANT'S LETTER"

Exhibit "B"

**BAYPORT - BLUE POINT LIBRARY
STATEMENT OF REVENUES - GENERAL FUND
JULY 1, 2021 - JUNE 30, 2022**

Revenues:

Programs	25,665.10	
Other	5,734.40	
E-Rate	5,385.00	
Copier/Fax	1,827.58	
Café Rent	1,700.00	
Book Sales	873.82	
Fines	<u>951.50</u>	42,137.40

Interest:

Peoples	800.90	
Flushing	<u>432.58</u>	1,233.48

Grants/Aid:

Taxes	2,415,809.00	
Taxes for Bonds	1,212,463.00	
Grants	13,284.63	
LLSA (SCLS Aid)	<u>3,989.00</u>	3,645,545.63

Contributions:

Friends of the Library/Donations	<u>5,500.12</u>	<u>5,500.12</u>
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Total Revenues, Interest, Grants/Aid, & Contributions (Exhibit E)		<u><u>3,694,416.63</u></u>
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Reconcile Bank Account Deposits:

Revenues, Interest, Grants/Aids, Contributions (Exhibit E)		3,694,416.63
Less: Special Funds Interest (Exhibit D)		<u>(432.58)</u>
Total Revenues, Interest, Grants/Aid, Contributions, Transfers (Exhibit A)		<u><u>3,693,984.05</u></u>

"SEE ACCOUNTANT'S LETTER"

Exhibit "C"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF EXPENDITURES - GENERAL FUND
JULY 1, 2021 - JUNE 30, 2022**

Expenditures;

Library Salaries:

Professional Salaries	815,114.13	
Clerical/Building Salaries	<u>457,124.51</u>	1,272,238.64

Employee Benefits:

Health Insurance	386,043.32	
NYSERS	159,431.00	
Fica Expense	93,091.46	
Workers Compensation	10,604.78	
Employee Assistance Program	<u>1,487.50</u>	650,658.06

Library Materials:

Reference Books and On-Line Services	124,984.47	
Adult Books	38,823.00	
Audio Visual	36,926.84	
Juvenile Books	26,527.87	
Periodicals/Microfilm	10,104.52	
Young Adult Books	<u>9,420.39</u>	246,787.09

Library Programs:

Adult Fees	48,793.86	
Juvenile Fees	35,116.63	
Young Adult Fees	11,206.35	
Music Fees	<u>7,825.00</u>	102,941.84

Capital Outlay:

Ban - Principal	1,015,917.00	
Ban - Interest	196,546.00	
Furniture and Equipment	114,469.45	
Building Improvements	40,519.93	
Computer Equipment	<u>6,622.96</u>	1,374,075.34

Exhibit "C"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF EXPENDITURES - GENERAL FUND
JULY 1, 2021 - JUNE 30, 2022**

Expenditures:

Library/Building Operations:

Repairs/Maint/Service Contracts	341,418.84	
Professional Fees	121,396.49	
Utilities	48,193.88	
Computer/software/maintenance)	43,529.52	
SCLS Contract	33,636.00	
Printing	32,116.00	
Building Insurance	31,745.37	
Office Supplies	22,446.90	
Miscellaneous Operating Expense	20,918.76	
PALS - Automation	16,700.36	
Custodial Supplies	10,745.94	
Telephone	8,778.31	
Postage & Shipping	5,683.15	
Bank Fees	1,119.80	738,429.12

Total Expenditures (Exhibit E) 4,385,130.09

Transfers/Other Adjustments:

Sub: Net Change In Assets/Liabilities (505.47)

Total Expenditures, Transfers, & Adjustments(Exhibit A) 4,384,624.62

"SEE ACCOUNTANT'S LETTER"

Exhibit "D"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF SPECIAL FUNDS
JUNE 30, 2022**

Flushing Bank Account:

Money Market: Balance - July 1, 2021	462,158.92
Add: Deposits	0.00
Add: Interest for Period	432.58
Sub: Expenditures/Transfers	0.00
Money Market: Balance - June 30, 2022	<u>462,591.50</u>

"SEE ACCOUNTANT'S LETTER"

Michael D. Gallagher
Certified Public Accountant
Post Office Box 347
Medford, New York 11763
(631)946-4313

Bayport-Blue Point Public Library
203 Blue Point Ave
Blue Point, New York 11715

I have examined the books and records of the Bayport-Blue Point Public Library Capital Fund for the period of July 1, 2021 to June 30, 2022 and I am pleased to submit the following statements:

Exhibit "A" - Statement of Cash - Capital Fund
for the fiscal year ended June 30, 2022.

Exhibit "B" - Statement of Revenues - Capital Fund
for the fiscal year ended June 30, 2022.

Exhibit "C" - Statement of Expenditures - Capital Fund
for the fiscal Year ended June 30, 2022.

In my opinion the accompanying statements of recorded cash transactions for the fiscal year ended June 30, 2022 and the cash balances at June 30, 2022 are correct.

July 31, 2022



Michael D. Gallagher

Exhibit "A"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF CASH - CAPITAL FUND
JUNE 30, 2022**

Assets:

Fund Balance:

Book Balance - July 1, 2021	5,198,650.58
Add: Revenue per exhibit B	533,166.13
Sub: Expenditures per exhibit C	<u>(5,463,040.15)</u>
Book Balance - June 30, 2022	<u>268,776.56</u>

Reconciliation of Cash In Bank:

Bank Balance - June 30, 2022	354,232.41
Add: Outstanding Deposits	0.00
Sub: Outstanding Checks	<u>(85,455.85)</u>
Book Balance - June 30, 2022	<u>268,776.56</u>

"SEE ACCOUNTANT'S LETTER"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
 STATEMENT OF REVENUES/EXPENDITURES - CAPITAL FUND
 JULY 1, 2021 - JUNE 30, 2022**

Exhibit "B"

Revenues:

Interest:

Interest	<u>1,903.55</u>	1,903.55
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Other Additions:

Grants	469,484.00	
Rebates	<u>61,778.58</u>	<u>531,262.58</u>

Total Additions		533,166.13
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Exhibit "C"

Expenditures:

Professional Fees:

Constuction Manager	192,411.89	
Architect Fees	<u>24,950.67</u>	<u>217,362.56</u>

Other Costs:

Interior Renovation	2,132,904.17	
Furniture and Fixtures	1,044,409.65	
Exterior Renovations	956,762.86	
Electrical	358,085.86	
Plumbing and Heating	331,857.41	
HVAC	302,405.34	
Security	63,708.80	
Miscellaneous	<u>55,543.50</u>	<u>5,245,677.59</u>

Total Expenditures		<u>5,463,040.15</u>
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Deficit		<u>(4,929,874.02)</u>
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"SEE ACCOUNTANT'S LETTER"

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
74131	08/10/2022	A TIME FOR KIDS		
	08/10/2022	A TIME FOR KIDS	JUV PROGRAM	280.00
TOTAL				280.00
74132	08/10/2022	A.R. KROPP CO. & SONS		
	08/10/2022	A.R. KROPP CO. & SONS	MISC REPAIRS	10,418.32
TOTAL				10,418.32
74133	08/10/2022	AFFLAC NEW YORK		
	08/10/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	476.76
TOTAL				476.76
74134	08/10/2022	ALEXANDER CRANSHAW		
	08/10/2022	ALEXANDER CRANSHAW	REISSUE OF LOST PAYCHECK, NE	173.98
TOTAL				173.98
74135	08/10/2022	Anne Soper -E		
	08/10/2022	Anne Soper -E	AUDLT PROGRAM	147.66
TOTAL				147.66
74136	08/10/2022	BAKER & TAYLOR BOOKS		
	08/10/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	432.35
		BAKER & TAYLOR BOOKS	ADULT BOOKS	3,627.92
TOTAL				4,060.27
74137	08/10/2022	BARNES & NOBLE,INC.		
	08/10/2022	BARNES & NOBLE,INC.	ADULT PROGRAM	143.89
TOTAL				143.89
74138	08/10/2022	BILBLIOTHECA, LLC		
	08/10/2022	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	60.17
TOTAL				60.17
74139	08/10/2022	BLICK ART MATERIALS		
	08/10/2022	BLICK ART MATERIALS	YA PROGRAM	75.25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				75.25
74140	08/10/2022	BRINKMAN HARDWARE		
	08/10/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	57.56
TOTAL				57.56
74141	08/10/2022	CATHERINE CROCETTI		
	08/10/2022	CATHERINE CROCETTI	ADULT PROGRAM	800.00
TOTAL				800.00
74142	08/10/2022	CCP SOLUTIONS, LLC		
	08/10/2022	CCP SOLUTIONS, LLC	COPIERS	1,503.70
TOTAL				1,503.70
74143	08/10/2022	COLD SPRING HARBOR WHALING MUSEUM		
	08/10/2022	COLD SPRING HARBOR WHALING MUSE JUV PROGRAM		650.00
TOTAL				650.00
74144	08/10/2022	DANIEL COSTA		
	08/10/2022	DANIEL COSTA	REISSUE OF LOST PAYCHECK, NE	303.06
TOTAL				303.06
74145	08/10/2022	DEMCO		
	08/10/2022	DEMCO	OFFICE SUPPLIES	198.82
	08/10/2022	DEMCO	OFFICE SUPPLIES	138.48
TOTAL				337.10
74146	08/10/2022	DIANE ARONSEN		
	08/10/2022	DIANE ARONSEN	ADULT PROGRAM	1,190.00
TOTAL				1,190.00
74147	08/10/2022	ED SCHMIEDER		
	08/10/2022	ED SCHMIEDER	ADULT PROGRAM	300.00
TOTAL				300.00
74148	08/10/2022	EMERALD ISLAND		

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
	08/10/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	<u>695.87</u>
TOTAL				695.87
74149	08/10/2022	ENVISIONWARE		
	08/10/2022	ENVISIONWARE	SOFTWARE	<u>624.75</u>
TOTAL				624.75
74150	08/10/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	08/10/2022	FRIENDS OF THE BAYPORT-BLUE POINT DONATIONS PAYABLE TO FRIENDS		<u>1,452.72</u>
TOTAL				1,452.72
74151	08/10/2022	GAIL SILSBE		
	08/10/2022	GAIL SILSBE	JUV PROGRAM	<u>218.35</u>
TOTAL				218.35
74152	08/10/2022	GREAT SOUTH BAY LANDSCAPING		
	08/10/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	<u>3,700.00</u>
TOTAL				3,700.00
74153	08/10/2022	GUERRILLA GIRLS ON TOUR		
	08/10/2022	GUERRILLA GIRLS ON TOUR	ADULT PROGRAM	<u>225.00</u>
TOTAL				225.00
74154	08/10/2022	JAMES CUMMINGS		
	08/10/2022	JAMES CUMMINGS	ADULT PROGRAM	<u>200.00</u>
TOTAL				200.00
74155	08/10/2022	JEANNA SCHNUPP		
	08/10/2022	JEANNA SCHNUPP	ADULT PROGRAM	<u>225.00</u>
TOTAL				225.00
74156	08/10/2022	JESSICA REILLY		
	08/10/2022	JESSICA REILLY	ADULT PROGRAM	<u>375.00</u>
TOTAL				375.00
74157	08/10/2022	JOHN RAGO		

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
	08/10/2022	JOHN RAGO	ADULT PROGRAM	300.00
TOTAL				300.00
74158	08/10/2022	JONATHAN GREENE		
	08/10/2022	JONATHAN GREENE	ADULT PROGRAM	200.00
TOTAL				200.00
74159	08/10/2022	JOSEPH GIAMBONE		
	08/10/2022	JOSEPH GIAMBONE	MUSIC PROGRAM	700.00
TOTAL				700.00
74160	08/10/2022	JULIE PERNICE		
	08/10/2022	JULIE PERNICE	JUV PROGRAM	11.50
TOTAL				11.50
74161	08/10/2022	KANOPY, INC.		
	08/10/2022	KANOPY, INC.	REF/ONLINE SERVICES	39.00
TOTAL				39.00
74162	08/10/2022	KELLY SHERIDAN		
	08/10/2022	KELLY SHERIDAN	YA PROGRAM	587.50
TOTAL				587.50
74163	08/10/2022	KEVIN SEAMAN		
	08/10/2022	KEVIN SEAMAN	LEGAL FEES	351.00
TOTAL				351.00
74164	08/10/2022	LINDA MCCROSSON-PETTY CASH		
	08/10/2022	LINDA MCCROSSON-PETTY CASH	POSTAGE	155.76
		LINDA MCCROSSON-PETTY CASH	A PROG	29.65
		LINDA MCCROSSON-PETTY CASH	OFFICE SUPPLIES	23.41
TOTAL				208.82
74165	08/10/2022	LONG ISLAND FOUNDATION RESTORATION LLC		
	08/10/2022	LONG ISLAND FOUNDATION RESTORATI	MISC REPAIR	350.00
TOTAL				350.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
74168	08/10/2022	MCJ CLEANING SERVICES CORP.		
	08/10/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
74167	08/10/2022	MICHAEL GALLAGHER, CPA		
	08/10/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
74168	08/10/2022	MIDWEST TAPE		
	08/10/2022	MIDWEST TAPE	ADULT DVD	1,253.33
		MIDWEST TAPE	ADULT CD	1,329.00
		MIDWEST TAPE	ADULT BOT	123.94
		MIDWEST TAPE	JUV BOT	47.99
TOTAL				2,754.26
74169	08/10/2022	MIDWEST TAPE -HOOPLA		
	08/10/2022	MIDWEST TAPE -HOOPLA	REF/OBJECT SERVICES	468.92
TOTAL				468.92
74170	08/10/2022	NATIONAL GRID		
	08/10/2022	NATIONAL GRID	GAS	508.67
TOTAL				508.67
74171	08/10/2022	NATIONAL WASTE SERVICES		
	08/10/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74172	08/10/2022	NATURE WORKS		
	08/10/2022	NATURE WORKS	JUV PROGRAM	160.00
TOTAL				160.00
74173	08/10/2022	OLD WESTBURY GARDENS		
	08/10/2022	OLD WESTBURY GARDENS	ADULT PROGRAM	350.00
TOTAL				350.00
74174	08/10/2022	OPTIMUM		

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
	08/10/2022	OPTIMUM	OPTIMUM	<u>386.09</u>
TOTAL				386.09
74175	08/10/2022	PBC GURU		
	08/10/2022	PBC GURU	REF/ONLINE SERVICES	<u>3,500.00</u>
TOTAL				3,500.00
74176	08/10/2022	PSEGLI		
	08/10/2022	PSEGLI	ELECTRIC	<u>2,314.89</u>
TOTAL				2,314.89
74177	08/10/2022	QUADIENT LEASING		
	08/10/2022	QUADIENT LEASING	POSTAGE METER LEASE	<u>248.55</u>
TOTAL				248.55
74178	08/10/2022	RACHEL KAZMARK		
	08/10/2022	RACHEL KAZMARK	REFUND ADULT BOOK	<u>5.00</u>
TOTAL				5.00
74179	08/10/2022	ROBERT SCOTT		
	08/10/2022	ROBERT SCOTT	JUV PROGRAM	574.00
	08/10/2022	ROBERT SCOTT	ADULT PROGRAM	<u>545.00</u>
TOTAL				1,119.00
74180	08/10/2022	ROBYN ROMANOFF		
	08/10/2022	ROBYN ROMANOFF	ADULT PROGRAM	<u>585.00</u>
TOTAL				585.00
74181	08/10/2022	ROSALIE BISCARDI		
	08/10/2022	ROSALIE BISCARDI	ADULT PROGRAM	<u>240.00</u>
TOTAL				240.00
74182	08/10/2022	SARAH GUTMANN		
	08/10/2022	SARAH GUTMANN	ADULT PROGRAM	<u>275.00</u>
TOTAL				275.00
74183	08/10/2022	SCLS		

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
	08/10/2022	SCLS	POSTAGE	25.30
		SCLS	OFFICE SUPPLIES	29.90
		SCLS	PROF FEES OTHER	350.00
	08/10/2022	SCLS	ADULT PROGRAM	1,200.00
		SCLS	JUV PROGRAM	1,200.00
TOTAL				<u>2,805.20</u>
74184	08/10/2022	SCLS-PALS		
	08/10/2022	SCLS-PALS	PALS	4,184.53
TOTAL				<u>4,184.53</u>
74185	08/10/2022	SEBCO BOOKS		
	08/10/2022	SEBCO BOOKS	JUV BOOKS	1,382.84
TOTAL				<u>1,382.84</u>
74186	08/10/2022	SPROUTS AND FRIENDS, INC.		
	08/10/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				<u>500.00</u>
74187	08/10/2022	SUFFOLK COUNTY WATER AUTHORITY		
	08/10/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	51.29
TOTAL				<u>51.29</u>
74188	08/10/2022	SUSAN CHANT		
	08/10/2022	SUSAN CHANT	JUV PROGRAM	11.25
	08/10/2022	SUSAN CHANT	JUV PROGRAM	187.32
TOTAL				<u>198.57</u>
74189	08/10/2022	T MOBILE		
	08/10/2022	T MOBILE	HOTSPOTS	407.85
TOTAL				<u>407.85</u>
74190	08/10/2022	THERMAL SOLUTIONS		
	08/10/2022	THERMAL SOLUTIONS	HEATING/COOLING	636.25
TOTAL				<u>636.25</u>
74191	08/10/2022	THOMAS DALY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
	08/10/2022	THOMAS DALY	JUV PROGRAM	400.00
		THOMAS DALY	YA PROGRAM	400.00
TOTAL				<u>800.00</u>
74192	08/10/2022	VANGUARD		
	08/10/2022	VANGUARD	OFFICE/LIBRARY SUPPLIES	932.92
TOTAL				<u>932.92</u>
74193	08/10/2022	W.B.MASON		
	08/10/2022	W.B.MASON	CUSTODIAL SUPPLIES	183.07
TOTAL				<u>183.07</u>
74194	08/10/2022	WELLS FARGO FINANCAIL LEASING		
	08/10/2022	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
74195	08/10/2022	WILLIAM J. POWELL ASSOCIATES, LLC		
	08/10/2022	WILLIAM J. POWELL ASSOCIATES, LLC	TRAIN TO SAVE PROGRAM	1,750.00
TOTAL				<u>1,750.00</u>
74196	08/10/2022	VANNE SOPER	Check Correction	
1075	12/31/2020		Check Correction	140.28
TOTAL				<u>140.28</u>
74197	08/10/2022	AMERICAN EXPRESS		
	08/10/2022	AMERICAN EXPRESS	YA PROGRAM	891.78
		AMERICAN EXPRESS	OFFICE SUPPLIES	414.02
		AMERICAN EXPRESS	OTHER PROF FEES	1,226.59
		AMERICAN EXPRESS	JUV PROGRAM	43.39
		AMERICAN EXPRESS	YA BOOKS	134.16
		AMERICAN EXPRESS	ADULT BOOKS	380.64
		AMERICAN EXPRESS	POSTAGE	19.54
		AMERICAN EXPRESS	PERIODICALS	121.96
		AMERICAN EXPRESS	SOFTWARE	48.77
		AMERICAN EXPRESS	ADULT DVD	481.72
TOTAL				<u>3,762.57</u>
74198	08/10/2022	BAYPORT-BLUE POINT CHAMBER OF COMMERCE		

VOID

Check Detail

August 10, 2022

Num	Date	Source Name	Memo	Paid Amount
	08/10/2022	BAYPORT-BLUE POINT CHAMBER OF CC DUES		150.00
TOTAL				<u>150.00</u>
74199	08/10/2022	BRODART CO.		
	08/10/2022	BRODART CO.	REFERENCE	131.24
TOTAL				<u>131.24</u>
74200	08/10/2022	CIS		
	08/10/2022	CIS	HVAC	16,442.61
TOTAL				<u>16,442.61</u>
74201	08/10/2022	CIT		
	08/10/2022	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
74202	08/10/2022	KELLY SHERIDAN		
	08/10/2022	KELLY SHERIDAN	YA PROGRAM	185.76
TOTAL				<u>185.76</u>
74203	08/10/2022	MADMOISELLE OF PATCHOGUE		
	08/10/2022	MADMOISELLE OF PATCHOGUE	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
74204	08/10/2022	SEBCO BOOKS		
	08/10/2022	SEBCO BOOKS	JUV BOOKS	78.60
TOTAL				<u>78.60</u>
74205	08/10/2022	T ROWE PRICE		
	08/10/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	526.35
TOTAL				<u>526.35</u>
				<u>85,201.21</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 14 through August 9, 2022

Num	Date	Source Name	Memo	Paid Amount
74120	07/25/2022	AFFLAC NEW YORK		
	07/25/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	478.76
TOTAL				478.76
74121	07/25/2022	GIS BENEFITS		
	07/25/2022	GIS BENEFITS	METLIFE PAYABLE	915.29
TOTAL				915.29
74122	07/25/2022	JAMES CUMMINGS		
	07/25/2022	JAMES CUMMINGS	ADULT PROGRAM	100.00
TOTAL				100.00
74123	07/25/2022	KING KULLEN GROCERY CORP, INC.		
	07/25/2022	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAM	76.68
		KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	59.70
TOTAL				136.38
74124	07/25/2022	MICHAEL GALLAGHER, CPA		
	07/25/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
74125	07/25/2022	NET2PHONE		
	07/25/2022	NET2PHONE	TELEPHONE	174.96
TOTAL				174.96
74126	07/25/2022	OPTIMUM		
	07/25/2022	OPTIMUM	OPTIMUM	204.77
TOTAL				204.77
74127	07/25/2022	REGAN AGENCY		
	07/25/2022	REGAN AGENCY	BUILDING INSURANCE	5,910.00
TOTAL				5,910.00
74128	07/25/2022	SUFFOLK COUNTY WATER AUTHORITY		
	07/25/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	123.48

Prepays

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 14 through August 9, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/25/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>95.19</u>
TOTAL				218.67
74129	07/25/2022	T ROWE PRICE		
	07/25/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	<u>531.09</u>
TOTAL				531.09
74130	07/28/2022	CIS		
	07/28/2022	CIS	RM/HVAC	<u>16,751.41</u>
TOTAL				16,751.41
				<u>26,019.33</u>

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

August 10, 2022

<u>Ty</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
	1253	08/10/2022	BBS ARCHITECTS		1000 - PEOPLES UNITED - CHECKING	
	Bill	08/10/2022			7000 - ARCHITECT FEES	26.25
TOTAL						26.25

Payroll Liability

Total Cash Required		\$54,247.49
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$3,895.75
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$35,466.87
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,457.87
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$427.00
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$54,247.49

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	3,895.75	
Subtotal Net Pay		3,895.75
Total Net Pay Liability (Net Cash)		3,895.75

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,553.43		4,553.43
	Social Security				3,178.30	3,178.21	6,356.51
	Medicare				743.31	743.27	1,486.58
	Subtotal Federal				8,475.04	3,921.48	12,396.52
State	NY State Income Tax				2,061.35		
	Subtotal NY				2,061.35		2,061.35
	Total Taxes				10,536.39	3,921.48	14,457.87

Other Transfers Full Service Direct Deposit (FSDD)	35,466.87	47 Employee Transactions
Pay-by-Pay Insurance	427.00	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$35,466.87
Total Pay-by-Pay Insurance	\$427.00
Total Taxes	\$14,457.87
Total Amount ADP Debited from your Account(s)	\$50,351.74

Total For 7/21/2022 Payroll 1	
Total Direct Deposit (FSDD)	\$35,466.87
Total Pay-by-Pay Insurance	\$427.00
Total Taxes	\$14,457.87
Total Amount ADP Debited from your Account(s)	\$50,351.74

Payroll Liability

Total Cash Required		\$52,966.06
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,069.88
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$34,447.59
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,030.79
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$417.80
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,966.06

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				4,069.88		
	Checks			4,069.88		
	Subtotal Net Pay			4,069.88		
	Total Net Pay Liability (Net Cash)			4,069.88		
Taxes		Deposit Responsibility Client		Deposit Responsibility ADP		
	Agency	Rate	EE withheld	ER contrib	EE withheld	ER contrib
Federal	Federal Income Tax				4,386.08	4,386.08
	Social Security				3,106.22	3,106.27
	Medicare				726.50	726.45
	Subtotal Federal				8,218.80	3,832.72
State	NY State Income Tax				1,979.27	
	Subtotal NY				1,979.27	1,979.27
	Total Taxes				10,198.07	3,832.72
Other Transfers		Full Service Direct Deposit (FSDD)		34,447.59	45 Employee Transactions	
		Pay-by-Pay Insurance		417.80		

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$34,447.59
Total Pay-by-Pay Insurance	\$417.80
Total Taxes	\$14,030.79
Total Amount ADP Debited from your Account(s)	\$48,896.18

Total For 8/4/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$34,447.59
Total Pay-by-Pay Insurance	\$417.80
Total Taxes	\$14,030.79
Total Amount ADP Debited from your Account(s)	\$48,896.18

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

7-19-22

JURISDICTION:

Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # (Please attach spec)	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	Fiore, Louis		Custodial Worker I	19.11/hr		7-2-2022	08-01403 24-1162- 113

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.

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

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

DATE PREPARED
7-18-22

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
TRS	Nix, Jack		Librarian Trainee	\$24.72/hr	max 17 1/2 hrs/wk	7/30/22	20-0182 24-1102 -135

INSTRUCTIONS:

1. REMOVE THREE COPIES OF THIS FORM (WHITE, YELLOW, AND PINK) FROM PAD BEFORE FILLING OUT.
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APPROVED

APPROVED AS NOTED

DISAPPROVED

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

Michael Fort

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
 7-14-22

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
TRS	Vohwinkel, Lesli		Library Clerk	19.13/hr	max 17.5 hrs/wk	7-10-22	22-00260 24-1162-79

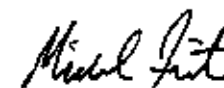
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Signature of Appointing Authority

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APPROVED AS NOTED

DISAPPROVED