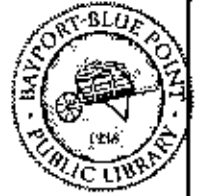


Bayport - Blue Point Public Library

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 **Tuesday, September 13, 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. Building Program Report

- XI. Committee Reports

- XII. Old Business

- XIII. New Business

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

Next meeting **Wednesday, October 12, 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

08/10/2022

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:02 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward and Trustee Adams, Director Mike Firestone, Assistant Director Bennett and Director took minutes.

II. APPROVAL OF MINUTES

Trustee Heineman made a motion, seconded by Trustee Adams to accept the minutes of the July 13, 2022 Reorganizational Meeting of the Board of Trustees; approved by all present.

Trustee Adams made a motion, seconded by Trustee Heineman to accept the minutes of the July 13, 2022 Regular Meeting of the Board of Trustees; approved by all present.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

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

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 8/10/2022 (Check Detail Report); approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the Capital Fund Schedule of claims dated 8/10/2022 (Check Detail Report); approved by all present.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Check Detail Report, as presented, that were paid since last board meeting dated July 14, 2022 through August 9, 2022. (Checks between meetings); approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the Payroll Reports dated 7/21/22 and 8/04/22; approved by all present.

IV. PERSONNEL REPORT

Motion made by Trustee Adams, seconded by Trustee McAward to approve the CD-150 report dated 7-14, 18 & 19-2022, as presented; approved by all present.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee McAward to approve the library's sustainability policy as presented, approved by all present.

Motion made by Trustee Heineman, seconded by Trustee McAward to enter into executive session at 7:35 p.m. for real estate purposes, approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward to exit executive session at 7:47 p.m. No action needed after existing executive session, approved by all present.

X. ADJOURNMENT

Motion was made by Heineman seconded by Trustee McAward to adjourn the meeting at 7:48 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 JULY 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

July 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>		
	BALANCE PER LIBRARY BOOKS:		\$268,776.86
	RECEIPTS:		
	TRANSFER FROM FLUSHING BANK	462,591.50	
	INTEREST	12.37	462,603.87
	TOTAL(Book Balance + Receipts)		731,380.73
	LESS: JULY DISBURSEMENTS		647,476.45
July 31, 2022	BALANCE PER LIBRARY BOOKS:		<u>\$83,904.28</u>
.....			
July 31, 2022	<u>BALANCE PER BANK:</u>		
	BALANCE PER BANK:		\$83,904.28
	JULY INCOME DEPOSITED IN AUG		0.00
	TOTAL(Bank Bal + O/S deposits)		83,904.28
	LESS: JULY OUTSTANDING CHECKS		0.00
July 31, 2022	BALANCE PER BANK:		<u>\$83,904.28</u>

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

BANK RECONCILIATION FOR JULY 2022

PEOPLE'S UNITED CHECKING ~~CAPITAL~~ ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
July 1, 2022	BALANCE PER LIBRARY BOOKS:	\$547,759.83
	RECEIPTS:	
	TAX REVENUE	207,935.99
	ADULT PROGRAMS	2,012.63
	REIMBURSEMENTS	1,598.60
	FRIENDS/DONATIONS	1,262.30
	JUVENILE PROGRAMS	953.00
	YOUNG ADULT PROGRAMS	342.84
	CAFÉ RENT	300.00
	PASSPORT FEES	274.24
	FINES	167.04
	COPIER	44.32
	INTEREST	21.74
	FAX	8.00
	SALE OF USED BOOKS	0.87
		<u>214,921.57</u>
	TOTAL(Book Balance + Receipts)	762,681.40
	LESS: JULY DISBURSEMENTS	<u>274,085.07</u>
July 31, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$488,596.33</u></u>
July 31, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$523,953.22
	JULY FINES DEPOSITED IN AUG	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	523,953.22
	LESS: JULY OUTSTANDING CHECKS	<u>35,356.89</u>
July 31, 2022	BALANCE PER BANK:	<u><u>\$488,596.33</u></u>

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

BANK RECONCILIATION FOR JULY 2022

SAVINGS ACCOUNT FLUSHING BANK

July 1, 2022	<u>BEGINNING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$462,591.50	
	TOTAL BALANCE PER STATEMENTS		\$462,591.50
	<u>DEPOSITS/TRANSFERS:</u>		
	ADD: TRANSFER TO CAPITAL ACCOUNT	(462,591.50)	
	TOTAL ADDITIONS		(462,591.50)
	<u>WITHDRAWALS/CHARGES:</u>		
	SUB:	0.00	
	TOTAL SUBTRACTIONS		0.00
	<u>INTEREST:</u>		
	ADD: INTEREST INCOME	0.00	
	TOTAL INTEREST INCOME		0.00
July 31, 2022	<u>ENDING BALANCE:</u>		
	BALANCE FLUSHING BANK	\$0.00	
	TOTAL BALANCE PER STATEMENTS		<u>\$0.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74218	09/12/2022	A TIME FOR KIDS		
	09/13/2022	A TIME FOR KIDS	JUV PROGRAM	590.00
TOTAL				<u>590.00</u>
74219	09/12/2022	AED SUPERSTORE		
	09/13/2022	AED SUPERSTORE	OFFICE SUPPLIES	120.58
TOTAL				<u>120.58</u>
74220	09/12/2022	AMERICAN EXPRESS		
	09/13/2022	AMERICAN EXPRESS	PERIODICALS	362.94
		AMERICAN EXPRESS	JUV PROGRAM	724.81
		AMERICAN EXPRESS	ADULT BOOKS	175.14
		AMERICAN EXPRESS	ADULT DVD	54.40
		AMERICAN EXPRESS	YA PROGRAM	443.83
		AMERICAN EXPRESS	OTHER PROF FEES	1,571.70
		AMERICAN EXPRESS	REFERENCE	25.00
		AMERICAN EXPRESS	POSTAGE	119.54
		AMERICAN EXPRESS	ADULT PROGRAM	913.97
		AMERICAN EXPRESS	SOFTWARE	48.88
		AMERICAN EXPRESS	JUV DVD	9.96
		AMERICAN EXPRESS	EQUIPMENT	1,695.52
TOTAL				<u>6,145.89</u>
74221	09/12/2022	BACKFLOW SPECIALISTS, INC.		
	09/13/2022	BACKFLOW SPECIALISTS, INC.	MISC REPAIRS	75.00
TOTAL				<u>75.00</u>
74222	09/12/2022	BAKER & TAYLOR BOOKS		
	09/13/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	1,703.63
		BAKER & TAYLOR BOOKS	YA BOOKS	1,339.60
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,026.32
TOTAL				<u>4,069.55</u>
74223	09/12/2022	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	09/13/2022	BAYPORT-BLUE POINT UNION FREE SCHOOL D SHARED SECURITY		20,000.00
TOTAL				<u>20,000.00</u>
74224	09/12/2022	BBS ARCHITECTURE		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

Num	Date	Source Name	Memo	Paid Amount
	09/13/2022	BBS ARCHITECTURE	ARCHITECT FEES	85,262.34
TOTAL				<u>85,262.34</u>
74225	09/12/2022	BEELICIOUS HONEY, INC.		
	09/13/2022	BEELICIOUS HONEY, INC.	ADULT PROGRAMS	100.00
TOTAL				<u>100.00</u>
74226	09/12/2022	BRI-TECH, INC.		
	09/13/2022	BRI-TECH, INC.	ALARM	246.80
TOTAL				<u>246.80</u>
74227	09/12/2022	BRINKMAN HARDWARE		
	09/13/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	39.76
TOTAL				<u>39.76</u>
74228	09/12/2022	CCP SOLUTIONS, LLC		
	09/13/2022	CCP SOLUTIONS, LLC	COPIERS	675.00
TOTAL				<u>675.00</u>
74229	09/12/2022	CENTRAL ISLIP PUBLIC LIBRARY		
	09/13/2022	CENTRAL ISLIP PUBLIC LIBRARY	PAYMENT FOR DAMAGED B	16.00
TOTAL				<u>16.00</u>
74230	09/12/2022	CIS		
	09/13/2022	CIS	HEATING/COOLING	10,794.14
TOTAL				<u>10,794.14</u>
74231	09/12/2022	CIT		
	09/13/2022	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
74232	09/12/2022	COLLEEN VATALARO		
	09/13/2022	COLLEEN VATALARO	REFUND ADULT PROGRAM	5.00
TOTAL				<u>5.00</u>
74233	09/12/2022	COMMUNICO		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

Num	Date	Source Name	Memo	Paid Amount
	09/13/2022	COMMUNICO	SOFTWARE	10,000.00
TOTAL				10,000.00
74234	09/12/2022	CORNELL COOPERATIVE EXTENSION		
	09/13/2022	CORNELL COOPERATIVE EXTENSION	JUV PROGRAM	500.00
TOTAL				500.00
74235	09/12/2022	CRIMSON COACHING LLC		
	09/13/2022	CRIMSON COACHING LLC	YA PROGRAM	325.00
TOTAL				325.00
74236	09/12/2022	DIANE ARONSEN		
	09/13/2022	DIANE ARONSEN	ADULT PROGRAM	310.00
TOTAL				310.00
74237	09/12/2022	DORIS J BENTER		
	09/13/2022	DORIS J BENTER	JUV PROGRAM	550.00
TOTAL				550.00
74238	09/12/2022	EASTERN SUFFOLK BOCES		
	09/13/2022	EASTERN SUFFOLK BOCES	EAP	1,487.50
TOTAL				1,487.50
74239	09/12/2022	ELECTRONIX SYSTEMS		
	09/13/2022	ELECTRONIX SYSTEMS	ALARM	230.00
	09/13/2022	ELECTRONIX SYSTEMS	ALARM	170.04
TOTAL				400.04
74240	09/12/2022	EMERALD ISLAND		
	09/13/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	48.75
TOTAL				48.75
74241	09/12/2022	FINDAWAY WORLD, LLC.		
	09/13/2022	FINDAWAY WORLD, LLC.	JUV BOOKS ON TAPE	2,594.69
TOTAL				2,594.69

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

Num	Date	Source Name	Memo	Paid Amount
74242	09/12/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	09/13/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB L PROCEEDS FO BAG SALE D		60.00
TOTAL				60.00
74243	09/12/2022	GABRIELLA GRAMA		
	09/13/2022	GABRIELLA GRAMA	ADULT PROGRAM	150.00
TOTAL				150.00
74244	09/12/2022	GAIL SILSBE		
	09/13/2022	GAIL SILSBE	JUV PROGRAM	167.19
	09/13/2022	GAIL SILSBE	JUV PROGRAM	115.93
TOTAL				283.12
74245	09/12/2022	GREAT SOUTH BAY LANDSCAPING		
	09/13/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	6,610.00
TOTAL				6,610.00
74246	09/12/2022	HEMPSTEAD PUBLIC LIBRARY		
	09/13/2022	HEMPSTEAD PUBLIC LIBRARY	PAYMENT FOR DAMAGED B	6.95
TOTAL				6.95
74247	09/12/2022	JAMES CUMMINGS		
	09/13/2022	JAMES CUMMINGS	ADULT PROGRAM	200.00
TOTAL				200.00
74248	09/12/2022	JESSICA REILLY		
	09/13/2022	JESSICA REILLY	ADULT PROGRAM	375.00
TOTAL				375.00
74249	09/12/2022	JOHN TETO		
	09/13/2022	JOHN TETO	MUSIC PROGRAM	600.00
TOTAL				600.00
74250	09/12/2022	JOYCE WALKER		
	09/13/2022	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				255.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74251	09/12/2022	JULIE PERNICE		
	09/13/2022	JULIE PERNICE	JUV PROGRAM	100.00
	09/13/2022	JULIE PERNICE	JUV PROGRAM	26.25
TOTAL				<u>126.25</u>
74252	09/12/2022	JUMP BUNCH		
	09/13/2022	JUMP BUNCH	JUV PROGRAM	370.00
TOTAL				<u>370.00</u>
74253	09/12/2022	KANOPY, INC.		
	09/13/2022	KANOPY, INC.	REF/ONLINE SERVICES	63.00
TOTAL				<u>63.00</u>
74254	09/12/2022	KELLY SHERIDAN		
	09/13/2022	KELLY SHERIDAN	A PROGRAM	48.55
TOTAL				<u>48.55</u>
74255	09/12/2022	KEVIN SEAMAN		
	09/13/2022	KEVIN SEAMAN	LEGAL FEES	351.00
TOTAL				<u>351.00</u>
74256	09/12/2022	KFB ENTERPRISES		
	09/13/2022	KFB ENTERPRISES	ADULT PROGRAMS	400.00
TOTAL				<u>400.00</u>
74257	09/12/2022	KING KULLEN GROCERY CORP, INC.		
	09/13/2022	KING KULLEN GROCERY CORP, INC.	MISC EXPENSE	59.08
TOTAL				<u>59.08</u>
74258	09/12/2022	KL HOME INSPECTION SERVICES		
	09/13/2022	KL HOME INSPECTION SERVICES	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
74259	09/12/2022	MCJ CLEANING SERVICES CORP.		
	09/13/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				3,360.00
74260	09/12/2022	MICHAEL GALLAGHER, CPA		
	09/13/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
74261	09/12/2022	MIDWEST TAPE		
	09/13/2022	MIDWEST TAPE	OFFICE SUPPLIES	176.99
		MIDWEST TAPE	ADULT DVD	1,232.45
		MIDWEST TAPE	ADULT CD	1,164.30
		MIDWEST TAPE	ADULT BOT	758.69
TOTAL				3,332.43
74262	09/12/2022	MIDWEST TAPE -HOOPLA		
	09/13/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	608.73
TOTAL				608.73
74263	09/12/2022	MONICA RANDALL		
	09/13/2022	MONICA RANDALL	ADULT PROGRAM	250.00
TOTAL				250.00
74264	09/12/2022	NATIONAL GRID		
	09/13/2022	NATIONAL GRID	GAS	536.99
TOTAL				536.99
74265	09/12/2022	NATIONAL WASTE SERVICES		
	09/13/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74266	09/12/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	09/13/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	32,558.32
TOTAL				32,558.32
74267	09/12/2022	ORIENTAL TRADING		
	09/13/2022	ORIENTAL TRADING	JUV PROGRAM	73.65
TOTAL				73.65

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74268	09/12/2022	PENWORTHY		
	09/13/2022	PENWORTHY	JUV BOOKS	1,341.32
TOTAL				1,341.32
74269	09/12/2022	PSEGLI		
	09/13/2022	PSEGLI	ELECTRIC	2,055.64
TOTAL				2,055.64
74270	09/12/2022	RENE CERRITO		
	09/13/2022	RENE CERRITO	ADULT PROGRAM	275.00
TOTAL				275.00
74271	09/12/2022	ROBERT SCOTT		
	09/13/2022	ROBERT SCOTT	JUV PROGRAM	299.00
TOTAL				299.00
74272	09/12/2022	ROSALIE BISCARDI		
	09/13/2022	ROSALIE BISCARDI	ADULT PROGRAM	320.00
TOTAL				320.00
74273	09/12/2022	RYAN O'ROURKE		
	09/13/2022	RYAN O'ROURKE	MILEAGE	11.02
TOTAL				11.02
74274	09/12/2022	SCLS		
	09/13/2022	SCLS	REFERENCE/ONLINE SERVI	17,907.92
		SCLS	ADULT PROGRAM	1,200.00
		SCLS	JUV PROGRAM	1,200.00
		SCLS	POSTAGE	34.80
		SCLS	OFFICE SUPPLIES	37.20
TOTAL				20,379.92
74275	09/12/2022	SEARLES GRAPHICS, INC.		
	09/13/2022	SEARLES GRAPHICS, INC.	PRINTING	5,348.00
TOTAL				5,348.00
74276	09/12/2022	SPROUTS AND FRIENDS, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

Num	Date	Source Name	Memo	Paid Amount
	09/13/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
74277	09/12/2022	STERICYCLE, INC.		
	09/13/2022	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				162.32
74278	09/12/2022	SUSAN CHANT		
	09/13/2022	SUSAN CHANT	JUV PROGRAM	45.96
TOTAL				45.96
74279	09/12/2022	T MOBILE		
	09/13/2022	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65
74280	09/12/2022	THE PATCHOGUE ADVANCE		
	09/13/2022	THE PATCHOGUE ADVANCE	AD SPACE	100.00
TOTAL				100.00
74281	09/12/2022	THOMSON REUTERS TAX & ACCTING CHECKPOINT		
	09/13/2022	THOMSON REUTERS TAX & ACCTING CHECKPOINT REFERENCE		240.75
TOTAL				240.75
74282	09/12/2022	VIC VIRZERA		
	09/13/2022	VIC VIRZERA	MUSIC PROGRAM	500.00
TOTAL				500.00
74283	09/12/2022	W.B.MASON		
	09/13/2022	W.B.MASON	OFFICE SUPPLIES	388.89
TOTAL				388.89
74284	09/12/2022	WELLS FARGO FINANCIAL LEASING		
	09/13/2022	WELLS FARGO FINANCIAL LEASING	COPIERS	629.00
TOTAL				629.00
74285	09/12/2022	BIBLIOTHECA, LLC		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 12, 2022

Num	Date	Source Name	Memo	Paid Amount
	09/12/2022	BIBLIOTHECA, LLC	REF/ONKINE SERVICES	84.99
TOTAL				84.99
74286	09/12/2022	JEANA LEWIS		
	09/12/2022	JEANA LEWIS	ADULT PROGRAM	729.00
TOTAL				729.00
74287	09/12/2022	KELLY SHERIDAN		
	09/12/2022	KELLY SHERIDAN	YA PROGRAM	637.68
		KELLY SHERIDAN	ADULT PROGRAM	184.30
TOTAL				821.98
74288	09/12/2022	SCLS		
	09/12/2022	SCLS	POSTAGE	29.00
		SCLS	OFFICE SUPPLIES	31.00
TOTAL				60.00
74289	09/12/2022	SUFFOLK COUNTY WATER AUTHORITY		
	09/12/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	150.84
TOTAL				150.84
74290	09/12/2022	SUSAN CHANT		
	09/12/2022	SUSAN CHANT	JUV PROGRAM	129.82
		SUSAN CHANT	YA PROGRAM	53.86
TOTAL				183.68
				231,698.76

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 11 through September 11, 2022

Num	Date	Source Name	Memo	Paid Amount
74206	08/16/2022	DIANE ARONSEN		
	08/16/2022	DIANE ARONSEN	ADULT PROGRAM	<u>420.00</u>
TOTAL				420.00
74207	08/16/2022	NET2PHONE		
	08/16/2022	NET2PHONE	TELEPHONE	<u>174.74</u>
TOTAL				174.74
74208	08/16/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	08/16/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>32,558.32</u>
TOTAL				32,558.32
74209	08/16/2022	PSEGLI		
	08/16/2022	PSEGLI	ELECTRIC	<u>10.14</u>
TOTAL				10.14
74210	08/16/2022	SUFFOLK COUNTY WATER AUTHORITY		
	08/16/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>170.54</u>
TOTAL				170.54
74211	08/16/2022	T ROWE PRICE		
	08/16/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	<u>515.60</u>
TOTAL				515.60
74212	08/18/2022	BRIAN COSTELLO		
	08/18/2022	BRIAN COSTELLO	MISC REPAIRS	<u>350.00</u>
TOTAL				350.00
74213	09/08/2022	AFFLAC NEW YORK		
	09/06/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	<u>663.84</u>
TOTAL				663.84
74214	09/06/2022	OPTIMUM		
	09/06/2022	OPTIMUM	OPTIMUM	<u>590.86</u>
TOTAL				590.86

pre paid's

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 11 through September 11, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74215	09/06/2022	PSEGLI		
	09/06/2022	PSEGLI	ELECTRIC	195.31
TOTAL				<u>195.31</u>
74216	09/06/2022	T ROWE PRICE		
	09/06/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	527.30
TOTAL				<u>527.30</u>
74217	09/06/2022	AFFLAC NEW YORK		
	09/06/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	476.76
TOTAL				<u>476.76</u>
				<u>36,653.41</u>

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

September 13, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1254	09/13/2022	PARK EAST CONSTRUCTION CORP. 1000	PEOPLES UNITED - CHECKING	
	09/13/2022		7010 - CONSTRUCTION MANAGER	-13,712.32
TOTAL				-13,712.32

Payroll Liability

Total Cash Required		\$50,962.92
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,377.04
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,581.81
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,601.18
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$402.89
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,962.92

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	5,377.04
Subtotal Net Pay	5,377.04
Total Net Pay Liability (Net Cash)	5,377.04

Taxes

Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
		EE withheld	ER contrib	EE withheld	ER contrib	
Federal						
Federal Income Tax				4,294.13		4,294.13
Social Security				2,989.30	2,989.33	5,978.63
Medicare				699.10	699.12	1,398.22
Subtotal Federal				7,982.53	3,688.45	11,670.98
State						
NY State Income Tax				1,930.20		
Subtotal NY				1,930.20		1,930.20
Total Taxes				9,912.73	3,688.45	13,601.18

Other Transfers Full Service Direct Deposit (FSDD)	31,581.81	41 Employee Transactions
Pay-by-Pay Insurance	402.89	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$31,581.81
Total Pay-by-Pay Insurance	\$402.89
Total Taxes	\$13,601.18
Total Amount ADP Debited from your Account(s)	\$45,585.88

Total For 9/1/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$31,581.81
Total Pay-by-Pay Insurance	\$402.89
Total Taxes	\$13,601.18
Total Amount ADP Debited from your Account(s)	\$45,585.88

Payroll Liability

Total Cash Required		\$51,509.10
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,179.34
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,266.83
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,656.08
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$406.85
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,509.10

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	4,179.34	
Subtotal Net Pay		4,179.34
Total Net Pay Liability (Net Cash)		4,179.34

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,284.56		4,284.56
	Social Security				3,020.37	3,020.36	6,040.73
	Medicare				708.34	708.34	1,412.68
	Subtotal Federal				8,013.27	3,726.70	11,737.97
State	NY State Income Tax				1,918.11		
	Subtotal NY				1,918.11		1,918.11
Total Taxes					9,929.38	3,726.70	13,656.08

Other Transfers Full Service Direct Deposit (FSDD)	33,266.83	45 Employee Transactions
Pay-by-Pay Insurance	406.85	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$33,266.83
Total Pay-by-Pay Insurance	\$406.85
Total Taxes	\$13,656.08
Total Amount ADP Debited from your Account(s)	\$47,329.76

Total For 8/18/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$33,266.83
Total Pay-by-Pay Insurance	\$406.85
Total Taxes	\$13,656.08
Total Amount ADP Debited from your Account(s)	\$47,329.76

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

Date Printed: 09/12/2022 12:21

Check date: 8/18/2022 - Payroll 1

Run Number: 0441

20241173 - RF/MJU

Pay Period: 07/31/2022 to: 08/13/2022

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
 7/26/22

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	Koehler, Allyson		Library Clerk	\$17.51/hr	max 17 1/2 hrs/wk	8/15/22	22-00260 24-1162-8
APT	Koehler, Allyson		Librarian Trainee (children's services)	\$24.72/hr	max 17 1/2 hrs/wk	8/15/22	20-01826 24-1162-16

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.



APPROVED

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
8/7/2022

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
TRS	Byrne, Duncan		Custodial worker I	\$17/48/hr		8/6/2022	20-00540 24-1162- 116

INSTRUCTIONS:

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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
8-9-22

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
RL	Theiling, Lonna		Librarian I (children's services)	\$30.28/hr	max 17 1/2 hrs/wk	8/15/22	21-01698 24-1162-124
RE/A	Theiling, Lonna		Librarian II	\$32.00/hr	25 hours/week \$41,600.00	8/15/22	22-1304

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APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

8/16/22

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
TRS	Clayton, Emily		Page	\$15.00/hr		8/23/2022	19-01532 24-1162-173
TRS	Sartori, Chais		Page	\$15.00/hr		8/14/2022	19-01532 24-1162-175

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DISAPPROVED

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REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

8-30-22

JURISDICTION: Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # (Please include agency)	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	Bockel, Jamie		Page	15.00/hr		8-21-22	19-01532 24-1102- 179

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REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

8/30/22

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	Lin, Christina		Page	\$15.00/hr	10 hours/wk \$7800.00	8/19/22	19-01532 24-1162-173
APT	Carney, Marisa		Page	\$15.00/hr	10 hrs/wk \$7800.00	8/29/22	19-01532 24-1162-175
APT	Gibson, Cole		Custodial Worker I	\$16.00/hr	15 hrs per week \$12,480.00	8/24/22	20-00540 24-1162-116

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