

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, October 12, 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. New Library Update

- XII. New Business

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

Next meeting Tuesday, November 8, 2022 7:00 PM

Bayport - Blue Point Public Library



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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

9/13/2022

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:04 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Kennedy-Smith, Trustee McAward, Director Mike Firestone, and Linda McCrosson to take minutes.

II. APPROVAL OF MINUTES

Trustee Heineman made a motion, seconded by Trustee McAward to accept the minutes of the August 10, 2022 regular Meeting of the Board of Trustees; approved by all present.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the **Operating Fund Schedule of Claims** dated 9/12/2022 (**Check Detail Report**); approved by all present.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Heineman, to approve the **Capital Fund Schedule of claims** dated 9/13/2022 (**Check Detail Report**); approved by all present.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the listed prepaids, as presented, that were paid since last board meeting dated August 11, 2022 through September 11, 2022. (Checks between meetings); approved by all present.

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve the Payroll Reports dated 8/18 and 9/01/2022; approved by all present.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to approve the CS-150 reports dated 7/26, 8/7, 8/9, 8/16, 8/30, and 8/30/22 as presented; approved by all present.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the duty statement for part-time custodians and update the library clerk job description, approved by all present.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to change the library's capital determination form \$500 to \$1000 effective 6/30/22, approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to approve the SCLS updated Resource Sharing Code, approved by all present.

Motion made by Trustee Heineman, seconded by Trustee McAward to change the balance in our Committed Funds as of 6/30/2022 to \$458,582.65 by eliminating the Interior Floor Line of \$37,799.03 and reducing the Other Post-Employment Benefits line to \$200,000.00, approved by all present.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve a leave of absence for Emma Lodato for the birth of a child from 10/24/2022 to 1/24/2023, approved by all present.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to approve the payment for one Trustee to attend the NYLA conference, approved by all present.

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Adams, to adjourn the meeting at 7:45 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 AUGUST 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

August 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$488,596.33
	RECEIPTS:	
	TAX REVENUE	207,935.91
	LLSA	3,690.00
	ADULT PROGRAMS	3,205.00
	JUVENILE PROGRAMS	1,303.00
	COPIER	1,014.22
	PASSPORT FEES	840.00
	REIMBURSEMENTS	500.00
	CAFÉ RENT	400.00
	YOUNG ADULT PROGRAMS	194.65
	SALE OF USED BOOKS	126.40
	FINES	87.00
	LIBRARY BAGS	60.00
	FAX	35.25
	INTEREST	22.12
	FRIENDS BAG SALE	20.00
	SQUARE FEES	(106.33)
		<u>219,327.22</u>
	TOTAL(Book Balance + Receipts)	707,923.55
	LESS: AUGUST DISBURSEMENTS	<u>275,418.81</u>
August 31, 2022	BALANCE PER LIBRARY BOOKS:	<u>\$432,504.64</u>
August 31, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$452,628.54
	AUG FINES DEPOSITED IN SEP	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	452,628.54
	LESS: AUGUST OUTSTANDING CHECKS	<u>20,125.90</u>
August 31, 2022	BALANCE PER BANK:	<u>\$432,502.64</u>

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BANK RECONCILIATION FOR AUGUST 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

August 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$83,904.28
	RECEIPTS:	
	INTEREST	<u>3.79</u>
	TOTAL(Book Balance + Receipts)	83,908.07
	LESS: AUGUST DISBURSEMENTS	<u>26.25</u>
August 31, 2022	BALANCE PER LIBRARY BOOKS:	<u>\$83,881.82</u>
August 31, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$83,881.82
	AUG INCOME DEPOSITED IN SEPT	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	83,881.82
	LESS: AUGUST OUTSTANDING CHECKS	<u>0.00</u>
August 31, 2022	BALANCE PER BANK:	<u>\$83,881.82</u>

Check Detail

October 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74296	10/12/2022	A TIME FOR KIDS		
	10/12/2022	A TIME FOR KIDS	JUV PROGRAM	590.00
TOTAL				<u>590.00</u>
74297	10/12/2022	AMERICAN EXPRESS		
	10/12/2022	AMERICAN EXPRESS	ADULT BOOKS	156.53
		AMERICAN EXPRESS	PERIODICALS	385.88
		AMERICAN EXPRESS	JUV PROGRAM	183.30
		AMERICAN EXPRESS	OTHER PROF FEES	3,215.79
		AMERICAN EXPRESS	YA BOOKS	417.65
		AMERICAN EXPRESS	YA PROGRAM	88.06
		AMERICAN EXPRESS	SOFTWARE	94.75
		AMERICAN EXPRESS	POSTAGE	129.54
		AMERICAN EXPRESS	OFFICE SUPPLIES	626.28
		AMERICAN EXPRESS	MISC REPAIRS	325.51
		AMERICAN EXPRESS	FURNITURE AND EQUIP	173.76
		AMERICAN EXPRESS	ADULT PROGRAM	63.06
TOTAL				<u>5,861.11</u>
74298	10/12/2022	ANNA DAVIS		
	10/12/2022	ANNA DAVIS	MED PART B REIMBURSEMENT	1,632.90
TOTAL				<u>1,632.90</u>
74299	10/12/2022	BAKER & TAYLOR BOOKS		
	10/12/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	2,089.14
		BAKER & TAYLOR BOOKS	ADULT BOOKS	3,682.74
TOTAL				<u>5,771.88</u>
74300	10/12/2022	BARBARA WILKENS		
	10/12/2022	BARBARA WILKENS	MED PART B REIMBURSEMENT	1,020.50
TOTAL				<u>1,020.50</u>
74301	10/12/2022	BEE LICIOUS HONEY, INC.		
	10/12/2022	BEE LICIOUS HONEY, INC.	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
74302	10/12/2022	BRI-TECH, INC.		

10/11/22

WATKINS BLUE POINT PUBLIC LIBRARY

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
	10/12/2022	BRI-TECH, INC.	ALARMS	588.58
TOTAL				588.58
74303	10/12/2022	BRIAN COLLINS		
	10/12/2022	BRIAN COLLINS	ADULT PROGRAM	169.00
TOTAL				169.00
74304	10/12/2022	BRIARCLIFF SPRINKLERS		
	10/12/2022	BRIARCLIFF SPRINKLERS	SPRINKLERS	103.79
TOTAL				103.79
74305	10/12/2022	BRINKMAN HARDWARE		
	10/12/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	32.95
TOTAL				32.95
74306	10/12/2022	BRODART CO.		
	10/12/2022	BRODART CO.	ADULT BOOKS	157.04
		BRODART CO.	JUV BOOKS	17.63
TOTAL				174.67
74307	10/12/2022	CDW-G		
	10/12/2022	CDW-G	COMPUTER EQUIPMENT	410.95
TOTAL				410.95
74308	10/12/2022	CIT		
	10/12/2022	CIT	COPIERS	274.89
TOTAL				274.89
74309	10/12/2022	DANIEL BARRENECHEA		
	10/12/2022	DANIEL BARRENECHEA	MUSIC PROGRAM	800.00
TOTAL				800.00
74310	10/12/2022	DEBORAH AHEARN		
	10/12/2022	DEBORAH AHEARN	MED PART B REIMBURSEMENT	510.30
	10/12/2022	DEBORAH AHEARN	ADULT PROGRAM	150.00
TOTAL				660.30

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
74311	10/12/2022	DEMCO		
	10/12/2022	DEMCO	OFFICE SUPPLIES	149.54
TOTAL				149.54
74312	10/12/2022	DIANE ARONSEN		
	10/12/2022	DIANE ARONSEN	ADULT PROGRAM	440.00
TOTAL				440.00
74313	10/12/2022	DORIS J BENTER		
	10/12/2022	DORIS J BENTER	JUV PROGRAM	275.00
TOTAL				275.00
74314	10/12/2022	ED SCHMIEDER		
	10/12/2022	ED SCHMIEDER	ADULT PROGRAM	150.00
TOTAL				150.00
74315	10/12/2022	ELIZABETH WALSH		
	10/12/2022	ELIZABETH WALSH	MED PART B REIMBURSEMENT	510.30
TOTAL				510.30
74316	10/12/2022	EMERALD ISLAND		
	10/12/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	546.44
TOTAL				546.44
74317	10/12/2022	FIREMATIC SUPPLY CO, INC.		
	10/12/2022	FIREMATIC SUPPLY CO, INC.	EXTINGUISHERS	621.25
TOTAL				621.25
74318	10/12/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	10/12/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB	BAG SALE	20.00
TOTAL				20.00
74319	10/12/2022	J.K.HODGE		
	10/12/2022	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00

10/11/22

DARTMOUTH - BLUE POINT PUBLIC LIBRARY

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
74320	10/12/2022	JAMES CUMMINGS		
	10/12/2022	JAMES CUMMINGS	ADULT PROGRAM	150.00
TOTAL				150.00
74321	10/12/2022	JANICE NORTH		
	10/12/2022	JANICE NORTH	MED PART B REIMBURSEMENT	510.30
TOTAL				510.30
74322	10/12/2022	JASON T. SCHUCK		
	10/12/2022	JASON T. SCHUCK	ADULT PROGRAM	200.00
TOTAL				200.00
74323	10/12/2022	JESSICA REILLY		
	10/12/2022	JESSICA REILLY	ADULT PROGRAM	375.00
TOTAL				375.00
74324	10/12/2022	JOCELYN MCINTÉE		
	10/12/2022	JOCELYN MCINTEE	MED PART B REIMBURSEMENT	510.30
TOTAL				510.30
74325	10/12/2022	JOELLE HAWKES		
	10/12/2022	JOELLE HAWKES	JUV PROGRAM	50.00
TOTAL				50.00
74326	10/12/2022	JOHN KOURI		
	10/12/2022	JOHN KOURI	MUSIC PROGRAM	450.00
TOTAL				450.00
74327	10/12/2022	JOHN O'HARE		
	10/12/2022	JOHN O'HARE	MED PART B REIMBURSEMENT	714.30
TOTAL				714.30
74328	10/12/2022	JONATHAN SANTLOFER		
	10/12/2022	JONATHAN SANTLOFER	AADULT PROGRAM	300.00
TOTAL				300.00

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
74329	10/12/2022	JOYCE WALKER		
	10/12/2022	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				255.00
74330	10/12/2022	JUMP BUNCH		
	10/12/2022	JUMP BUNCH	JUV PROGRAM	370.00
TOTAL				370.00
74331	10/12/2022	KANOPY, INC.		
	10/12/2022	KANOPY, INC.	REF/ONLINE SERVICES	91.00
TOTAL				91.00
74332	10/12/2022	KELLY SHERIDAN		
	10/12/2022	KELLY SHERIDAN	YA PROGRAM AND MAKER	718.54
TOTAL				718.54
74333	10/12/2022	KEVIN SEAMAN		
	10/12/2022	KEVIN SEAMAN	LEGAL FEES	729.00
TOTAL				729.00
74334	10/12/2022	KL HOME INSPECTION SERVICES		
	10/12/2022	KL HOME INSPECTION SERVICES	ADULT PROGRAM	175.00
	10/12/2022	KL HOME INSPECTION SERVICES	ADULT PROGRAM	175.00
TOTAL				350.00
74335	10/12/2022	KNOWBE4		
	10/12/2022	KNOWBE4	SOFTWARE	1,620.00
TOTAL				1,620.00
74336	10/12/2022	LAURIE JANOWITZ		
	10/12/2022	LAURIE JANOWITZ	ADULT PROGRAM	402.00
TOTAL				402.00
74337	10/12/2022	LIBRARY IDEAS LLC		
	10/12/2022	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	451.50
TOTAL				451.50

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
74338	10/12/2022	LONG ISLAND SCIENCE CENTER		
	10/12/2022	LONG ISLAND SCIENCE CENTER	JUV PROGRAM	275.00
TOTAL				275.00
74339	10/12/2022	LUCINDA LAPPANO		
	10/12/2022	LUCINDA LAPPANO	MED PART B REIMBURSEMENT	1,020.60
TOTAL				1,020.60
74340	10/12/2022	MCJ CLEANING SERVICES CORP.		
	10/12/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
74341	10/12/2022	MICHAEL GALLAGHER, CPA		
	10/12/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
74342	10/12/2022	MICHAEL P. MURPHY NAVY SEAL MUSEUM		
	10/12/2022	MICHAEL P. MURPHY NAVY SEAL MUSEUM	ADULT PROGRAM	150.00
TOTAL				150.00
74343	10/12/2022	MIDWEST TAPE		
	10/12/2022	MIDWEST TAPE	ADULT DVD	405.12
		MIDWEST TAPE	ADULT CD	644.00
		MIDWEST TAPE	ADULT BOT	756.72
		MIDWEST TAPE	JUV DVD	90.63
TOTAL				1,896.47
74344	10/12/2022	MIDWEST TAPE -HOOPLA		
	10/12/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	588.12
TOTAL				588.12
74345	10/12/2022	NATIONAL GRID		
	10/12/2022	NATIONAL GRID	GAS	465.73
TOTAL				465.73
74346	10/12/2022	NATIONAL WASTE SERVICES		

10/11/22

DATFORK - BLUE POINT PUBLIC LIBRARY

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
	10/12/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74347	10/12/2022	OPTIMUM		
	10/12/2022	OPTIMUM	OPTIMUM	386.09
TOTAL				386.09
74348	10/12/2022	ORIENTAL TRADING		
	10/12/2022	ORIENTAL TRADING	JUV PROGRAM	444.49
TOTAL				444.49
74349	10/12/2022	PSEGLI		
	10/12/2022	PSEGLI	ELECTRIC	1,470.41
TOTAL				1,470.41
74350	10/12/2022	QUADIENT LEASING		
	10/12/2022	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL				248.55
74351	10/12/2022	ROBERT SCOTT		
	10/12/2022	ROBERT SCOTT	ADULT PROGRAM	545.00
	10/12/2022	ROBERT SCOTT	JUV PROGRAM	325.00
TOTAL				870.00
74352	10/12/2022	ROSALIE BISCARDI		
	10/12/2022	ROSALIE BISCARDI	ADULT PROGRAM	240.00
TOTAL				240.00
74353	10/12/2022	SCLS		
	10/12/2022	SCLS	ADULT PROGRAM	353.13
		SCLS	JUV PROGRAM	353.12
TOTAL				706.25
74354	10/12/2022	SPROUTS AND FRIENDS, INC.		
	10/12/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
74355	10/12/2022	T MOBILE		
	10/12/2022	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65
74356	10/12/2022	T ROWE PRICE		
	10/12/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	533.76
TOTAL				533.76
74357	10/12/2022	W.B.MASON		
	10/12/2022	W.B.MASON	OFFICE SUPPLIES	1,337.39
		W.B.MASON	FURNITURE AND EQUIPMENT	170.99
TOTAL				1,508.38
74358	10/12/2022	WELLS FARGO FINANCIAL LEASING		
	10/12/2022	WELLS FARGO FINANCIAL LEASING	COPIERS	629.00
TOTAL				629.00
74359	10/12/2022	WORLD BOOK, INC.		
	10/12/2022	WORLD BOOK, INC.	JUV BOOKS	179.00
TOTAL				179.00
74360	10/12/2022	WT COX INFORMATION SERVICES		
	10/12/2022	WT COX INFORMATION SERVICES	PERIODICALS	5,121.41
TOTAL				5,121.41
74361	10/12/2022	AFFLAC NEW YORK		
	10/12/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	442.58
TOTAL				442.58
74362	10/12/2022	BBS ARCHITECTURE		
	10/12/2022	BBS ARCHITECTURE	PROF FEES OTHER	17.65
TOTAL				17.65
74363	10/12/2022	GREAT SOUTH BAY LANDSCAPING		
	10/12/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,445.00

10/11/22

WALTON COUNTY PUBLIC LIBRARY

Check Detail

October 12, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				3,445.00
74364	10/12/2022	KELLY SHERIDAN		
	10/12/2022	KELLY SHERIDAN	ADULT PROGRAM	11.52
		KELLY SHERIDAN	YA PROGRAM	25.56
TOTAL				37.08
74365	10/12/2022	SCLS		
	10/12/2022	SCLS	POSTAGE	33.12
		SCLS	OFFICE SUPPLIES	49.68
TOTAL				82.80
74366	10/12/2022	SCLS-PALS		
	10/12/2022	SCLS-PALS	SCLS PALS	4,164.53
TOTAL				4,164.53
74367	10/12/2022	SEBCO BOOKS		
	10/12/2022	SEBCO BOOKS	YA BOOKS	845.81
TOTAL				845.81
74368	10/12/2022	STERICYCLE, INC.		
	10/12/2022	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				162.32
74369	10/12/2022	SUFFOLK COUNTY WATER AUTHORITY		
	10/12/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	185.72
TOTAL				185.72
74370	10/12/2022	T ROWE PRICE		
	10/12/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	565.41
TOTAL				565.41
74371	10/12/2022	W.B.MASON		
	10/12/2022	W.B.MASON	CUSTODIAL SUPPLIES	263.94
TOTAL				263.94
74372	10/12/2022	BIBLIOTHECA, LLC		

Check Detail

October 12, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	10/12/2022	BIBLIOTHECA, LLC	REF/ONLINE SERVICES	82.50
TOTAL				82.50

61,670.32

10/11/22

DARTFORD - BLUE POINT PUBLIC LIBRARY

Check Detail

September 14 through October 11, 2022

Num	Date	Source Name	Memo	Paid Amount
74291	09/20/2022	GIS BENEFITS		
	09/20/2022	GIS BENEFITS	EMPLOYEE PAYMENTS	915.29
TOTAL				915.29
74292	09/20/2022	NET2PHONE, INC.		
	09/20/2022	NET2PHONE, INC.	TELEPHONE	174.74
TOTAL				174.74
74293	09/20/2022	OPTIMUM		
	09/20/2022	OPTIMUM	OPTIMUM	204.77
TOTAL				204.77
74294	09/20/2022	T ROWE PRICE		
	09/20/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTION	515.60
TOTAL				515.60
74295	09/22/2022	GIS BENEFITS		
	09/22/2022	GIS BENEFITS	EMPLOYEE PAYMENTS	915.29
TOTAL				915.29
				2,725.69

prepaids

Payroll Liability

Total Cash Required		\$48,528.28
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,024.75
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,973.74
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,145.14
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$384.65
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$48,528.28

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	4,024.75	
Subtotal Net Pay		4,024.75
Total Net Pay Liability (Net Cash)		4,024.75

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,209.58		4,209.58
	Social Security				2,846.23	2,846.19	5,692.42
	Medicare				665.66	665.65	1,331.31
	Subtotal Federal				7,721.47	3,511.84	11,233.31
State	NY State Income Tax				1,911.83		
	Subtotal NY				1,911.83		1,911.83
	Total Taxes				9,633.30	3,511.84	13,145.14

Other Transfers	Full Service Direct Deposit (FSDD)	30,973.74	41 Employee Transactions
	Pay-by-Pay Insurance	384.65	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$30,973.74	
Total Pay-by-Pay Insurance	\$384.65	
Total Taxes	\$13,145.14	
Total Amount ADP Debited from your Account(s)	\$44,503.53	

Total For 9/15/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$30,973.74	
Total Pay-by-Pay Insurance	\$384.65	
Total Taxes	\$13,145.14	
Total Amount ADP Debited from your Account(s)	\$44,503.53	

Payroll Liability

Total Cash Required		\$52,399.71
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,302.21
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,695.82
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,991.96
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$409.72
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,399.71

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	5,302.21	
Subtotal Net Pay		5,302.21
Total Net Pay Liability (Net Cash)		5,302.21

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP			
			EE withheld	ER contrib	EE withheld	ER contrib		
Federal	Federal Income Tax				4,411.45		4,411.45	
	Social Security				3,073.50	3,073.50	6,147.00	
	Medicare				718.80	718.80	1,437.60	
	Subtotal Federal				8,203.75	3,792.30	11,996.05	
State	NY State Income Tax				1,995.91			
	Subtotal NY				1,995.91		1,995.91	
	Total Taxes				10,199.66	3,792.30	13,991.96	

Other Transfers FULL Service Direct Deposit (FSDD)	32,695.82	43 Employee Transactions
Pay-by-Pay Insurance	409.72	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$32,695.82	
Total Pay-by-Pay Insurance	\$409.72	
Total Taxes	\$13,991.96	
Total Amount ADP Debited from your Account(s)	\$47,097.50	

Total For 9/29/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$32,695.82	
Total Pay-by-Pay Insurance	\$409.72	
Total Taxes	\$13,991.96	
Total Amount ADP Debited from your Account(s)	\$47,097.50	

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

8-18-22

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
APT	Carson, Jillian		Library Clerk	17/hr	max 17 1/2 hrs/wk	8-16-22	22-00261 24-1162-84

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.

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

9-20-22

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
APT	Vitalaro, Richard		Custodial Worker I	\$17.48/hr	15 hours/week \$13,634.40	9-10-22	08-01403 24-1102-113

INSTRUCTIONS:

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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

9-27-22

JURISDICTION:

Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CIRCLED (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	Walden, Jeffrey		Librarian I	29.40/hr	Max 17 1/2 hrs/wk	9-22-2022	20-0182, 24-1102- 138

INSTRUCTIONS:

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

Mitchell J. [Signature]

APPROVED

APPROVED AS NOTED

DISAPPROVED

Signature of Appointing Authority