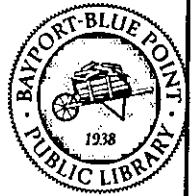


Bayport - Blue Point Public Library

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, November 8, 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. Adjournment

Next meeting Wednesday, December 14, 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

10/12/2022

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:05 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Kennedy-Smith, Trustee McAward, Trustee Adams, Director Mike Firestone and 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 September 13, 2022 regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

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

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 10/12/2022 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve the listed prepays, as presented, that were paid since last board meeting dated September 14, 2022 through October 11, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the following invoices: WB Mason for \$33.98 and Arrow Steel Window Corp for \$1500.00; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve the Payroll Reports dated 9/15 and 9/29/2022; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the CS-150 reports dated 8/18, 9/20 and 9/27/22 as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the PALS budget; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Heineman, to adjourn the meeting at 8:20 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 SEPTEMBER 2022

M & T BANK CHECKING GENERAL ACCOUNT

September 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$432,502.64
	RECEIPTS:	
	TAX REVENUE	207,935.91
	ADULT PROGRAMS	2,359.50
	REFUNDS	1,930.00
	PASSPORT FEES	665.00
	JUVENILE PROGRAMS	472.50
	CAFÉ RENT	400.00
	YOUNG ADULT PROGRAMS	346.70
	FINES	82.85
	COPIER	64.28
	FAX	20.38
	INTEREST	19.08
	FRIENDS BAG SALE	5.00
	SQUARE FEES/MISC INCOME	(149.60)
		214,151.60
	TOTAL(Book Balance + Receipts)	646,654.24
	LESS: SEPTEMBER DISBURSEMENTS	340,695.76
September 30, 2022	BALANCE PER LIBRARY BOOKS:	\$305,958.48
September 30, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$322,823.73
	SEP FINES DEPOSITED IN OCT	0.00
	TOTAL(Bank Bal + O/S deposits)	322,823.73
	LESS: SEPTEMBER OUTSTANDING CHECKS	16,865.25
September 30, 2022	BALANCE PER BANK:	\$305,958.48

Peoples United Merged Into M & T
Bank On September 3, 2022

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

BANK RECONCILIATION FOR SEPTEMBER 2022

M & T BANK CHECKING CAPITAL ACCOUNT

September 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$83,881.82
	RECEIPTS:	
	INTEREST	3.18
		<hr/>
	TOTAL(Book Balance + Receipts)	83,885.00
	LESS: SEPTEMBER DISBURSEMENTS	13,712.32
		<hr/>
September 30, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$70,172.68</u></u>
September 30, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$70,172.68
	SEPT. INCOME DEPOSITED IN OCT	0.00
		<hr/>
	TOTAL(Bank Bal + O/S deposits)	70,172.68
	LESS: SEPTEMBER OUTSTANDING CHECKS	0.00
		<hr/>
September 30, 2022	BALANCE PER BANK:	<u><u>\$70,172.68</u></u>

**Peoples United Merged Into M & T
Bank On September 3, 2022**

11/07/22

DARTMOUTH - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74384	11/08/2022	A TIME FOR KIDS		
	11/08/2022	A TIME FOR KIDS	JUV PROGRAMS	745.00
TOTAL				<u>745.00</u>
74385	11/08/2022	AMERICAN EXPRESS		
	11/08/2022	AMERICAN EXPRESS	PERIODICALS	141.92
		AMERICAN EXPRESS	YA PROGRAM	415.61
		AMERICAN EXPRESS	ADULT BOOKS	296.15
		AMERICAN EXPRESS	JUV PROGRAM	127.90
		AMERICAN EXPRESS	YA BOOKS	36.88
		AMERICAN EXPRESS	POSTAGE	119.54
		AMERICAN EXPRESS	OTHER PROF FEES	949.13
		AMERICAN EXPRESS	OFFICE SUPPLIES	783.12
		AMERICAN EXPRESS	FURNITURE AND EQUIPMENT	2,838.27
		AMERICAN EXPRESS	SOFTWARE	47.99
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	50.99
		AMERICAN EXPRESS	VIDEO GAMES	49.99
TOTAL				<u>5,857.49</u>
74386	11/08/2022	AMERICAN MUSEUM OF NATURAL HISTORY		
	11/08/2022	AMERICAN MUSEUM OF NATURAL HIST MUSEUM PASSES		250.00
		AMERICAN MUSEUM OF NATURAL HIST MUSEUM PASSES		250.00
TOTAL				<u>500.00</u>
74387	11/08/2022	ANN FALANGA		
	11/08/2022	ANN FALANGA	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74388	11/08/2022	BARNES & NOBLE, INC.		
	11/08/2022	BARNES & NOBLE, INC.	ADULT PROGRAM	120.04
TOTAL				<u>120.04</u>
74389	11/08/2022	BLICK ART MATERIALS		
	11/08/2022	BLICK ART MATERIALS	YA PROGRAM	76.89
TOTAL				<u>76.89</u>
74390	11/08/2022	BRI-TECH, INC.		

11/07/22

DARTMOUTH - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2022

Num	Date	Source Name	Memo	Paid Amount
	11/08/2022	BRI-TECH, INC.	ALARM SYSTEM	180.00
	11/08/2022	BRI-TECH, INC.	ALARM SYSTEM	660.00
TOTAL				840.00
74391	11/08/2022	BRODART CO.		
	11/08/2022	BRODART CO.	JUV BOOKS	7.44
		BRODART CO.	REFERENCE	131.24
TOTAL				138.68
74392	11/08/2022	CCP SOLUTIONS, LLC		
	11/08/2022	CCP SOLUTIONS, LLC	COPIERS	1,436.20
TOTAL				1,436.20
74393	11/08/2022	CIT		
	11/08/2022	CIT	COPIERS	274.89
TOTAL				274.89
74394	11/08/2022	CRAZY HATTER		
	11/08/2022	CRAZY HATTER	ADULT PROGRAM	1,919.27
TOTAL				1,919.27
74395	11/08/2022	CRIMSON COACHING LLC		
	11/08/2022	CRIMSON COACHING LLC	YA PROGRAM	325.00
TOTAL				325.00
74396	11/08/2022	DEBORAH AHEARN		
	11/08/2022	DEBORAH AHEARN	ADULT PROGRAM	150.00
TOTAL				150.00
74397	11/08/2022	DORIS J BENTER		
	11/08/2022	DORIS J BENTER	JUV PROGRAM	275.00
TOTAL				275.00
74398	11/08/2022	EAST WEST BOOKS		
	11/08/2022	EAST WEST BOOKS	YA BOOKS	296.19
TOTAL				296.19

11/07/22

BAYPORT-BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2022

Num	Date	Source Name	Memo	Paid Amount
74399	11/08/2022	EMERALD ISLAND		
	11/08/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	385.30
TOTAL				<u>385.30</u>
74400	11/08/2022	EMMA LODATO		
	11/08/2022	EMMA LODATO	JUV PROGRAM	43.70
TOTAL				<u>43.70</u>
74401	11/08/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	11/08/2022	FRIENDS OF THE BAYPORT-BLUE POIN MONEY COLLECTED FOR FRIENDS		1,012.99
TOTAL				<u>1,012.99</u>
74402	11/08/2022	GAYDEN WREN		
	11/08/2022	GAYDEN WREN	MUSIC PROGRAM	150.00
TOTAL				<u>150.00</u>
74403	11/08/2022	JOAN HUBER		
	11/08/2022	JOAN HUBER	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74404	11/08/2022	JOSEPH NOVAK		
	11/08/2022	JOSEPH NOVAK	ADULT PROGRAM	370.00
TOTAL				<u>370.00</u>
74405	11/08/2022	KANOPY, INC.		
	11/08/2022	KANOPY, INC.	REF/ONLINE SERVICES	73.00
TOTAL				<u>73.00</u>
74406	11/08/2022	KELLY SHERIDAN		
	11/08/2022	KELLY SHERIDAN	YA PROGRAM	462.03
TOTAL				<u>462.03</u>
74407	11/08/2022	KEVIN SEAMAN		
	11/08/2022	KEVIN SEAMAN	LEGAL FEES	540.00
TOTAL				<u>540.00</u>

Check Detail

November 8, 2022

Num	Date	Source Name	Memo	Paid Amount
74408	11/08/2022	KNOWBE4		
	11/08/2022	KNOWBE4	SOFTWARE	470.88
TOTAL				470.88
74409	11/08/2022	Laurie Janowitz		
	11/08/2022	Laurie Janowitz	ADULT PROGRAM	618.00
TOTAL				618.00
74410	11/08/2022	LONG ISLAND ADVANCE		
	11/08/2022	LONG ISLAND ADVANCE	PERIODICALS	38.00
TOTAL				38.00
74411	11/08/2022	LONG ISLAND SCIENCE CENTER		
	11/08/2022	LONG ISLAND SCIENCE CENTER	JUV PROGRAM	550.00
TOTAL				550.00
74412	11/08/2022	MCJ CLEANING SERVICES CORP.		
	11/08/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
74413	11/08/2022	MIDWEST TAPE -HOOPLA		
	11/08/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	762.64
TOTAL				762.64
74414	11/08/2022	NASSAU COUNTY LIBRARY ASSOC		
	11/08/2022	NASSAU COUNTY LIBRARY ASSOC	REFERENCE	140.90
TOTAL				140.90
74415	11/08/2022	NATIONAL GRID		
	11/08/2022	NATIONAL GRID	GAS	481.49
TOTAL				481.49
74416	11/08/2022	NATIONAL WASTE SERVICES		
	11/08/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00

Check Detail

November 8, 2022

Num	Date	Source Name	Memo	Paid Amount
74417	11/08/2022	OFRA JEWELS		
	11/08/2022	OFRA JEWELS	ADULT PROGRAM	395.00
TOTAL				<u>395.00</u>
74418	11/08/2022	OLGA TOURKINA		
	11/08/2022	OLGA TOURKINA	MUSIC PROGRAM	800.00
TOTAL				<u>800.00</u>
74419	11/08/2022	OPTIMUM		
	11/08/2022	OPTIMUM	OPTIMUM	385.09
TOTAL				<u>385.09</u>
74420	11/08/2022	ORIENTAL TRADING		
	11/08/2022	ORIENTAL TRADING	JUV PROGRAM	92.39
TOTAL				<u>92.39</u>
74421	11/08/2022	PAULA MOLINARI		
	11/08/2022	PAULA MOLINARI	REFUND ADULT PROGRAM	40.00
TOTAL				<u>40.00</u>
74422	11/08/2022	PSEGLI		
	11/08/2022	PSEGLI	ELECTRIC	705.27
	11/08/2022	PSEGLI	ELECTRIC	546.47
TOTAL				<u>1,251.74</u>
74423	11/08/2022	RACHEL KLADIAS		
	11/08/2022	RACHEL KLADIAS	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
74424	11/08/2022	ROBERT SCOTT		
	11/08/2022	ROBERT SCOTT	JUV PROGRAM	624.00
TOTAL				<u>624.00</u>
74425	11/08/2022	SEARLES GRAPHICS, INC.		
	11/08/2022	SEARLES GRAPHICS, INC.	PRINTING NEWSLETTER	4,658.00
TOTAL				<u>4,658.00</u>

Check Detail

November 8, 2022

Num	Date	Source Name	Memo	Paid Amount
74426	11/08/2022	SHELTERPOINT LIFE		
	11/08/2022	SHELTERPOINT LIFE	HEALTH INSURANCE	2,315.10
TOTAL				<u>2,315.10</u>
74427	11/08/2022	SL SECURITY PROS		
	11/08/2022	SL SECURITY PROS	SOFTWARE	3,067.17
TOTAL				<u>3,067.17</u>
74428	11/08/2022	STERICYCLE, INC.		
	11/08/2022	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				<u>162.32</u>
74429	11/08/2022	SUSAN CHANT		
	11/08/2022	SUSAN CHANT	JUV PROGRAM	35.38
	11/08/2022	SUSAN CHANT	YA PROGRAM	54.00
TOTAL				<u>89.38</u>
74430	11/08/2022	T MOBILE		
	11/08/2022	T MOBILE	HOT SPOTS	407.64
TOTAL				<u>407.64</u>
74431	11/08/2022	T ROWE PRICE		
	11/08/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	522.78
TOTAL				<u>522.78</u>
74432	11/08/2022	THERMAL SOLUTIONS		
	11/08/2022	THERMAL SOLUTIONS	HEATING/COOLING	636.25
TOTAL				<u>636.25</u>
74433	11/08/2022	ULINE		
	11/08/2022	ULINE	OFFICE SUPPLIES	299.70
TOTAL				<u>299.70</u>
74434	11/08/2022	W.B.MASON		
	11/08/2022	W.B.MASON	OFFICE SUPPLIES	292.02

11/07/22

DAYTON - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2022

Num	Date	Source Name	Memo	Paid Amount
		W.B.MASON	CUSTODIAL SUPPLIES	64.98
TOTAL				357.00
74435	11/08/2022	WELLS FARGO FINANCAIL LEASING		
	11/08/2022	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
74436	11/08/2022	BAKER & TAYLOR BOOKS		
	11/08/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	734.14
		BAKER & TAYLOR BOOKS	YA BOOKS	8.75
		BAKER & TAYLOR BOOKS	ADULT BOOKS	919.19
TOTAL				1,662.08
74437	11/08/2022	BRINKMAN HARDWARE		
	11/08/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	56.83
		BRINKMAN HARDWARE	EQUIPMENT	79.99
TOTAL				136.82
74438	11/08/2022	LAURIE JANOWITZ		
	11/08/2022	LAURIE JANOWITZ	ADULT PROGRAM	370.00
TOTAL				370.00
74439	11/08/2022	MIDWEST TAPE		
	11/08/2022	MIDWEST TAPE	ADULT DVD	1,427.99
		MIDWEST TAPE	ADULT CD	1,020.20
		MIDWEST TAPE	ADULT BOT	1,713.83
		MIDWEST TAPE	JUV BOT	59.99
TOTAL				4,222.01
74440	11/08/2022	NATIONAL GRID		
	11/08/2022	NATIONAL GRID	GAS	42.35
TOTAL				42.35
74441	11/08/2022	PROFESSIONAL IRRIGATION		
	11/08/2022	PROFESSIONAL IRRIGATION	SPRINKLERS	350.00
TOTAL				350.00
74442	11/08/2022	STERICYCLE, INC.		

11/07/22

DAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	11/08/2022	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				<u>162.32</u>
74443	11/08/2022	SUFFOLK COUNTY WATER AUTHORITY		
	11/08/2022	SUFFOLK COUNTY WATER AUTHORITY WATER		242.19
TOTAL				<u>242.19</u>
74444	11/08/2022	T ROWE PRICE		
	11/08/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	524.70
TOTAL				<u>524.70</u>
74445	11/08/2022	W.B.MASON		
	11/08/2022	W.B.MASON	OFFICE SUPPLIES	1,046.53
TOTAL				<u>1,046.53</u>
74446	11/08/2022	GABRIELLA GRAMA		
	11/08/2022	GABRIELLA GRAMA	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
74447	11/08/2022	ROBERT SCOTT		
	11/08/2022	ROBERT SCOTT	ADULT PROGRAM	545.00
TOTAL				<u>545.00</u>
74448	11/08/2022	SCLA		
	11/08/2022	SCLA	OTHER PROF FEES	15.00
TOTAL				<u>15.00</u>
				<u>49,385.14</u>

11/07/22

CANTON BLUE POINT PUBLIC LIBRARY

Check Detail

October 13 through November 7, 2022

Num	Date	Source Name	Memo	Paid Amount
74373	10/20/2022	ARROW STEEL WINDOW CORP.		
	10/20/2022	ARROW STEEL WINDOW CORP.	WINDOW REPAIR	1,500.00
TOTAL				1,500.00
74374	10/20/2022	GIS BENEFITS		
	10/20/2022	GIS BENEFITS	METLIFE PAYABLE	915.29
TOTAL				915.29
74375	10/20/2022	NET2PHONE		
	10/20/2022	NET2PHONE	TELEPHONES	173.83
TOTAL				173.83
74376	10/20/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	10/20/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	32,558.32
TOTAL				32,558.32
74377	10/20/2022	OPTIMUM		
	10/20/2022	OPTIMUM	OPTIMUM	204.07
TOTAL				204.07
74378	10/20/2022	REGAN AGENCY		
	10/20/2022	REGAN AGENCY	BUILDING INSURANCE	5,910.00
TOTAL				5,910.00
74379	10/20/2022	ROSALIE BISCARDI		
	10/20/2022	ROSALIE BISCARDI	ADULT PROGRAM	80.00
TOTAL				80.00
74380	10/20/2022	SUFFOLK COUNTY WATER AUTHORITY		
	10/20/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	469.14
TOTAL				469.14
74381	10/20/2022	W.B.MASON		
	10/20/2022	W.B.MASON	OFFICE SUPPLIES	33.98
TOTAL				33.98

prepaids

Check Detail

October 13 through November 7, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74382	10/20/2022	Anne Soper -E	Void Chk 74146,165,196	
1291	08/31/2022		Void Chk 74146,165,196	140.28
TOTAL				<u>140.28</u>
74383	10/20/2022	SUFFOLK COUNTY WATER AUTHORITY		
	10/20/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	50.64
TOTAL				<u>50.64</u>
				42,035.55

Payroll Liability

Total Cash Required		\$52,660.53
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,519.30
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,769.45
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,961.30
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$410.48
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,660.53

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	5,519.30	
Subtotal Net Pay		5,519.30
Total Net Pay Liability (Net Cash)		5,519.30

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,337.75		4,337.75
	Social Security				3,089.88	3,089.90	6,179.78
	Medicare				722.64	722.63	1,445.27
	Subtotal Federal				8,150.27	3,812.53	11,962.80
State	NY State Income Tax				1,998.50		
	Subtotal NY				1,998.50		1,998.50
	Total Taxes				10,148.77	3,812.53	13,961.30

Other Transfers Full Service Direct Deposit (FSDD)	32,769.45	43 Employee Transactions
Pay-by-Pay Insurance	410.48	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$32,769.45
Total Pay-by-Pay Insurance	\$410.48
Total Taxes	\$13,961.30
Total Amount ADP Debited from your Account(s)	\$47,141.23

Total For 10/13/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$32,769.45
Total Pay-by-Pay Insurance	\$410.48
Total Taxes	\$13,961.30
Total Amount ADP Debited from your Account(s)	\$47,141.23

Payroll Liability

Total Cash Required		\$53,035.92
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,850.91
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,720.28
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,052.10
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$412.63
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$53,035.92

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	4,850.91	
Subtotal Net Pay		4,850.91
Total Net Pay Liability (Net Cash)		4,850.91

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,361.18		4,361.18
	Social Security				3,104.49	3,104.49	6,208.98
	Medicare				726.08	726.03	1,452.09
	Subtotal Federal				8,191.73	3,830.52	12,022.25
State	NY State Income Tax				2,029.85		
	Subtotal NY				2,029.85		2,029.85
	Total Taxes				10,221.58	3,830.52	14,052.10

Other Transfers	Full Service Direct Deposit (FSDD)	33,720.28	43 Employee Transactions
	Pay-by-Pay Insurance	412.63	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$33,720.28
Total Pay-by-Pay Insurance	\$412.63
Total Taxes	\$14,052.10
Total Amount ADP Debited from your Account(s)	\$48,185.01

Total For 10/27/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$33,720.28
Total Pay-by-Pay Insurance	\$412.63
Total Taxes	\$14,052.10
Total Amount ADP Debited from your Account(s)	\$48,185.01

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
 10-11-22

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	DUITIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
APT	Ricardt, Leah		Page	\$15.00/hr	10 hrs/wk \$7,800.00	10-5-2022	19-01532 24-1162- 178

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.

Michelle Int

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED