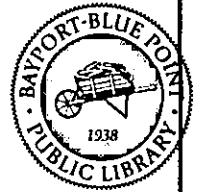


Bayport - Blue Point Public Library

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, December 14, 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

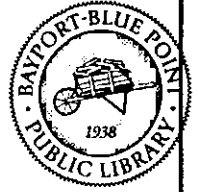
- IX. Director's Report
- X. Committee Reports
- XI. Old Business

- XII. New Business
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting Wednesday, January 11, 2023 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 11/08/2022

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:07 p.m. Present were Trustee Devine, Trustee Heineman, 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 October 12, 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 September 2022; approved by all.

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

Motion made by Trustee Adams, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 11/08/2022 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the listed prepays, as presented, that were paid since last board meeting dated October 13, 2022 through November 7, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the following invoices: NYSLRS for \$132,891, Midwest Tape for \$3502.01 and Great South Bay Landscaping for \$5,445 and \$700; approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman, to approve the Payroll Reports dated 10/13 and 10/27/2022; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the CS-150 reports dated 10/11/2022 as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee McAward, seconded by Trustee Adams to approve the Suffolk Cooperative System's 2022 and vote for our zone representative; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to approve the Material Selection Policy as presented; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to approve the Exhibit and Display Policy as presented; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to charge a room use fee of \$35.00 per event for out of district patrons; approved by all present.

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Adams, to adjourn the meeting at 8:00 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 OCTOBER 2022

M & T BANK CHECKING GENERAL ACCOUNT

October 1, 2022	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$70,172.68
	RECEIPTS:	
	GRANT	36,508.00
	INTEREST	5.81
	TOTAL(Book Balance + Receipts)	106,686.49
	LESS: OCTOBER DISBURSEMENTS	<u>0.00</u>
October 31, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$106,686.49</u></u>
October 31, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$106,686.49
	OCT INCOME DEPOSITED IN NOV	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	106,686.49
	LESS: OCTOBER OUTSTANDING CHECKS	<u>0.00</u>
October 31, 2022	BALANCE PER BANK:	<u><u>\$106,686.49</u></u>

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 OCTOBER 2022

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
October 1, 2022	BALANCE PER LIBRARY BOOKS:	\$305,958.48
	RECEIPTS:	
	TAX REVENUE	207,935.91
	ADULT PROGRAMS	2,552.16
	FRIENDS PASS THROUGH	1,024.82
	PASSPORT FEES	450.00
	CAFÉ RENT	400.00
	YOUNG ADULT PROGRAMS	316.70
	JUVENILE PROGRAMS	305.00
	FINES	83.00
	COPIER	58.64
	LOST BOOK REPAYMENT	42.99
	FAX	26.80
	INTEREST	26.11
	DONATION	15.00
	SQUARE FEES/MISC EXPENSE	(208.85)
		<u>213,028.28</u>
	TOTAL(Book Balance + Receipts)	518,986.76
	LESS: OCTOBER DISBURSEMENTS	<u>209,962.53</u>
October 31, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$309,024.23</u></u>
October 31, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$359,685.92
	SEP FINES DEPOSITED IN OCT	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	359,685.92
	LESS: OCTOBER OUTSTANDING CHECKS	<u>50,661.69</u>
October 31, 2022	BALANCE PER BANK:	<u><u>\$309,024.23</u></u>

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

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 14, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74461	12/14/2022	A SHRED AWAY, INC.		
	12/14/2022	A SHRED AWAY, INC.	ADULT PROGRAM	525.00
TOTAL				<u>525.00</u>
74462	12/14/2022	A TIME FOR KIDS		
	12/14/2022	A TIME FOR KIDS	JUV PROGRAM	745.00
TOTAL				<u>745.00</u>
74463	12/14/2022	AMERICAN EXPRESS		
	12/14/2022	AMERICAN EXPRESS	ADULT BOOKS	328.31
		AMERICAN EXPRESS	JUV PROGRAM	322.53
		AMERICAN EXPRESS	YA PROGRAM	437.67
		AMERICAN EXPRESS	OTHER PROF FEES	1,665.26
		AMERICAN EXPRESS	OFFICE SUPPLIES	240.56
		AMERICAN EXPRESS	ADULT PROGRAM	376.60
		AMERICAN EXPRESS	POSTAGE	19.54
		AMERICAN EXPRESS	PERIODICALS	385.88
		AMERICAN EXPRESS	ADULT DVD	53.48
		AMERICAN EXPRESS	SOFTWARE	47.99
TOTAL				<u>3,877.82</u>
74464	12/14/2022	BAKER & TAYLOR BOOKS		
	12/14/2022	BAKER & TAYLOR BOOKS	JUV BOOKS	103.10
		BAKER & TAYLOR BOOKS	YA BOOKS	1,136.88
		BAKER & TAYLOR BOOKS	ADULT BOOKS	4,942.47
TOTAL				<u>6,182.45</u>
74465	12/14/2022	BALDESSARI & COSTER LLP		
	12/14/2022	BALDESSARI & COSTER LLP	ACCOUNTING FEES	12,365.00
TOTAL				<u>12,365.00</u>
74466	12/14/2022	BAYPORT-BLUE POINT HIGH SCHOOL ACTIVITIES		
	12/14/2022	BAYPORT-BLUE POINT HIGH SCHOOL AC AD		40.00
TOTAL				<u>40.00</u>
74467	12/14/2022	BILBLIOTHECA, LLC		
	12/14/2022	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	53.76

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 14, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				53.76
74468	12/14/2022	BRI-TECH, INC.		
	12/14/2022	BRI-TECH, INC.	ALARM	757.50
	12/14/2022	BRI-TECH, INC.	ALARM	412.50
TOTAL				1,170.00
74469	12/14/2022	BRINKMAN HARDWARE		
	12/14/2022	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	71.10
TOTAL				71.10
74470	12/14/2022	BRODART CO.		
	12/14/2022	BRODART CO.	JUV BOOKS	17.49
	12/14/2022	BRODART CO.	REFERENCE	122.49
TOTAL				139.98
74471	12/14/2022	CATHERINE CROCETTI		
	12/14/2022	CATHERINE CROCETTI	ADULT PROGRAM	800.00
TOTAL				800.00
74472	12/14/2022	CHRIS VIVAS		
	12/14/2022	CHRIS VIVAS	ADULT PROGRAM	150.00
TOTAL				150.00
74473	12/14/2022	CIT		
	12/14/2022	CIT	COPIERS	274.89
TOTAL				274.89
74474	12/14/2022	COLLABORATIVE SUMMER LIBRARY PROGRAM		
	12/14/2022	COLLABORATIVE SUMMER LIBRARY PRO JUV PROGRAM		273.57
TOTAL				273.57
74475	12/14/2022	CONNIE KLOS		
	12/14/2022	CONNIE KLOS	ADULT PROGRAM	270.00
TOTAL				270.00
74476	12/14/2022	CYNTHIA GERARD		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	12/14/2022	CYNTHIA GERARD	ADULT PROGRAM	1,650.00
TOTAL				<u>1,650.00</u>
74477	12/14/2022	DANTE PIANO SERVICE		
	12/14/2022	DANTE PIANO SERVICE	PIANO TUNING	175.00
TOTAL				<u>175.00</u>
74478	12/14/2022	DEMCO		
	12/14/2022	DEMCO	OFFICE SUPPLIES	155.60
TOTAL				<u>155.60</u>
74479	12/14/2022	DIANA CONKLIN		
	12/14/2022	DIANA CONKLIN	ADULT PROGRAM	485.00
TOTAL				<u>485.00</u>
74480	12/14/2022	DIANE WALCH		
	12/14/2022	DIANE WALCH	REFUND ADULT PROGRAM	20.50
TOTAL				<u>20.50</u>
74481	12/14/2022	DINA CARPERNA		
	12/14/2022	DINA CARPERNA	REFUND ADULT PROGRAM	5.00
TOTAL				<u>5.00</u>
74482	12/14/2022	DORIS J BENTER		
	12/14/2022	DORIS J BENTER	JUV PROGRAM	275.00
TOTAL				<u>275.00</u>
74483	12/14/2022	EAST WEST BOOKS		
	12/14/2022	EAST WEST BOOKS	YA BOOKS	307.88
TOTAL				<u>307.88</u>
74484	12/14/2022	ELECTRONIX SYSTEMS		
	12/14/2022	ELECTRONIX SYSTEMS	ALARM	170.04
TOTAL				<u>170.04</u>
74485	12/14/2022	EMERALD ISLAND		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

Num	Date	Source Name	Memo	Paid Amount
	12/14/2022	EMERALD ISLAND	CUSTODIAL SUPPLIES	784.50
TOTAL				<u>784.50</u>
74486	12/14/2022	FANNY CAKES		
	12/14/2022	FANNY CAKES	JUV PROGRAM	450.00
		FANNY CAKES	YA PROGRAM	270.00
TOTAL				<u>720.00</u>
74487	12/14/2022	FIREMATIC SUPPLY CO, INC.		
	12/14/2022	FIREMATIC SUPPLY CO, INC.	FIRE EXTINGUISHERS	131.00
TOTAL				<u>131.00</u>
74488	12/14/2022	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	12/14/2022	FRIENDS OF THE BAYPORT-BLUE POINT I MONIES COLLECTED ON BEHALF O		16.60
TOTAL				<u>16.60</u>
74489	12/14/2022	GABRIELLE MANTHOS-GOMEZ		
	12/14/2022	GABRIELLE MANTHOS-GOMEZ	CONFERENCE	30.00
TOTAL				<u>30.00</u>
74490	12/14/2022	GAIL SILSBE		
	12/14/2022	GAIL SILSBE	JUV PROGRAM	73.10
TOTAL				<u>73.10</u>
74491	12/14/2022	GREAT SOUTH BAY LANDSCAPING		
	12/14/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	4,445.00
TOTAL				<u>4,445.00</u>
74492	12/14/2022	GUERRILLA GIRLS ON TOUR		
	12/14/2022	GUERRILLA GIRLS ON TOUR	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
74493	12/14/2022	JACQUELINE NARKIEWICZ		
	12/14/2022	JACQUELINE NARKIEWICZ	ADULT PROGRAM	19.98
	12/14/2022	JACQUELINE NARKIEWICZ	ADULT PROGRAM	7.79
TOTAL				<u>27.77</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74494	12/14/2022	JAMES CUMMINGS		
	12/14/2022	JAMES CUMMINGS	ADULT PROGRAM	150.00
	12/14/2022	JAMES CUMMINGS	ADULT PROGRAM	130.00
TOTAL				<u>280.00</u>
74495	12/14/2022	JENNIFER FRASCOGNA		
	12/14/2022	JENNIFER FRASCOGNA	ADULT PROGRAM	240.00
TOTAL				<u>240.00</u>
74496	12/14/2022	JESSICA REILLY		
	12/14/2022	JESSICA REILLY	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
74497	12/14/2022	JOHN ATTARD		
	12/14/2022	JOHN ATTARD	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74498	12/14/2022	JUDY SCOTT		
	12/14/2022	JUDY SCOTT	REFUND ADULT PROGRAM	5.00
TOTAL				<u>5.00</u>
74499	12/14/2022	KANOPY, INC.		
	12/14/2022	KANOPY, INC.	REF/ONLINE SERVICES	184.00
TOTAL				<u>184.00</u>
74500	12/14/2022	KELLY SHERIDAN		
	12/14/2022	KELLY SHERIDAN	ADULT PROGRAM	197.67
		KELLY SHERIDAN	YA PROGRAM	256.21
TOTAL				<u>453.88</u>
74501	12/14/2022	KEVIN SEAMAN		
	12/14/2022	KEVIN SEAMAN	LEGAL FEES	432.00
TOTAL				<u>432.00</u>
74502	12/14/2022	KL HOME INSPECTION SERVICES		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

Num	Date	Source Name	Memo	Paid Amount
	12/14/2022	KL HOME INSPECTION SERVICES	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
74503	12/14/2022	LAURA BARRELLA		
	12/14/2022	LAURA BARRELLA	YA PROGRAM	450.00
		LAURA BARRELLA	ADULT PROGRAM	450.00
TOTAL				<u>900.00</u>
74504	12/14/2022	LAURA GOETZ		
	12/14/2022	LAURA GOETZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
74505	12/14/2022	LILRC		
	12/14/2022	LILRC	MEMBERSHIP	835.00
TOTAL				<u>835.00</u>
74506	12/14/2022	LINDA HOBBS		
	12/14/2022	LINDA HOBBS	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74507	12/14/2022	LINDA MCCROSSON		
	12/14/2022	LINDA MCCROSSON	PROF FEES OTHER	28.75
TOTAL				<u>28.75</u>
74508	12/14/2022	LINDA MCCROSSON-PETTY CASH		
	12/14/2022	LINDA MCCROSSON-PETTY CASH	POSTAGE	55.00
		LINDA MCCROSSON-PETTY CASH	ADULT PROGRAM	109.11
		LINDA MCCROSSON-PETTY CASH	YA PROGRAM	25.00
TOTAL				<u>189.11</u>
74509	12/14/2022	LONG ISLAND CHAMBER MUSIC, INC.		
	12/14/2022	LONG ISLAND CHAMBER MUSIC, INC.	MUSIC PROGRAM	600.00
TOTAL				<u>600.00</u>
74510	12/14/2022	LUND VALVE TESTING		
	12/14/2022	LUND VALVE TESTING	MISC REPAIRS	98.00
TOTAL				<u>98.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

Num	Date	Source Name	Memo	Paid Amount
74511	12/14/2022	MARLENA KONAS		
	12/14/2022	MARLENA KONAS	ADULT PROGRAM	275.00
TOTAL				275.00
74512	12/14/2022	MARY BETH SPANN MANK		
	12/14/2022	MARY BETH SPANN MANK	JUV PROGRAM	200.00
TOTAL				200.00
74513	12/14/2022	MCJ CLEANING SERVICES CORP.		
	12/14/2022	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
74514	12/14/2022	MICHAEL GALLAGHER, CPA		
	12/14/2022	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	1,200.00
TOTAL				1,200.00
74515	12/14/2022	MIDWEST TAPE		
	12/14/2022	MIDWEST TAPE	ADULT DVD	616.57
		MIDWEST TAPE	ADULT CD	452.18
		MIDWEST TAPE	ADULT BOT	214.90
		MIDWEST TAPE	JUV BOT	95.98
TOTAL				1,379.63
74516	12/14/2022	MIDWEST TAPE -HOOPLA		
	12/14/2022	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	463.58
TOTAL				463.58
74517	12/14/2022	NATIONAL GRID		
	12/14/2022	NATIONAL GRID	GAS	680.98
TOTAL				680.98
74518	12/14/2022	NATIONAL WASTE SERVICES		
	12/14/2022	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74519	12/14/2022	NEW YORK TRANSIT MUSEUM MEMBERSHIP		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

Num	Date	Source Name	Memo	Paid Amount
	12/14/2022	NEW YORK TRANSIT MUSEUM MEMBERSI	ADULT PROGRAM	100.00
		NEW YORK TRANSIT MUSEUM MEMBERSI	JUV PROGRAM	100.00
TOTAL				<u>200.00</u>
74520	12/14/2022	NICHE ACADEMY		
	12/14/2022	NICHE ACADEMY	REF/ONLINE SERVICES	980.00
TOTAL				<u>980.00</u>
74521	12/14/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	12/14/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	37,503.37
TOTAL				<u>37,503.37</u>
74522	12/14/2022	ORIENTAL TRADING		
	12/14/2022	ORIENTAL TRADING	JUV PROGRAM	134.95
TOTAL				<u>134.95</u>
74523	12/14/2022	PETER FAZEKAS		
	12/14/2022	PETER FAZEKAS	ADULT PROGRAM	100.00
TOTAL				<u>100.00</u>
74524	12/14/2022	PLDA		
	12/14/2022	PLDA	MEMBERSHIP	60.00
TOTAL				<u>60.00</u>
74525	12/14/2022	RACHEL KLADIAS		
	12/14/2022	RACHEL KLADIAS	ADULT PROGRAM	330.00
TOTAL				<u>330.00</u>
74526	12/14/2022	ROBERT SCOTT		
	12/14/2022	ROBERT SCOTT	YA PROGRAM	345.00
		ROBERT SCOTT	J PROGRAM	325.00
TOTAL				<u>670.00</u>
74527	12/14/2022	ROBYN ROMANOFF		
	12/14/2022	ROBYN ROMANOFF	ADULT PROGRAM	425.00
TOTAL				<u>425.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74528	12/14/2022	SCLA		
	12/14/2022	SCLA	OTHER PROF FEES	15.00
TOTAL				<u>15.00</u>
74529	12/14/2022	SCLS		
	12/14/2022	SCLS	REF/ONLINE SERVICES	2,186.00
		SCLS	ADULT PROGRAM	1,200.00
		SCLS	JUV PROGRAM	1,200.00
		SCLS	POSTAGE	48.14
		SCLS	OFFICE SUPPLIES	51.46
TOTAL				<u>4,685.60</u>
74530	12/14/2022	SEARLES GRAPHICS, INC.		
	12/14/2022	SEARLES GRAPHICS, INC.	PRINTING	615.00
TOTAL				<u>615.00</u>
74531	12/14/2022	SEBCO BOOKS		
	12/14/2022	SEBCO BOOKS	YA BOOKS	3,738.76
TOTAL				<u>3,738.76</u>
74532	12/14/2022	SL SECURITY PROS		
	12/14/2022	SL SECURITY PROS	SECURITY	460.73
TOTAL				<u>460.73</u>
74533	12/14/2022	SPROUTS AND FRIENDS, INC.		
	12/14/2022	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	800.00
TOTAL				<u>800.00</u>
74534	12/14/2022	STERICYCLE, INC.		
	12/14/2022	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				<u>162.32</u>
74535	12/14/2022	SUSAN CHANT		
	12/14/2022	SUSAN CHANT	JUV PROGRAM	87.19
		SUSAN CHANT	YA PROGRAM	105.27
TOTAL				<u>192.46</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 14, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74536	12/14/2022	THOMAS ADAMO		
	12/14/2022	THOMAS ADAMO	MUSIC PROGRAM	450.00
TOTAL				<u>450.00</u>
74537	12/14/2022	TRAF-SYS		
	12/14/2022	TRAF-SYS	SOFTWARE	280.00
TOTAL				<u>280.00</u>
74538	12/14/2022	W.B.MASON		
	12/14/2022	W.B.MASON	OFFICE SUPPLIES	235.97
		W.B.MASON	CUSTODIAL SUPPLIES	428.96
TOTAL				<u>664.93</u>
74539	12/14/2022	WELLS FARGO FINANCAIL LEASING		
	12/14/2022	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
74540	12/14/2022	WORLD BOOK, INC.		
	12/14/2022	WORLD BOOK, INC.	JUV BOOKS	1,204.00
TOTAL				<u>1,204.00</u>
74541	12/14/2022	CONNIE KLOS		
	12/14/2022	CONNIE KLOS	ADULT PROGRAM	270.00
TOTAL				<u>270.00</u>
74542	12/14/2022	JAMES CUMMINGS		
	12/14/2022	JAMES CUMMINGS	ADULT PROGRAM	330.00
TOTAL				<u>330.00</u>
74543	12/14/2022	JENNIFER FRASCOGNA		
	12/14/2022	JENNIFER FRASCOGNA	ADULT PROGRAM	320.00
TOTAL				<u>320.00</u>
74544	12/14/2022	JESSICA REILLY		
	12/14/2022	JESSICA REILLY	ADULT PROGRAM	375.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 14, 2022

Num	Date	Source Name	Memo	Paid Amount
TOTAL				375.00
74545	12/14/2022	JOYCE WALKER		
	12/14/2022	JOYCE WALKER	ADULT PROGRAM	510.00
TOTAL				510.00
74546	12/14/2022	LAURIE JANOWITZ		
	12/14/2022	LAURIE JANOWITZ	ADULT PROGRAM	370.00
TOTAL				370.00
74547	12/14/2022	NATIONAL GRID		
	12/14/2022	NATIONAL GRID	GAS	436.04
TOTAL				436.04
74548	12/14/2022	PETER FAZEKAS		
	12/14/2022	PETER FAZEKAS	ADULT PROGRAM	100.00
TOTAL				100.00
74549	12/14/2022	RACHEL KLADIAS		
	12/14/2022	RACHEL KLADIAS	ADULT PROGRAM	250.00
TOTAL				250.00
74550	12/14/2022	ROBERT SCOTT		
	12/14/2022	ROBERT SCOTT	ADULT PROGRAM	545.00
TOTAL				545.00
74551	12/14/2022	LAURA BARRELLA		
	12/14/2022	LAURA BARRELLA	ADULT PROGRAM	225.00
		LAURA BARRELLA	YA PROGRAM	225.00
TOTAL				450.00
				107,967.65

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 9 through December 13, 2022

Num	Date	Source Name	Memo	Paid Amount
74449	11/17/2022	AFFLAC NEW YORK		
	11/17/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	<u>442.56</u>
TOTAL				442.56
74450	11/17/2022	GREAT SOUTH BAY LANDSCAPING		
	11/17/2022	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	<u>6,145.00</u>
TOTAL				6,145.00
74451	11/17/2022	MIDWEST TAPE		
	11/17/2022	MIDWEST TAPE	ADULT DVD	1,627.18
		MIDWEST TAPE	ADULT CD	1,020.20
		MIDWEST TAPE	ADULT BOT	794.64
		MIDWEST TAPE	JUV BOT	<u>59.99</u>
TOTAL				3,502.01
74452	11/17/2022	NET2PHONE		
	11/17/2022	NET2PHONE	TELEPHONE	<u>173.83</u>
TOTAL				173.83
74453	11/17/2022	NYS AND LOCAL RETIREMENT SYSTEM		
	11/17/2022	NYS AND LOCAL RETIREMENT SYSTEM	RETIRMENT	<u>132,891.00</u>
TOTAL				132,891.00
74454	11/17/2022	NYS EMPLOYEE'S HEALTH INSURANCE		
	11/17/2022	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>32,558.32</u>
TOTAL				32,558.32
74455	12/05/2022	GIS BENEFITS		
	12/05/2022	GIS BENEFITS	METLIFE PAYABLE	<u>915.29</u>
TOTAL				915.29
74456	12/05/2022	OPTIMUM		
	12/05/2022	OPTIMUM	OPTIMUM	<u>586.16</u>
TOTAL				586.16
74457	12/05/2022	PSEGLI		

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 9 through December 13, 2022

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	12/05/2022	PSEGLI	ELECTRIC	<u>1,156.87</u>
TOTAL				1,156.87
74458	12/05/2022	T MOBILE		
	12/05/2022	T MOBILE	HOT SPOTS.	<u>407.64</u>
TOTAL				407.64
74459	12/05/2022	T ROWE PRICE		
	12/05/2022	T ROWE PRICE	EMPLOYEE PAYMENTS	<u>511.57</u>
TOTAL				511.57
74460	12/05/2022	T ROWE PRICE		
	12/05/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTION:	<u>627.60</u>
TOTAL				627.60
				<u>179,917.85</u>

Payroll Liability

Total Cash Required		\$54,071.48
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,343.28
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,969.81
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,338.04
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$420.35
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$54,071.48

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	5,343.28	
Subtotal Net Pay		5,343.28
Total Net Pay Liability (Net Cash)		5,343.28

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,463.09		4,463.09
	Social Security				3,165.07	3,165.07	6,330.14
	Medicare				740.22	740.22	1,480.44
	Subtotal Federal				8,368.38	3,905.29	12,273.67
State	NY State Income Tax				2,064.37		
	Subtotal NY				2,064.37		2,064.37
	Total Taxes				10,432.75	3,905.29	14,338.04

Other Transfers	Full Service Direct Deposit (FSDD)	33,969.81	45 Employee Transactions
	Pay-by-Pay Insurance	420.35	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$33,969.81
Total Pay-by-Pay Insurance	\$420.35
Total Taxes	\$14,338.04
Total Amount ADP Debited from your Account(s)	\$48,728.20

Total For 11/10/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$33,969.81
Total Pay-by-Pay Insurance	\$420.35
Total Taxes	\$14,338.04
Total Amount ADP Debited from your Account(s)	\$48,728.20

Payroll Liability

Total Cash Required		\$54,295.43
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,708.88
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,695.43
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,469.21
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$421.91
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$54,295.43

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	5,708.88	
Subtotal Net Pay		5,708.88
Total Net Pay Liability (Net Cash)		5,708.88

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,521.86		4,521.86
	Social Security				3,183.75	3,183.78	6,367.53
	Medicare				744.52	744.62	1,489.14
	Subtotal Federal				8,450.13	3,928.40	12,378.53
State	NY State Income Tax				2,090.68		
	Subtotal NY				2,090.68		2,090.68
	Total Taxes				10,540.81	3,928.40	14,469.21

Other Transfers	Full Service Direct Deposit (FSDD)	33,695.43	44 Employee Transactions
	Pay-by-Pay Insurance	421.91	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$33,695.43
Total Pay-by-Pay Insurance	\$421.91
Total Taxes	\$14,469.21
Total Amount ADP Debited from your Account(s)	\$48,586.55

Total For 11/23/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$33,695.43
Total Pay-by-Pay Insurance	\$421.91
Total Taxes	\$14,469.21
Total Amount ADP Debited from your Account(s)	\$48,586.55

Payroll Liability

Total Cash Required		\$56,285.01
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,482.01
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$36,742.09
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$14,621.74
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$439.17
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$56,285.01

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	4,482.01	
Subtotal Net Pay		4,482.01
Total Net Pay Liability (Net Cash)		4,482.01

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,928.34		4,928.34
	Social Security				2,916.24	2,916.26	5,832.50
	Medicare				774.70	774.63	1,549.33
	Subtotal Federal				8,619.28	3,690.89	12,310.17
State	NY State Income Tax				2,311.57		
	Subtotal NY				2,311.57		2,311.57
	Total Taxes				10,930.85	3,690.89	14,621.74

Other Transfers	Full Service Direct Deposit (FSDD)	36,742.09	44 Employee Transactions
	Pay-by-Pay Insurance	439.17	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$36,742.09
Total Pay-by-Pay Insurance	\$439.17
Total Taxes	\$14,621.74
Total Amount ADP Debited from your Account(s)	\$51,803.00

Total For 12/8/2022 - Payroll 1

Total Direct Deposit (FSDD)	\$36,742.09
Total Pay-by-Pay Insurance	\$439.17
Total Taxes	\$14,621.74
Total Amount ADP Debited from your Account(s)	\$51,803.00

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

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Date Printed: 12/08/2022 14:08

Check date: 12/8/2022 - Payroll 1

Run Number: 0459

20241173 - RF/MJU

Pay Period: 11/20/2022 to: 12/03/2022

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

11-28-22

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	Spector, Marc		Page	\$15.00/hr		11/24/22	08-0133 / 24-1162-7
AT	Pernice, Julie		Librarian I (children's services)	\$29.67/hr		10-24-22 1/24/23	18-0172, 24-1162-11
AT	Narkiewicz, Jaqueline		Librarian I (children's services)	\$27.81		10-24-22 1/24/23	20-0182 24-1162- 150

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.)

- APPROVED
 APPROVED AS NOTED
 DISAPPROVED

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



Signature of Appointing Authority