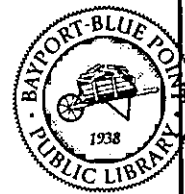


Bayport - Blue Point Public Library

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, January 11, 2023 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
 - a. 2023-2024 Budget & Trustee Election Date

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

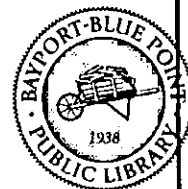
Next meeting Wednesday, February 8, 2023 7:00 PM

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

12/14/2022



I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:02 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Kennedy-Smith, Director Mike Firestone and Wendy Bennett, and Linda McCrosson to take minutes.

II. APPROVAL OF MINUTES

Trustee Kennedy-Smith made a motion, seconded by Trustee McAward to accept the minutes of the November 8, 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 Kennedy-Smith to approve the **Bank Reconciliation & Financial Reports** dated October 2022; approved by all.

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

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 12/14/2022 (**Check Detail Report**); approved by all. Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith, to approve the listed prepaids, as presented, that were paid since last board meeting dated November 9, 2022 through December 13, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the following invoices: AFLAC for \$442.56, SCWA for \$86.89 and Fran Gervasio for \$10.00; approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the Payroll Reports dated 11/10, 11/23 and 12/08/2022; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the CS-150 report dated 11/28/2022 as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the Civil Service Duty Statement for Librarian III; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the EV Charging Station's operational hours to be as closely aligned to our operating hours as possible; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve that effective 1/1/2023 all NY COVID leave granted will only be granted at the direction of the NYS, County, or local Health Departments; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to establish a \$50.00 per incident "off hour" stipend for any staff member who is required to come to the library when the library is closed and the employee is off; approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to enter executive session at 7:30 p.m. for personnel reasons; approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman to exit executive session at 7:46 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to adjourn the meeting at 7:46 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 NOVEMBER 2022

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
November 1, 2022	BALANCE PER LIBRARY BOOKS:	\$309,024.23
	RECEIPTS:	
	TAX REVENUE	207,935.91
	ADULT PROGRAMS	2,378.75
	PASSPORT FEES	665.00
	CAFÉ RENT	400.00
	JUVENILE PROGRAMS	252.00
	YOUNG ADULT PROGRAMS	202.45
	BOOK SALE	167.33
	FINES	92.99
	COPIER	43.10
	INTEREST	30.80
	FAX	13.25
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(170.63)
		212,010.95
	TOTAL(Book Balance + Receipts)	521,035.18
	LESS: NOVEMBER DISBURSEMENTS	333,421.12
November 30, 2022	BALANCE PER LIBRARY BOOKS:	\$187,614.06
November 30, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$196,888.75
	NOV FINES DEPOSITED IN DEC	0.00
	TOTAL(Bank Bal + O/S deposits)	196,888.75
	LESS: NOVEMBER OUTSTANDING CHECKS	9,274.69
November 30, 2022	BALANCE PER BANK:	\$187,614.06

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

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 11, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74560	01/11/2023	A TIME FOR KIDS		
	01/11/2023	A TIME FOR KIDS	JUV PROGRAM	590.00
TOTAL				<u>590.00</u>
74561	01/11/2023	AMERICAN EXPRESS		
	01/11/2023	AMERICAN EXPRESS	YA PROGRAM/MAKER	1,302.37
		AMERICAN EXPRESS	ADULT BOOKS	142.30
		AMERICAN EXPRESS	POSTAGE	269.54
		AMERICAN EXPRESS	OTHER PROF FEES	889.39
		AMERICAN EXPRESS	PERIODICALS	121.96
		AMERICAN EXPRESS	JUV DVD	3.97
		AMERICAN EXPRESS	ADULT PROG	515.26
		AMERICAN EXPRESS	OFFICE SUPPLIES	698.74
		AMERICAN EXPRESS	MISC	354.54
		AMERICAN EXPRESS	BASEMENT SHELVING	390.72
		AMERICAN EXPRESS	SOFTWARE	47.99
		AMERICAN EXPRESS	JUV PROGRAM	49.99
TOTAL				<u>4,786.77</u>
74562	01/11/2023	ANN FALANGA		
	01/11/2023	ANN FALANGA	REFUDNADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74563	01/11/2023	ANNA DAVIS		
	01/11/2023	ANNA DAVIS	MED PART B REIMBURSEMENT	1,632.90
TOTAL				<u>1,632.90</u>
74564	01/11/2023	BAKER & TAYLOR BOOKS		
	01/11/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	1,196.73
		BAKER & TAYLOR BOOKS	YA BOOKS	159.82
		BAKER & TAYLOR BOOKS	A BOOKS	1,211.43
TOTAL				<u>2,567.98</u>
74565	01/11/2023	BARBARA WILKENS		
	01/11/2023	BARBARA WILKENS	MED PART B REIMBURSEMENT	1,020.60
TOTAL				<u>1,020.60</u>
74566	01/11/2023	BILBLIOTHECA, LLC		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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January 11, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/11/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	32.45
	01/11/2023	BILBLIOTHECA, LLC	REF/ONLINE	85.68
TOTAL				<u>118.13</u>
74567	01/11/2023	BOOK PAGE		
	01/11/2023	BOOK PAGE	PERIODICALS	40.00
TOTAL				<u>40.00</u>
74568	01/11/2023	BRI-TECH, INC.		
	01/11/2023	BRI-TECH, INC.	ALARM SYSTEM	3,658.58
TOTAL				<u>3,658.58</u>
74569	01/11/2023	BRINKMAN HARDWARE		
	01/11/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	34.91
	01/11/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	301.99
		BRINKMAN HARDWARE	JUV PROGRAM	195.00
TOTAL				<u>531.90</u>
74570	01/11/2023	BRODART CO.		
	01/11/2023	BRODART CO.	REFERENCE	235.32
		BRODART CO.	JUV BOOKS	33.01
TOTAL				<u>268.33</u>
74571	01/11/2023	CAROLE MOORE		
	01/11/2023	CAROLE MOORE	YA PROGRAM	200.00
TOTAL				<u>200.00</u>
74572	01/11/2023	CIT		
	01/11/2023	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
74573	01/11/2023	CLAUDIA STEWART		
	01/11/2023	CLAUDIA STEWART	REFUND ADULT PROG	5.00
TOTAL				<u>5.00</u>
74574	01/11/2023	COMSEWOGUE PUBLIC LIBRARY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
	01/11/2023	COMSEWOGUE PUBLIC LIBRARY	ADULT BOOK	22.87
TOTAL				22.87
74575	01/11/2023	DEBORAH AHEARN		
	01/11/2023	DEBORAH AHEARN	MED PART B REIMBURSEMENT	510.30
TOTAL				510.30
74576	01/11/2023	DEBORAH HELFSTEIN		
	01/11/2023	DEBORAH HELFSTEIN	ADULT PROGRAM	10.00
TOTAL				10.00
74577	01/11/2023	DEMCO		
	01/11/2023	DEMCO	OFFICE SUPPLIES	138.48
TOTAL				138.48
74578	01/11/2023	DIANE ARONSEN		
	01/11/2023	DIANE ARONSEN	ADULT PROGRAM	400.00
TOTAL				400.00
74579	01/11/2023	DIANE KEAGINS		
	01/11/2023	DIANE KEAGINS	ADULT PROGRAM REFUND	40.00
TOTAL				40.00
74580	01/11/2023	DONNA NESTERUK		
	01/11/2023	DONNA NESTERUK	ADULT PROGRAM	300.00
TOTAL				300.00
74581	01/11/2023	DORIS J BENTER		
	01/11/2023	DORIS J BENTER	JUV PROGRAM	550.00
TOTAL				550.00
74582	01/11/2023	ELIZABETH WALSH		
	01/11/2023	ELIZABETH WALSH	MED PART B REIMBURSEMENT	510.30
TOTAL				510.30
74583	01/11/2023	EMERALD ISLAND		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
	01/11/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	48.75
TOTAL				48.75
74584	01/11/2023	FRAN GERVASIO		
	01/11/2023	FRAN GERVASIO	REFUND ADULT PROGRAM	60.00
TOTAL				60.00
74585	01/11/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	01/11/2023	FRIENDS OF THE BAYPORT-BLUE POINT DONATION TO FRIENDS -PASS THROUC		189.80
TOTAL				189.80
74586	01/11/2023	GAIL SILSBE		
	01/11/2023	GAIL SILSBE	JUV PROGRAM	56.80
TOTAL				56.80
74587	01/11/2023	GREAT SOUTH BAY LANDSCAPING		
	01/11/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	2,125.00
TOTAL				2,125.00
74588	01/11/2023	GREG DWYER		
	01/11/2023	GREG DWYER	ADULT PROGRAM	400.00
TOTAL				400.00
74589	01/11/2023	GUERRILLA GIRLS ON TOUR		
	01/11/2023	GUERRILLA GIRLS ON TOUR	ADULT PROGRAM	225.00
TOTAL				225.00
74590	01/11/2023	HARTCORN PLUMBING AND HEATING		
	01/11/2023	HARTCORN PLUMBING AND HEATING	FIRE SPRINKLERS	1,225.00
TOTAL				1,225.00
74591	01/11/2023	HILARY TOPPER		
	01/11/2023	HILARY TOPPER	ADULT PROGRAM	250.00
TOTAL				250.00
74592	01/11/2023	ID LABEL INC.		

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>
	01/11/2023	ID LABEL INC.	OFFICE SUPPLIES	162.60
TOTAL				<u>162.60</u>
74593	01/11/2023	J.K.HODGE		
	01/11/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
74594	01/11/2023	JACQUELINE NARKIEWICZ		
	01/11/2023	JACQUELINE NARKIEWICZ	MISC	24.99
TOTAL				<u>24.99</u>
74595	01/11/2023	JAMES CUMMINGS		
	01/11/2023	JAMES CUMMINGS	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
74596	01/11/2023	JANICE NORTH		
	01/11/2023	JANICE NORTH	MED PART B REIMBURSEMENT	510.30
TOTAL				<u>510.30</u>
74597	01/11/2023	JESSICA REILLY		
	01/11/2023	JESSICA REILLY	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
74598	01/11/2023	JOCELYN MCINTEE		
	01/11/2023	JOCELYN MCINTEE	MED PART B REIMBURSEMENT	510.30
TOTAL				<u>510.30</u>
74599	01/11/2023	JOHN O'HARE		
	01/11/2023	JOHN O'HARE	MED PART B REIMBURSEMENT	714.30
TOTAL				<u>714.30</u>
74600	01/11/2023	JOHN TOOMEY		
	01/11/2023	JOHN TOOMEY	REFUND ADULT PROGRAM	15.00
TOTAL				<u>15.00</u>
74601	01/11/2023	JOYCE WALKER		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/11/2023	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL				<u>170.00</u>
74602	01/11/2023	JULIE PERNICE		
	01/11/2023	JULIE PERNICE	JUV PROGRAM	93.86
TOTAL				<u>93.86</u>
74603	01/11/2023	KANOPY, INC.		
	01/11/2023	KANOPY, INC.	REF/ONLINE SERVICES	84.00
TOTAL				<u>84.00</u>
74604	01/11/2023	KATHLEEN O'CALLAGHAN		
	01/11/2023	KATHLEEN O'CALLAGHAN	REFUND ADULT PROGRAM	16.00
TOTAL				<u>16.00</u>
74605	01/11/2023	KATHLEEN YOUNG		
	01/11/2023	KATHLEEN YOUNG	ADULT PROGRAM	100.00
TOTAL				<u>100.00</u>
74606	01/11/2023	KELLY SHERIDAN		
	01/11/2023	KELLY SHERIDAN	YA PROGRAM	212.24
	01/11/2023	KELLY SHERIDAN	ADULT PROGRAM	78.31
TOTAL				<u>290.55</u>
74607	01/11/2023	KEVIN SEAMAN		
	01/11/2023	KEVIN SEAMAN	LEGAL FEES	270.00
TOTAL				<u>270.00</u>
74608	01/11/2023	KIDNASTICS		
	01/11/2023	KIDNASTICS	JUV PROGRAM	525.00
TOTAL				<u>525.00</u>
74609	01/11/2023	LAURIE JANOWITZ		
	01/11/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
74610	01/11/2023	LUCINDA LAPPANO		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/11/2023	LUCINDA LAPPANO	MED PART B REIMBURSEMENT	1,020.60
TOTAL				<u>1,020.60</u>
74611	01/11/2023	MARGHERITA GILLEY		
	01/11/2023	MARGHERITA GILLEY	ADULT PROGRAM	100.00
TOTAL				<u>100.00</u>
74612	01/11/2023	MARIANNE MCNAMARA		
	01/11/2023	MARIANNE MCNAMARA	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
74613	01/11/2023	MCJ CLEANING SERVICES CORP.		
	01/11/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				<u>3,360.00</u>
74614	01/11/2023	MCKULA INC.		
	01/11/2023	MCKULA INC.	SOFTWARE	1,600.00
TOTAL				<u>1,600.00</u>
74615	01/11/2023	MELISSA KRUMMECK		
	01/11/2023	MELISSA KRUMMECK	ADULT PROGRAM	540.00
TOTAL				<u>540.00</u>
74616	01/11/2023	MICHAEL GALLAGHER, CPA		
	01/11/2023	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
74617	01/11/2023	MIDWEST TAPE		
	01/11/2023	MIDWEST TAPE	ADULT DVD	1,317.55
		MIDWEST TAPE	ADULT CD	644.74
		MIDWEST TAPE	ADULT BOT	281.88
TOTAL				<u>2,244.17</u>
74618	01/11/2023	MIDWEST TAPE -HOOPLA		
	01/11/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SEERVICES	554.59
TOTAL				<u>554.59</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
74619	01/11/2023	NATIONAL GRID		
	01/11/2023	NATIONAL GRID	GAS	2,191.49
TOTAL				<u>2,191.49</u>
74620	01/11/2023	NATIONAL WASTE SERVICES		
	01/11/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
74621	01/11/2023	OCLC INC.		
	01/11/2023	OCLC INC.	SOFTWARE	5,265.16
TOTAL				<u>5,265.16</u>
74622	01/11/2023	OPTIMUM		
	01/11/2023	OPTIMUM	TELEPHONE	385.09
TOTAL				<u>385.09</u>
74623	01/11/2023	ORIENTAL TRADING		
	01/11/2023	ORIENTAL TRADING	JUV PROGRAM	109.25
TOTAL				<u>109.25</u>
74624	01/11/2023	PATTY MORRISEY CORP.		
	01/11/2023	PATTY MORRISEY CORP.	ADULT PROGRAM	350.00
TOTAL				<u>350.00</u>
74625	01/11/2023	PENN HONGTHONG		
	01/11/2023	PENN HONGTHONG	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
74626	01/11/2023	PSEGLI		
	01/11/2023	PSEGLI	ELECTRIC	1,295.73
TOTAL				<u>1,295.73</u>
74627	01/11/2023	QUADIENT LEASING		
	01/11/2023	QUADIENT LEASING	POSTAGE	248.55
TOTAL				<u>248.55</u>

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74628	01/11/2023	QUOGUE WILDLIFE REFUGE		
	01/11/2023	QUOGUE WILDLIFE REFUGE	JUV PROGRAM	50.00
		QUOGUE WILDLIFE REFUGE	ADULT PROGRAM	50.00
TOTAL				<u>100.00</u>
74629	01/11/2023	RACHEL KLADIAS		
	01/11/2023	RACHEL KLADIAS	ADULT PROGRAM	275.00
TOTAL				<u>275.00</u>
74630	01/11/2023	REGINA JANKOWSKI		
	01/11/2023	REGINA JANKOWSKI	JUV BOOKS	15.00
TOTAL				<u>15.00</u>
74631	01/11/2023	REGINA MURNANE		
	01/11/2023	REGINA MURNANE	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74632	01/11/2023	REIKI WITH MICHELE		
	01/11/2023	REIKI WITH MICHELE	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
74633	01/11/2023	ROBERT SCOTT		
	01/11/2023	ROBERT SCOTT	JUV PROGRAM	325.00
	01/11/2023	ROBERT SCOTT	YA PROGRAM	345.00
TOTAL				<u>670.00</u>
74634	01/11/2023	ROBERT STEWART		
	01/11/2023	ROBERT STEWART	REFUND ADULT PROG	5.00
TOTAL				<u>5.00</u>
74635	01/11/2023	ROGERS MEMORIAL LIBRARY		
	01/11/2023	ROGERS MEMORIAL LIBRARY	ADULT BOOKS	7.99
TOTAL				<u>7.99</u>
74636	01/11/2023	ROSALIE BISCARDI		

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>
	01/11/2023	ROSALIE BISCARDI	ADULT PROGRAM	320.00
TOTAL				<u>320.00</u>
74637	01/11/2023	SAYVILLE PUBLIC LIBRARY		
	01/11/2023	SAYVILLE PUBLIC LIBRARY	JUV PROGRAM	243.00
TOTAL				<u>243.00</u>
74638	01/11/2023	SCLS		
	01/11/2023	SCLS	REF/ONLINE SERVICES	708.00
TOTAL				<u>708.00</u>
74639	01/11/2023	SEARLES GRAPHICS, INC.		
	01/11/2023	SEARLES GRAPHICS, INC.	PRINITNG NEWSLETTERS	4,976.00
TOTAL				<u>4,976.00</u>
74640	01/11/2023	SPROUTS AND FRIENDS, INC.		
	01/11/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				<u>500.00</u>
74641	01/11/2023	STERICYCLE, INC.		
	01/11/2023	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				<u>162.32</u>
74642	01/11/2023	SUFFOLK COUNTY WATER AUTHORITY		
	01/11/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	71.94
TOTAL				<u>71.94</u>
74643	01/11/2023	SUSAN CHAMBERS		
	01/11/2023	SUSAN CHAMBERS	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74644	01/11/2023	T MOBILE		
	01/11/2023	T MOBILE	HOT SPOTS	407.64
TOTAL				<u>407.64</u>
74645	01/11/2023	T ROWE PRICE		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
	01/11/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	548.05
TOTAL				548.05
74646	01/11/2023	THE HECKSCHER MUSEUM OF ART		
	01/11/2023	THE HECKSCHER MUSEUM OF ART	ADULT PROGRAM FEES	250.00
TOTAL				250.00
74647	01/11/2023	THE PATCHOGUE ADVANCE		
	01/11/2023	THE PATCHOGUE ADVANCE	AD SPACE	100.00
TOTAL				100.00
74648	01/11/2023	THERMAL SOLUTIONS		
	01/11/2023	THERMAL SOLUTIONS	HVAC	500.00
TOTAL				500.00
74649	01/11/2023	THOMSON REUTERS TAX & ACCTING CHECKPOINT		
	01/11/2023	THOMSON REUTERS TAX & ACCTING	REFERENCE	161.50
TOTAL				161.50
74650	01/11/2023	VICTOR FUSCO		
	01/11/2023	VICTOR FUSCO	MUSIC PROGRAM	500.00
TOTAL				500.00
74651	01/11/2023	W.B.MASON		
	01/11/2023	W.B.MASON	OFFICE SUPPLIES	378.02
TOTAL				378.02
74652	01/11/2023	WELLS FARGO FINANCAIL LEASING		
	01/11/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
74653	01/11/2023	WT COX INFORMATION SERVICES		
	01/11/2023	WT COX INFORMATION SERVICES	PERIODICALS	39.48
TOTAL				39.48
74654	01/11/2023	BAYPORT FLOWER HOUSE		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 11, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	01/11/2023	BAYPORT FLOWER HOUSE	JUV PROG	195.00
		BAYPORT FLOWER HOUSE	MISC	301.99
TOTAL				<u>496.99</u>
74655	01/11/2023	MICHELE CAYEA		
	01/11/2023	MICHELE CAYEA	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
				60,453.84

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 15, 2022 through January 10, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74552	12/19/2022	AFFLAC NEW YORK		
	12/19/2022	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	<u>442.56</u>
TOTAL				442.56
74553	12/19/2022	FRAN GERVASIO		
	12/19/2022	FRAN GERVASIO	REFUND ADULT PROGRAM	<u>10.00</u>
TOTAL				10.00
74554	12/19/2022	SUFFOLK COUNTY DEPT OF HEALTH		
	12/19/2022	SUFFOLK COUNTY DEPT OF HEALTH	PERMIT RENEWAL	<u>425.00</u>
TOTAL				425.00
74555	12/19/2022	SUFFOLK COUNTY WATER AUTHORITY		
	12/19/2022	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>86.89</u>
TOTAL				86.89
74556	12/19/2022	T ROWE PRICE		
	12/19/2022	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	<u>564.92</u>
TOTAL				564.92
74557	12/22/2022	GIS BENEFITS		
	12/22/2022	GIS BENEFITS	METLIFE PAYABLE	<u>915.29</u>
TOTAL				915.29
74558	12/22/2022	NET2PHONE, INC.		
	12/22/2022	NET2PHONE, INC.	TELEPHONE	<u>173.83</u>
TOTAL				173.83
74559	12/22/2022	OPTIMUM		
	12/22/2022	OPTIMUM	OPTIMUM	<u>204.07</u>
TOTAL				204.07

2,822.56

prepaids

Payroll Liability

Total Cash Required		\$51,180.97
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,277.30
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,095.73
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,405.02
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$402.92
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,180.97

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	4,277.30	
Subtotal Net Pay		4,277.30
Total Net Pay Liability (Net Cash)		4,277.30

Taxes

	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,088.96		4,088.96
	Social Security				2,999.69	2,999.69	5,999.38
	Medicare				701.55	701.55	1,403.10
	Subtotal Federal				7,790.20	3,701.24	11,491.44
State	NY State Income Tax				1,913.58		
	Subtotal NY				1,913.58		1,913.58
	Total Taxes				9,703.78	3,701.24	13,405.02

Other Transfers	Full Service Direct Deposit (FSDD)	33,095.73	45 Employee Transactions
	Pay-by-Pay Insurance	402.92	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$33,095.73
Total Pay-by-Pay Insurance	\$402.92
Total Taxes	\$13,405.02
Total Amount ADP Debited from your Account(s)	\$46,903.67

Total For 1/5/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$33,095.73
Total Pay-by-Pay Insurance	\$402.92
Total Taxes	\$13,405.02
Total Amount ADP Debited from your Account(s)	\$46,903.67

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

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

12/13/22

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
SI	Rasheed, Anthony	J	Custodial Worker I	\$16.97/hr	15 hours/wk \$13,236.60	12/4/22	24-1162-117 20-00540

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.

Muel Post

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED