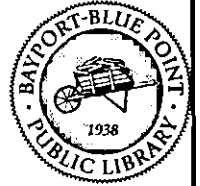


Bayport - Blue Point Public Library

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, February 8, 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
 - a. 2023-2024 Budget & Trustee Election Date

- XII. New Business
 - a. Real Estate

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

Next meeting Wednesday, March 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

1/11/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:02 p.m. Present were Trustee Devine, Trustee McAward, Trustee Kennedy-Smith Trustee Adams (7:15), Director Mike Firestone and Wendy Bennett.

II. APPROVAL OF MINUTES

Trustee McAward made a motion, seconded by Trustee Kennedy-Smith to accept the minutes of the December 14, 2022 regular Meeting of the Board of Trustees; approved by all. (3-0)

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the **Bank Reconciliation & Financial Reports** dated November 2022; approved by all. (3-0)

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the **Bank Reconciliation & Financial Reports for Capital Fund** dated November 2022; approved by all. (3-0)

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 1/11/2023 (**Check Detail Report**); approved by all. (3-0)

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith, to approve the listed prepays, as presented, that were paid since last board meeting dated December 15, 2022 through January 10, 2023. (Checks between meetings); approved by all. (3-0)

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the following invoices; AMEX for \$377.39, Brinkman for \$34.91, Eldor for \$2400.00, Irish Gazette for \$202.50 and the program reimbursement list for Mah Jong, approved by all. (3-0)

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve the Payroll Reports dated 12/8/22, and 1/5/2023; approved by all. (3-0)

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the CS-150 report dated 12/13/2022 as presented; approved by all. (4-0)

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to enter into a one year contract with MJC Cleaning Service; approved by all. (4-0)

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to extend the contact with Newmark of Long Island, LLC for the period of one year; approved by all. (4-0)

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 7:38 p.m.; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to exit executive session at 7:56 p.m.; approved by all.

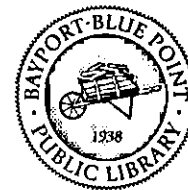
X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Adams, to adjourn the meeting at 7:57p.m.; approved by all.

Respectfully submitted,
Michael Firestone

Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 • Phone (631) 363-6133 Fax (631) 868-3520



**SPECIAL MEETING OF BAYPORT BLUE POINT PUBLIC
LIBRARY BOARD OF TRUSTEES
01/19/2023**

I. CALL TO ORDER

Trustee Devine called the meeting to order at 3:30 p.m. Present were Trustee Devine, Trustee Kennedy-Smith, Trustee Heineman, Trustee McAward, Trustee Adams, Attorney Kevin Seaman, Director Mike Firestone. Other guests were Jordan Oliver and Julia Conlon.

II. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee McAward to enter into executive session, at 3:32 p.m. for the purpose of discussing real estate; approved by all.

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to exit executive session, at 5:50 p.m.

X. ADJOURNMENT

Motion was made by Trustee Kennedy-Smith seconded by Trustee McAward to adjourn the meeting at 5:51 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 DECEMBER 2022

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
December 1, 2022	BALANCE PER LIBRARY BOOKS:	\$187,614.06
	RECEIPTS:	
	TAX REVENUE	207,935.91
	ADULT PROGRAMS	793.90
	PASSPORT FEES	735.00
	JUVENILE PROGRAMS	642.00
	YOUNG ADULT PROGRAMS	506.95
	DONATION	479.95
	CAFÉ RENT	400.00
	VOTE	375.00
	FRIENDS PASS THROUGH	199.80
	FINES	110.94
	COPIER	79.25
	INTEREST	21.11
	FAX	15.20
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(203.63)
		212,091.38
	TOTAL(Book Balance + Receipts)	399,705.44
	LESS: DECEMBER DISBURSEMENTS	233,334.14
December 31, 2022	BALANCE PER LIBRARY BOOKS:	\$166,371.30
December 31, 2022	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$181,424.84
	DEC FINES DEPOSITED IN JAN	0.00
		181,424.84
	TOTAL(Bank Bal + O/S deposits)	181,424.84
	LESS: DECEMBER OUTSTANDING CHECKS	15,053.54
December 31, 2022	BALANCE PER BANK:	\$166,371.30

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

BANK RECONCILIATION FOR DECEMBER 2022

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
December 1, 2022	BALANCE PER LIBRARY BOOKS:	\$106,695.26
	RECEIPTS:	
	INTEREST	9.06
	TOTAL(Book Balance + Receipts)	106,704.32
	LESS: DECEMBER DISBURSEMENTS	<u>0.00</u>
December 31, 2022	BALANCE PER LIBRARY BOOKS:	<u><u>\$106,704.32</u></u>
	<u>BALANCE PER BANK:</u>	
December 31, 2022	BALANCE PER BANK:	\$106,704.32
	DEC INCOME DEPOSITED IN JAN	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	106,704.32
	LESS: DECEMBER OUTSTANDING CHECKS	<u>0.00</u>
December 31, 2022	BALANCE PER BANK:	<u><u>\$106,704.32</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74675	02/08/2023	5-IN-5, INC.		
	02/08/2023	5-IN-5, INC.	YA PROGRAM	200.00
TOTAL				<u>200.00</u>
74676	02/08/2023	A TIME FOR KIDS		
	02/08/2023	A TIME FOR KIDS	JUV PROGRAM	155.00
	02/08/2023	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				<u>465.00</u>
74677	02/08/2023	AMAZON CAPITAL SERVICES		
	02/08/2023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	17.95
		AMAZON CAPITAL SERVICES	ADULT BOOKS	83.43
TOTAL				<u>101.38</u>
74678	02/08/2023	AMERICAN EXPRESS		
	02/08/2023	AMERICAN EXPRESS	YA PROG/MAKER SPACE	156.00
		AMERICAN EXPRESS	ADULT BOOKS	149.97
		AMERICAN EXPRESS	OFFICE SUPPLIES	149.79
		AMERICAN EXPRESS	ADULT DVD	257.05
		AMERICAN EXPRESS	COMPUTER EQUIP	502.05
		AMERICAN EXPRESS	OTHER PROF FEES	1,253.09
		AMERICAN EXPRESS	PERIODICALS	1,045.76
		AMERICAN EXPRESS	POSTAGE	119.54
		AMERICAN EXPRESS	MISC	531.81
		AMERICAN EXPRESS	FURN AND EQUIP	390.72
		AMERICAN EXPRESS	SOFTWARE	1,297.99
		AMERICAN EXPRESS	JUV BOOKS	8.99
		AMERICAN EXPRESS	ADULT PROG	150.00
		AMERICAN EXPRESS	JUV PROG	150.00
		AMERICAN EXPRESS	TELEPHONE	408.14
TOTAL				<u>6,570.90</u>
74679	02/08/2023	AMY PABISZ		
	02/08/2023	AMY PABISZ	JUV PROGRAM	7.31
TOTAL				<u>7.31</u>
74680	02/08/2023	BRI-TECH, INC.		
	02/08/2023	BRI-TECH, INC.	ALARM SYSTEM	180.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 8, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				180.00
74681	02/08/2023	CARLA SCHNASE		
	02/08/2023	CARLA SCHNASE	REFUND ADULT PROGRAM	5.00
TOTAL				5.00
74682	02/08/2023	CCP SOLUTIONS, LLC		
	02/08/2023	CCP SOLUTIONS, LLC	COPIERS	1,475.70
TOTAL				1,475.70
74683	02/08/2023	CRIME VICTIM'S CENTER		
	02/08/2023	CRIME VICTIM'S CENTER	YA PROGRAM	470.00
		CRIME VICTIM'S CENTER	J PROGRAM	245.00
TOTAL				715.00
74684	02/08/2023	DEBBIE LISA-BROWN		
	02/08/2023	DEBBIE LISA-BROWN	REFUND ADULT PROGRAM	30.00
TOTAL				30.00
74685	02/08/2023	DIANE ARONSEN		
	02/08/2023	DIANE ARONSEN	ADULT PROGRAM	400.00
TOTAL				400.00
74686	02/08/2023	DONNA NESTERUK		
	02/08/2023	DONNA NESTERUK	ADULT PROGRAM	300.00
TOTAL				300.00
74687	02/08/2023	DREYER EXTERMINATING, INC.		
	02/08/2023	DREYER EXTERMINATING, INC.	PEST CONTROL	150.00
TOTAL				150.00
74688	02/08/2023	ELAINE DORY		
	02/08/2023	ELAINE DORY	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
74689	02/08/2023	EMERALD ISLAND		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/08/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	533.45
TOTAL				533.45
74690	02/08/2023	FINDAWAY WORLD, LLC.		
	02/08/2023	FINDAWAY WORLD, LLC.	JUV BOOKS ON TAPE	996.82
TOTAL				996.82
74691	02/08/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	02/08/2023	FRIENDS OF THE BAYPORT-BLUE POINT PASS THROUGH TO "FRIENDS"		254.27
TOTAL				254.27
74692	02/08/2023	GAIL SILSBE		
	02/08/2023	GAIL SILSBE	JUV PROGRAM	76.80
TOTAL				76.80
74693	02/08/2023	GRAINGER		
	02/08/2023	GRAINGER	CUSTODIAL SUPPLIES	153.60
TOTAL				153.60
74694	02/08/2023	GREAT SOUTH BAY LANDSCAPING		
	02/08/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	700.00
TOTAL				700.00
74695	02/08/2023	HARBES BARNYARD ADVENTURE, LLC		
	02/08/2023	HARBES BARNYARD ADVENTURE, LLC	JUV PROG	675.00
		HARBES BARNYARD ADVENTURE, LLC	ADULT PROG	675.00
TOTAL				1,350.00
74696	02/08/2023	J.K.HODGE		
	02/08/2023	J.K.HODGE	ADULT PROGRAM	175.00
	02/08/2023	J.K.HODGE	MUSIC PROGRAM	250.00
TOTAL				425.00
74697	02/08/2023	JACQUELINE NARKIEWICZ		
	02/08/2023	JACQUELINE NARKIEWICZ	ADULT PROGRAM	25.00
TOTAL				25.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 8, 2023

Num	Date	Source Name	Memo	Paid Amount
74698	02/08/2023	JAMES CUMMINGS		
	02/08/2023	JAMES CUMMINGS	ADULT PROGRAM	150.00
TOTAL				150.00
74699	02/08/2023	JESSICA REILLY		
	02/08/2023	JESSICA REILLY	ADULT PROGRAM	375.00
TOTAL				375.00
74700	02/08/2023	JOYCE WALKER		
	02/08/2023	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				255.00
74701	02/08/2023	KANOPY, INC.		
	02/08/2023	KANOPY, INC.	REF/ONLINE	87.00
TOTAL				87.00
74702	02/08/2023	KATHLEEN O'CALLAGHAN		
	02/08/2023	KATHLEEN O'CALLAGHAN	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
74703	02/08/2023	KELLY SHERIDAN		
	02/08/2023	KELLY SHERIDAN	ADULT PROGRAM	89.89
		KELLY SHERIDAN	YA PROGRAM	23.44
TOTAL				113.33
74704	02/08/2023	KING KULLEN GROCERY CORP, INC.		
	02/08/2023	KING KULLEN GROCERY CORP, INC.	OFFICE SUPPLIES	34.25
TOTAL				34.25
74705	02/08/2023	LAURA BARRELLA		
	02/08/2023	LAURA BARRELLA	YA PROGRAM	225.00
TOTAL				225.00
74706	02/08/2023	LAUREN WARNES		
	02/08/2023	LAUREN WARNES	REFUND ADULT PROGRAM	10.00
TOTAL				10.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74707	02/08/2023	Laurie Janowitz		
	02/08/2023	Laurie Janowitz	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
74708	02/08/2023	Linda Reinhold		
	02/08/2023	Linda Reinhold	REFUND ADULT PROGRAM	5.00
TOTAL				<u>5.00</u>
74709	02/08/2023	Madelyn Haussner		
	02/08/2023	Madelyn Haussner	ADULT PROGRAM	375.00
TOTAL				<u>375.00</u>
74710	02/08/2023	Margherita Gilley		
	02/08/2023	Margherita Gilley	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
74711	02/08/2023	Mary Anderson		
	02/08/2023	Mary Anderson	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74712	02/08/2023	MCJ Cleaning Services Corp.		
	02/08/2023	MCJ Cleaning Services Corp.	CLEANING SERVICE	3,360.00
TOTAL				<u>3,360.00</u>
74713	02/08/2023	MD Design Studios		
	02/08/2023	MD Design Studios	YA PROG	340.00
TOTAL				<u>340.00</u>
74714	02/08/2023	Meghan Vankurin		
	02/08/2023	Meghan Vankurin	JUV PROGRAM	150.00
TOTAL				<u>150.00</u>
74715	02/08/2023	Melissa Krummeck		
	02/08/2023	Melissa Krummeck	ADULT PROGRAM	638.00
TOTAL				<u>638.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 8, 2023

Num	Date	Source Name	Memo	Paid Amount
74716	02/08/2023	MICHELE CAYEA		
	02/08/2023	MICHELE CAYEA	ADULT PROGRAM	150.00
TOTAL				150.00
74717	02/08/2023	MICHELLE SKOBLICKI		
	02/08/2023	MICHELLE SKOBLICKI	JUV PROGRAM	175.00
TOTAL				175.00
74718	02/08/2023	MIDWEST TAPE -HOOPLA		
	02/08/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	606.02
TOTAL				606.02
74719	02/08/2023	NATIONAL WASTE SERVICES		
	02/08/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74720	02/08/2023	ORIENTAL TRADING		
	02/08/2023	ORIENTAL TRADING	JUV PROGRAM	245.21
TOTAL				245.21
74721	02/08/2023	PALMIERI		
	02/08/2023	PALMIERI	FURNITURE	3,619.38
TOTAL				3,619.38
74722	02/08/2023	PETER FAZEKAS		
	02/08/2023	PETER FAZEKAS	ADULT PROGRAM	100.00
TOTAL				100.00
74723	02/08/2023	REGAN AGENCY		
	02/08/2023	REGAN AGENCY	BUILDING INSURANCE	8,128.03
TOTAL				8,128.03
74724	02/08/2023	RENE CERRITO		
	02/08/2023	RENE CERRITO	ADULT PROGRAM	300.00
TOTAL				300.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74725	02/08/2023	ROBERT SCOTT		
	02/08/2023	ROBERT SCOTT	ADULT PROGRAM	545.00
	02/08/2023	ROBERT SCOTT	JUV PROGRAM	325.00
TOTAL				<u>870.00</u>
74726	02/08/2023	ROSALIE BISCARDI		
	02/08/2023	ROSALIE BISCARDI	ADULT PROGRAM	320.00
TOTAL				<u>320.00</u>
74727	02/08/2023	SCLS		
	02/08/2023	SCLS	REF/ONLINE SERVICES	978.40
		SCLS	OTHER PROF FEES	150.00
		SCLS	POSTAGE	33.06
		SCLS	OFFICE SUPPLIES	35.34
	02/08/2023	SCLS	ADULT PROG	1,200.00
		SCLS	JUV PROG	1,200.00
TOTAL				<u>3,596.80</u>
74728	02/08/2023	SCLS-PALS		
	02/08/2023	SCLS-PALS	PALS	4,342.73
TOTAL				<u>4,342.73</u>
74729	02/08/2023	SPROUTS AND FRIENDS, INC.		
	02/08/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				<u>500.00</u>
74730	02/08/2023	STERICYCLE, INC.		
	02/08/2023	STERICYCLE, INC.	SHREDDING SERVICES	162.32
TOTAL				<u>162.32</u>
74731	02/08/2023	SUSAN CHANT		
	02/08/2023	SUSAN CHANT	JUV PROGRAM	12.99
TOTAL				<u>12.99</u>
74732	02/08/2023	SUSAN MILEWSKI		
	02/08/2023	SUSAN MILEWSKI	REFUND ADULT PROGRAM	10.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 8, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				10.00
74733	02/08/2023	T MOBILE		
	02/08/2023	T MOBILE	HOT SPOTS	389.20
TOTAL				389.20
74734	02/08/2023	T ROWE PRICE		
	02/08/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	523.02
TOTAL				523.02
74735	02/08/2023	TERESA GRANT		
	02/08/2023	TERESA GRANT	ADULT PROGRAM	420.00
TOTAL				420.00
74736	02/08/2023	THERMAL SOLUTIONS		
	02/08/2023	THERMAL SOLUTIONS	HVAC	636.25
TOTAL				636.25
74737	02/08/2023	W.B.MASON		
	02/08/2023	W.B.MASON	OFFICE SUPPLIES	1,075.05
TOTAL				1,075.05
74738	02/08/2023	WELLS FARGO FINANCAIL LEASING		
	02/08/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
74739	02/08/2023	AFFLAC NEW YORK		
	02/08/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	663.84
TOTAL				663.84
74740	02/08/2023	ANTHONY PEPE		
	02/08/2023	ANTHONY PEPE	ADULT PROGRAM	510.00
TOTAL				510.00
74741	02/08/2023	BAKER & TAYLOR BOOKS		
	02/08/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	1,559.03

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		BAKER & TAYLOR BOOKS	YA BOOKS	89.69
		BAKER & TAYLOR BOOKS	ADULT BOOKS	2,233.67
TOTAL				<u>3,882.39</u>
74742	02/08/2023	BLICK ART MATERIALS		
	02/08/2023	BLICK ART MATERIALS	YA PROGRAM/MAKER	78.31
TOTAL				<u>78.31</u>
74743	02/08/2023	BRODART CO.		
	02/08/2023	BRODART CO.	JUV BOOKS	23.88
TOTAL				<u>23.88</u>
74744	02/08/2023	CIT		
	02/08/2023	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
74745	02/08/2023	CYNTHIA GERARD		
	02/08/2023	CYNTHIA GERARD	ADULT PROGRAM	550.00
TOTAL				<u>550.00</u>
74746	02/08/2023	GRAINGER		
	02/08/2023	GRAINGER	CUSTODIAL SUPPLIES	120.68
TOTAL				<u>120.68</u>
74747	02/08/2023	JENNIFER FRASCOGNA		
	02/08/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	320.00
TOTAL				<u>320.00</u>
74748	02/08/2023	KEVIN SEAMAN		
	02/08/2023	KEVIN SEAMAN	LEGAL FEES	6,346.00
TOTAL				<u>6,346.00</u>
74749	02/08/2023	LINDA MCCROSSON		
	02/08/2023	LINDA MCCROSSON	OFFICE SUPPLIES	93.96
TOTAL				<u>93.96</u>
74750	02/08/2023	MARY WAKA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 8, 2023

Num	Date	Source Name	Memo	Paid Amount
	02/08/2023	MARY WAKA	ADULT PROGRAM	425.00
TOTAL				<u>425.00</u>
74751	02/08/2023	MD DESIGN STUDIOS		
	02/08/2023	MD DESIGN STUDIOS	ADULT PROGRAM	638.00
TOTAL				<u>638.00</u>
74752	02/08/2023	MIDWEST TAPE		
	02/08/2023	MIDWEST TAPE	ADULT DVD	1,199.18
		MIDWEST TAPE	ADULT CD	997.76
		MIDWEST TAPE	ADULT BOT	42.98
TOTAL				<u>2,239.92</u>
74753	02/08/2023	NATIONAL GRID		
	02/08/2023	NATIONAL GRID	GAS	2,122.06
TOTAL				<u>2,122.06</u>
74754	02/08/2023	NORTH BABYLON PUBLIC LIBRARY		
	02/08/2023	NORTH BABYLON PUBLIC LIBRARY	ADULT BOOKS	41.70
TOTAL				<u>41.70</u>
74755	02/08/2023	PSEGLI		
	02/08/2023	PSEGLI	ELECTRIC	1,111.07
TOTAL				<u>1,111.07</u>
74756	02/08/2023	ROBYN ROMANOFF		
	02/08/2023	ROBYN ROMANOFF	ADULT PROGRAM	425.00
TOTAL				<u>425.00</u>
74757	02/08/2023	SUZANNE MAIDA		
	02/08/2023	SUZANNE MAIDA	REFUND ADULT PROGRAM	5.00
TOTAL				<u>5.00</u>
74758	02/08/2023	JENNIFER FRASCOGNA		
	02/08/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	320.00
TOTAL				<u>320.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
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69,290.51

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 12 through February 7, 2023

Num	Date	Source Name	Memo	Paid Amount
74656	01/17/2023	AFFLAC NEW YORK		
	01/17/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	442.56
TOTAL				442.56
74657	01/17/2023	AMERICAN EXPRESS		
	01/17/2023	AMERICAN EXPRESS	ADULT DVD	377.39
TOTAL				377.39
74658	01/17/2023	BARBARA BOLGER		
	01/17/2023	BARBARA BOLGER	REFUND ADULT PROGRAM	30.00
TOTAL				30.00
74659	01/17/2023	BAYPORT-BLUE POINT CHAMBER OF COMMERCE		
	01/17/2023	BAYPORT-BLUE POINT CHAMBER OF COMMER ADVERTISING		202.50
TOTAL				202.50
74660	01/17/2023	BRINKMAN HARDWARE		
	01/17/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	34.91
TOTAL				34.91
74661	01/17/2023	CHERYL BISHOP		
	01/17/2023	CHERYL BISHOP	REFUND ADULT PROGRAM	30.00
TOTAL				30.00
74662	01/17/2023	ELIZABETH HORSTMANN		
	01/17/2023	ELIZABETH HORSTMANN	REFUND ADULT PROGRAM	30.00
TOTAL				30.00
74663	01/17/2023	GAIL BRILL		
	01/17/2023	GAIL BRILL	REFUND ADULT PROGRAM	30.00
TOTAL				30.00
74664	01/17/2023	GLORIA MANCUSO		
	01/17/2023	GLORIA MANCUSO	REFUND ADULT PROGRAM	60.00
TOTAL				60.00

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BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

January 12 through February 7, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74665	01/17/2023	HEIDE SEMMING		
	01/17/2023	HEIDE SEMMING	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
74666	01/17/2023	LAURA GHIRARDI		
	01/17/2023	LAURA GHIRARDI	REFUND ADULT PROGRAM	30.00
TOTAL				<u>30.00</u>
74667	01/17/2023	NAOMI EBBITTS		
	01/17/2023	NAOMI EBBITTS	REFUND ADULT PROGRAM	30.00
TOTAL				<u>30.00</u>
74668	01/17/2023	NET2PHONE, INC.		
	01/17/2023	NET2PHONE, INC.	TELEPHONES	174.65
TOTAL				<u>174.65</u>
74669	01/17/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	01/17/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	37,503.37
TOTAL				<u>37,503.37</u>
74670	01/17/2023	PATRICIA ALLEN HALCROW		
	01/17/2023	PATRICIA ALLEN HALCROW	REFUND ADULT PROGRAM	30.00
TOTAL				<u>30.00</u>
74671	01/17/2023	T ROWE PRICE		
	01/17/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTION	512.02
TOTAL				<u>512.02</u>
74672	01/26/2023	GIS BENEFITS		
	01/26/2023	GIS BENEFITS	EMPLOYEE PAYMENTS	915.29
TOTAL				<u>915.29</u>
74673	01/26/2023	OPTIMUM		
	01/26/2023	OPTIMUM	OPTIMUM	399.60
TOTAL				<u>399.60</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 12 through February 7, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74674	01/26/2023	SUFFOLK COUNTY WATER AUTHORITY		
	01/26/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>242.42</u>
TOTAL				242.42
				41,084.71

Payroll Liability

Total Cash Required		\$52,708.96
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,298.26
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,341.73
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,655.20
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$413.77
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,708.96

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			5,298.26			
	Subtotal Net Pay					5,298.26	
	Total Net Pay Liability (Net Cash)					5,298.26	
Taxes		Deposit Responsibility Client		Deposit Responsibility ADP			
	Agency	Rate	EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,092.41		4,092.41
	Social Security				3,087.89	3,087.89	6,175.78
	Medicare				722.19	722.18	1,444.37
	Subtotal Federal				7,902.49	3,810.07	11,712.56
State	NY State Income Tax				1,942.64		
	Subtotal NY				1,942.64		1,942.64
	Total Taxes				9,845.13	3,810.07	13,655.20
Other Transfers		Full Service Direct Deposit (FSDD)				33,341.73	45 Employee Transactions
		Pay-by-Pay Insurance				413.77	

Total Biweekly Pay Frequency			
	Total Direct Deposit (FSDD)	\$33,341.73	
	Total Pay-by-Pay Insurance	\$413.77	
	Total Taxes	\$13,655.20	
	Total Amount ADP Debited from your Account(s)	\$47,410.70	

Total For 1/19/2023 - Payroll 1			
	Total Direct Deposit (FSDD)	\$33,341.73	
	Total Pay-by-Pay Insurance	\$413.77	
	Total Taxes	\$13,655.20	
	Total Amount ADP Debited from your Account(s)	\$47,410.70	

Payroll Liability

Total Cash Required		\$99,662.37
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,186.53
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$55,982.89
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$37,739.14
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$753.81
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$99,662.37

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	5,186.53	
Subtotal Net Pay		5,186.53
Total Net Pay Liability (Net Cash)		5,186.53

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP			
			EE withheld	ER contrib	EE withheld	ER contrib		
Federal	Federal Income Tax				18,262.24			18,262.24
	Social Security				5,772.46	5,772.48		11,544.94
	Medicare				1,349.98	1,350.02		2,700.00
	Subtotal Federal				25,384.68	7,122.50		32,507.18
State	NY State Income Tax				5,231.96			
	Subtotal NY				5,231.96			5,231.96
	Total Taxes				30,616.64	7,122.50		37,739.14

Other Transfers Full Service Direct Deposit (FSDD)	55,982.89	45 Employee Transactions
Pay-by-Pay Insurance	753.81	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$55,982.89
Total Pay-by-Pay Insurance	\$753.81
Total Taxes	\$37,739.14
Total Amount ADP Debited from your Account(s)	\$94,475.84

Total For 2/2/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$55,982.89
Total Pay-by-Pay Insurance	\$753.81
Total Taxes	\$37,739.14
Total Amount ADP Debited from your Account(s)	\$94,475.84

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-5-23

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
A	Lodato, Emma		Librarian III	72,500.00		1-15-2023	22-2424

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.



Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-12-23

JURISDICTION: Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # <small>(Please double space)</small>	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE: # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT OR NAME OF PREVIOUS INCUMBENT
TRS	Byrne, Duncan		Custodial Worker I	17/48/hr		1-6-23	22-01961 24-1162-197

INSTRUCTIONS:

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DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-12-23

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	Bollerman, Frank		Custodial Worker I	17.00/hr	15 hours/week	12/26/22	22-01961 24-1102- 198

INSTRUCTIONS:

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Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1/19/23

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	Pernice, Julie		Librarian I (children's services)	29.67/hr	max 17 1/2 hrs/wk	1/24/23	18-01721 24-1162-155
APT	Narkiewicz, Jacqueline		Librarian I (children's services)	27.81/hr	max 17 1/2 hrs/wk	1/24/23	20-01820 24-1162-150

INSTRUCTIONS:

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

Michel Lit

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-30-23

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 INCMBENT
APT	Theiling, William		Custodial Worker I	17/hr	15 hours /week \$13,260	1-18-23	22-01961 24-1162-197

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