

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, March 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 Operating Budget / Budget Vote
 - b. Old Building Update
- XII. New Business
- XIII. Public comment
- XIV. Executive Session
 - a. Personnel
- XV. Adjournment

Next meeting Wednesday, March 22, 2023, 7:00 PM

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

2/08/2023

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Motion made by Trustee Adams, seconded by Trustee McAward to accept the minutes of the January 11, 2023 Regular Meeting of the Board of Trustees; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the minutes of the January 19, 2023 Special 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 December 2022; approved by all.

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

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 2/08/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman, to approve the listed prepaids, as presented, that were paid since last board meeting dated January 12, 2023 through February 7, 2023. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the following invoices for prepaids; NYSHIP for \$33,369.59, Sayville Library for \$243, and Brinkman Hardware for \$50.70; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the Payroll Reports dated 1/19/23, and 2/2/2023; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the CS-150 reports dated 1/05/2023, 1/12/23 (9x2), 1/19/23 and 1/30/23 as presented; approved by all.

V. DIRECTOR'S REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman to approve closing on June 19th in observance of NYS holiday Juneteenth; approved by all.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

RESOLVED, that the Stipulation Agreement between the Library and PGA Mechanical Contracting dated February 6, 2023 providing for terms including the remedying of outstanding punch-list items and final payments due PGA is hereby ratified.

Motion made by Trustee Adams, seconded by Trustee McAward; approved by all.

RESOLVED, the Board President Devine is authorized to execute a purchase contract between the Library and Bri-Tech, Inc. Providing for the sale of 203 Blue Point Ave. for the amount of one million four hundred and forty thousand dollars (\$1, 440,000) subject to the terms and conditions set forth in the subject contract to be prepared by Library Counsel; said contract of sale to be subject to the approval of a referendum providing for the conveyance of the subject parcel to the library by the Bayport-Blue Point UFSD (such approval including the granting of a use and access easement to the Blue Point Fire District) by the electorate on April 4, 2023. Motion made by Trustee Heineman, seconded by Trustee Adams; approved by all.

Motion mad by Trustee Adams, seconded by Trustee McAward to go into executive session at 7:29 p.m.; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to exit executive session at 7:44 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Adams, 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 JANUARY 2023

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
January 1, 2023	BALANCE PER LIBRARY BOOKS:	\$166,371.30
	RECEIPTS:	
	TAX REVENUE	207,935.91
	ADULT PROGRAMS	5,580.64
	PASSPORT FEES	1,855.00
	REFUNDS/REIMBURSEMENTS	1,341.27
	COPIER	690.06
	JUVENILE PROGRAMS	660.00
	CAFÉ RENT	500.00
	VOTE	375.00
	FRIENDS PASS THROUGH	254.27
	YOUNG ADULT PROGRAMS	194.65
	FINES	108.90
	FAX	27.55
	INTEREST	13.47
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(459.25)
		219,077.47
	TOTAL(Book Balance + Receipts)	385,448.77
	LESS: JANUARY DISBURSEMENTS	207,262.46
January 31, 2023	BALANCE PER LIBRARY BOOKS:	\$178,186.31
	<u>BALANCE PER BANK:</u>	
January 31, 2023	BALANCE PER BANK:	\$192,761.50
	JAN FINES DEPOSITED IN FEB	0.00
		192,761.50
	TOTAL(Bank Bal + O/S deposits)	192,761.50
	LESS: JANUARY OUTSTANDING CHECKS	14,575.19
January 31, 2023	BALANCE PER BANK:	\$178,186.31

BAYPORT-BLUE POINT PUBLIC LIBRARY
203 BLUE POINT AVE
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BANK RECONCILIATION FOR JANUARY 2023

M & T BANK CAPITAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
January 1, 2023	BALANCE PER LIBRARY BOOKS:	\$106,704.32
	RECEIPTS:	
	NYS GRANTS	99,104.00
	INTEREST	16.13
	TOTAL(Book Balance + Receipts)	205,824.45
	LESS: JANUARY DISBURSEMENTS	<u>0.00</u>
January 31, 2023	BALANCE PER LIBRARY BOOKS:	<u><u>\$205,824.45</u></u>
	<u>BALANCE PER BANK:</u>	
January 31, 2023	BALANCE PER BANK:	\$205,824.45
	JAN INCOME DEPOSITED IN FEB	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	205,824.45
	LESS: JANUARY OUTSTANDING CHECKS	<u>0.00</u>
January 31, 2023	BALANCE PER BANK:	<u><u>\$205,824.45</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 2, 2023

Num	Date	Source Name	Memo	Paid Amount
74765	03/02/2023	5-IN-5, INC.		
	03/08/2023	5-IN-5, INC.	YA PROGRAMS	100.00
TOTAL				100.00
74766	03/02/2023	A TIME FOR KIDS		
	03/08/2023	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				155.00
74767	03/02/2023	AMAZON CAPITAL SERVICES		
	03/08/2023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	156.37
		AMAZON CAPITAL SERVICES	ADULT BOOKS	33.87
		AMAZON CAPITAL SERVICES	JUV BOOKS	7.99
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	1,116.17
		AMAZON CAPITAL SERVICES	JUV PROGRAM	105.69
TOTAL				1,420.09
74768	03/02/2023	AMERICAN EXPRESS		
	03/08/2023	AMERICAN EXPRESS	YA PROGRAM	508.48
		AMERICAN EXPRESS	YA BOOKS	158.89
		AMERICAN EXPRESS	POSTAGE	219.54
		AMERICAN EXPRESS	PERIODICALS	385.88
		AMERICAN EXPRESS	SOFTWARE	191.92
		AMERICAN EXPRESS	LIB MISC	1,373.28
		AMERICAN EXPRESS	ADULT PROGRAM	223.24
		AMERICAN EXPRESS	VIDEO GAMES	253.22
		AMERICAN EXPRESS	OPTIMUM	784.07
		AMERICAN EXPRESS	OTHER PROF FEES	2,313.27
TOTAL				6,411.79
74769	03/02/2023	ANNE SOPER		
	03/08/2023	ANNE SOPER	JUV PROGRAM	100.00
TOTAL				100.00
74770	03/02/2023	AZURADISC		
	03/08/2023	AZURADISC	OFFICE SUPPLIES	239.13
TOTAL				239.13
74771	03/02/2023	BAKER & TAYLOR BOOKS		

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March 2, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	03/08/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	94.50
		BAKER & TAYLOR BOOKS	ADULT BOOKS	2,145.17
TOTAL				<u>2,239.67</u>
74772	03/02/2023	BARBARA FELTKAMP		
	03/08/2023	BARBARA FELTKAMP	MUSIC PROGRAM	550.00
TOTAL				<u>550.00</u>
74773	03/02/2023	BILBLIOTHECA, LLC		
	03/08/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	115.99
TOTAL				<u>115.99</u>
74774	03/02/2023	BOOKPAGE		
	03/08/2023	BOOKPAGE	REF/ONLINE SERVICES	402.00
TOTAL				<u>402.00</u>
74775	03/02/2023	CYNTHIA GERARD		
	03/08/2023	CYNTHIA GERARD	ADULT PROGRAM	500.00
	03/08/2023	CYNTHIA GERARD	ADULT PROGRAM	490.00
TOTAL				<u>990.00</u>
74776	03/02/2023	DIANE ARONSEN		
	03/08/2023	DIANE ARONSEN	ADULT PROGRAM	340.00
TOTAL				<u>340.00</u>
74777	03/02/2023	DONNA IRVINE		
	03/08/2023	DONNA IRVINE	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
74778	03/02/2023	DRIVERS LICENSE GUIDE COMPANY		
	03/08/2023	DRIVERS LICENSE GUIDE COMPANY	OFFICE SUPPLIES	31.95
TOTAL				<u>31.95</u>
74779	03/02/2023	ED SCHMIEDER		
	03/08/2023	ED SCHMIEDER	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>

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March 2, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74780	03/02/2023	ELECTRONIX SYSTEMS		
	03/08/2023	ELECTRONIX SYSTEMS	ALARM SYSTEM	170.04
TOTAL				<u>170.04</u>
74781	03/02/2023	EMERALD ISLAND		
	03/08/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	850.00
TOTAL				<u>850.00</u>
74782	03/02/2023	FINDAWAY WORLD, LLC.		
	03/08/2023	FINDAWAY WORLD, LLC.	JUV BOOKS ON TAPE	74.99
TOTAL				<u>74.99</u>
74783	03/02/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	03/08/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB L DONATIONS OR FRIENDS		98.46
TOTAL				<u>98.46</u>
74784	03/02/2023	GABRIELLA GRAMA		
	03/08/2023	GABRIELLA GRAMA	ADULT PROGRAM	310.00
TOTAL				<u>310.00</u>
74785	03/02/2023	GAYLORD BROS		
	03/08/2023	GAYLORD BROS	OFFICE/LIBRARY SUPPLIES	278.67
TOTAL				<u>278.67</u>
74786	03/02/2023	GINA LEONE		
	03/08/2023	GINA LEONE	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
74787	03/02/2023	GOVCONNECTION, INC.		
	03/08/2023	GOVCONNECTION, INC.	COMPUTER EQUIP	404.28
TOTAL				<u>404.28</u>
74788	03/02/2023	INDUSTRIAL APPRAISAL COMPANY		
	03/08/2023	INDUSTRIAL APPRAISAL COMPANY	OTHER PROF FEES	3,215.00
TOTAL				<u>3,215.00</u>

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74789	03/02/2023	J.K.HODGE		
	03/08/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
74790	03/02/2023	JAMES CUMMINGS		
	03/08/2023	JAMES CUMMINGS	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
74791	03/02/2023	JENNIFER FRASCOGNA		
	03/08/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	240.00
TOTAL				<u>240.00</u>
74792	03/02/2023	JESSICA REILLY		
	03/08/2023	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				<u>210.00</u>
74793	03/02/2023	JOANN STORES, LLC		
	03/08/2023	JOANN STORES, LLC	REF/ONLINE SERIVES	675.00
TOTAL				<u>675.00</u>
74794	03/02/2023	JOYCE WALKER		
	03/08/2023	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				<u>255.00</u>
74795	03/02/2023	KANOPY, INC.		
	03/08/2023	KANOPY, INC.	REF/ONLINE SERVICES	89.00
TOTAL				<u>89.00</u>
74796	03/02/2023	KELLY SHERIDAN		
	03/08/2023	KELLY SHERIDAN	YA PROGRAM	231.39
TOTAL				<u>231.39</u>
74797	03/02/2023	KEVIN SEAMAN		
	03/08/2023	KEVIN SEAMAN	LEGAL FEES	7,368.00
TOTAL				<u>7,368.00</u>

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74798	03/02/2023	KIDNASTICS		
	03/08/2023	KIDNASTICS	JUV PROGRAM	525.00
TOTAL				<u>525.00</u>
74799	03/02/2023	LAURIE JANOWITZ		
	03/08/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
74800	03/02/2023	LIBRARY IDEAS LLC		
	03/08/2023	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	0.50
TOTAL				<u>0.50</u>
74801	03/02/2023	LORI HUBBARD		
	03/08/2023	LORI HUBBARD	MUSIC PROGRAM	500.00
TOTAL				<u>500.00</u>
74802	03/02/2023	MARGARET M. JOHNSON		
	03/08/2023	MARGARET M. JOHNSON	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
74803	03/02/2023	MARIELLEN SMITH		
	03/08/2023	MARIELLEN SMITH	REFUND FOR FOUND BOOK	27.00
TOTAL				<u>27.00</u>
74804	03/02/2023	MARY WAKA		
	03/08/2023	MARY WAKA	ADULT PROGRAM	365.00
TOTAL				<u>365.00</u>
74805	03/02/2023	MCJ CLEANING SERVICES CORP.		
	03/08/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				<u>3,360.00</u>
74806	03/02/2023	MD DESIGN STUDIOS		
	03/08/2023	MD DESIGN STUDIOS	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>

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March 2, 2023

Num	Date	Source Name	Memo	Paid Amount
74807	03/02/2023	MICHAEL GALLAGHER, CPA		
	03/08/2023	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	2,400.00
TOTAL				2,400.00
74808	03/02/2023	MIDWEST TAPE		
	03/08/2023	MIDWEST TAPE	ADULT DVD	409.19
		MIDWEST TAPE	ADULT CD	321.56
		MIDWEST TAPE	ADULT BOT	288.91
TOTAL				1,019.66
74809	03/02/2023	MIDWEST TAPE -HOOPLA		
	03/08/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	581.62
TOTAL				581.62
74810	03/02/2023	NATIONAL WASTE SERVICES		
	03/08/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
74811	03/02/2023	NET2PHONE		
	03/08/2023	NET2PHONE	TELEPHONE	174.65
TOTAL				174.65
74812	03/02/2023	OPTIMUM		
	03/08/2023	OPTIMUM	OPTIMUM	1.24
TOTAL				1.24
74813	03/02/2023	PENWORTHY		
	03/08/2023	PENWORTHY	JUV BOOKS	2,863.48
TOTAL				2,863.48
74814	03/02/2023	PLAIN SIGHT PROJECT		
	03/08/2023	PLAIN SIGHT PROJECT	ADULT PROGRAM	150.00
TOTAL				150.00
74815	03/02/2023	PLAYAWAY PRODUCTS		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	03/08/2023	PLAYAWAY PRODUCTS	JUV BOOKS ON TAPE	114.93
	03/08/2023	PLAYAWAY PRODUCTS	JUV BOOKS ON TAPE	49.99
TOTAL				<u>164.92</u>
74816	03/02/2023	PSEGLI		
	03/08/2023	PSEGLI	ELECTRIC	336.70
TOTAL				<u>336.70</u>
74817	03/02/2023	ROBERT SCOTT		
	03/08/2023	ROBERT SCOTT	JUV PROGRAM	325.00
		ROBERT SCOTT	YA PROGRAM	345.00
	03/08/2023	ROBERT SCOTT	ASDULT PROGRAM	545.00
TOTAL				<u>1,215.00</u>
74818	03/02/2023	SCLS		
	03/08/2023	SCLS	REF/ONLINE SERVICES	1,905.00
TOTAL				<u>1,905.00</u>
74819	03/02/2023	SEARLES GRAPHICS, INC.		
	03/08/2023	SEARLES GRAPHICS, INC.	PRINTING NEWSLETTER	4,976.00
TOTAL				<u>4,976.00</u>
74820	03/02/2023	SPROUTS AND FRIENDS, INC.		
	03/08/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAMS	655.00
TOTAL				<u>655.00</u>
74821	03/02/2023	STERICYCLE, INC.		
	03/08/2023	STERICYCLE, INC.	OFFICE SUPPLIES	162.32
TOTAL				<u>162.32</u>
74822	03/02/2023	SUSAN CHANT		
	03/08/2023	SUSAN CHANT	YA PROGRAM	52.16
TOTAL				<u>52.16</u>
74823	03/02/2023	T ROWE PRICE		
	03/08/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	581.39
TOTAL				<u>581.39</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 2, 2023

Num	Date	Source Name	Memo	Paid Amount
74824	03/02/2023	ULINE		
	03/08/2023	ULINE	ADULT PROGRAM	68.24
		ULINE	JUV PROGRAM	343.92
TOTAL				<u>412.16</u>
74825	03/02/2023	W.B.MASON		
	03/08/2023	W.B.MASON	JUV PROGRAM	40.36
		W.B.MASON	OFFICE SUPPLIES	62.01
TOTAL				<u>102.37</u>
74826	03/02/2023	WELLS FARGO FINANCAIL LEASING		
	03/08/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
74827	03/02/2023	AMAZON CAPITAL SERVICES		
	03/02/2023	AMAZON CAPITAL SERVICES	ADULT BOOKS	17.99
TOTAL				<u>17.99</u>
74828	03/02/2023	CIT		
	03/02/2023	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
74829	03/02/2023	CMRS-TMS		
	03/02/2023	CMRS-TMS	POSTAGE FOR METER	900.00
TOTAL				<u>900.00</u>
74830	03/02/2023	GREAT SOUTH BAY LANDSCAPING		
	03/02/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	700.00
TOTAL				<u>700.00</u>
74831	03/02/2023	NATIONAL GRID		
	03/02/2023	NATIONAL GRID	GAS	2,905.19
TOTAL				<u>2,905.19</u>
74832	03/02/2023	PSEGLI		

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	03/02/2023	PSEGLI	ELECTRIC	604.74
TOTAL				<u>604.74</u>
74833	03/02/2023	SCLS		
	03/02/2023	SCLS	ADULT PROGRAM	1,200.00
		SCLS	JUV PROGRAM	1,200.00
		SCLS	POSTAGE	22.20
		SCLS	OFFICE SUPPLIES	22.20
TOTAL				<u>2,444.40</u>
74834	03/02/2023	SUSAN CHANT		
	03/02/2023	SUSAN CHANT	JUV PROGRAM	12.99
TOTAL				<u>12.99</u>
74835	03/02/2023	TBS CONTRACTING LTD.		
	03/02/2023	TBS CONTRACTING LTD.	MISC REPAIRS	4,440.00
TOTAL				<u>4,440.00</u>
				65,775.82

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 9 through March 1, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74759	02/14/2023	BRINKMAN HARDWARE		
	02/14/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	53.70
TOTAL				<u>53.70</u>
74760	02/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	02/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	33,636.59
TOTAL				<u>33,636.59</u>
74761	02/14/2023	SAYVILLE PUBLIC LIBRARY		
	02/14/2023	SAYVILLE PUBLIC LIBRARY	JUV PROG	243.00
TOTAL				<u>243.00</u>
74762	02/14/2023	SUFFOLK COUNTY WATER AUTHORITY		
	02/14/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	73.60
TOTAL				<u>73.60</u>
74763	02/14/2023	T ROWE PRICE		
	02/14/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	522.06
TOTAL				<u>522.06</u>
74764	02/14/2023	LINDA IPANEMA		
	02/14/2023	LINDA IPANEMA	MUSIC PROGRAM	500.00
TOTAL				<u>500.00</u>
				35,028.95

prepaids

Payroll Liability

Total Cash Required		\$48,970.43
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,981.07
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,736.69
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$12,868.44
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$384.23
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$48,970.43

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	4,981.07	
Subtotal Net Pay		4,981.07
Total Net Pay Liability (Net Cash)		4,981.07

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				3,952.77		3,952.77
	Social Security				2,873.41	2,873.39	5,746.80
	Medicare				671.99	671.97	1,343.96
	Subtotal Federal				7,498.17	3,545.36	11,043.53
State	NY State Income Tax				1,824.91		
	Subtotal NY				1,824.91		1,824.91
	Total Taxes				9,323.08	3,545.36	12,868.44

Other Transfers	Full Service Direct Deposit (FSDD)	30,736.69	42 Employee Transactions
	Pay-by-Pay Insurance	384.23	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$30,736.69
Total Pay-by-Pay Insurance	\$384.23
Total Taxes	\$12,868.44
Total Amount ADP Debited from your Account(s)	\$43,989.36

Total For 2/16/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$30,736.69
Total Pay-by-Pay Insurance	\$384.23
Total Taxes	\$12,868.44
Total Amount ADP Debited from your Account(s)	\$43,989.36

Payroll Liability

Total Cash Required		\$48,732.94
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,203.91
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,274.22
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$12,871.45
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$383.36
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$48,732.94

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	5,203.91
Subtotal Net Pay	5,203.91
Total Net Pay Liability (Net Cash)	5,203.91

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				3,964.98		3,964.98
	Social Security				2,864.19	2,864.24	5,728.43
	Medicare				669.89	669.83	1,339.72
	Subtotal Federal				7,499.06	3,534.07	11,033.13
State	NY State Income Tax				1,838.32		
	Subtotal NY				1,838.32		1,838.32
	Total Taxes				9,337.38	3,534.07	12,871.45

Other Transfers	Full Service Direct Deposit (FSDD)	30,274.22	42 Employee Transactions
	Pay-by-Pay Insurance	383.36	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$30,274.22
Total Pay-by-Pay Insurance	\$383.36
Total Taxes	\$12,871.45
Total Amount ADP Debited from your Account(s)	\$43,529.03

Total For 3/2/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$30,274.22
Total Pay-by-Pay Insurance	\$383.36
Total Taxes	\$12,871.45
Total Amount ADP Debited from your Account(s)	\$43,529.03

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

2-9-23

JURISDICTION: Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # <i>(Please double space)</i>	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE: # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # NAME OF PREVIOUS INCUMBENT
TRS	Bollerman, Frank		Custodial Worker I	\$17.00/hr		1/27/23	22-0190
TRS	Ruland, Nicholas		Custodial Worker I	\$17.00/hr		1/22/23	22-0190

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

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

2-9-23

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
RL	Itzkin, Jennifer		Library Clerk	\$17.00/hr	Max 17 1/2 hrs/wk	2/6/23	22-1853
APT	Itzkin, Jennifer		Librarian I Trainee (children's services)	\$24.72/hr	Max 17 1/2 hrs/wk	2/6/23	21-0169 24-1162- 132

INSTRUCTIONS:

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



Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **2-27-23**

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/CI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
APT	Costa, Daniel		Librarian I	\$30.28/hr	Max 17.5 hrs/wk	2-27-23	20-0182/ 24-1102 - 136

- 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?

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- APPROVED DISAPPROVED
 APPROVED AS NOTED

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

Michael J. [Signature]

Signature of Appointing Authority