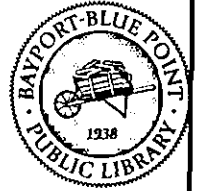


Bayport - Blue Point Public Library

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



A regular meeting of the Board of Trustees of the Bayport-Blue Point Public Library will be held on Tuesday, April 4, 2023 at 8:00pm 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

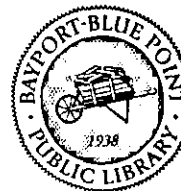
- XII. New Business

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

Next meeting Wednesday, May 10, 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

3/08/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:05 p.m. Present were Trustee Devine, Trustee McAward, Trustee Adams, Director Mike Firestone, Wendy Bennett 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 February 8, 2023 Regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee McAward, seconded by Trustee Adams to approve the **Bank Reconciliation & Financial Reports** dated January 2023; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to approve the **Bank Reconciliation & Financial Reports for Capital Fund** dated January 2023; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 3/02/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the listed prepays, as presented, that were paid since last board meeting dated February 9, 2023 through March 1, 2023. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the following invoices for prepays; Larson's Seasonal Enterprises for \$392.00, Crazy Hatter for \$721.72, SCLS for \$71,067.00; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the Payroll Reports dated 2/16/23, and 3/2/2023; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Adams to approve the CS-150 reports dated 2/09/2023, 2/09/23, and 2/27/23 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 2022 Annual Report as presented.; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to adopt the 2023-2024 Annual Budget.; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the 2021-2022 Annual audit as presented; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Adams, to adjourn the meeting at 7:35 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 FEBRAURY 2023

M & T BANK CHECKING CAPITAL ACCOUNT

February 1, 2023	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$205,824.45
	RECEIPTS:	
	INTEREST	11.05
	TOTAL(Book Balance + Receipts)	205,835.50
	LESS: FEBRUARY DISBURSEMENTS	<u>140,000.00</u>
February 28, 2023	BALANCE PER LIBRARY BOOKS:	<u><u>\$65,835.50</u></u>
February 28, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$65,835.50
	FEB INCOME DEPOSITED IN MAR	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	65,835.50
	LESS: FEBRUARY OUTSTANDING CHECKS	<u>0.00</u>
February 28, 2023	BALANCE PER BANK:	<u><u>\$65,835.50</u></u>

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

BANK RECONCILIATION FOR FEBRUARY 2023

M & T BANK CHECKING GENERAL ACCOUNT

February 1, 2023	<u>BALANCE PER LIBRARY BOOKS:</u>	\$178,186.31
	BALANCE PER LIBRARY BOOKS:	
	RECEIPTS:	
	TAX REVENUE	207,935.91
	TRANSFER FROM CAPITAL ACCOUNT	50,000.00
	NYS HOMELAND SEC PPE GRANT	4,894.77
	PASSPORT FEES	1,085.00
	ADULT PROGRAMS	923.20
	JUVENILE PROGRAMS	735.00
	REFUNDS	544.00
	CAFÉ RENT	500.00
	LLSA LIBRARY 10%	410.00
	VOTE	375.00
	YOUNG ADULT PROGRAMS	244.15
	FRIENDS PASS THROUGH	219.87
	SALE OF USED BOOKS	118.86
	FINES	50.00
	COPIER	41.45
	INTEREST	13.15
	FAX	11.75
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(392.94)
		267,709.17
	TOTAL(Book Balance + Receipts)	445,895.48
	LESS: FEBRUARY DISBURSEMENTS	251,528.18
February 28, 2023	BALANCE PER LIBRARY BOOKS:	<u><u>\$194,367.30</u></u>
February 28, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$202,751.20
	FEB FINES DEPOSITED IN MAR	0.00
	TOTAL(Bank Bal + O/S deposits)	202,751.20
	LESS: FEBRUARY OUTSTANDING CHECKS	8,383.90
February 28, 2023	BALANCE PER BANK:	<u><u>\$194,367.30</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

Num	Date	Source Name	Memo	Paid Amount
74850	04/04/2023	A TIME FOR KIDS		
	04/04/2023	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				310.00
74851	04/04/2023	AMAZON CAPITAL SERVICES		
	04/04/2023	AMAZON CAPITAL SERVICES	YA/MAKER SPACE	270.65
		AMAZON CAPITAL SERVICES	ADULT BOOKS	28.96
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	131.97
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	76.17
		AMAZON CAPITAL SERVICES	JUV PROGRAM	80.56
		AMAZON CAPITAL SERVICES	JUV BOOKS	15.98
		AMAZON CAPITAL SERVICES	VIDEO GAMES	45.85
TOTAL				650.14
74852	04/04/2023	AMERICAN EXPRESS		
	04/04/2023	AMERICAN EXPRESS	ADULT PROGRAM	1,014.80
		AMERICAN EXPRESS	JUV PROGRAM	497.70
		AMERICAN EXPRESS	OTHER PROF FEES	1,463.88
		AMERICAN EXPRESS	PERIODICALS	201.03
		AMERICAN EXPRESS	OFFICE SUPPLIES	43.26
		AMERICAN EXPRESS	SOFTWARE	163.79
		AMERICAN EXPRESS	POSTAGE	118.99
		AMERICAN EXPRESS	MISC MAINTENANCE	256.98
TOTAL				3,760.43
74853	04/04/2023	ANNA DAVIS		
	04/04/2023	ANNA DAVIS	MED PART B REIMBURSEMENT	1,582.50
TOTAL				1,582.50
74854	04/04/2023	BARBARA WILKENS		
	04/04/2023	BARBARA WILKENS	MED PART B REIMBURSEMENT	989.40
TOTAL				989.40
74855	04/04/2023	BILBLIOTHECA, LLC		
	04/04/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	152.08
TOTAL				152.08
74856	04/04/2023	BRI-TECH, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

Num	Date	Source Name	Memo	Paid Amount
	04/04/2023	BRI-TECH, INC.	ALARM SYSTEM	493.42
TOTAL				<u>493.42</u>
74857	04/04/2023	BRODART CO.		
	04/04/2023	BRODART CO.	ADULT BOOKS	16.17
	04/04/2023	BRODART CO.	JUV BOOKS	7.44
TOTAL				<u>23.61</u>
74858	04/04/2023	CHARGEPOINT, INC.		
	04/04/2023	CHARGEPOINT, INC.	CHARGING STATIONS	690.00
TOTAL				<u>690.00</u>
74859	04/04/2023	CHRISTOPHER PAPARO		
	04/04/2023	CHRISTOPHER PAPARO	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
74860	04/04/2023	CIT		
	04/04/2023	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
74861	04/04/2023	DEBORAH AHEARN		
	04/04/2023	DEBORAH AHEARN	MED PART B REIMBURSEMENT	494.70
TOTAL				<u>494.70</u>
74862	04/04/2023	DIANA CONKLIN		
	04/04/2023	DIANA CONKLIN	ADULT PROGRAM	445.00
TOTAL				<u>445.00</u>
74863	04/04/2023	DIANE ARONSEN		
	04/04/2023	DIANE ARONSEN	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
74864	04/04/2023	ELECTRONIX SYSTEMS		
	04/04/2023	ELECTRONIX SYSTEMS	RE/ALARM	1,525.00
TOTAL				<u>1,525.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

Num	Date	Source Name	Memo	Paid Amount
74865	04/04/2023	ERIN COUGHLIN		
	04/04/2023	ERIN COUGHLIN	ADULT PROGRAM	150.00
TOTAL				150.00
74866	04/04/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	04/04/2023	FRIENDS OF THE BAYPORT-BLUE POINT PI FRIENDS PASS THROUGH ACCO		146.16
TOTAL				146.16
74867	04/04/2023	GAIL SISLBE		
	04/04/2023	GAIL SISLBE	MED PART B REIMBURSEMENT	494.70
TOTAL				494.70
74868	04/04/2023	GIS BENEFITS		
	04/04/2023	GIS BENEFITS	EMPLOYEE PAYMENTS	915.29
TOTAL				915.29
74869	04/04/2023	GREAT SOUTH BAY LANDSCAPING		
	04/04/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,300.00
TOTAL				3,300.00
74870	04/04/2023	HAMMER AND STAIN LONG ISLAND		
	04/04/2023	HAMMER AND STAIN LONG ISLAND	ADULT PROGRAM	480.00
TOTAL				480.00
74871	04/04/2023	HARTCORN PLUMBING AND HEATING		
	04/04/2023	HARTCORN PLUMBING AND HEATING	FIRE SPRINKLER INSPECTION	1,225.00
TOTAL				1,225.00
74872	04/04/2023	J.K.HODGE		
	04/04/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
74873	04/04/2023	JAMES CIERVO		
	04/04/2023	JAMES CIERVO	JUV PROGRAM	950.00
TOTAL				950.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

Num	Date	Source Name	Memo	Paid Amount
74874	04/04/2023	JAMES CUMMINGS		
	04/04/2023	JAMES CUMMINGS	ADULT PROGRAM	100.00
TOTAL				100.00
74875	04/04/2023	JANICE NORTH		
	04/04/2023	JANICE NORTH	MED PART B REIMBURSEMENT	494.70
TOTAL				494.70
74876	04/04/2023	JENNIFER FRASCOGNA		
	04/04/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	240.00
TOTAL				240.00
74877	04/04/2023	JESSICA REILLY		
	04/04/2023	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				210.00
74878	04/04/2023	JOANNE POWELL		
	04/04/2023	JOANNE POWELL	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
74879	04/04/2023	JOCELYN MCINTEE		
	04/04/2023	JOCELYN MCINTEE	MED PART B REIMBURSEMENT	494.70
TOTAL				494.70
74880	04/04/2023	JOHN O'HARE		
	04/04/2023	JOHN O'HARE	MED PART B REIMBURSEMENT	692.40
TOTAL				692.40
74881	04/04/2023	JOYCE WALKER		
	04/04/2023	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				255.00
74882	04/04/2023	JUDY WILSON		
	04/04/2023	JUDY WILSON	ADULT PROGRAM	275.00
TOTAL				275.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

Num	Date	Source Name	Memo	Paid Amount
74883	04/04/2023	KELLY SHERIDAN		
	04/04/2023	KELLY SHERIDAN	YA PROGRAM	237.08
TOTAL				237.08
74884	04/04/2023	KEVIN SEAMAN		
	04/04/2023	KEVIN SEAMAN	LEGAL FEES	3,564.00
TOTAL				3,564.00
74885	04/04/2023	KL HOME INSPECTION SERVICES		
	04/04/2023	KL HOME INSPECTION SERVICES	ADULT PROGRAM	375.00
TOTAL				375.00
74886	04/04/2023	LAKEVIEW BOOKS		
	04/04/2023	LAKEVIEW BOOKS	YA BOOKS	322.84
TOTAL				322.84
74887	04/04/2023	LAURA BARRELLA		
	04/04/2023	LAURA BARRELLA	ADULT PROGRAM	250.00
		LAURA BARRELLA	YA PROGRAM	250.00
TOTAL				500.00
74888	04/04/2023	LAURIE JANOWITZ		
	04/04/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				325.00
74889	04/04/2023	LIBRARICA LLC		
	04/04/2023	LIBRARICA LLC	SOFTWARE	521.25
TOTAL				521.25
74890	04/04/2023	LIBRARY IDEAS LLC		
	04/04/2023	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	1.50
TOTAL				1.50
74891	04/04/2023	LONG ISLAND SCIENCE CENTER		
	04/04/2023	LONG ISLAND SCIENCE CENTER	JUV PROGRAM	275.00
TOTAL				275.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74892	04/04/2023	LONGWOOD PUBLIC LIBRARY		
	04/04/2023	LONGWOOD PUBLIC LIBRARY	20 X 20 TENT	400.00
TOTAL				400.00
74893	04/04/2023	LUCINDA LAPPANO		
	04/04/2023	LUCINDA LAPPANO	MED PART B REIMBURSEMENT	989.40
TOTAL				989.40
74894	04/04/2023	MARY WAKA		
	04/04/2023	MARY WAKA	ADULT PROGRAM	455.00
TOTAL				455.00
74895	04/04/2023	MCJ CLEANING SERVICES CORP.		
	04/04/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
74896	04/04/2023	MD DESIGN STUDIOS		
	04/04/2023	MD DESIGN STUDIOS	ADULT PROGRAM	620.00
TOTAL				620.00
74897	04/04/2023	MICHAEL FRENCH		
	04/04/2023	MICHAEL FRENCH	MUSIC PROGRAM	450.00
TOTAL				450.00
74898	04/04/2023	MICHAEL GALLAGHER, CPA		
	04/04/2023	MICHAEL GALLAGHER, CPA	FEBRUARY FEES	600.00
TOTAL				600.00
74899	04/04/2023	MIDWEST TAPE		
	04/04/2023	MIDWEST TAPE	ADULT DVD	1,052.04
		MIDWEST TAPE	ADULT CD	852.36
		MIDWEST TAPE	ADULT BOT	227.90
		MIDWEST TAPE	JUV DVD	34.97
TOTAL				2,167.27
74900	04/04/2023	MIDWEST TAPE -HOOPLA		

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

April 4, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/04/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	658.52
TOTAL				<u>658.52</u>
74901	04/04/2023	NAELA'S ORGANICS INC.		
	04/04/2023	NAELA'S ORGANICS INC.	ADULT PROGRAM	500.00
TOTAL				<u>500.00</u>
74902	04/04/2023	NAOMI EBBITTS		
	04/04/2023	NAOMI EBBITTS	REFUND ADULT PROGRAM	24.00
TOTAL				<u>24.00</u>
74903	04/04/2023	NASSAU LIBRARY SYSTEM		
	04/04/2023	NASSAU LIBRARY SYSTEM	ADULT BOOKS	215.80
		NASSAU LIBRARY SYSTEM	ADULT AUDIO BOOKS	37.80
TOTAL				<u>253.60</u>
74904	04/04/2023	NATIONAL WASTE SERVICES		
	04/04/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	550.00
TOTAL				<u>550.00</u>
74905	04/04/2023	NCLA/LILC		
	04/04/2023	NCLA/LILC	LONG ISLAND LIB CONFERENCE	150.00
TOTAL				<u>150.00</u>
74906	04/04/2023	OTC, BRANDS,INC.		
	04/04/2023	OTC, BRANDS,INC.	JUV RPOGRAM	128.91
TOTAL				<u>128.91</u>
74907	04/04/2023	PGA MECHANICAL CONTRACTORS INC.		
	04/04/2023	PGA MECHANICAL CONTRACTORS INC.	HVAC	1,432.73
TOTAL				<u>1,432.73</u>
74908	04/04/2023	QUADIENT LEASING		
	04/04/2023	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL				<u>248.55</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

Num	Date	Source Name	Memo	Paid Amount
74909	04/04/2023	RACHEL MARKOWITZ		
	04/04/2023	RACHEL MARKOWITZ	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
74910	04/04/2023	ROWAN AND LITTLEFIELD PUBLISHING GROUP		
	04/04/2023	ROWAN AND LITTLEFIELD PUBLISHING GR	REF/ONLINE SERVICES	58.90
TOTAL				58.90
74911	04/04/2023	SCLS		
	04/04/2023	SCLS	POSTAGE	27.00
		SCLS	OFFICE SUPPLIES	28.35
		SCLS	MPL LICENSE	78.12
	04/04/2023	SCLS	LICENSING	252.04
TOTAL				385.51
74912	04/04/2023	SEARLES GRAPHICS, INC.		
	04/04/2023	SEARLES GRAPHICS, INC.	PRINTING	1,976.00
TOTAL				1,976.00
74913	04/04/2023	SPROUTS AND FRIENDS, INC.		
	04/04/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
74914	04/04/2023	T MOBILE		
	04/04/2023	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65
74915	04/04/2023	T ROWE PRICE		
	04/04/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	612.14
TOTAL				612.14
74916	04/04/2023	THOMAS ADAMO		
	04/04/2023	THOMAS ADAMO	MUSIC PROGRAM	450.00
TOTAL				450.00
74917	04/04/2023	W.B.MASON		

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

April 4, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/04/2023	W.B.MASON	OFFICE SUPPLIES	504.75
TOTAL				<u>504.75</u>
74918	04/04/2023	WELLS FARGO FINANCAIL LEASING		
	04/04/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	327.23
TOTAL				<u>327.23</u>
74919	04/04/2023	AMAZON CAPITAL SERVICES		
	04/04/2023	AMAZON CAPITAL SERVICES	ADULT BOOKS	127.97
		AMAZON CAPITAL SERVICES	JUV PROGRAM	29.92
		AMAZON CAPITAL SERVICES	YA PROGRAM	46.82
TOTAL				<u>204.71</u>
74920	04/04/2023	BAKER & TAYLOR BOOKS		
	04/04/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	1,687.27
		BAKER & TAYLOR BOOKS	YA BOOKS	81.29
		BAKER & TAYLOR BOOKS	ADULT BOOKS	4,274.43
TOTAL				<u>6,042.99</u>
74921	04/04/2023	DIANA CONKLIN		
	04/04/2023	DIANA CONKLIN	ADULT PROGRAM	105.00
TOTAL				<u>105.00</u>
74922	04/04/2023	HAMMER AND STAIN LONG ISLAND		
	04/04/2023	HAMMER AND STAIN LONG ISLAND	ADULT PROGRAM	20.00
TOTAL				<u>20.00</u>
74923	04/04/2023	KELLY SHERIDAN		
	04/04/2023	KELLY SHERIDAN	YA PROGRAM	82.59
TOTAL				<u>82.59</u>
74924	04/04/2023	MIDWEST TAPE		
	04/04/2023	MIDWEST TAPE	ADULT DVD	113.48
TOTAL				<u>113.48</u>
74925	04/04/2023	SCLS		
	04/04/2023	SCLS	DOWNLOADABLE MEDIA	15,000.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 4, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				15,000.00
				68,609.72

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9 through April 3, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
74836	03/23/2023	AFFLAC NEW YORK		
	03/23/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				<u>373.20</u>
74837	03/23/2023	CRAZY HATTER		
	03/23/2023	CRAZY HATTER	JUV PROGRAM	721.72
TOTAL				<u>721.72</u>
74838	03/23/2023	LARSON'S SEASONAL ENTERPRISES INC.		
	03/23/2023	LARSON'S SEASONAL ENTERPRISES INC.	SNOW REMOVAL	392.00
TOTAL				<u>392.00</u>
74839	03/23/2023	LINDA IPANEMA		
	03/23/2023	LINDA IPANEMA	MUSIC PROGRAM	500.00
TOTAL				<u>500.00</u>
74840	03/23/2023	MD DESIGN STUDIOS		
	03/23/2023	MD DESIGN STUDIOS	ADULT PROGRAM	660.00
		MD DESIGN STUDIOS	YA PROGRAM	340.00
TOTAL				<u>1,000.00</u>
74841	03/23/2023	NET2PHONE, INC.		
	03/23/2023	NET2PHONE, INC.	TELEPHONES	174.65
TOTAL				<u>174.65</u>
74842	03/23/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	03/23/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	35,569.98
TOTAL				<u>35,569.98</u>
74843	03/23/2023	OPTIMUM		
	03/23/2023	OPTIMUM	OPTIMUM	205.31
TOTAL				<u>205.31</u>
74844	03/23/2023	SCLS		
	03/23/2023	SCLS	REF/ONLINE SERVICES	15,000.00

prepaid's

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 9 through April 3, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				15,000.00
74845	03/23/2023	SPROUTS AND FRIENDS, INC.		
	03/23/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	400.00
TOTAL				400.00
74846	03/23/2023	SUFFOLK COUNTY WATER AUTHORITY		
	03/23/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	77.75
TOTAL				77.75
74847	03/23/2023	T MOBILE		
	03/23/2023	T MOBILE	HOT SPOTS	403.55
TOTAL				403.55
74848	03/23/2023	T ROWE PRICE		
	03/23/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIO	536.83
TOTAL				536.83
74849	03/23/2023	W.B.MASON		
	03/23/2023	W.B.MASON	JUV PROGRAM	40.36
		W.B.MASON	OFFICE SUPPLIES	115.95
TOTAL				156.31
				55,511.30

BAYPORT - BLUE POINT PUB LIB - CAPITAL FUND

Check Detail

March 9 through April 3, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1257	03/13/2023	PGA MECHANICAL CONTRACTORS INC.	1000 · M&T - CHECKING	
	03/13/2023		7020 · HVAC	-12,891.63
TOTAL				-12,891.63

prepaids

Payroll Liability

Total Cash Required		\$49,160.26
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,068.78
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,761.04
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$12,943.75
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$386.69
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$49,160.26

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	4,068.78	
Subtotal Net Pay		4,068.78
Total Net Pay Liability (Net Cash)		4,068.78

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				2,890.72	2,890.76		5,781.48
	Medicare				676.01	676.09		1,352.10
	Subtotal Federal				7,531.71	3,566.85		11,098.56
State	NY State Income Tax				1,845.19			
	Subtotal NY				1,845.19			1,845.19
Total Taxes					9,376.90	3,566.85		12,943.75

Other Transfers	Full Service Direct Deposit (FSDD)	31,761.04	44 Employee Transactions
	Pay-by-Pay Insurance	386.69	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,761.04
Total Pay-by-Pay Insurance	\$386.69
Total Taxes	\$12,943.75
Total Amount ADP Debited from your Account(s)	\$45,091.48

Total For 3/16/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,761.04
Total Pay-by-Pay Insurance	\$386.69
Total Taxes	\$12,943.75
Total Amount ADP Debited from your Account(s)	\$45,091.48

Payroll Liability

Total Cash Required		\$49,433.56
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,091.43
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,899.08
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,056.78
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$386.27
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$49,433.56

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	5,091.43
Subtotal Net Pay	5,091.43
Total Net Pay Liability (Net Cash)	5,091.43

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,055.18		4,055.18
	Social Security				2,910.04	2,910.05	5,820.09
	Medicare				680.58	680.58	1,361.16
	Subtotal Federal				7,645.80	3,590.63	11,236.43
State	NY State Income Tax				1,820.35		
	Subtotal NY				1,820.35		1,820.35
	Total Taxes				9,466.15	3,590.63	13,056.78

Other Transfers	Full Service Direct Deposit (FSDD)	30,899.08	43 Employee Transactions
	Pay-by-Pay Insurance	386.27	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$30,899.08
Total Pay-by-Pay Insurance	\$386.27
Total Taxes	\$13,056.78
Total Amount ADP Debited from your Account(s)	\$44,342.13

Total For 3/30/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$30,899.08
Total Pay-by-Pay Insurance	\$386.27
Total Taxes	\$13,056.78
Total Amount ADP Debited from your Account(s)	\$44,342.13

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

3-30-23

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or ATIC/ INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
TRS	Theiling, William		Custodial Worker I	\$17.00/HR	15 Hrs per week	03/20/23	22-01961

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.

- APPROVED DISAPPROVED
 APPROVED AS NOTED



Signature of Appointing Authority