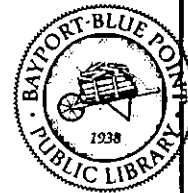


# Bayport - Blue Point Public Library

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, July 5, 2023 at 7:00pm in the Library.

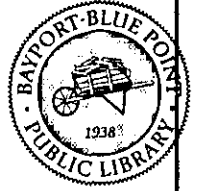
## AGENDA

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

Next meeting Tuesday, July 25, 2022 5:00 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

6/14/2023

### I. CALL TO ORDER

Trustee Devine called the meeting to order at 6:15 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Adams, Trustee Kennedy-Smith, Director Mike Firestone (took minutes).

Motion to enter into Executive Session at 6:15 p.m. for Personnel Reasons by Trustee Heineman, seconded by Trustee Kennedy-Smith; approved by all present.

Motion to exit Executive Session at 6:57 p.m. by Trustee Adams, seconded by Trustee McAward; approved by all present.

Trustee Devine re-convened the meeting starting at 7:02p.m.  
Assistant Director, Wendy Bennett, joined the meeting at this time.

### II. APPROVAL OF MINUTES

Trustee Heineman made a motion, seconded by Trustee McAward to accept the minutes of the May 10, 2023 regular Meeting of the Board of Trustees; approved by all.

### III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve the **Bank Reconciliation & Financial Reports** dated April 2023; approved by all.

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

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 6/14/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to approve the listed prepays, as presented, that were paid since last board meeting dated May 11, 2023 through June 13, 2023. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Payroll Reports dated 5/11/2023 and 5/25/2023 and 6/8/23; approved by all.

### IV. PERSONNEL REPORT

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve the CS-150 reports dated May 9,11,15,16,16,18,18,22,23 and June 1,1,8 of 2023, as presented; approved by all present.

### V. DIRECTOR'S REPORT

### VI. UNFINISHED BUSINESS

### VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by trustee Kennedy-Smith, to approve the Board Meeting Dates for 2023-2024; approved by all present.

### X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Adams, to adjourn the meeting at 7:25 p.m.; approved by all.

Respectfully submitted,  
Michael Firestone

**BAYPORT-BLUE POINT PUBLIC LIBRARY  
186 MIDDLE ROAD  
BLUE POINT, N.Y. 11715 - 1932  
(631)363-6133**

**BANK RECONCILIATION FOR MAY 2023**

**M & T BANK CHECKING GENERAL ACCOUNT**

	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
May 1, 2023	BALANCE PER LIBRARY BOOKS:	\$138,030.31
	RECEIPTS:	
	TAX REVENUE	207,935.91
	NYS GRANTS	8,302.00
	ADULT PROGRAMS	7,072.50
	PASSPORT FEES	835.00
	JUVENILE PROGRAMS	739.50
	COPIER	723.18
	DONATIONS/FRIENDS	519.49
	YOUNG ADULT PROGRAMS	251.30
	BOOK SALES	192.33
	FRIENDS PASS THROUGH	187.39
	FAX	34.95
	INTEREST	17.28
	FINES	5.05
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(194.20)
		226,621.68
	TOTAL(Book Balance + Receipts)	364,651.99
	LESS: MAY DISBURSEMENTS	244,172.48
May 31, 2023	<b>BALANCE PER LIBRARY BOOKS:</b>	<b>\$120,479.51</b>
	 <b><u>BALANCE PER BANK:</u></b>	
May 31, 2023	BALANCE PER BANK:	\$138,030.31
	MAY FINES DEPOSITED IN JUNE	0.00
	TOTAL(Bank Bal + O/S deposits)	138,030.31
	LESS: MAY OUTSTANDING CHECKS	17,550.80
May 31, 2023	<b>BALANCE PER BANK:</b>	<b>\$120,479.51</b>

**BAYPORT-BLUE POINT PUBLIC LIBRARY  
186 MIDDLE ROAD  
BLUE POINT, N.Y. 11715 - 1932  
(631)363-6133**

**BANK RECONCILIATION FOR MAY 2023**

**M & T BANK CHECKING CAPITAL ACCOUNT**

May 1, 2023	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
	BALANCE PER LIBRARY BOOKS:	\$33,277.00
	RECEIPTS:	
	INTEREST	2.64
	TOTAL(Book Balance + Receipts)	33,279.64
	LESS: MAY DISBURSEMENTS	<u>4,302.67</u>
May 31, 2023	<b>BALANCE PER LIBRARY BOOKS:</b>	<b><u><u>\$28,976.97</u></u></b>
May 31, 2023	<b><u>BALANCE PER BANK:</u></b>	
	BALANCE PER BANK:	\$28,976.97
	MAY INCOME DEPOSITED IN JUNE	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	28,976.97
	LESS: MAY OUTSTANDING CHECKS	<u>                    </u>
May 31, 2023	<b>BALANCE PER BANK:</b>	<b><u><u>\$28,976.97</u></u></b>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

Num	Date	Source Name	Memo	Paid Amount
75133	07/05/2023	A SHRED AWAY, INC.		
	07/05/2023	A SHRED AWAY, INC.	ADULT PROGRAM	<u>525.00</u>
TOTAL				525.00
75134	07/05/2023	A TIME FOR KIDS		
	07/05/2023	A TIME FOR KIDS	JUV PROGRAM	<u>155.00</u>
TOTAL				155.00
75135	07/05/2023	ANNA DAVIS		
	07/05/2023	ANNA DAVIS	MED PART B REIMB	<u>1,582.50</u>
TOTAL				1,582.50
75136	07/05/2023	ANNE SOPER		
	07/05/2023	ANNE SOPER	JUV PROGRAM	<u>100.00</u>
TOTAL				100.00
75137	07/05/2023	BARBARA WILKENS		
	07/05/2023	BARBARA WILKENS	MED PART B REIMB	<u>989.40</u>
TOTAL				989.40
75138	07/05/2023	BAYPORT FLOWER HOUSE		
	07/05/2023	BAYPORT FLOWER HOUSE	MISC EXP	<u>962.00</u>
TOTAL				962.00
75139	07/05/2023	BILBLIOTHECA, LLC		
	07/05/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	<u>255.46</u>
TOTAL				255.46
75140	07/05/2023	BRI-TECH, INC.		
	07/05/2023	BRI-TECH, INC.	ALARM	<u>175.00</u>
TOTAL				175.00
75141	07/05/2023	BRODART CO.		
	07/05/2023	BRODART CO.	REFERENCE	<u>318.58</u>
TOTAL				318.58

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		EMILY SPIZZIRRI	JUV PROGRAM	125.00
TOTAL				250.00
75151	07/05/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	07/05/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB L PASS THROUGH ACCOUNT		13.00
	07/05/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB L PASS THROUGH ACCOUNT		29.25
TOTAL				42.25
75152	07/05/2023	GAIL SISLBE		
	07/05/2023	GAIL SISLBE	MED PART B REIMB	989.40
TOTAL				989.40
75153	07/05/2023	HIGH HOPES PRODUCTIONS		
	07/05/2023	HIGH HOPES PRODUCTIONS	JUV PROGRAM	360.00
TOTAL				360.00
75154	07/05/2023	J.K.HODGE		
	07/05/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
75155	07/05/2023	JAMES CUMMINGS		
	07/05/2023	JAMES CUMMINGS	ADULT PROGRAM	300.00
TOTAL				300.00
75156	07/05/2023	JANICE NORTH		
	07/05/2023	JANICE NORTH	MED PART B REIMB	494.70
TOTAL				494.70
75157	07/05/2023	JENNIFER COLBERT		
	07/05/2023	JENNIFER COLBERT	JUV PROGRAM	180.00
TOTAL				180.00
75158	07/05/2023	JENNIFER FRASCOGNA		
	07/05/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
TOTAL				480.00
75159	07/05/2023	JESSICA REILLY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/05/2023	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				<u>140.00</u>
75160	07/05/2023	JOCELYN MCINTEE		
	07/05/2023	JOCELYN MCINTEE	MED PART B REIMB	494.70
TOTAL				<u>494.70</u>
75161	07/05/2023	JOHN O'HARE		
	07/05/2023	JOHN O'HARE	MED PART B REIMB	692.40
TOTAL				<u>692.40</u>
75162	07/05/2023	JOYCE WALKER		
	07/05/2023	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL				<u>170.00</u>
75163	07/05/2023	KARL AUWAERTER		
	07/05/2023	KARL AUWAERTER	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
75164	07/05/2023	KATHLEEN CUNNINGHAM		
	07/05/2023	KATHLEEN CUNNINGHAM	ADULT PROGRAM	360.00
TOTAL				<u>360.00</u>
75165	07/05/2023	KELLY SHERIDAN		
	07/05/2023	KELLY SHERIDAN	YA PROGRAM	81.83
TOTAL				<u>81.83</u>
75166	07/05/2023	KELLY WRIGHT		
	07/05/2023	KELLY WRIGHT	REFUND ADULT PROGRAM	12.00
TOTAL				<u>12.00</u>
75167	07/05/2023	KING KULLEN GROCERY CORP, INC.		
	07/05/2023	KING KULLEN GROCERY CORP, INC.	OFFICE SUPPLIES	31.96
		KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	6.58
TOTAL				<u>38.54</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

Num	Date	Source Name	Memo	Paid Amount
75168	07/05/2023	KRISTIN LONIGRO		
	07/05/2023	KRISTIN LONIGRO	JUV PROGRAM	60.00
TOTAL				60.00
75169	07/05/2023	LAURIE JANOWITZ		
	07/05/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				325.00
75170	07/05/2023	LIBRARY IDEAS LLC		
	07/05/2023	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	4,668.00
TOTAL				4,668.00
75171	07/05/2023	LUCINDA LAPPANO		
	07/05/2023	LUCINDA LAPPANO	MED PART B REIMB	989.40
TOTAL				989.40
75172	07/05/2023	MD DESIGN STUDIOS		
	07/05/2023	MD DESIGN STUDIOS	ADULT PROGRAM	640.00
TOTAL				640.00
75173	07/05/2023	MICHAEL GALLAGHER, CPA		
	07/05/2023	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	1,800.00
TOTAL				1,800.00
75174	07/05/2023	MOTHERHOOD MOVES		
	07/05/2023	MOTHERHOOD MOVES	JUV PROGRAM	360.00
TOTAL				360.00
75175	07/05/2023	NAELA'S ORGANICS INC.		
	07/05/2023	NAELA'S ORGANICS INC.	ADULT PROGRAM	550.00
TOTAL				550.00
75176	07/05/2023	OPTIMUM		
	07/05/2023	OPTIMUM	OPTIMUM	382.79
TOTAL				382.79



BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

Num	Date	Source Name	Memo	Paid Amount
75177	07/05/2023	PSEGLI		
	07/05/2023	PSEGLI	ELECTRIC	5,000.00
TOTAL				5,000.00
75178	07/05/2023	QUADIENT LEASING		
	07/05/2023	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL				248.55
75179	07/05/2023	REPRISE MUSIC		
	07/05/2023	REPRISE MUSIC	JUV PROGRAM	150.00
TOTAL				150.00
75180	07/05/2023	ROBERT ARNDST		
	07/05/2023	ROBERT ARNDST	MUSIC PROGRAM	900.00
TOTAL				900.00
75181	07/05/2023	ROBERT SCOTT		
	07/05/2023	ROBERT SCOTT	YA PROGRAM	345.00
TOTAL				345.00
75182	07/05/2023	RYAN O'ROURKE		
	07/05/2023	RYAN O'ROURKE	NIGHTTIME STIPEND	50.00
TOTAL				50.00
75183	07/05/2023	SCLS		
	07/05/2023	SCLS	ADULT PROG	562.75
		SCLS	JUV PROG	562.75
TOTAL				1,125.50
75184	07/05/2023	SEARLES GRAPHICS, INC.		
	07/05/2023	SEARLES GRAPHICS, INC.	JULY/AUG NEWSLETTER	4,976.00
TOTAL				4,976.00
75185	07/05/2023	SPROUTS AND FRIENDS, INC.		
	07/05/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	750.00
TOTAL				750.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75186	07/05/2023	STERICYCLE, INC.		
	07/05/2023	STERICYCLE, INC.	SHREDDING SERVICES	214.85
TOTAL				<u>214.85</u>
75187	07/05/2023	SUSAN CHANT		
	07/05/2023	SUSAN CHANT	JUV PROGRAM	104.22
		SUSAN CHANT	OFICE SUPPLY	11.39
TOTAL				<u>115.61</u>
75188	07/05/2023	THE COMO BROTHERS		
	07/05/2023	THE COMO BROTHERS	MUSIC PROGRAM	800.00
TOTAL				<u>800.00</u>
75189	07/05/2023	THE PATCHOGUE ADVANCE		
	07/05/2023	THE PATCHOGUE ADVANCE	ADVERTISING	110.00
TOTAL				<u>110.00</u>
75190	07/05/2023	THE WHALING MUSEUM		
	07/05/2023	THE WHALING MUSEUM	ADULT PROGRAM	375.00
TOTAL				<u>375.00</u>
75191	07/05/2023	WELLS FARGO FINANCAIL LEASING		
	07/05/2023	WELLS FARGO FINANCAIL LEASING	COPY MACHINES	629.00
TOTAL				<u>629.00</u>
75192	07/05/2023	A TIME FOR KIDS		
	07/05/2023	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				<u>310.00</u>
75193	07/05/2023	AMAZON CAPITAL SERVICES		
	07/05/2023	AMAZON CAPITAL SERVICES	YA PROGRAM	119.95
		AMAZON CAPITAL SERVICES	ADULT BOOKS	10.24
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	34.97
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	25.97
TOTAL				<u>191.13</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 5, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75194	07/05/2023	BAKER & TAYLOR BOOKS		
	07/05/2023	BAKER & TAYLOR BOOKS	JUV BBOOKS	619.31
		BAKER & TAYLOR BOOKS	ADULT BOOKS	2,229.88
TOTAL				<u>2,849.19</u>
75195	07/05/2023	BILBLIOTHECA, LLC		
	07/05/2023	BILBLIOTHECA, LLC	SELF CHECK KIOSKS	4,577.54
TOTAL				<u>4,577.54</u>
75196	07/05/2023	GRAINGER		
	07/05/2023	GRAINGER	CUSTODIAL SUPPLIES	49.13
TOTAL				<u>49.13</u>
75197	07/05/2023	KELLY SHERIDAN		
	07/05/2023	KELLY SHERIDAN	YA PROGRAM	35.07
TOTAL				<u>35.07</u>
75198	07/05/2023	LINDA KEYES		
	07/05/2023	LINDA KEYES	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
75199	07/05/2023	MIDWEST TAPE		
	07/05/2023	MIDWEST TAPE	ADULT DVD	762.31
		MIDWEST TAPE	ADULT CD	321.86
		MIDWEST TAPE	ADULT BOT	451.82
		MIDWEST TAPE	OFFICE SUPPLIES	233.99
TOTAL				<u>1,769.98</u>
75200	07/05/2023	W.B.MASON		
	07/05/2023	W.B.MASON	OFFICE SUPPLIES	333.85
TOTAL				<u>333.85</u>
				49,564.68

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 15 through July 4, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75127	06/22/2023	AFFLAC NEW YORK		
	06/22/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
75128	06/22/2023	NATIONAL GRID		
	06/22/2023	NATIONAL GRID	GAS	741.79
TOTAL				741.79
75129	06/22/2023	NET2PHONE, INC.		
	06/22/2023	NET2PHONE, INC.	TELEPHONE	216.38
TOTAL				216.38
75130	06/22/2023	OPTIMUM		
	06/22/2023	OPTIMUM	OPTIMUM	204.09
TOTAL				204.09
75131	06/22/2023	PSEGLI		
	06/22/2023	PSEGLI	ELECTRIC	5,000.00
TOTAL				5,000.00
75132	06/22/2023	T ROWE PRICE		
	06/22/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	676.81
TOTAL				676.81
				7,212.27

prepaids

**Payroll Liability**

<b>Total Cash Required</b>		<b>\$50,047.70</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,653.43
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,887.64
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,186.74
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$319.89
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,047.70

**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	4,653.43	
Subtotal Net Pay		4,653.43
Total Net Pay Liability (Net Cash)		4,653.43

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP			
			EE withheld	ER contrib	EE withheld	ER contrib		
Federal	Federal Income Tax				4,012.07		4,012.07	
	Social Security				2,953.61	2,953.55	5,907.16	
	Medicare				690.76	690.77	1,381.53	
	<b>Subtotal Federal</b>				<b>7,656.44</b>	<b>3,644.32</b>	<b>11,300.76</b>	
State	NY State Income Tax				1,885.98			
	<b>Subtotal NY</b>				<b>1,885.98</b>		<b>1,885.98</b>	
	<b>Total Taxes</b>				<b>9,542.42</b>	<b>3,644.32</b>	<b>13,186.74</b>	

Other Transfers	Full Service Direct Deposit (FSDD)	31,887.64	45 Employee Transactions
	Pay-by-Pay Insurance	319.89	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,887.64
Total Pay-by-Pay Insurance	\$319.89
Total Taxes	\$13,186.74
Total Amount ADP Debited from your Account(s)	\$45,394.27

Total For 6/22/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,887.64
Total Pay-by-Pay Insurance	\$319.89
Total Taxes	\$13,186.74
Total Amount ADP Debited from your Account(s)	\$45,394.27

**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	Stoss, Sarah		Librarian Trainee	24.72/hr	Max 17 1/2 hrs/wk	06/02/23	20-01821 24-1162- 127

**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

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED

6-17-23

**Bayport-Blue Point Public Library**

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or ATCI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
APT	Lara, Ashley		Library Clerk	17.00/hr	max 17 1/2/wk	06/14/23	22-01853 24-1162- 86

- DO 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

  
 Signature of Appointing Authority



**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED 6/15/23

**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 #
RL	Vann, Colleen		Library Clerk	17.00/hr	max 17 1/2/wk	06/05/23	22-1853 24-1162-83
Apt	Vann, Colleen		Librarian Trainee (children's services)	24.72/hr	max 17 1/2 /wk	06/05/23	21-01698 24-1162-143

**DID YOU:**

1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?
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SI	Bennett, Wendy		Assistant Library Director	94,000.00		07/01/23	15-00081
SI	Chant, Susan		Library Assistant	66,318.72		07/01/23	94-0454
SI	Firestone, Michael		Library Director	165,128		07/01/23	11-00892
SI	Lawlor, Marcia		Library Assistant	30.89/hr		07/01/23	94-0454
SI	Lodato, Emma		Librarian III	75,500.00		07/01/23	22-2424
SI	McCrosson, Linda		Principal Account Clerk	42.60/hr		07/01/23	06-01801
SI	O'Rourke, Ryan		Custodial Worker II	58,720.00		07/01/23	10-00201
SI	Reilly, Christa		Library Clerk	18.91/hr		07/01/23	22-01853
SI	Sheridan, Klelly		Librarian II	76,000.00		07/01/23	21-01861
SI	Soper, Anne		Library Clerk	35,456.40		07/01/23	08-01330

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*Michael Hart*

Signature of Appointing Authority

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SI	Sullivan, Gerald		Librarian II	76,000.00		07/01/23	08-01404
SI	Swan, Christine		Library Clerk	18.91/hr		07/01/23	22-01853

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*Michael Int*

Signature of Appointing Authority

APPROVED                       DISAPPROVED  
 APPROVED AS NOTED

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

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SI	Ackerman, Brooke		Library Clerk	17.86/hr		07/01/23	22-01853
SI	Ackerman, Heather		Library Clerk	18.39/hr		07/01/23	22-01853
SI	Bishop-Scioli, Laura		Librarian I (children's services)	39.08/hr		07/01/23	88-5299
SI	Bonacasa, Gabriela		Librarian I-call in	30.27/hr		07/01/23	21-01698
SI	Burg, Stephen		Librarian I	30.89/hr		07/01/23	08-00402
SI	Cannini, Charles		Library Assistant	19.51/hr		07/01/23	19-00751
SI	Carson, Jilliann		Library Clerk	17.34/hr		07/01/23	22-01853
SI	Casper, Thomas		Librarian I (children's services)	33.44/hr		07/01/23	21-01862

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 Signature of Appointing Authority

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**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED

6/15/23

**Bayport-Blue Point Public Library**

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or ATCI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
SI	Costa, Daniel		Network Systems Technician	35.08		07/01/23	22-00633
SI	Costa, Daniel		Librarian I	30.89		07/01/23	20-01821
SI	Cranshaw, Alexander		Librarian I	29.39/hr		07/01/23	20-01821
SI	Cristiano, Josephine		Library Clerk	17.86/hr		07/01/23	22-01853
SI	Gibson, Cole		Custodial Worker I	16.32/hr		07/01/23	20-00540
SI	Harrison, Valerie		Librarian Trainee	25.21/hr		07/01/23	20-01821
SI	Holder, Rodearrick		Custodial Worker I	16.81/hr		07/01/23	20-00540
SI	Hunt, Daniel		Librarian I	29.39/hr		07/01/23	20-01821
SI	Hutchinson, Virginia		Librarian I	37.35/hr		07/01/23	08-00402
SI	Itzkin, Jennifer		Librarian Trainee (children's services)	25.21		07/01/23	21-01698

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*Mitchell*

Signature of Appointing Authority

**Bayport-Blue Point Public Library**

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SI	Jansen, Gillian		Library Clerk	19.44/hr		07/01/23	22-01853
SI	Johnson, Christine		Library Treasurer	53.43/hr		07/01/23	11-00236
SI	Koehler, Allyson		Librarian Trainee (children's services)	25.21/hr		07/01/23	20-01820
SI	McDonaold, Sean		Librarian I	39.08/hr		07/01/23	93-1049
SI	Mitchell, Debra		Librarian I (children's services)	33.44/hr		07/01/23	18-01721
SI	Narkiewicz, Jacqueline		Librarian I (children's services)	28.37/hr		07/01/23	20-01820

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SI	Pernice, Julie		Librarian I (children's services)	30.86/hr		07/01/23	18-01721
SI	Posnanski, Joann		Librarian I	40.82/hr		07/01/23	08-00402
SI	Rasheed, Anthony		Custodial Worker I	17.31/hr		07/01/23	20-00540
SI	Sinensky, Carol		Librarian I	33.48/hr		07/01/23	93-1056
SI	Smith, Donna		Library Clerk	20/73/hr		07/01/23	22-01853
SI	Theiling, Lonna		Librarian I	32.64/hr		07/01/23	20-01821

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SI	Vatalaro, Richard		Custodial Worker I	17.83/hr		07/01/23	22-01961
SI	Voyack, Shannon		Library Assistant	19.51/hr		07/01/23	11-01813
SI	Walden, Jeffrey		Librarian I	29.99/hr		07/01/23	20-01821

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SI	Boeckel, Jamie		Page	15.30/hr		07/01/23	19-01532
SI	Carney, Marisa		Page	15.30/hr		07/01/23	19-01532
SI	Chirco, Elijah		Page	15.30/hr		07/01/23	19-01532
SI	Garvin, Olivia		Page	15.30/hr		07/01/23	19-01532
SI	Kiely, Christina		Page	15.30/hr		07/01/23	10-01845
SI	Lin, Christina		Page	15.30/hr		07/01/23	19-01532
SI	Losardo, Olivia		Page	15.30/hr		07/01/23	19-01532
SI	Richardt, Leah		Page	15.30/hr		07/01/23	19-01532
SI	Vlachos, Alexandra		Page	15.30/hr		07/01/23	19-01532

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*Michael Furt*

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