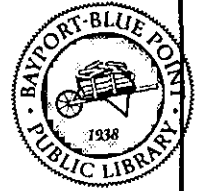


Bayport - Blue Point Public Library

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, June 14, 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

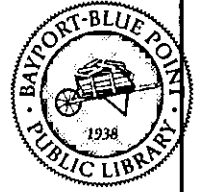
- XII. New Business

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

Next meeting Wednesday, July 5, 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 5/10/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:04 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Kennedy-Smith, Trustee McAward, Trustee Adams, Director Mike Firestone, Assistant Director Wendy Bennett and Linda McCrosson to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to accept the minutes of the April 4, 2023 Regular Meeting of the Board of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to approve the Operating Fund Schedule of Claims dated 5/10/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the Capital Fund Schedule of claims dated 5/10/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Heineman, to approve the listed prepays, as presented, that were paid since last board meeting dated April 5, 2023 through May 9, 2023. (Checks between meetings); approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to approve the following invoices for prepays; SCLS for \$250.00, and Catherine Demmers for \$22.00; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the CS-150 report dated 5/2/2023 and 5/4/2023, as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams to approve the changes to the employee handbook's definition of regular part time employee and part time employee; approved by all.

Motion made by Trustee Heineman, seconded by McAward to adopt the 2023-2024 Budget as presented an approved by the voters on April 4, 2023; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to enter into executive session for legal and contractual discussions at 7:50 p.m.; approved by all.

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to exit executive session at 8:02 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to adjourn the meeting at 8:03 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 APRIL 2023

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
April 1, 2023	BALANCE PER LIBRARY BOOKS:	\$144,606.73
	RECEIPTS:	
	TAX REVENUE	207,935.91
	ADULT PROGRAMS	1,147.31
	JUVENILE PROGRAMS	865.00
	PASSPORT FEES	560.00
	CAFÉ RENT	500.00
	VOTE	375.00
	YOUNG ADULT PROGRAMS	212.85
	COPIER	107.95
	ADULT BOOKS	36.00
	FINES	20.00
	FRIENDS PASS THROUGH	19.25
	INTEREST	17.34
	FAX	12.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(65.32)
		211,743.29
	TOTAL(Book Balance + Receipts)	356,350.02
	LESS: APRIL DISBURSEMENTS	218,319.71
April 30, 2023	BALANCE PER LIBRARY BOOKS:	\$138,030.31
April 30, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$149,035.23
	APR FINES DEPOSITED IN MAY	0.00
	TOTAL(Bank Bal + O/S deposits)	149,035.23
	LESS: APRIL OUTSTANDING CHECKS	11,004.92
April 30, 2023	BALANCE PER BANK:	\$138,030.31

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

BANK RECONCILIATION FOR APRIL 2023

M & T BANK CHECKING CAPITAL ACCOUNT

April 1, 2023	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$52,949.28
	RECEIPTS:	
	INTEREST	4.19
	TOTAL(Book Balance + Receipts)	52,953.47
	LESS: APRIL DISBURSEMENTS	<u>19,676.47</u>
April 30, 2023	BALANCE PER LIBRARY BOOKS:	<u>\$33,277.00</u>
April 30, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$33,277.00
	APR INCOME DEPOSITED IN MAY	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	33,277.00
	LESS: APRIL OUTSTANDING CHECKS	<u>0.00</u>
April 30, 2023	BALANCE PER BANK:	<u>\$33,277.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 14, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75040	06/14/2023	A TIME FOR KIDS		
	06/14/2023	A TIME FOR KIDS	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
75041	06/14/2023	AMAZON CAPITAL SERVICES		
	06/14/2023	AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	442.42
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	181.49
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	49.59
		AMAZON CAPITAL SERVICES	JUV PROGRAM	39.96
		AMAZON CAPITAL SERVICES	ADULT BOOKS	86.07
TOTAL				<u>799.53</u>
75042	06/14/2023	AMERICAN EXPRESS		
	06/14/2023	AMERICAN EXPRESS	OFFICE SUPPLIES	579.95
		AMERICAN EXPRESS	POSTAGE	119.54
		AMERICAN EXPRESS	OTHER PROF FEES	2,721.19
		AMERICAN EXPRESS	YA/MAKER PROGRAM	310.53
		AMERICAN EXPRESS	PERIODICALS	131.96
		AMERICAN EXPRESS	ADULT PROGRAM	1,318.74
		AMERICAN EXPRESS	SOFTWARE	1,642.89
		AMERICAN EXPRESS	JUV PROGRAM	59.76
TOTAL				<u>6,884.56</u>
75043	06/14/2023	ANN FALANGA		
	06/14/2023	ANN FALANGA	REFUND ADULT PROGRAM	20.00
TOTAL				<u>20.00</u>
75044	06/14/2023	ANNE HEAVEY		
	06/14/2023	ANNE HEAVEY	ADULT PROGRAM	280.00
TOTAL				<u>280.00</u>
75045	06/14/2023	Anne Soper -E		
	06/14/2023	Anne Soper -E	ADULT PROGRAM	61.92
	06/14/2023	Anne Soper -E	JUV PROGRAM	38.56
TOTAL				<u>100.48</u>
75046	06/14/2023	BAKER & TAYLOR BOOKS		

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

June 14, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	06/14/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	2,234.65
		BAKER & TAYLOR BOOKS	ADULT BOOKS	5,271.60
TOTAL				<u>7,506.25</u>
75047	06/14/2023	BAYPORT FLOWER HOUSE		
	06/14/2023	BAYPORT FLOWER HOUSE	PLANTINGS	1,456.82
TOTAL				<u>1,456.82</u>
75048	06/14/2023	BAYPORT SIGN SOLUTIONS		
	06/14/2023	BAYPORT SIGN SOLUTIONS	SIGNAGE	375.00
TOTAL				<u>375.00</u>
75049	06/14/2023	BILBLIOTHECA, LLC		
	06/14/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	197.91
TOTAL				<u>197.91</u>
75050	06/14/2023	BRIARCLIFF SPRINKLERS		
	06/14/2023	BRIARCLIFF SPRINKLERS	SPRINKLERS	305.73
TOTAL				<u>305.73</u>
75051	06/14/2023	BRODART CO.		
	06/14/2023	BRODART CO.	JUV BOOKS	15.56
TOTAL				<u>15.56</u>
75052	06/14/2023	CATHERINE CROCETTI		
	06/14/2023	CATHERINE CROCETTI	ADULT PROGRAM	800.00
TOTAL				<u>800.00</u>
75053	06/14/2023	CIT		
	06/14/2023	CIT	COPIERS	274.89
TOTAL				<u>274.89</u>
75054	06/14/2023	COOKING WITH CHEF MICHELLE		
	06/14/2023	COOKING WITH CHEF MICHELLE	JUV PROGRAM	70.00
TOTAL				<u>70.00</u>
75055	06/14/2023	DEBRA JEDLICKA		

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
	06/14/2023	DEBRA JEDLICKA	REFUND ADULT PROGRAM	25.00
TOTAL				25.00
75056	06/14/2023	DEMCO		
	06/14/2023	DEMCO	OFFICE SUPPLIES	159.33
TOTAL				159.33
75057	06/14/2023	DIANE ARONSEN		
	06/14/2023	DIANE ARONSEN	ADULT PROGRAM	220.00
TOTAL				220.00
75058	06/14/2023	DONNA NESTERUK		
	06/14/2023	DONNA NESTERUK	ADULT PROGRAM	300.00
TOTAL				300.00
75059	06/14/2023	ECO-PHOTO EXPLORERS		
	06/14/2023	ECO-PHOTO EXPLORERS	ADULT PROGRAM	225.00
TOTAL				225.00
75060	06/14/2023	ELECTRONIX SYSTEMS		
	06/14/2023	ELECTRONIX SYSTEMS	ALARM SYSTEM	170.04
TOTAL				170.04
75061	06/14/2023	ELIZABETH JIN		
	06/14/2023	ELIZABETH JIN	ADULT PROGRAM	400.00
	06/14/2023	ELIZABETH JIN	ADULT PROGRAM	400.00
TOTAL				800.00
75062	06/14/2023	EMILY HANUSCH		
	06/14/2023	EMILY HANUSCH	REFUND ADULT PROGRAM	25.00
TOTAL				25.00
75063	06/14/2023	EMMA LODATO-e		
	06/14/2023	EMMA LODATO-e	JUV PROGRAM	100.92
TOTAL				100.92

BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
75064	06/14/2023	EMMA S. CLARK MEMORIAL LIBRARY		
	06/14/2023	EMMA S. CLARK MEMORIAL LIBRARY	ADULT BOOK	17.99
TOTAL				17.99
75065	06/14/2023	FRANK GIEBFRIED		
	06/14/2023	FRANK GIEBFRIED	ADULT PROGRAM	500.00
TOTAL				500.00
75066	06/14/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	06/14/2023	FRIENDS OF THE BAYPORT-BLUE POINT FRIENDS PASS THROUGH ACCOI		193.64
TOTAL				193.64
75067	06/14/2023	GREAT SOUTH BAY LANDSCAPING		
	06/14/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	6,645.00
TOTAL				6,645.00
75068	06/14/2023	HISTORIC MUSIC ARCHIVES, INC.		
	06/14/2023	HISTORIC MUSIC ARCHIVES, INC.	MUSIC PROGRAM	800.00
TOTAL				800.00
75069	06/14/2023	J.K.HODGE		
	06/14/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
75070	06/14/2023	JAMES CUMMINGS		
	06/14/2023	JAMES CUMMINGS	ADULT PROGRAM	300.00
TOTAL				300.00
75071	06/14/2023	JENNIFER FRASCOGNA		
	06/14/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
TOTAL				480.00
75072	06/14/2023	JESSICA REILLY		
	06/14/2023	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				210.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
75073	06/14/2023	JOHN TETO		
	06/14/2023	JOHN TETO	MUSIC FEES	500.00
TOTAL				500.00
75074	06/14/2023	JOYCE WALKER		
	06/14/2023	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL				170.00
75075	06/14/2023	JULIE PERNICE		
	06/14/2023	JULIE PERNICE	JUV PROGRAM	20.00
	06/14/2023	JULIE PERNICE	MILEAGE LILC CONF	14.75
TOTAL				34.75
75076	06/14/2023	KANOPY, INC.		
	06/14/2023	KANOPY, INC.	REF/ONLINE SERVICES	84.00
TOTAL				84.00
75077	06/14/2023	KATHLEEN KUSSERTT		
	06/14/2023	KATHLEEN KUSSERTT	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
75078	06/14/2023	KATHLEEN RUSSERT		
	06/14/2023	KATHLEEN RUSSERT	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
75079	06/14/2023	KATHLEEN YOUNG		
	06/14/2023	KATHLEEN YOUNG	REFUND ADULT PROGRAM	12.00
TOTAL				12.00
75080	06/14/2023	KELLY SHERIDAN		
	06/14/2023	KELLY SHERIDAN	YA PROGRAM	170.00
TOTAL				170.00
75081	06/14/2023	KIMBERLY JORDAN		
	06/14/2023	KIMBERLY JORDAN	REFUND ADULT PROG	10.00
TOTAL				10.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
75082	06/14/2023	KING KULLEN GROCERY CORP, INC.		
	06/14/2023	KING KULLEN GROCERY CORP, INC.	LIB MISC	28.76
TOTAL				28.76
75083	06/14/2023	LAURIE JANOWITZ		
	06/14/2023	LAURIE JANOWITZ	ADULT PROGRAM	375.00
TOTAL				375.00
75084	06/14/2023	LINDA LEUZZI		
	06/14/2023	LINDA LEUZZI	ADULT PROGRAM	150.00
TOTAL				150.00
75085	06/14/2023	MATTHEW BERKHOUT		
	06/14/2023	MATTHEW BERKHOUT	ADULT PROGRAM	200.00
TOTAL				200.00
75086	06/14/2023	MATTY A. LUPINACCI		
	06/14/2023	MATTY A. LUPINACCI	MUSIC PROGRAM	500.00
TOTAL				500.00
75087	06/14/2023	MCJ CLEANING SERVICES CORP.		
	06/14/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
75088	06/14/2023	MD DESIGN STUDIOS		
	06/14/2023	MD DESIGN STUDIOS	ADULT PROGRAM	640.00
TOTAL				640.00
75089	06/14/2023	MEGHAN VANKURIN		
	06/14/2023	MEGHAN VANKURIN	JUV PROGRAM	300.00
TOTAL				300.00
75090	06/14/2023	MIDWEST TAPE		
	06/14/2023	MIDWEST TAPE	ADULT DVD	1,088.31
		MIDWEST TAPE	ADULT CD	1,155.24

BAYPORT - BLUE POINT PUBLIC LIBRARY
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June 14, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		MIDWEST TAPE	ADULT BOT	85.96
TOTAL				<u>2,329.51</u>
75091	06/14/2023	MIDWEST TAPE -HOOPLA		
	06/14/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	599.91
TOTAL				<u>599.91</u>
75092	06/14/2023	MOTHERHOOD MOVES		
	06/14/2023	MOTHERHOOD MOVES	JUV PROGRAM	720.00
TOTAL				<u>720.00</u>
75093	06/14/2023	NATIONAL GRID		
	06/14/2023	NATIONAL GRID	GAS	380.64
TOTAL				<u>380.64</u>
75094	06/14/2023	NATIONAL WASTE SERVICES		
	06/14/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
75095	06/14/2023	NYLA		
	06/14/2023	NYLA	OTHER PROF FEES	750.00
TOTAL				<u>750.00</u>
75096	06/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	06/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	34,598.90
TOTAL				<u>34,598.90</u>
75097	06/14/2023	OCLC INC.		
	06/14/2023	OCLC INC.	SOFTWARE	539.46
TOTAL				<u>539.46</u>
75098	06/14/2023	OPTIMUM		
	06/14/2023	OPTIMUM	OPTIMUM	385.12
TOTAL				<u>385.12</u>
75099	06/14/2023	PATTY RYAN		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
	06/14/2023	PATTY RYAN	REFUND ADULT PROGRAM	12.00
TOTAL				12.00
75100	06/14/2023	PSEGLI		
	06/14/2023	PSEGLI	ELECTRIC	539.53
TOTAL				539.53
75101	06/14/2023	RACHEL KLADIAS		
	06/14/2023	RACHEL KLADIAS	ADULT PROGRAM	225.00
TOTAL				225.00
75102	06/14/2023	RAVEN JANOSKI		
	06/14/2023	RAVEN JANOSKI	ADULT PROGRAM	475.00
TOTAL				475.00
75103	06/14/2023	RHONDA BERRETTA		
	06/14/2023	RHONDA BERRETTA	REFUND ADULT PROGRAM	10.00
TOTAL				10.00
75104	06/14/2023	ROBERT SCOTT		
	06/14/2023	ROBERT SCOTT	ADULT PROGRAM	545.00
TOTAL				545.00
75105	06/14/2023	ROSE COLAN		
	06/14/2023	ROSE COLAN	REFUND ADULT PROGRAM	20.00
TOTAL				20.00
75106	06/14/2023	ROSEMARIE WITTMAN		
	06/14/2023	ROSEMARIE WITTMAN	REFUDN ADULT PROGRAM	12.00
TOTAL				12.00
75107	06/14/2023	SCLS		
	06/14/2023	SCLS	JUV PROGRAM	225.00
		SCLS	ADULT PROGRAM	630.00
		SCLS	OFFICE SUPPLIES	179.96
TOTAL				1,034.96

BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
75108	06/14/2023	SEBCO BOOKS		
	06/14/2023	SEBCO BOOKS	JUV BOOKKS	1,937.91
	06/14/2023	SEBCO BOOKS	YA BOOKS	484.64
TOTAL				<u>2,422.55</u>
75109	06/14/2023	SPROUTS AND FRIENDS, INC.		
	06/14/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	600.00
TOTAL				<u>600.00</u>
75110	06/14/2023	STERICYCLE, INC.		
	06/14/2023	STERICYCLE, INC.	SHREDDING SERVICES	214.53
TOTAL				<u>214.53</u>
75111	06/14/2023	SUSAN CHANT		
	06/14/2023	SUSAN CHANT	JUV PROGRAM	108.49
TOTAL				<u>108.49</u>
75112	06/14/2023	T MOBILE		
	06/14/2023	T MOBILE	HOT SPOTS	407.64
TOTAL				<u>407.64</u>
75113	06/14/2023	T ROWE PRICE		
	06/14/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	709.45
TOTAL				<u>709.45</u>
75114	06/14/2023	W.B.MASON		
	06/14/2023	W.B.MASON	OFFICE SUPPLIES	201.95
TOTAL				<u>201.95</u>
75115	06/14/2023	WELLS FARGO FINANCAIL LEASING		
	06/14/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
75116	06/14/2023	A TIME FOR KIDS		
	06/14/2023	A TIME FOR KIDS	JUV PROGRAM	465.00
TOTAL				<u>465.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 14, 2023

Num	Date	Source Name	Memo	Paid Amount
75117	06/14/2023	BILBLIOTHECA, LLC		
	06/14/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	91.37
TOTAL				91.37
75118	06/14/2023	CATHIE HARRIS		
	06/14/2023	CATHIE HARRIS	REFUND ADULT PROGRAM	14.00
TOTAL				14.00
75119	06/14/2023	EMERALD ISLAND		
	06/14/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	835.00
TOTAL				835.00
75120	06/14/2023	KELLY SHERIDAN		
	06/14/2023	KELLY SHERIDAN	YA PROGRAM	62.79
TOTAL				62.79
75121	06/14/2023	PBC GURU		
	06/14/2023	PBC GURU	REF/ONLINE SERVICES	3,500.00
TOTAL				3,500.00
75122	06/14/2023	ROBERT SCOTT		
	06/14/2023	ROBERT SCOTT	ADULT PROGRAM	30.00
TOTAL				30.00
75123	06/14/2023	SCLS		
	06/14/2023	SCLS	POSTAGE	36.00
		SCLS	OFFICE SUPPLIES	39.03
		SCLS	JUV PROGRAM	1,080.00
		SCLS	ADULT PROGRAM	1,080.00
TOTAL				2,235.03
75124	06/14/2023	SUFFOLK COUNTY WATER AUTHORITY		
	06/14/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	82.95
TOTAL				82.95
75125	06/14/2023	SCLS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	06/14/2023	SCLS	REF/ONLINE SERVICES	31,067.00
TOTAL				<u>31,067.00</u>
75126	06/14/2023	AMAZON CAPITAL SERVICES		
	06/14/2023	AMAZON CAPITAL SERVICES	ADULT BOOKS	91.77
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	7.98
		AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	203.11
TOTAL				<u>302.86</u>
				124,769.80

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 11 through June 13, 2023

Num	Date	Source Name	Memo	Paid Amount
75032	05/22/2023	CATHERINE DEMMERS		
	05/22/2023	CATHERINE DEMMERS	REFUND OF OVERPAYMENT	22.00
TOTAL				22.00
75033	05/22/2023	GIS BENEFITS		
	05/22/2023	GIS BENEFITS	EMPLOYEE PAYMENTS	915.29
TOTAL				915.29
75034	05/22/2023	NET2PHONE, INC.		
	05/22/2023	NET2PHONE, INC.	TELEPHONES	220.64
TOTAL				220.64
75035	05/22/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	05/22/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	35,569.98
TOTAL				35,569.98
75036	05/22/2023	OPTIMUM		
	05/22/2023	OPTIMUM	OPTIMUM	204.09
TOTAL				204.09
75037	05/22/2023	SCLS		
	05/22/2023	SCLS	OUTDOOR MOVIE LICENSE	250.00
TOTAL				250.00
75038	05/22/2023	T ROWE PRICE		
	05/22/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	673.72
TOTAL				673.72
75039	05/22/2023	T ROWE PRICE		
	05/22/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	678.28
TOTAL				678.28
				38,534.00

prepaids

Payroll Liability

Total Cash Required		\$48,527.02
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,791.13
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,451.75
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$12,900.74
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$383.40
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$48,527.02

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				4,791.13		
	Checks			4,791.13		
	Subtotal Net Pay			4,791.13		
	Total Net Pay Liability (Net Cash)			4,791.13		
Taxes		Deposit Responsibility Client		Deposit Responsibility ADP		
	Agency	Rate	EE withheld	ER contrib	EE withheld	ER contrib
Federal	Federal Income Tax				4,002.73	4,002.73
	Social Security				2,863.24	2,863.23
	Medicare				669.65	669.62
	Subtotal Federal				7,535.62	3,532.85
State	NY State Income Tax				1,832.27	
	Subtotal NY				1,832.27	1,832.27
	Total Taxes				9,367.89	3,532.85
Total Taxes					12,900.74	
Other Transfers	Full Service Direct Deposit (FSDD)				30,451.75	41 Employee Transactions
	Pay-by-Pay Insurance				383.40	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$30,451.75
Total Pay-by-Pay Insurance	\$383.40
Total Taxes	\$12,900.74
Total Amount ADP Debited from your Account(s)	\$43,735.89

Total For 5/11/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$30,451.75
Total Pay-by-Pay Insurance	\$383.40
Total Taxes	\$12,900.74
Total Amount ADP Debited from your Account(s)	\$43,735.89

Payroll Liability

Total Cash Required		\$50,227.93
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,100.24
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,661.58
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,142.61
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$323.50
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,227.93

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	5,100.24	
Subtotal Net Pay		5,100.24
Total Net Pay Liability (Net Cash)		5,100.24

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,005.57		4,005.57
	Social Security				2,961.79	2,961.83	5,923.62
	Medicare				692.69	692.71	1,385.40
	Subtotal Federal				7,660.05	3,654.54	11,314.59
State	NY State Income Tax				1,828.02		
	Subtotal NY				1,828.02		1,828.02
	Total Taxes				9,488.07	3,654.54	13,142.61

Other Transfers	Full Service Direct Deposit (FSDD)	31,661.58	44 Employee Transactions
	Pay-by-Pay Insurance	323.50	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,661.58
Total Pay-by-Pay Insurance	\$323.50
Total Taxes	\$13,142.61
Total Amount ADP Debited from your Account(s)	\$45,127.69

Total For 5/25/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,661.58
Total Pay-by-Pay Insurance	\$323.50
Total Taxes	\$13,142.61
Total Amount ADP Debited from your Account(s)	\$45,127.69

Payroll Liability

Total Cash Required		\$46,731.92
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,159.17
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$29,837.70
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$12,431.59
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$303.46
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$46,731.92

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				4,159.17		
	Checks			4,159.17		
	Subtotal Net Pay			4,159.17		
	Total Net Pay Liability (Net Cash)			4,159.17		
Taxes		Deposit Responsibility Client		Deposit Responsibility ADP		
	Agency	Rate	EE withheld	ER contrib	EE withheld	ER contrib
Federal	Federal Income Tax				3,850.05	3,850.05
	Social Security				2,762.89	2,762.90
	Medicare				646.17	646.16
	Subtotal Federal				7,259.11	3,409.06
State	NY State Income Tax				1,763.42	
	Subtotal NY				1,763.42	1,763.42
	Total Taxes				9,022.53	3,409.06
Other Transfers		Full Service Direct Deposit (FSDD)		29,837.70	43 Employee Transactions	
		Pay-by-Pay Insurance		303.46		

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$29,837.70
Total Pay-by-Pay Insurance	\$303.46
Total Taxes	\$12,431.59
Total Amount ADP Debited from your Account(s)	\$42,572.75

Total For 6/8/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$29,837.70
Total Pay-by-Pay Insurance	\$303.46
Total Taxes	\$12,431.59
Total Amount ADP Debited from your Account(s)	\$42,572.75

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 5-9-23

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	Vatalaro, Kenneth		Custodial Worker I	\$16.00/hr	15 hrs /wk	05/19/23	22-01961 24-1162-195

- 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?

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

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)

- APPROVED DISAPPROVED
 APPROVED AS NOTED


 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 5-11-23

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	Ahearn, Deborah		Librarian I	\$30.00/HR	Max 17 1/2/wk	05/08/23	20-01821 24-1162-135

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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Michael J. [Signature]

Signature of Appointing Authority

APPROVED DISAPPROVED
 APPROVED AS NOTED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 5/15/23

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 #
TRS	Pabisz, Amy		Librarian I (Children's Services)	\$30.28/hr	Max 17 1/2/wk	05/31/23	20-01820

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


 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **5/10/23**

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	Boeckel, Jamie		Page	\$15.00/hr		05/19/23	19-01532 24-1162- 179

WID 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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Michael Pitt
 Signature of Appointing Authority

- APPROVED DISAPPROVED
- APPROVED AS NOTED

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **5/16/23**

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	Sullivan, Jennifer		Library Clerk	\$18.00/hr	Max 17 1/2/wk	05/18/23	22-01853 24-1162-81
APY	Carson, Lisa		Library Clerk	\$17.00/hr	Max 17 1/2/wk	05/18/23	22-01853 24-1162-79

- WID 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

Mitchell [Signature]
 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 5/18/23

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	Theiling, Lonna		Librarian I	\$32.00/hr	Max 17 1/2/wk	05/02/23	20-01821 24-1162-121
APT	Narkiewicz, Jacqueline		Librarian I (Children's Services)	\$27.81/hr	Max 17 1/2 /wk	04/27/23	20-01820 24-1162-150

- WID 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

Muel Post

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
5/22/23

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 #
AT	Harrison, Valerie		Librarian Trainee	\$24.72/hr		5/15/23 to 8/13/23	20-01821 24-1162- 137

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


 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

5/18/23

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 #
TRS	Theiling, Lonna		Librarian II	\$32.00/hr	Max 17 1/2/wk	05/1/23	22 - 01804 24 - 1162-141
TRS	Manthos-Gomez, Gabrielle		Librarian Trainee	\$27.81/hr	Max 17 1/2/wk	05/05/23	20 - 01821 24 - 1162-127
TRS	Narkiewicz, Jacqueline		Librarian I(children's services)	\$27.81/hr	Max 17 1/2/wk	04/26/23	20 - 01820 24 - 1162-150

- 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


 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **5/23/23**

Rayport-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	Sartori, Chais		Library Clerrk	\$17.00/hr	Max 17 1/2/wk	05/23/23	22-01853 24-1102- 87

ID 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

Michael J. L.
 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/1/23

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	Kazanecki, Emily		Librarian I (Children's Services)	\$30.28/hr	Max 17 1/2 hrs/wk	06/05/23	21 - 01698 24 - 1162 - 142

- 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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 (ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Marilyn Felt

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6-1-23

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 #
AT	Ackerman, Heather		Library Clerk	18.03		06/01 to 8/30/23	22-00260 1

- 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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INSURE YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE CLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. (TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

- APPROVED DISAPPROVED
 APPROVED AS NOTED


 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **6/8/23**

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	Harrison, John		Page	15.00/hr	10 hrs /wk	06/26/23	A-01532 24-1162- 181

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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Mitch Pitt

Signature of Appointing Authority

APPROVED DISAPPROVED
 APPROVED AS NOTED