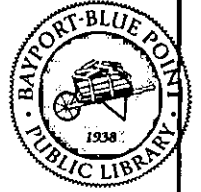


Bayport - Blue Point Public Library

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A regular meeting of the Board of Trustees of the Bayport-Blue Point Public Library will be held on Tuesday, July 24, 2023 at 5:00pm in the Library.

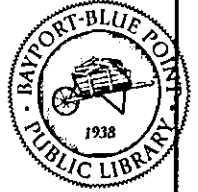
AGENDA

- 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 Thursday, August 31, 2023 7:00 PM

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

7/5/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 4:45 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Adams, Director Mike Firestone, and Assistant Director Wendy Bennett.

II. APPROVAL OF MINUTES

Trustee Heineman made a motion, seconded by Trustee Adams to accept the minutes of the June 14, 2023 regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

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

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 7/5/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the listed prepaids, as presented, that were paid since last board meeting dated June 15, 2023 through July 4, 2023. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the Payroll Reports dated 6/26/23; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Adams, seconded by Trustee Heineman to approve the CS-150 reports dated 6/12, 6/12, 6/15, 6/15/2023 as presented; approved by all present.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the IMA between the School and Library for Security Guard Operations for the 2023-2024 FY, approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the school/library contract outlining our monthly payment schedule for the 2023/2024 FY, approved by all.

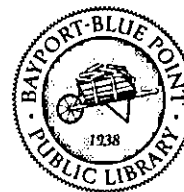
X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Adams, to adjourn the meeting at 5:19 p.m.; approved by all.

Respectfully submitted,
Michael Firestone

Bayport - Blue Point Public Library

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



ORGANIZATIONAL MEETING of Bayport-Blue Point Public Library Board of Trustees

July 5, 2023

Meeting was called to order at 4:35 pm

1. AGENDA

Motion by Trustee Adams, seconded by Trustee Heineman, to accept the Agenda as presented; approved by all.

2. OATH OF OFFICE

3. APPOINTMENTS

A. Motion by Trustee Heineman, seconded by Trustee Adams, to accept the slate of officers as presented: President-Ronald F. Devine, Jr., VP-Stephanie Heineman and Secretary-Mary Ellen Adams; approved by all.

B. COMMITTEES. Motion by Trustee Adams, seconded by Trustee Heineman, to accept the committees and assignments as presented; approved by all.

C. ATTORNEY

Motion by Trustee Adams, seconded by Trustee Heineman, to only retain a lawyer for legal counsel for the Bayport Blue Point Public Library on an as needed basis. Kevin Seaman Esq. would be used for all related issues; approved by all.

D. ACCOUNTANT/AUDITOR

Motion by Trustee Heineman, seconded by Trustee Adams, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for the year ending 2023-2024 as recommended by the State of New York on good accounting practices; approved by all.

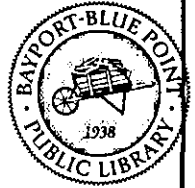
Motion by Trustee Adams, seconded by Trustee Heineman, to use Mike Gallagher as an independent CPA to perform a general audit of our monthly financial statements of 2023-2024 as recommended by the State of New York on good accounting practice; approved by all.

E. INSURANCE AGENT

Motion by Trustee Adams, seconded by Trustee Heineman, to appoint Regan Agency as the Library's Insurance Agent; approved by all.

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F. RECORDS MANAGEMENT OFFICER

Motion by Trustee Heineman, seconded by Trustee Adams, to appoint Director as Records Management Officer; approved by all.

G. CUSTODIAN OF PUBLIC RECORDS

Motion by Trustee Adams, seconded by Trustee Heineman, to appoint the Director as the Custodian of Public Records and Freedom of Information Officer; approved by all.

H. AFFIRMATIVE ACTION OFFICER

Motion by Trustee Heineman, seconded by Trustee Adams, to appoint the Director as the Affirmative Action Officer; approved by all.

4. ANNUAL OFFICIAL ACTIONS

A. DEPOSITORIES

1) BANK ACCOUNTS

Motion by Trustee Heineman, seconded by Trustee Adams, to designate M & T Bank as legal depository of monies belonging to the Bayport Blue Point Public Library of the Town of Islip/Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library; approved by all.

2) INVESTMENTS IN CERTIFICATES OF DEPOSIT

Motion by Trustee Adams, seconded by Trustee Heineman, to authorize the Director and Treasurer to negotiate jointly the purchase and disposition of Certificates of Deposit during this Fiscal Year, and to invest money in those Certificates in any Bank which meets the criteria established by New York State and whenever possible that these Banks be located within the boundaries of the District, upon the signature of the Library's Treasurer; approved by all.

3) SECURITY AND CUSTODIAL AGREEMENT

Motion by Trustee Heineman, seconded by Trustee Adams, RESOLVED, that the Board of Trustees of the Bayport Blue Point Library, as a result of the general Municipal Finance Reform – Chapter 708, signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into the "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with Bridgehampton National Bank and Empire National Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public

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deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons are authorized to be included on the *Certificate of Authorized Persons* on behalf of the Bayport Blue Point Public Library:

Christine Johnson
Kimberly McAward
Susan Kennedy-Smith

OFFICIAL NEWSPAPER

Motion by Trustee Adams, seconded by Trustee Heineman, to designate the Long Island Advance and the Suffolk County News as the newspaper which will carry required legal notices of the Bayport Blue Point Public Library; approved by all.

Motion by Trustee Heineman, seconded by Trustee Adams to approve up to \$7,500 in pre-paid postage for newsletter and budget mailers for Fiscal Year 2023-2024.

REGULAR MEETINGS

Motion by Trustee Adams, seconded by Trustee Heineman, that the regular meetings of the Bayport Blue Point Public Library be held in the Library at 7:00 pm on the following dates:

July 5, 2023	January 10, 2024
July 25, 2023	February 14, 2024
August 31, 2023	March 13, 27, 2024
October 11, 2023	April 2, 2024
November 8, 2023	May 8, 2024
December 13, 2023	June 12, 2024

PETTY CASH FUNDS

Motion by Trustee Adams, seconded by Trustee Heineman, that petty cash funds be established as follows for FY 2023-2024

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Mike Firestone & Linda McCrosson	\$400

VACATION AND SICK PAY ACCOUNT

Motion by Trustee Heineman, seconded by Trustee Adams, to maintain a reserve fund in the amount of \$50,000 to pay vacation and sick pay to resignees/retirees; approved by all.

Meeting was adjourned at 4:43 p.m.

Michael D. Gallagher
Certified Public Accountant
Post Office Box 347
Medford, New York 11763
(631)946-4313

Bayport - Blue Point Public Library
186 Middle Road
Blue Point, New York 11715

I have examined the books and records of the Bayport-Blue Point Public Library for the period of July 1, 2022 to June 30, 2023 and I am pleased to submit the following statements:

Exhibit "A" - Statement of Cash - General Fund
for the fiscal year ended June 30, 2023.

Exhibit "B" - Statement of Revenues - General Fund
for the fiscal year ended June 30, 2023.

Exhibit "C" - Statement of Expenditures - General Fund
for the fiscal Year ended June 30, 2023.

Exhibit "D" - Statement of Special Funds
for the fiscal year ended June 30, 2023.

Exhibit "E" - Statement of Actual Expenses vs Budget Amounts
for the fiscal year ended June 30, 2023.

In my opinion the accompanying statements of recorded cash transactions for the fiscal year ended June 30, 2023 and the cash balances at June 30, 2023 are correct.

July 22, 2022



Michael D. Gallagher

Exhibit "A"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF CASH - GENERAL FUND
JUNE 30, 2023**

Assets:

Cash in Bank - June 30, 2023	135,313.38
Add: Petty Cash on Hand - June 30, 2023	<u>400.00</u>
Total Cash - June 30, 2023	<u><u>135,713.38</u></u>

Fund Balance:

Book Balance - July 1, 2022	547,759.83
Audit/Prior Period Adjustment, O/S check voided in prior period	<u>29,698.90</u>
Book Balance Adjusted - July 1, 2022	577,458.73
Add: Revenue per exhibit B	3,888,199.31
Sub: Expenditures per exhibit C	<u>(4,330,344.66)</u>
Book Balance - June 30, 2023	135,313.38
Add: Petty Cash on Hand - June 30, 2023	<u>400.00</u>
Total Cash - June 30, 2023	<u><u>135,713.38</u></u>

Reconciliation of Cash in Bank:

Bank Balance - June 30, 2023	154,868.45
Add: Outstanding Deposits	0.00
Sub: Outstanding Checks	<u>(19,555.07)</u>
Book Balance - June 30, 2023	135,313.38
Add: Petty Cash on Hand - June 30, 2023	<u>400.00</u>
Total Cash - June 30, 2023	<u><u>135,713.38</u></u>

"SEE ACCOUNTANT'S LETTER"

Exhibit "B"

BAYPORT - BLUE POINT LIBRARY
STATEMENT OF REVENUES - GENERAL FUND
JULY 1, 2022 - JUNE 30, 2023

Revenues:

Programs	48,823.87	
Other	1,500.00	
E-Rate	5,167.80	
Copier/Fax	3,362.51	
Café Rent	4,300.00	
Passport Fees	9,504.24	
Book Sales	605.79	
Fines	936.43	74,200.64

Interest:

M&T Bank	239.20	239.20
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Grants/Aid:

Taxes	2,495,231.00	
Taxes for Bonds	1,216,769.00	
Grants	13,196.77	
LLSA (SCLS Aid)	4,100.00	3,729,296.77

Contributions:

Friends of the Library/Donations	5,485.73	5,485.73
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Total Revenues, Interest, Grants/Aid, & Contributions (Exhibit E)		<u>3,809,222.34</u>
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Reconcile Bank Account Deposits:

Revenues, Interest, Grants/Aids, Contributions (Exhibit E)		3,809,222.34
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Transfers From Capital Account		78,976.97
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Less: Special Funds Interest (Exhibit D)		<u>0.00</u>
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Total Revenues, Interest, Grants/Aid, Contributions, Transfers (Exhibit A)		<u>3,888,199.31</u>
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"SEE ACCOUNTANT'S LETTER"

Exhibit "C"

BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF EXPENDITURES - GENERAL FUND
JULY 1, 2022 - JUNE 30, 2023

Expenditures:

Library Salaries:

Professional Salaries	840,404.91	
Clerical/Building Salaries	<u>520,843.88</u>	1,361,248.79

Employee Benefits:

Health Insurance	409,108.74	
NYSERS	132,891.00	
Fica Expense	99,183.91	
Workers Compensation	10,647.20	
Employee Assistance Program	<u>1,487.50</u>	653,318.35

Library Materials:

Reference Books and On-Line Services	122,245.70	
Adult Books	35,870.78	
Audio Visual	33,643.82	
Juvenile Books	22,193.06	
Young Adult Books	10,586.03	
Periodicals/Microfilm	<u>9,222.60</u>	233,761.99

Library Programs:

Adult Fees	88,638.72	
Juvenile Fees	46,591.55	
Young Adult Fees	19,031.54	
Music Fees	<u>10,675.00</u>	164,936.81

Capital Outlay:

Ban - Principal	1,030,000.00	
Ban - Interest	186,769.00	
Furniture and Equipment	10,204.38	
Computer Equipment	<u>1,317.28</u>	1,228,290.66

Exhibit "C"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF EXPENDITURES - GENERAL FUND
JULY 1, 2022 - JUNE 30, 2023**

Expenditures:

Library/Building Operations:

Repairs/Maint/Service Contracts	253,826.36	
Professional Fees	192,378.95	
Utilities	44,399.94	
Computer/software/maintenance)	40,190.80	
SCLS Contract	33,417.00	
Printing	32,108.00	
Building Insurance	24,100.03	
Office Supplies	18,061.56	
PALS - Automation	17,014.52	
Telephone	9,671.32	
Miscellaneous Operating Expense	8,997.20	
Custodial Supplies	7,570.67	
Postage & Shipping	4,758.63	
Bank Fees	2,000.98	688,495.96

Total Expenditures (Exhibit E) 4,330,052.56

Transfers/Other Adjustments:

Sub: Net Change in Assets/Liabilities 292.10

Total Expenditures, Transfers, & Adjustments(Exhibit A) 4,330,344.66

"SEE ACCOUNTANT'S LETTER"

Exhibit "D"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF SPECIAL FUNDS
JULY 1, 2022 - JUNE 30, 2023**

Flushing Bank Account:

Money Market: Balance - July 1, 2022	462,591.50
Add: Deposits	0.00
Add: Interest for Period	0.00
Sub: Transfer to Capital Fund	(462,591.50)
Money Market: Balance - June 30, 2023	<u>0.00</u>

"SEE ACCOUNTANT'S LETTER"

Michael D. Gallagher
Certified Public Accountant
Post Office Box 347
Medford, New York 11763
(631)946-4313

Bayport - Blue Point Public Library
186 Middle Road
Blue Point, New York 11715

I have examined the books and records of the Bayport-Blue Point Public Library Capital Fund for the period of July 1, 2022 to June 30, 2023 and I am pleased to submit the following statements:

Exhibit "A" - Statement of Cash - Capital Fund
for the fiscal year ended June 30, 2023.

Exhibit "B" - Statement of Additions - Capital Fund
for the fiscal year ended June 30, 2023.

Exhibit "C" - Statement of Expenditures - Capital Fund
for the fiscal Year ended June 30, 2023.

Exhibit "D" - Statement of Additions & Expenditures - Capital Fund
for the fiscal Year ended June 30, 2023.

In my opinion the accompanying statements of recorded cash transactions for the fiscal year ended June 30, 2022 and the cash balances at June 30, 2023 are correct.

July 22, 2022


Michael D. Gallagher

Exhibit "A"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF CASH - CAPITAL FUND
JUNE 30, 2023**

Assets:

Fund Balance:

Book Balance - July 1, 2022	268,776.56
Audit/Prior Period Adjustment, O/S check voided in prior period	43,254.15
Add: Revenue per exhibit B	598,285.90
Sub: Expenditures per exhibit C	(831,339.64)
Sub: Transfer to General Fund	<u>(78,976.97)</u>
Book Balance - June 30, 2023	<u><u>0.00</u></u>

Reconciliation of Cash in Bank:

Bank Balance - June 30, 2023	0.00
Add: Outstanding Deposits	0.00
Sub: Outstanding Checks	<u>0.00</u>
Book Balance - June 30, 2023	<u><u>0.00</u></u>

"SEE ACCOUNTANT'S LETTER"

**BAYPORT - BLUE POINT PUBLIC LIBRARY
STATEMENT OF REVENUES/EXPENDITURES - CAPITAL FUND
JULY 1, 2022 - JUNE 30, 2023**

Exhibit "B"

Additions:

Interest:

Interest	82.40	82.40
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Other Additions:

Transfer From Money Market Account	462,591.50	
Grants	135,612.00	598,203.50

Total Additions - Exhibit D		598,285.90
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Exhibit "C"

Expenditures/Subtractions:

Professional Fees:

Constuction Manager	13,712.32	
Architect Fees	32.34	13,744.66

Other Costs:

Interior Renovation	413,681.88	
Electrical	277,042.33	
HVAC	102,891.63	
Plumbing and Heating	23,979.14	817,594.98

Subtotal Expenditures - Exhibit D		831,339.64
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Other Subtractions:

Transfer to General Fund	78,976.97	78,976.97
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Total Subtractions		910,316.61
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"SEE ACCOUNTANT'S LETTER"

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75207	07/25/2023	5-IN-5, INC.		
	07/25/2023	5-IN-5, INC.	YA PROGRAM	450.00
		5-IN-5, INC.	OTHER PROF FEES	750.00
TOTAL				<u>1,200.00</u>
75208	07/25/2023	A TIME FOR KIDS		
	07/25/2023	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				<u>310.00</u>
75209	07/25/2023	AMAZON CAPITAL SERVICES		
	07/25/2023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	67.88
		AMAZON CAPITAL SERVICES	JUV PROGRAM	262.97
		AMAZON CAPITAL SERVICES	ADULT BOOKS	96.98
		AMAZON CAPITAL SERVICES	YA PROGRAM	696.49
TOTAL				<u>1,124.32</u>
75210	07/25/2023	AMERICAN EXPRESS		
	07/25/2023	AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	OTHER PROF FEES	888.19
		AMERICAN EXPRESS	PERIODICALS	435.08
		AMERICAN EXPRESS	SOFTWARE	110.99
		AMERICAN EXPRESS	ADULT PROGRAM	266.64
		AMERICAN EXPRESS	FURN AND EQUIP	375.00
		AMERICAN EXPRESS	YA PROGRAM	107.66
		AMERICAN EXPRESS	J PROGRAM	19.98
TOTAL				<u>2,325.25</u>
75211	07/25/2023	BAKER & TAYLOR BOOKS		
	07/25/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	774.07
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,963.22
TOTAL				<u>2,737.29</u>
75212	07/25/2023	BILBLIOTHECA, LLC		
	07/25/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	108.93
TOTAL				<u>108.93</u>
75213	07/25/2023	BLICK ART MATERIALS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

Num	Date	Source Name	Memo	Paid Amount
	07/25/2023	BLICK ART MATERIALS	ADULT PROGRAM	68.89
TOTAL				68.89
75214	07/25/2023	BRI-TECH, INC.		
	07/25/2023	BRI-TECH, INC.	ALARM	586.58
TOTAL				586.58
75215	07/25/2023	BRINKMAN HARDWARE		
	07/25/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	83.68
TOTAL				83.68
75216	07/25/2023	CIT		
	07/25/2023	CIT	COPIERS	274.89
TOTAL				274.89
75217	07/25/2023	COMMON GROUND		
	07/25/2023	COMMON GROUND	MUSIC PROGRAM	800.00
TOTAL				800.00
75218	07/25/2023	DEARREADER.COM LLC		
	07/25/2023	DEARREADER.COM LLC	REF/ONLINE SERVICES	1,800.00
TOTAL				1,800.00
75219	07/25/2023	DIANE ARONSEN		
	07/25/2023	DIANE ARONSEN	ADULT PROGRAM	220.00
TOTAL				220.00
-				
75220	07/25/2023	DONNA NESTERUK		
	07/25/2023	DONNA NESTERUK	ADULT PROGRAM	250.00
TOTAL				250.00
75221	07/25/2023	EMERALD ISLAND		
	07/25/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	726.35
TOTAL				726.35
75222	07/25/2023	EMILY HANUSCH		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/25/2023	EMILY HANUSCH	REFUND ADULT PROGRAM	7.00
TOTAL				<u>7.00</u>
75223	07/25/2023	EMMA LODATO-e		
	07/25/2023	EMMA LODATO-e	JUV PROGRAM	233.37
TOTAL				<u>233.37</u>
75224	07/25/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	07/25/2023	FRIENDS OF THE BAYPORT-BLUE POINT PL \$ COLLECTED ON BEHALF OF FR		12.00
TOTAL				<u>12.00</u>
75225	07/25/2023	GINA LEONE		
	07/25/2023	GINA LEONE	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
75226	07/25/2023	GRAINGER		
	07/25/2023	GRAINGER	CUSTODIAL SUPPLIES	139.36
TOTAL				<u>139.36</u>
75227	07/25/2023	GREAT SOUTH BAY LANDSCAPING		
	07/25/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,700.00
	07/25/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,700.00
TOTAL				<u>7,400.00</u>
75228	07/25/2023	HARTCORN PLUMBING AND HEATING		
	07/25/2023	HARTCORN PLUMBING AND HEATING	BUILDING SPRINKLER SYSTEM	1,225.00
TOTAL				<u>1,225.00</u>
75229	07/25/2023	HIGH HOPES PRODUCTIONS		
	07/25/2023	HIGH HOPES PRODUCTIONS	JUV PROGRAM	360.00
TOTAL				<u>360.00</u>
75230	07/25/2023	HOLLY KIX		
	07/25/2023	HOLLY KIX	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
75231	07/25/2023	J.K.HODGE		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/25/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
75232	07/25/2023	JAMES CUMMINGS		
	07/25/2023	JAMES CUMMINGS	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
75233	07/25/2023	JAMES DINAPOLI		
	07/25/2023	JAMES DINAPOLI	MUSIC PROGRAM	900.00
TOTAL				<u>900.00</u>
75234	07/25/2023	JENNIFER COLBERT		
	07/25/2023	JENNIFER COLBERT	JUV PROGRAM	120.00
TOTAL				<u>120.00</u>
75235	07/25/2023	JENNIFER FRASCOGNA		
	07/25/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
75236	07/25/2023	JESSICA REILLY		
	07/25/2023	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				<u>140.00</u>
75237	07/25/2023	JOYCE WALKER		
	07/25/2023	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				<u>255.00</u>
75238	07/25/2023	JUDY WILSON		
	07/25/2023	JUDY WILSON	YA PROGRAM	275.00
TOTAL				<u>275.00</u>
75239	07/25/2023	JULIE PERNICE		
	07/25/2023	JULIE PERNICE	JUV PROGRAM	196.25
TOTAL				<u>196.25</u>
75240	07/25/2023	KANOPY, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

Num	Date	Source Name	Memo	Paid Amount
	07/25/2023	KANOPY, INC.	REF/ONLINE SERVICES	89.00
TOTAL				<u>89.00</u>
75241	07/25/2023	KELLY SHERIDAN		
	07/25/2023	KELLY SHERIDAN	YA PROGRAM	151.27
	07/25/2023	KELLY SHERIDAN	YA PROGRAM	60.39
TOTAL				<u>211.66</u>
75242	07/25/2023	KEVIN SEAMAN		
	07/25/2023	KEVIN SEAMAN	LEGAL FEES	378.00
TOTAL				<u>378.00</u>
75243	07/25/2023	LAURIE JANOWITZ		
	07/25/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
75244	07/25/2023	LINDA KEYES		
	07/25/2023	LINDA KEYES	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
75245	07/25/2023	MADEMOISELLE OF PATCHOGUE		
	07/25/2023	MADEMOISELLE OF PATCHOGUE	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
75246	07/25/2023	MARY NERI		
	07/25/2023	MARY NERI	REFUND ADULT PROGRAM	14.00
TOTAL				<u>14.00</u>
75247	07/25/2023	MCJ CLEANING SERVICES CORP.		
	07/25/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				<u>3,360.00</u>
75248	07/25/2023	MIDWEST TAPE		
	07/25/2023	MIDWEST TAPE	ADULT DVD	1,170.94
		MIDWEST TAPE	ADULT CD	871.04
		MIDWEST TAPE	ADULT BOT	176.92
				<u>2,218.90</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				2,218.90
75249	07/25/2023	MIDWEST TAPE -HOOPLA		
	07/25/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	445.22
TOTAL				445.22
75250	07/25/2023	MJTTHEBAND,LLC		
	07/25/2023	MJTTHEBAND,LLC	MUSIC PROGRAM	800.00
TOTAL				800.00
75251	07/25/2023	MOTHERHOOD MOVES		
	07/25/2023	MOTHERHOOD MOVES	JUV PROGRAM	360.00
TOTAL				360.00
75252	07/25/2023	NANCY SCAGLIONE		
	07/25/2023	NANCY SCAGLIONE	REFUND ADULT PROGRAM	14.00
TOTAL				14.00
75253	07/25/2023	NATIONAL WASTE SERVICES		
	07/25/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
75254	07/25/2023	NET2PHONE, INC.		
	07/25/2023	NET2PHONE, INC.	TELEPHONE	217.58
TOTAL				217.58
75255	07/25/2023	NOODLE SOUP		
	07/25/2023	NOODLE SOUP	JUV PROGRAM	86.36
TOTAL				86.36
75256	07/25/2023	OPTIMUM		
	07/25/2023	OPTIMUM	OPTIMUM	204.12
TOTAL				204.12
75257	07/25/2023	REGAN AGENCY		
	07/25/2023	REGAN AGENCY	INSURANCE	6,082.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				6,082.00
75258	07/25/2023	ROBERT SCOTT		
	07/25/2023	ROBERT SCOTT	YA PROGRAM	345.00
	07/25/2023	ROBERT SCOTT	ADULT PROGRAM	375.00
TOTAL				<u>720.00</u>
75259	07/25/2023	RUTH GILLIGAN		
	07/25/2023	RUTH GILLIGAN	REFUND ADULT PROGRAM	10.00
TOTAL				<u>10.00</u>
75260	07/25/2023	SCLS		
	07/25/2023	SCLS	POSTAGE	22.05
		SCLS	OFFICE SUPPLIES	21.00
	07/25/2023	SCLS	ADULT PROGRAM	975.87
		SCLS	JUV PROGRAM	975.88
TOTAL				<u>1,994.80</u>
75261	07/25/2023	SCLS-PALS		
	07/25/2023	SCLS-PALS	PALS	4,342.73
TOTAL				<u>4,342.73</u>
75262	07/25/2023	SCLS TELECOMMUNICATIONS		
	07/25/2023	SCLS TELECOMMUNICATIONS	SCLS TELECOM	9,900.00
TOTAL				<u>9,900.00</u>
75263	07/25/2023	SEARLES GRAPHICS, INC.		
	07/25/2023	SEARLES GRAPHICS, INC.	PRINTING	152.00
TOTAL				<u>152.00</u>
75264	07/25/2023	SPROUTS AND FRIENDS, INC.		
	07/25/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	250.00
TOTAL				<u>250.00</u>
75265	07/25/2023	SUFFOLK COUNTY WATER AUTHORITY		
	07/25/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	704.54
TOTAL				<u>704.54</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

Num	Date	Source Name	Memo	Paid Amount
75266	07/25/2023	SUSAN CHANT		
	07/25/2023	SUSAN CHANT	JUV PROGRAM	20.99
TOTAL				<u>20.99</u>
75267	07/25/2023	TALEWISE, LLC		
	07/25/2023	TALEWISE, LLC	JUV PROGRAM	350.00
TOTAL				<u>350.00</u>
75268	07/25/2023	THERMAL SOLUTIONS		
	07/25/2023	THERMAL SOLUTIONS	HVAC	636.25
TOTAL				<u>636.25</u>
75269	07/25/2023	W.B.MASON		
	07/25/2023	W.B.MASON	OFFICE SUPPLIES	186.27
	07/25/2023	W.B.MASON	OFFICE SUPPLIES	197.98
TOTAL				<u>384.25</u>
75270	07/25/2023	WELLS FARGO FINANCAIL LEASING		
	07/25/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
75271	07/25/2023	AMAZON CAPITAL SERVICES		
	07/25/2023	AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	84.79
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	35.59
		AMAZON CAPITAL SERVICES	ADULT BOOKS	79.68
TOTAL				<u>200.06</u>
75272	07/25/2023	BRI-TECH, INC.		
	07/25/2023	BRI-TECH, INC.	ALARM	365.00
		BRI-TECH, INC.	TV	5,037.35
TOTAL				<u>5,402.35</u>
75273	07/25/2023	PSEGLI		
	07/25/2023	PSEGLI	ELECTRIC	5,000.00
TOTAL				<u>5,000.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 25, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
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72,006.97

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 6 - 24, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75201	07/11/2023	AFFLAC NEW YORK		
	07/11/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				<u>373.20</u>
75202	07/11/2023	NATIONAL GRID		
	07/11/2023	NATIONAL GRID	GAS	728.04
TOTAL				<u>728.04</u>
75203	07/11/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	07/11/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	34,704.50
TOTAL				<u>34,704.50</u>
75204	07/11/2023	PSEGLI		
	07/11/2023	PSEGLI	ELECTRIC	681.94
TOTAL				<u>681.94</u>
75205	07/11/2023	T MOBILE		
	07/11/2023	T MOBILE	HOT SPOTS	407.64
TOTAL				<u>407.64</u>
75206	07/11/2023	T ROWE PRICE		
	07/11/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	702.85
TOTAL				<u>702.85</u>
				37,598.17

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Payroll Liability

Total Cash Required		\$50,122.51
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,829.70
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$30,552.02
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,387.50
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$353.29
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,122.51

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	5,829.70	
Subtotal Net Pay		5,829.70
Total Net Pay Liability (Net Cash)		5,829.70

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,174.20		4,174.20
	Social Security				2,955.23	2,955.30	5,910.53
	Medicare				691.16	691.18	1,382.34
	Subtotal Federal				7,820.59	3,646.48	11,467.07
State	NY State Income Tax				1,920.43		
	Subtotal NY				1,920.43		1,920.43
	Total Taxes				9,741.02	3,646.48	13,387.50

Other Transfers	Full Service Direct Deposit (FSDD)	30,552.02	42 Employee Transactions
	Pay-by-Pay Insurance	353.29	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$30,552.02
Total Pay-by-Pay Insurance	\$353.29
Total Taxes	\$13,387.50
Total Amount ADP Debited from your Account(s)	\$44,292.81

Total For 7/6/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$30,552.02
Total Pay-by-Pay Insurance	\$353.29
Total Taxes	\$13,387.50
Total Amount ADP Debited from your Account(s)	\$44,292.81

Payroll Liability

Total Cash Required		\$51,011.39
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,745.54
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,463.00
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,472.37
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$330.48
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,011.39

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	5,745.54	
Subtotal Net Pay		5,745.54
Total Net Pay Liability (Net Cash)		5,745.54

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,170.63		4,170.63
	Social Security				3,008.28	3,008.30	6,016.58
	Medicare				703.53	703.54	1,407.07
	Subtotal Federal				7,882.44	3,711.84	11,594.28
State	NY State Income Tax				1,878.09		
	Subtotal NY				1,878.09		1,878.09
	Total Taxes				9,760.53	3,711.84	13,472.37

Other Transfers	Full Service Direct Deposit (FSDD)	31,463.00	43 Employee Transactions
	Pay-by-Pay Insurance	330.48	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,463.00
Total Pay-by-Pay Insurance	\$330.48
Total Taxes	\$13,472.37
Total Amount ADP Debited from your Account(s)	\$45,265.85

Total For 7/20/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,463.00
Total Pay-by-Pay Insurance	\$330.48
Total Taxes	\$13,472.37
Total Amount ADP Debited from your Account(s)	\$45,265.85

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/27/23

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	Rivera, Jescielys		Library Clerk	17/hr	max 17 1/2/wk	06/15/23	22-01853 24-1162-82
TRS	Stoss, Sarah		Librarian Trainee	24.72/HR		06/13/23	20-01821
APT	Jones, David		Librarian I	33.76	Max 17 1/2 hrs/wk	06/21/23	20-01821 24-1162-129

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

Michael Int

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

7/11/23

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	Mizzi, Gena		Librarian Trainee (Children's Sevices)	\$24.72/hr	max 17 1/2/wk	07/05/23	21 - 01698 24-1162-120
APT	Lennon, Nathaniel		Custodial Worker I	16.00/hr		07/10/23	22 - 01961 24-1162-194

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

Michael Post
 Signature of Appointing Authority