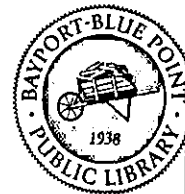


Bayport - Blue Point Public Library

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 Thursday, August 31, 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. Building Program Report

- XI. Committee Reports

- XII. Old Business

- XIII. New Business

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

Next meeting Wednesday, October 11, 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

7/25/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 5:14 p.m. Present were Trustee Devine, Trustee Heineman, Trustee Kennedy-Smith, Trustee McAward, Trustee Adams, Director Mike Firestone and Linda McCrosson to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Heineman, seconded by Trustee Adams to accept the minutes of the July 5, 2023 Re-organizational Special Meeting of the Board of the Board of Trustees; approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman to accept the minutes of the July 5, 2023 Regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee McAward, seconded by Trustee Kennedy-Smith to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated June 2023; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the **Bank Reconciliation & Financial Report for Capital Fund** dated June 2023; approved by all

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith, to approve the Operating Fund Schedule of Claims dated 7/25/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to approve the listed prepaids, as presented, that were paid since last board meeting dated July 6, 2023 through July 24, 2023. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith to approve the Payroll Reports dated 7/6 and 7/20/2023; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Adams, seconded by Trustee McAward to approve the CS-150 reports dated 6/27/2023 and 7/11/2023, as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith, to adjourn the meeting at 5:28 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 JULY 2023

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
July 31, 2023	BALANCE PER LIBRARY BOOKS:	\$135,313.38
	RECEIPTS:	
	TAX REVENUE	215,685.99
	ADULT PROGRAMS	5,756.60
	INSURANCE PAYMENT	5,074.70
	JUVENILE PROGRAMS	1,748.50
	DONATIONS/FRIENDS	1,202.71
	PASSPORT FEES	560.00
	CAFÉ RENT	500.00
	YOUNG ADULT PROGRAMS	344.92
	COPIER	243.55
	FINES	156.99
	FAX	18.75
	FRIENDS PASS THROUGH	18.00
	INTEREST	12.94
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(352.46)
		230,971.19
	TOTAL(Book Balance + Receipts)	366,284.57
	LESS: JULY DISBURSEMENTS	268,448.99
July 31, 2023	BALANCE PER LIBRARY BOOKS:	\$97,835.58
	 <u>BALANCE PER BANK:</u>	
July 31, 2023	BALANCE PER BANK:	\$182,368.76
	JULY FINES DEPOSITED IN AUGUST	0.00
	TOTAL(Bank Bal + O/S deposits)	182,368.76
	LESS: JULY OUTSTANDING CHECKS	84,533.18
July 31, 2023	BALANCE PER BANK:	\$97,835.58

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

Num	Date	Source Name	Memo	Paid Amount
75287	08/31/2023	5-IN-5, INC.		
	08/31/2023	5-IN-5, INC.	YA PROGRAM	350.00
TOTAL				<u>350.00</u>
75288	08/31/2023	A TIME FOR KIDS		
	08/31/2023	A TIME FOR KIDS	JUV PROGRAM	155.00
	08/31/2023	A TIME FOR KIDS		155.00
TOTAL				<u>310.00</u>
75289	08/31/2023	AMAZON CAPITAL SERVICES		
	08/31/2023	AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	121.49
		AMAZON CAPITAL SERVICES	JUV PROGRAM	31.94
		AMAZON CAPITAL SERVICES	YA PROGRAM	581.01
		AMAZON CAPITAL SERVICES	ADULT BOOK	473.18
		AMAZON CAPITAL SERVICES	JUV BOOK	29.22
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	31.97
TOTAL				<u>1,268.81</u>
75290	08/31/2023	AMERICAN EXPRESS		
	08/31/2023	AMERICAN EXPRESS	ADULT DVD	92.87
		AMERICAN EXPRESS	YA PROGRAM	72.29
		AMERICAN EXPRESS	OTHER PROF FEES	975.55
		AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	PERIODICALS	147.16
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	555.64
		AMERICAN EXPRESS	SOFTWARE	110.99
		AMERICAN EXPRESS	ADULT PROGRAM	150.78
		AMERICAN EXPRESS	FURN AND EQUIP	205.00
TOTAL				<u>2,431.99</u>
75291	08/31/2023	BAKER & TAYLOR BOOKS		
	08/31/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	1,877.84
		BAKER & TAYLOR BOOKS	YA BOOKS	1,379.05
		BAKER & TAYLOR BOOKS	ADULT BOOKS	3,193.98
TOTAL				<u>6,450.87</u>
75292	08/31/2023	BILBLIOTHECA, LLC		
	08/31/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	133.79

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					133.79
	75293	08/31/2023	BRI-TECH, INC.		
		08/31/2023	BRI-TECH, INC.	ALARM SYSTEM	395.44
		08/31/2023	BRI-TECH, INC.	ALARM INSPECTION	3,072.00
TOTAL					3,467.44
	75294	08/31/2023	BRINKMAN HARDWARE		
		08/31/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	68.10
TOTAL					68.10
	75295	08/31/2023	BRODART CO.		
		08/31/2023	BRODART CO.	JUV BOOKS	9.09
			BRODART CO.	REFERENCE	371.24
TOTAL					380.33
	75296	08/31/2023	CCP SOLUTIONS, LLC		
		08/31/2023	CCP SOLUTIONS, LLC	COPIERS	1,671.40
TOTAL					1,671.40
	75297	08/31/2023	CHARLIE SCHAETZLE		
		08/31/2023	CHARLIE SCHAETZLE	ADULT PROGRAM	125.00
TOTAL					125.00
	75298	08/31/2023	DEBBIE AHEARN		
		08/31/2023	DEBBIE AHEARN	ADULT PROGRAM	300.00
TOTAL					300.00
	75299	08/31/2023	DIANE ARONSEN		
		08/31/2023	DIANE ARONSEN	ADULT PROGRAM	360.00
TOTAL					360.00
	75300	08/31/2023	DINA CARPERNA		
		08/31/2023	DINA CARPERNA	REFUND ADULT PROGRAM	15.00
TOTAL					15.00
	75301	08/31/2023	DISCOUNT SCHOOL SUPPLY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

Num	Date	Source Name	Memo	Paid Amount
	08/31/2023	DISCOUNT SCHOOL SUPPLY	JUV PROGRAM	179.00
TOTAL				179.00
75302	08/31/2023	DONNA IRVINE		
	08/31/2023	DONNA IRVINE	ADULT PROGRAM	300.00
TOTAL				300.00
75303	08/31/2023	DREYER EXTERMINATING, INC.		
	08/31/2023	DREYER EXTERMINATING, INC.	PEST CONTROL	217.23
TOTAL				217.23
75304	08/31/2023	EASTERN SUFFOLK BOCES		
	08/31/2023	EASTERN SUFFOLK BOCES	EMPLOYEE ASSISTANCE PROGI	1,478.75
TOTAL				1,478.75
75305	08/31/2023	ELECTRONIX SYSTEMS		
	08/31/2023	ELECTRONIX SYSTEMS	ALARM SYSTEM	170.04
TOTAL				170.04
75306	08/31/2023	EMERALD ISLAND		
	08/31/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	1,089.40
TOTAL				1,089.40
75307	08/31/2023	EMILY KAZANECKI		
	08/31/2023	EMILY KAZANECKI	POSTAGE	11.65
TOTAL				11.65
75308	08/31/2023	EMMA LODATO		
	08/31/2023	EMMA LODATO	JUV PROGRAM	76.63
TOTAL				76.63
75309	08/31/2023	FIRST-CITIZENS BANK & TRUSTCO.		
	08/31/2023	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	569.02
TOTAL				569.02
75310	08/31/2023	FRANCES WOZNIAK		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	08/31/2023	FRANCES WOZNIAK	ADULT PROGRAM	125.00
TOTAL				<u>125.00</u>
75311	08/31/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	08/31/2023	FRIENDS OF THE BAYPORT-BLUE POINT FREINDS PASS THROUGH ACCC		955.78
TOTAL				<u>955.78</u>
75312	08/31/2023	GINA LEONE		
	08/31/2023	GINA LEONE	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
75313	08/31/2023	GOVCONNECTION, INC.		
	08/31/2023	GOVCONNECTION, INC.	COMPUTER EQUIPMENT	1,291.00
TOTAL				<u>1,291.00</u>
75314	08/31/2023	GRAINGER		
	08/31/2023	GRAINGER	CUSTODIAL SUPPLIES	306.85
TOTAL				<u>306.85</u>
75315	08/31/2023	HARTCORN PLUMBING AND HEATING		
	08/31/2023	HARTCORN PLUMBING AND HEATING	MISC REPAIRS	360.00
TOTAL				<u>360.00</u>
75316	08/31/2023	J.K.HODGE		
	08/31/2023	J.K.HODGE	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
75317	08/31/2023	JAMES CUMMINGS		
	08/31/2023	JAMES CUMMINGS	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
75318	08/31/2023	JAMES WARD		
	08/31/2023	JAMES WARD	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
75319	08/31/2023	JENNIFER FRASCOGNA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	08/31/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
TOTAL				<u>480.00</u>
75320	08/31/2023	JESSICA REILLY		
	08/31/2023	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				<u>140.00</u>
75321	08/31/2023	JOYCE WALKER		
	08/31/2023	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL				<u>170.00</u>
75322	08/31/2023	JULIE PERNICE		
	08/31/2023	JULIE PERNICE	JUV PROGRAM	135.00
TOTAL				<u>135.00</u>
75323	08/31/2023	KANOPY, INC.		
	08/31/2023	KANOPY, INC.	REF/ONLINE SERVICES	145.00
TOTAL				<u>145.00</u>
75324	08/31/2023	KATHLEEN CUNNINGHAM		
	08/31/2023	KATHLEEN CUNNINGHAM	ADULT PROGRAM	348.00
TOTAL				<u>348.00</u>
75325	08/31/2023	KATHY ROEDER		
	08/31/2023	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
75326	08/31/2023	KELLY SHERIDAN		
	08/31/2023	KELLY SHERIDAN	YA PROGRAM	623.69
TOTAL				<u>623.69</u>
75327	08/31/2023	KEVIN SEAMAN		
	08/31/2023	KEVIN SEAMAN	LEGAL FEES	54.00
TOTAL				<u>54.00</u>
75328	08/31/2023	KING KULLEN GROCERY CORP, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

Num	Date	Source Name	Memo	Paid Amount
	08/31/2023	KING KULLEN GROCERY CORP, INC.	MUSIC PROGRAM	36.98
TOTAL				36.98
75329	08/31/2023	LAURA BARRELLA		
	08/31/2023	LAURA BARRELLA	ADULT PROGRAM	225.00
TOTAL				225.00
75330	08/31/2023	LAURIE JANOWITZ		
	08/31/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				325.00
75331	08/31/2023	MAUREEN HALLIDAY		
	08/31/2023	MAUREEN HALLIDAY	ADULT PROGRAM	225.00
TOTAL				225.00
75332	08/31/2023	MCJ CLEANING SERVICES CORP.		
	08/31/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICES	3,360.00
TOTAL				3,360.00
75333	08/31/2023	MD DESIGN STUDIOS		
	08/31/2023	MD DESIGN STUDIOS	ADULT PROGRAM	400.00
	08/31/2023	MD DESIGN STUDIOS	ADULT PROGRAM	800.00
	08/31/2023	MD DESIGN STUDIOS	ADULT PROGRAM	720.00
TOTAL				1,920.00
75334	08/31/2023	MEGHAN VANKURIN		
	08/31/2023	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
75335	08/31/2023	MIDWEST TAPE		
	08/31/2023	MIDWEST TAPE	ADULT DVD	388.55
		MIDWEST TAPE	ADULT CD	585.76
		MIDWEST TAPE	ADULT BOT	40.98
TOTAL				1,015.29
75336	08/31/2023	MIDWEST TAPE -HOOPLA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	08/31/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	540.87
TOTAL				540.87
75337	08/31/2023	MORE CONSULTING CORP.		
	08/31/2023	MORE CONSULTING CORP.	ROOF REPAIR	164.96
TOTAL				164.96
75338	08/31/2023	NATIONAL WASTE SERVICES		
	08/31/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
75339	08/31/2023	NET2PHONE, INC.		
	08/31/2023	NET2PHONE, INC.	TELEPHONES	217.58
TOTAL				217.58
75340	08/31/2023	OPTIMUM		
	08/31/2023	OPTIMUM	TELEPHONE	204.12
	08/31/2023	OPTIMUM	OPTIMUM	387.10
TOTAL				591.22
75341	08/31/2023	RYAN O'ROURKE		
	08/31/2023	RYAN O'ROURKE	OFF HOURS ALARM CALL	50.00
TOTAL				50.00
75342	08/31/2023	SCLS		
	08/31/2023	SCLS	JUV PROG	1,575.00
		SCLS	YA PROG	450.00
		SCLS	A PROG	1,350.00
		SCLS	REF/ONLINE SERVICES	787.78
		SCLS	OFFICE SUPPLIES	23.31
		SCLS	POSTAGE	23.31
TOTAL				4,209.40
75343	08/31/2023	SEARLES GRAPHICS, INC.		
	08/31/2023	SEARLES GRAPHICS, INC.	PRINTING	5,294.00
TOTAL				5,294.00
75344	08/31/2023	SEBCO BOOKS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

Num	Date	Source Name	Memo	Paid Amount
	08/31/2023	SEBCO BOOKS	YA BOOKS	124.96
TOTAL				124.96
75345	08/31/2023	SIGNATURE SERVICES, LLC		
	08/31/2023	SIGNATURE SERVICES, LLC	SPRINKLERS	291.00
TOTAL				291.00
75346	08/31/2023	SPROUTS AND FRIENDS, INC.		
	08/31/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
75347	08/31/2023	STERICYCLE, INC.		
	08/31/2023	STERICYCLE, INC.	SHREDDING SERVICES	215.86
TOTAL				215.86
75348	08/31/2023	SUSAN CHANT		
	08/31/2023	SUSAN CHANT	JUV PROGRAM	52.71
TOTAL				52.71
75349	08/31/2023	T ROWE PRICE		
	08/31/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	686.58
TOTAL				686.58
75350	08/31/2023	THERMAL SOLUTIONS		
	08/31/2023	THERMAL SOLUTIONS	HVAC	1,165.00
TOTAL				1,165.00
75351	08/31/2023	TIMECLOCK PLUS, LLC		
	08/31/2023	TIMECLOCK PLUS, LLC	SOFTWARE	2,808.00
TOTAL				2,808.00
75352	08/31/2023	VANGUARD		
	08/31/2023	VANGUARD	OFFICE SUPPLIES	909.57
TOTAL				909.57
75353	08/31/2023	VICTORIA NEWELL		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

Num	Date	Source Name	Memo	Paid Amount
	08/31/2023	VICTORIA NEWELL	REFUND ADULT PROGRAM	7.00
TOTAL				7.00
75354	08/31/2023	W.B.MASON		
	08/31/2023	W.B.MASON	OFFICE SUPPLIES	1,092.92
TOTAL				1,092.92
75355	08/31/2023	WT COX INFORMATION SERVICES		
	08/31/2023	WT COX INFORMATION SERVICES	PERIODICALS	2,777.81
TOTAL				2,777.81
75356	08/31/2023	AMAZON CAPITAL SERVICES		
	08/31/2023	AMAZON CAPITAL SERVICES	YA PROGRAM	73.05
		AMAZON CAPITAL SERVICES	A PROGRAM	14.97
		AMAZON CAPITAL SERVICES	JUV PROGRAM	13.97
		AMAZON CAPITAL SERVICES	ADULT BOOKS	38.00
TOTAL				139.99
75357	08/31/2023	DONNA IRVINE		
	08/31/2023	DONNA IRVINE	ADULT PROGRAM	265.00
TOTAL				265.00
75358	08/31/2023	EMMA LODATO		
	08/31/2023	EMMA LODATO	JUV PROGRAM	34.08
TOTAL				34.08
75359	08/31/2023	JENNIFER FRASCOGNA		
	08/31/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	160.00
TOTAL				160.00
75360	08/31/2023	BAYPORT FLOWER HOUSE		
	08/31/2023	BAYPORT FLOWER HOUSE	ADULT PROGRAM	100.00
TOTAL				100.00
75361	08/31/2023	NATIONAL WASTE SERVICES		
	08/31/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 31, 2023

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					500.00
	75362	08/31/2023	STERICYCLE, INC.		
		08/31/2023	STERICYCLE, INC.	SHREDDING SERVICES	217.20
TOTAL					<u>217.20</u>

58,506.75

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

July 26 through August 30, 2023

Num	Date	Source Name	Memo	Paid Amount
75274	08/14/2023	AFFLAC NEW YORK		
	08/14/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	<u>559.80</u>
TOTAL				559.80
75275	08/14/2023	JESSICA REILLY		
	08/14/2023	JESSICA REILLY	ADULT PROGRAM	<u>70.00</u>
TOTAL				70.00
75276	08/14/2023	NATIONAL GRID		
	08/14/2023	NATIONAL GRID	GAS	<u>750.02</u>
TOTAL				750.02
75277	08/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	08/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>34,598.90</u>
TOTAL				34,598.90
75278	08/14/2023	OPTIMUM		
	08/14/2023	OPTIMUM	OPTIMUM	<u>387.10</u>
TOTAL				387.10
75279	08/14/2023	PSEGLI		
	08/14/2023	PSEGLI	ELECTRIC	<u>1,077.75</u>
TOTAL				1,077.75
75280	08/14/2023	ROBERT SCOTT		
	08/14/2023	ROBERT SCOTT	ADULT PROGRAM	<u>200.00</u>
TOTAL				200.00
75281	08/14/2023	T ROWE PRICE		
	08/14/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	<u>671.03</u>
TOTAL				671.03
75282	08/14/2023	PSEGLI		
	08/14/2023	PSEGLI	ELECTRIC	<u>10,680.55</u>
TOTAL				10,680.55

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

July 26 through August 30, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75283	08/14/2023	T ROWE PRICE		
	08/14/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	671.26
TOTAL				<u>671.26</u>
75284	08/14/2023	SUSAN CHANT		
	08/14/2023	SUSAN CHANT	JUV PROGRAM	30.00
TOTAL				<u>30.00</u>
75285	08/14/2023	SUFFOLK COUNTY WATER AUTHORITY		
	08/14/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	204.10
TOTAL				<u>204.10</u>
75286	08/14/2023	T ROWE PRICE		
	08/14/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	675.15
TOTAL				<u>675.15</u>
				50,575.66

Payroll Liability

Total Cash Required		\$51,522.39
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,992.66
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,614.95
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,581.12
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$333.66
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,522.39

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	5,992.66	
Subtotal Net Pay		5,992.66
Total Net Pay Liability (Net Cash)		5,992.66

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,189.13		4,189.13
	Social Security				3,038.74	3,038.78	6,077.52
	Medicare				710.69	710.67	1,421.36
	Subtotal Federal				7,938.56	3,749.45	11,688.01
State	NY State Income Tax				1,893.11		
	Subtotal NY				1,893.11		1,893.11
	Total Taxes				9,831.67	3,749.45	13,581.12

Other Transfers	Full Service Direct Deposit (FSDD)	31,614.95	44 Employee Transactions
	Pay-by-Pay Insurance	333.66	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,614.95
Total Pay-by-Pay Insurance	\$333.66
Total Taxes	\$13,581.12
Total Amount ADP Debited from your Account(s)	\$45,529.73

Total For 8/3/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,614.95
Total Pay-by-Pay Insurance	\$333.66
Total Taxes	\$13,581.12
Total Amount ADP Debited from your Account(s)	\$45,529.73

Payroll Liability

Total Cash Required		\$52,792.25
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,211.77
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,537.54
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,701.58
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$341.36
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,792.25

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	5,211.77	
Subtotal Net Pay		5,211.77
Total Net Pay Liability (Net Cash)		5,211.77

Taxes

	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,098.67		4,098.67
	Social Security				3,113.46	3,113.45	6,226.91
	Medicare				728.12	728.15	1,456.27
	Subtotal Federal				7,940.25	3,841.60	11,781.85
State	NY State Income Tax				1,919.73		
	Subtotal NY				1,919.73		1,919.73
	Total Taxes				9,859.98	3,841.60	13,701.58

Other Transfers	Full Service Direct Deposit (FSDD)	33,537.54	47 Employee Transactions
	Pay-by-Pay Insurance	341.36	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$33,537.54
Total Pay-by-Pay Insurance	\$341.36
Total Taxes	\$13,701.58
Total Amount ADP Debited from your Account(s)	\$47,580.48

Total For 8/17/2023 - Payroll 1

Total Direct Deposit (FSDD)	\$33,537.54
Total Pay-by-Pay Insurance	\$341.36
Total Taxes	\$13,701.58
Total Amount ADP Debited from your Account(s)	\$47,580.48

Payroll Liability

Total Cash Required		\$52,479.23
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,652.03
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,790.98
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,696.83
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$339.39
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,479.23

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	5,652.03
Subtotal Net Pay	5,652.03
Total Net Pay Liability (Net Cash)	5,652.03

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,177.35		4,177.35
	Social Security				3,095.00	3,095.04	6,190.04
	Medicare				723.87	723.83	1,447.70
	Subtotal Federal				7,996.22	3,818.87	11,815.09
State	NY State Income Tax				1,881.74		
	Subtotal NY				1,881.74		1,881.74
	Total Taxes				9,877.96	3,818.87	13,696.83

Other Transfers	Full Service Direct Deposit (FSDD)	32,790.98	48 Employee Transactions
	Pay-by-Pay Insurance	339.39	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$32,790.98
Total Pay-by-Pay Insurance	\$339.39
Total Taxes	\$13,696.83
Total Amount ADP Debited from your Account(s)	\$46,827.20

Total For 8/31/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$32,790.98
Total Pay-by-Pay Insurance	\$339.39
Total Taxes	\$13,696.83
Total Amount ADP Debited from your Account(s)	\$46,827.20

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **8-10-23**

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	Tully, Reagan		Page	\$15.00/hr	10 hr/wk \$7800	08/07/23	19-01332 24-1162-180
APT	Franzese, Allison		Librarian Trainee	24.72/hr	Max 17 1/2/wk	08/09/23	20-01821 24-1162-127
APT	Irish, Mark		Librarian I	29.99/hr	Max 17 1/2/wk	08/08/23	20-01821 24-1162-139

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?

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

8/15/23

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 #
RE/APT	Harrison, Valerie		Librarian Trainee	\$25.21/hr	max 17 1/2/wk	08/13/23	20-01821 24-1162-137
TRS	Chirco, Elijah		Page			08/16/23	19-01532 24-1162-176

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 L...

Signature of Appointing Authority