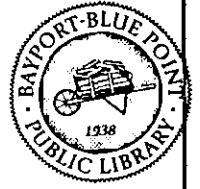


Bayport - Blue Point Public Library

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, November 8, 2023 at 4:00pm** in the Library.

AGENDA

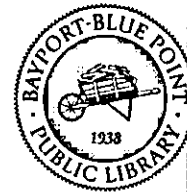
- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence
- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report
- IX. Director's Report
- X. Committee Reports
- XI. Old Business
 - a. Building Update

- XII. New Business
 - a. Trustee Resignation

- XIII. Public comment
- XIV. Adjournment

Next meeting **Wednesday, December 13, 2023 5:00 PM**

Bayport - Blue Point Public Library



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

REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

10/02/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 5:05 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Adams (arrived at 5:22), Director Mike Firestone, Wendy Bennett and Linda McCrosson to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee McAward, seconded by Trustee Heineman to accept the minutes of the August 31, 2023 Regular Meeting of the Board of Trustees; approved by all present (3-0)

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated August 2023; approved by all present (3-0).

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 10/02/2023 (**Check Detail Report**); approved by all present (3-0).

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the listed prepays, as presented, that were paid since last board meeting dated September 1, 2023 through October 1, 2023. (Checks between meetings); approved by all present (3-0).

Motion made by Trustee McAward, seconded by Trustee Heineman to approve the Payroll Reports dated 9/14, and 9/28/2023; approved by all present (3-0).

Motion made by Trustee McAward, seconded by Trustee Heineman to approve a prepay to American Express for \$1288.84; approved by all present (3-0).

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the CS-150 reports dated 9/7/2023, 9/11/23 and 9/12/2023, as presented; approved by all present (3-0).

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to enter executive session at 5:22 p.m. to discuss personnel issues and contracts; approved by all present (4-0).

Motion made by Trustee McAward, seconded by Trustee Heineman to exit executive session at 5:51 p.m.; approved by all present (4-0).

Motion made by Trustee Heineman, seconded by Trustee Adams to approve Trustee term limits be added to the Library Bylaws allowing trustees to have a maximum 3 terms on the library board (15 total years); approved by all present (4-0).

Motion made by Trustee McAward, seconded by Trustee Heineman to approve the Personnel Policy Staff Memo dated October 2023, approved by all present (4-0).

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Heineman, to adjourn the meeting at 5:55 p.m.; approved by all present (4-0).

Respectfully submitted,
Michael Firestone

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

BANK RECONCILIATION FOR SEPTEMBER 2023

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
September 1, 2023	BALANCE PER LIBRARY BOOKS:	\$61,018.81
	RECEIPTS:	
	TAX REVENUE	215,685.91
	ADULT PROGRAMS	7,745.00
	FRIENDS/DONATIONS	2,700.13
	PASSPORT FEES	735.00
	BANK ADJUSTMENT REVERSE CHECK	675.00
	JUVENILE PROGRAMS	560.00
	YOUNG ADULT PROGRAMS	363.30
	FINES	140.00
	COPIER	119.37
	FAX	25.75
	INTEREST	15.80
	FRIENDS PASS THROUGH	10.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(170.25)
		228,605.01
	TOTAL(Book Balance + Receipts)	289,623.82
	LESS: SEPTEMBER DISBURSEMENTS	146,415.97
September 30, 2023	BALANCE PER LIBRARY BOOKS:	\$143,207.85
	<u>BALANCE PER BANK:</u>	
September 30, 2023	BALANCE PER BANK:	\$153,853.75
	SEPTEMBER FINES DEPOSITED IN OCTOBER	0.00
	TOTAL(Bank Bal + O/S deposits)	153,853.75
	LESS: SEPTEMBER OUTSTANDING CHECKS	10,645.90
September 30, 2023	BALANCE PER BANK:	\$143,207.85

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
75480	11/08/2023	MIDWEST TAPE -HOOPLA		
	11/08/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	690.54
TOTAL				690.54
75481	11/08/2023	OPTIMUM		
	11/08/2023	OPTIMUM	OPTIMUM	447.93
TOTAL				447.93
75482	11/08/2023	A TIME FOR KIDS		
	11/08/2023	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				155.00
75483	11/08/2023	AMAGANSETT FREE LIBRARY		
	11/08/2023	AMAGANSETT FREE LIBRARY	YA BOOKS	20.00
TOTAL				20.00
75484	11/08/2023	AMAZON CAPITAL SERVICES		
	11/08/2023	AMAZON CAPITAL SERVICES	ADULT DVD	30.32
		AMAZON CAPITAL SERVICES	YAMAKER PROGRAM	535.02
		AMAZON CAPITAL SERVICES	ADULT BOOKS	407.40
		AMAZON CAPITAL SERVICES	JUV PROGRAM	216.14
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	149.34
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	216.65
TOTAL				1,554.87
75485	11/08/2023	ANNE HEAVEY		
	11/08/2023	ANNE HEAVEY	ADULT PROGRAM	335.00
TOTAL				335.00
75486	11/08/2023	Anne Soper -E		
	11/08/2023	Anne Soper -E	JUV PROGRAM	110.22
TOTAL				110.22
75487	11/08/2023	BAKER & TAYLOR BOOKS		
	11/08/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	1,643.36
		BAKER & TAYLOR BOOKS	YA BOOKS	17.04

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		BAKER & TAYLOR BOOKS	A BOOKS	4,200.35
TOTAL				<u>5,860.75</u>
75488	11/08/2023	BAYPORT-BLUE POINT CHAMBER OF COMMER 2023/2024 MEMBERSHIP DUES		
	11/08/2023	BAYPORT-BLUE POINT CHAMBER OF COMMER OTHER PROF FEES		150.00
TOTAL				<u>150.00</u>
75489	11/08/2023	BAYPORT FLOWER HOUSE		
	11/08/2023	BAYPORT FLOWER HOUSE	YA PROGRAM	192.00
TOTAL				<u>192.00</u>
75490	11/08/2023	BILBLIOTHECA, LLC		
	11/08/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	70.04
TOTAL				<u>70.04</u>
75491	11/08/2023	BRENTWOOD PUBLIC LIBRARY		
	11/08/2023	BRENTWOOD PUBLIC LIBRARY	ADULT BOOKS	22.99
TOTAL				<u>22.99</u>
75492	11/08/2023	BRI-TECH, INC.		
	11/08/2023	BRI-TECH, INC.	ALARM	586.58
TOTAL				<u>586.58</u>
75493	11/08/2023	BRINKMAN HARDWARE		
	11/08/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	84.26
TOTAL				<u>84.26</u>
75494	11/08/2023	BRODART CO.		
	11/08/2023	BRODART CO.	JUV BOOKS	8.99
		BRODART CO.	ADULT BOOKS	81.57
		BRODART CO.	REFERENCE	311.50
TOTAL				<u>402.06</u>
75495	11/08/2023	COLD SPRING HARBOR WHALING MUSEUM		
	11/08/2023	COLD SPRING HARBOR WHALING MUSEUM	JUV PROGRAM	375.00
TOTAL				<u>375.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
75496	11/08/2023	COLLEEN VANN		
	11/08/2023	COLLEEN VANN	JUV PROGRAM	34.20
TOTAL				34.20
75497	11/08/2023	DEMCO		
	11/08/2023	DEMCO	OFFICE SUPPLIES	128.78
TOTAL				128.78
75498	11/08/2023	DIANE ARONSEN		
	11/08/2023	DIANE ARONSEN	ADULT PROGRAM	600.00
TOTAL				600.00
75499	11/08/2023	DODDS & EDER		
	11/08/2023	DODDS & EDER	LAWN SERVICE	715.50
TOTAL				715.50
75500	11/08/2023	EMERALD ISLAND		
	11/08/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	679.55
TOTAL				679.55
75501	11/08/2023	EMMA LODATO-e		
	11/08/2023	EMMA LODATO-e	JUV PROGRAM	21.25
TOTAL				21.25
75502	11/08/2023	FIREMATIC SUPPLY CO, INC.		
	11/08/2023	FIREMATIC SUPPLY CO, INC.	FIRE EXTINGUISHERS	425.25
TOTAL				425.25
75503	11/08/2023	FIRST-CITIZENS BANK & TRUSTCO.		
	11/08/2023	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	294.13
TOTAL				294.13
75504	11/08/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	11/08/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB L PASS THROUGH ACCT		33.01
TOTAL				33.01

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
75505	11/08/2023	HUNTINGTON PUBLIC LIBRARY		
	11/08/2023	HUNTINGTON PUBLIC LIBRARY	ADULT BOOKS	25.00
TOTAL				25.00
75506	11/08/2023	J.K.HODGE		
	11/08/2023	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
75507	11/08/2023	JENNIFER FRASCOGNA		
	11/08/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
	11/08/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	160.00
TOTAL				640.00
75508	11/08/2023	JESSICA REILLY		
	11/08/2023	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				140.00
75509	11/08/2023	JOYCE WALKER		
	11/08/2023	JOYCE WALKER	ADULT PROGRAM	340.00
TOTAL				340.00
75510	11/08/2023	KANOPY, INC.		
	11/08/2023	KANOPY, INC.	REF/ONLINE SERVICES	64.00
TOTAL				64.00
75511	11/08/2023	KATHY ROEDER		
	11/08/2023	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				125.00
75512	11/08/2023	KELLY SHERIDAN		
	11/08/2023	KELLY SHERIDAN	YA PROGRAM	198.32
		KELLY SHERIDAN	A PROGRAM	90.17
		KELLY SHERIDAN	OTHER PROF FEES	75.00
TOTAL				363.49
75513	11/08/2023	KEVIN SEAMAN		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
	11/08/2023	KEVIN SEAMAN	LEGAL FEES	270.00
TOTAL				270.00
75514	11/08/2023	LAURA BARRELLA		
	11/08/2023	LAURA BARRELLA	YA PROGRAM	225.00
TOTAL				225.00
75515	11/08/2023	LAURIE JANOWITZ		
	11/08/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				325.00
75516	11/08/2023	LINDA KEYES		
	11/08/2023	LINDA KEYES	ADULT PROGRAM	300.00
TOTAL				300.00
75517	11/08/2023	LINDA MCCROSSON-PETTY CASH		
	11/08/2023	LINDA MCCROSSON-PETTY CASH	POSTAGE	14.70
		LINDA MCCROSSON-PETTY CASH	OFFICE SUPPLIES	132.49
		LINDA MCCROSSON-PETTY CASH	JUV PROGRAM	30.00
TOTAL				177.19
75518	11/08/2023	LONG ISLAND ADVANCE		
	11/08/2023	LONG ISLAND ADVANCE	PERIODICALS	38.00
TOTAL				38.00
75519	11/08/2023	MARY WAKA		
	11/08/2023	MARY WAKA	ADULT PROGRAM	395.00
TOTAL				395.00
75520	11/08/2023	MCJ CLEANING SERVICES CORP.		
	11/08/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				3,360.00
75521	11/08/2023	MD DESIGN STUDIOS		
	11/08/2023	MD DESIGN STUDIOS	ADULT PROGRAM	580.00
TOTAL				580.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
75522	11/08/2023	MEGHAN VANKURIN		
	11/08/2023	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
75523	11/08/2023	MICHAEL GALLAGHER, CPA		
	11/08/2023	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
75524	11/08/2023	MIDWEST TAPE		
	11/08/2023	MIDWEST TAPE	ADULT DVD	1,786.45
		MIDWEST TAPE	ADULT CD	915.55
		MIDWEST TAPE	ADULT BOT	181.92
TOTAL				2,883.92
75525	11/08/2023	MONTAUK LIBRARY		
	11/08/2023	MONTAUK LIBRARY	YA BOOKS	14.95
TOTAL				14.95
75526	11/08/2023	MOTHERHOOD MOVES		
	11/08/2023	MOTHERHOOD MOVES	JUV PROGRAM	360.00
TOTAL				360.00
75527	11/08/2023	NATIONAL WASTE SERVICES		
	11/08/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	280.00
	11/08/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				780.00
75528	11/08/2023	NCLA		
	11/08/2023	NCLA	REFERENCE	140.90
TOTAL				140.90
75529	11/08/2023	NET2PHONE, INC.		
	11/08/2023	NET2PHONE, INC.	TELEPHONES	219.09
TOTAL				219.09
75530	11/08/2023	NORTH SHORE PUBLIC LIBRARY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
	11/08/2023	NORTH SHORE PUBLIC LIBRARY	ADULT BOOKS	29.00
TOTAL				29.00
75531	11/08/2023	NYLA		
	11/08/2023	NYLA	OTHER PROF FEES	475.00
TOTAL				475.00
75532	11/08/2023	PSEGLI		
	11/08/2023	PSEGLI	ELECTRIC	41.48
TOTAL				41.48
75533	11/08/2023	REGAN AGENCY		
	11/08/2023	REGAN AGENCY	INSURANCE	6,082.00
TOTAL				6,082.00
75534	11/08/2023	SAYVILLE PUBLIC LIBRARY		
	11/08/2023	SAYVILLE PUBLIC LIBRARY	ADULT BOOKS	5.95
TOTAL				5.95
75535	11/08/2023	SCLS		
	11/08/2023	SCLS	ADULT PROGRAM	675.00
		SCLS	JUV PROGRAM	675.00
		SCLS	OTHER PROF FEES	350.00
		SCLS	POSTAGE	25.20
		SCLS	OFFICE SUPPLIES	205.16
TOTAL				1,930.36
75536	11/08/2023	SCLS-PALS		
	11/08/2023	SCLS-PALS	PALS	4,342.73
TOTAL				4,342.73
75537	11/08/2023	SEARLES GRAPHICS, INC.		
	11/08/2023	SEARLES GRAPHICS, INC.	PRINTING	5,280.00
TOTAL				5,280.00
75538	11/08/2023	SEBCO BOOKS		
	11/08/2023	SEBCO BOOKS	YA BOOKS	944.47

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				944.47
75539	11/08/2023	SHELTERPOINT LIFE		
	11/08/2023	SHELTERPOINT LIFE	DISABILITY INSURANCE	2,362.65
TOTAL				2,362.65
75540	11/08/2023	SMITHTOWN LIBRARY-COMMACK BRANCH		
	11/08/2023	SMITHTOWN LIBRARY-COMMACK BRANCH	YA BOOKS	9.99
TOTAL				9.99
75541	11/08/2023	SPROUTS AND FRIENDS, INC.		
	11/08/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
75542	11/08/2023	STERICYCLE, INC.		
	11/08/2023	STERICYCLE, INC.	SHREDDING SERVICES	224.55
	11/08/2023	STERICYCLE, INC.	SHREDDING SERVICES	227.06
TOTAL				451.61
75543	11/08/2023	SUNRISE CUSTOM FENCE EAST INC.		
	11/08/2023	SUNRISE CUSTOM FENCE EAST INC.	MISC REPAIR	3,675.00
TOTAL				3,675.00
75544	11/08/2023	SUSAN CHANT		
	11/08/2023	SUSAN CHANT	JUV PROGRAM	89.54
TOTAL				89.54
75545	11/08/2023	THAT PLANETARIUM GUY, LLC		
	11/08/2023	THAT PLANETARIUM GUY, LLC	ADULT PROGRAM	100.00
TOTAL				100.00
75546	11/08/2023	THERMAL SOLUTIONS		
	11/08/2023	THERMAL SOLUTIONS	HVAC	636.25
TOTAL				636.25
75547	11/08/2023	THOMAS ADAMO		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

Num	Date	Source Name	Memo	Paid Amount
	11/08/2023	THOMAS ADAMO	MUSIC PROGRAM	450.00
TOTAL				450.00
75548	11/08/2023	THOMAS DONOVAN		
	11/08/2023	THOMAS DONOVAN	MUSIC PROGRAM	275.00
TOTAL				275.00
75549	11/08/2023	W.B.MASON		
	11/08/2023	W.B.MASON	OFFICE SUPPLIES	250.47
TOTAL				250.47
75550	11/08/2023	WELLS FARGO FINANCAIL LEASING		
	11/08/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
75551	11/08/2023	WENDY BENNETT		
	11/08/2023	WENDY BENNETT	ADULT PROGRAM	54.98
TOTAL				54.98
75552	11/08/2023	BILBLIOTHECA, LLC		
	11/08/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	3,750.00
TOTAL				3,750.00
75553	11/08/2023	BRI-TECH, INC.		
	11/08/2023	BRI-TECH, INC.	LARGE SCREEN TV BALANCE C	5,037.35
TOTAL				5,037.35
75554	11/08/2023	AMAZON CAPITAL SERVICES		
	11/08/2023	AMAZON CAPITAL SERVICES	ADULT BOOKS	131.95
		AMAZON CAPITAL SERVICES	CUST SUPPLIES	67.09
TOTAL				199.04
75555	11/08/2023	AMERICAN EXPRESS		
	11/08/2023	AMERICAN EXPRESS	ADULT PROGRAM	350.00
		AMERICAN EXPRESS	PERIODICALS	470.24
		AMERICAN EXPRESS	OTHER PROF FEES	611.19
		AMERICAN EXPRESS	POSTAGE	121.71

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 8, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		AMERICAN EXPRESS	MISC EXP	328.94
		AMERICAN EXPRESS	MISC REPAIR	44.13
		AMERICAN EXPRESS	YA/ MAKER PROGRAM	77.27
		AMERICAN EXPRESS	VIDEO GAMES	124.96
		AMERICAN EXPRESS	SOFTWARE	110.99
		AMERICAN EXPRESS	REF/ONLINE SERVICES	980.00
		AMERICAN EXPRESS	REFRIGERATOR	695.00
TOTAL				<u>3,914.43</u>
75556	11/08/2023	Anne Soper -E		
	11/08/2023	Anne Soper -E	ADULT PROGRAM	147.55
TOTAL				<u>147.55</u>
75557	11/08/2023	CCP SOLUTIONS, LLC		
	11/08/2023	CCP SOLUTIONS, LLC	COPIERS	1,898.42
TOTAL				<u>1,898.42</u>
75558	11/08/2023	HARTCORN PLUMBING AND HEATING		
	11/08/2023	HARTCORN PLUMBING AND HEATING	REPAIR TO SPRINKLER SYSTEM	1,815.00
TOTAL				<u>1,815.00</u>
75559	11/08/2023	KANOPY, INC.		
	11/08/2023	KANOPY, INC.	REF/ONLINE SERVICES	61.00
TOTAL				<u>61.00</u>
75560	11/08/2023	PLAYAWAY PRODUCTS		
	11/08/2023	PLAYAWAY PRODUCTS	JUV BOT	224.97
TOTAL				<u>224.97</u>
75561	11/08/2023	PSEGLI		
	11/08/2023	PSEGLI	ELECTRIC	530.45
TOTAL				<u>530.45</u>
				<u>72,874.14</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

October 3 through November 7, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75464	10/10/2023	AFFLAC NEW YORK		
	10/10/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				<u>373.20</u>
75465	10/10/2023	AMERICAN EXPRESS		
	10/10/2023	AMERICAN EXPRESS	PERIODICALS	147.16
		AMERICAN EXPRESS	POSTAGE	171.71
		AMERICAN EXPRESS	OTHER PROF FEES	703.83
		AMERICAN EXPRESS	SOFTWARE	161.76
		AMERICAN EXPRESS	YA/MAKER PROGRAM	55.93
TOTAL				<u>1,240.39</u>
75466	10/10/2023	COMMISSIONER OF SCDHS		
	10/10/2023	COMMISSIONER OF SCDHS	OTHER PROF FEES	165.00
TOTAL				<u>165.00</u>
75467	10/10/2023	NATIONAL GRID		
	10/10/2023	NATIONAL GRID	GAS	686.69
TOTAL				<u>686.69</u>
75468	10/10/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	10/10/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	35,091.90
TOTAL				<u>35,091.90</u>
75469	10/10/2023	PSEGLI		
	10/10/2023	PSEGLI	ELECTRIC	1,056.74
TOTAL				<u>1,056.74</u>
75470	10/10/2023	T MOBILE		
	10/10/2023	T MOBILE	SOFTWARE	407.64
TOTAL				<u>407.64</u>
75471	10/10/2023	T ROWE PRICE		
	10/10/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	735.18
TOTAL				<u>735.18</u>

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 3 through November 7, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75472	10/10/2023	PSEGLI		
	10/10/2023	PSEGLI	ELECTRIC	10,336.93
TOTAL				<u>10,336.93</u>
75473	10/11/2023	POSTMASTER		
	10/11/2023	POSTMASTER	POSTAGE	99.90
	10/11/2023	POSTMASTER	POSTAGE	607.18
TOTAL				<u>707.08</u>
75474	10/11/2023	POSTMASTER		
	10/11/2023	POSTMASTER	POSTAGE	99.90
TOTAL				<u>99.90</u>
75475	10/11/2023	POSTMASTER		
	10/11/2023	POSTMASTER	POSTAGE	607.18
TOTAL				<u>607.18</u>
75476	10/24/2023	METLIFE		
	10/24/2023	METLIFE	EMPLOYEE PAYMENTS	990.83
TOTAL				<u>990.83</u>
75477	10/24/2023	OPTIMUM		
	10/24/2023	OPTIMUM	OPTIMUM	205.01
TOTAL				<u>205.01</u>
75478	10/24/2023	SUFFOLK COUNTY WATER AUTHORITY		
	10/24/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	582.80
TOTAL				<u>582.80</u>
75479	10/24/2023	T ROWE PRICE		
	10/24/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	671.49
TOTAL				<u>671.49</u>
				53,957.96

Payroll Liability

Total Cash Required		\$50,714.37
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,050.55
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,001.90
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,336.29
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$325.63
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,714.37

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		5,050.55
Subtotal Net Pay		5,050.55
Total Net Pay Liability (Net Cash)		5,050.55

Taxes		Deposit Responsibility		Deposit Responsibility		
		Client		ADP		
Agency	Rate	EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax			4,098.17		4,098.17
	Social Security			2,996.92	2,996.90	5,993.82
	Medicare			700.86	700.90	1,401.76
	Subtotal Federal			7,795.95	3,697.80	11,493.75
State	NY State Income Tax			1,842.54		
	Subtotal NY			1,842.54		1,842.54
	Total Taxes			9,638.49	3,697.80	13,336.29

Other Transfers	Full Service Direct Deposit (FSDD)	32,001.90	46 Employee Transactions
	Pay-by-Pay Insurance	325.63	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$32,001.90
Total Pay-by-Pay Insurance	\$325.63
Total Taxes	\$13,336.29
Total Amount ADP Debited from your Account(s)	\$45,663.82

Total For 10/12/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$32,001.90
Total Pay-by-Pay Insurance	\$325.63
Total Taxes	\$13,336.29
Total Amount ADP Debited from your Account(s)	\$45,663.82

Payroll Liability

Total Cash Required		\$50,166.17
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,203.80
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,467.67
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,173.17
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$321.53
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,166.17

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	5,203.80	
	Subtotal Net Pay		5,203.80
	Total Net Pay Liability (Net Cash)		5,203.80

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,012.30		4,012.30
	Social Security				2,962.25	2,962.27	5,924.52
	Medicare				692.82	692.80	1,385.62
	Subtotal Federal				7,667.37	3,655.07	11,322.44
State	NY State Income Tax				1,850.73		
	Subtotal NY				1,850.73		1,850.73
	Total Taxes				9,518.10	3,655.07	13,173.17

Other Transfers	Full Service Direct Deposit (FSDD)	31,467.67	47 Employee Transactions
	Pay-by-Pay Insurance	321.53	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$31,467.67
Total Pay-by-Pay Insurance	\$321.53
Total Taxes	\$13,173.17
Total Amount ADP Debited from your Account(s)	\$44,962.37

Total For 10/26/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$31,467.67
Total Pay-by-Pay Insurance	\$321.53
Total Taxes	\$13,173.17
Total Amount ADP Debited from your Account(s)	\$44,962.37

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

10-3-23

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	Castellano, Ian		Custodial Worker I	\$16.00/hr		10/02/23	22-01961 24-1162- 198

- 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)

- APPROVED DISAPPROVED
 APPROVED AS NOTED

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

Michel Pitt

Signature of Appointing Authority