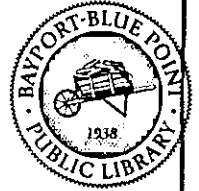


Bayport - Blue Point Public Library

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 **Tuesday, December 12, 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

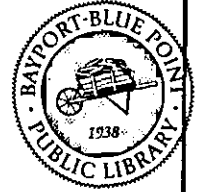
- IX. Director's Report
- X. Committee Reports
- XI. Old Business

- XII. New Business
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting **Wednesday, January 10, 2024 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

11/08/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 4:04 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Adams, Director Mike Firestone, Wendy Bennett and Linda McCrosson to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Heineman, seconded by Trustee McAward to accept the minutes of the October 2, 2023 Regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 11/08/2023 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve the listed prepays, as presented, that were paid since last board meeting dated October 3, 2023 through November 7, 2023. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the Payroll Reports dated 10/12, and 10/26/2023; approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman to approve a prepay to MCJ Cleaning Services for \$3360.00 and to Great South Bay Landscaping for \$4432.50 and \$700.00; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman to approve the CS-150 report dated 10/3/2023, as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to enter executive session at 4:45 p.m. to discuss personnel issues and contracts; approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman to exit executive session at 5:04 p.m.; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the Suffolk Cooperative Library System's 2023 Budget and vote for our zone representative; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the PALS 2023 budget, approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to accept, regretfully, the resignation of Susan Kennedy-Smith as Library Trustee; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to appoint Jason Boroski as Library Trustee to fill the vacant seat until the next general election on April 2, 2024; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a lease agreement with Island Dreams to operate the library café; approved by all.

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee McAward, to adjourn the meeting at 5:10 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 OCTOBER 2023

M & T BANK CHECKING GENERAL ACCOUNT

October 1, 2023	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$143,207.85
	RECEIPTS:	
	TAX REVENUE	215,685.91
	ADULT PROGRAMS	874.66
	PASSPORT FEES	805.00
	YOUNG ADULT PROGRAMS	485.65
	JUVENILE PROGRAMS	293.50
	REFUNDS	170.24
	FINES	97.00
	COPIER	89.65
	FRIENDS PASS THROUGH	43.01
	FAX	29.05
	INTEREST	14.45
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(46.51)
		<u>218,541.61</u>
	TOTAL(Book Balance + Receipts)	361,749.46
	LESS: OCTOBER DISBURSEMENTS	<u>255,195.76</u>
October 31, 2023	BALANCE PER LIBRARY BOOKS:	<u><u>\$106,553.70</u></u>
October 31, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$113,230.54
	OCTOBER FINES DEPOSITED IN NOVEMBER	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	113,230.54
	LESS: OCTOBER OUTSTANDING CHECKS	<u>6,676.84</u>
October 31, 2023	BALANCE PER BANK:	<u><u>\$106,553.70</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 12, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75576	12/12/2023	A TIME FOR KIDS		
	12/12/2023	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				155.00
75577	12/12/2023	AFFLAC NEW YORK		
	12/12/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
75578	12/12/2023	AMAZON CAPITAL SERVICES		
	12/12/2023	AMAZON CAPITAL SERVICES	JUV BOOKS	14.54
		AMAZON CAPITAL SERVICES	ADULT BOOKS	219.39
		AMAZON CAPITAL SERVICES	JUV PROGRAM	424.23
		AMAZON CAPITAL SERVICES	YA PROGRAM	392.68
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	495.37
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	298.40
TOTAL				1,844.61
75579	12/12/2023	AMERICAN EXPRESS		
	12/12/2023	AMERICAN EXPRESS	YA/MAKER PROGRAM	344.12
		AMERICAN EXPRESS	FURN AND EQUIP	1,101.12
		AMERICAN EXPRESS	OTHER PROF FEES	556.19
		AMERICAN EXPRESS	POSTAGE	130.27
		AMERICAN EXPRESS	SOFTWARE	110.99
		AMERICAN EXPRESS	PERIODICALS	435.08
		AMERICAN EXPRESS	JUV PROGRAM	708.77
		AMERICAN EXPRESS	LIB MISC	34.50
		AMERICAN EXPRESS	OFFICE SUPPLIES	127.09
		AMERICAN EXPRESS	ADULT PROGRAM	200.00
TOTAL				3,748.13
75580	12/12/2023	BAKER & TAYLOR BOOKS		
	12/12/2023	BAKER & TAYLOR BOOKS	JUV BOOKS	1,140.90
		BAKER & TAYLOR BOOKS	ADULT BOOKS	3,590.01
TOTAL				4,730.91
75581	12/12/2023	BAYPORT-BLUE POINT HIGH SCHOOL ACTIVITIES		
	12/12/2023	BAYPORT-BLUE POINT HIGH SCHOOL A	AD FOR MUSICAL PROGRAM	40.00
TOTAL				40.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL	75582	12/12/2023	BAYPORT FLOWER HOUSE		
		12/12/2023	BAYPORT FLOWER HOUSE	LIB MISC	<u>454.99</u>
TOTAL					454.99
	75583	12/12/2023	BILBLIOTHECA, LLC		
		12/12/2023	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	<u>117.50</u>
TOTAL					117.50
	75584	12/12/2023	BRI-TECH, INC.		
TOTAL		12/12/2023	BRI-TECH, INC.	FIRE ALARMS	<u>3,072.00</u>
TOTAL					3,072.00
	75585	12/12/2023	BRIARCLIFF SPRINKLERS		
		12/12/2023	BRIARCLIFF SPRINKLERS	SPRINKLERS	<u>103.79</u>
TOTAL					103.79
	75586	12/12/2023	BRINKMAN HARDWARE		
TOTAL		12/12/2023	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	<u>42.80</u>
TOTAL					42.80
	75587	12/12/2023	BRODART CO.		
		12/12/2023	BRODART CO.	REFERENCE	122.49
			BRODART CO.	A BOOKS	30.54
			BRODART CO.	J BOOKS	<u>8.22</u>
TOTAL					161.25
	75588	12/12/2023	CHRISTINE LEHAT		
		12/12/2023	CHRISTINE LEHAT	ADULT PROGRAM	<u>275.00</u>
TOTAL					275.00
	75589	12/12/2023	COLD SPRING HARBOR FIRE HOUSE MUSEUM		
		12/12/2023	COLD SPRING HARBOR FIRE HOUSE ML JUV PROGRAM		<u>40.00</u>
TOTAL					40.00
	75590	12/12/2023	DIANE ARONSEN		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

Num	Date	Source Name	Memo	Paid Amount
	12/12/2023	DIANE ARONSEN	ADULT PROGRAM	600.00
TOTAL				<u>600.00</u>
75591	12/12/2023	DONNA NESTERUK		
	12/12/2023	DONNA NESTERUK	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
12/12/23 75592	12/12/2023	ELECTRONIX SYSTEMS		
	12/12/2023	ELECTRONIX SYSTEMS	ALARM SYSTEM	170.04
TOTAL				<u>170.04</u>
75593	12/12/2023	EMERALD ISLAND		
	12/12/2023	EMERALD ISLAND	CUSTODIAL SUPPLIES	1,048.65
TOTAL				<u>1,048.65</u>
12/12/23 75594	12/12/2023	EMMA LODATO-e		
	12/12/2023	EMMA LODATO-e	JUV PROGRAM	84.62
		EMMA LODATO-e	OFFICE SUPPLIES	50.07
TOTAL				<u>134.69</u>
75595	12/12/2023	ENVISIONWARE		
	12/12/2023	ENVISIONWARE	SOFTWARE	655.99
TOTAL				<u>655.99</u>
12/12/23 75596	12/12/2023	FANNY CAKES		
	12/12/2023	FANNY CAKES	JUV PROGRAM	450.00
		FANNY CAKES	YA PROGRAM	270.00
TOTAL				<u>720.00</u>
75597	12/12/2023	FIRST-CITIZENS BANK & TRUSTCO.		
	12/12/2023	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	294.13
	12/12/2023	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				<u>569.02</u>
12/12/23 75598	12/12/2023	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	12/12/2023	FRIENDS OF THE BAYPORT-BLUE POINT	FRIENDS PASS THROUGH ACC	284.55
TOTAL				<u>284.55</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

Num	Date	Source Name	Memo	Paid Amount
75599	12/12/2023	GREAT SOUTH BAY LANDSCAPING		
	12/12/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	4,630.00
TOTAL				4,630.00
75600	12/12/2023	ISLANDWIDE WEATHER GUYS		
	12/12/2023	ISLANDWIDE WEATHER GUYS	ADULT PROGRAM	400.00
TOTAL				400.00
75601	12/12/2023	J.K.HODGE		
	12/12/2023	J.K.HODGE	ADULT PROGRAM	175.00
	12/12/2023	J.K.HODGE	MUSIC PROGRAM	350.00
TOTAL				525.00
75602	12/12/2023	JENNIFER FRASCOGNA		
	12/12/2023	JENNIFER FRASCOGNA	ADULT PROGRAM	600.00
TOTAL				600.00
75603	12/12/2023	JESSICA REILLY		
	12/12/2023	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				210.00
75604	12/12/2023	JOYCE WALKER		
	12/12/2023	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				255.00
75605	12/12/2023	KANOPY, INC.		
	12/12/2023	KANOPY, INC.	REF/ONLINE SERVICES	131.00
TOTAL				131.00
75606	12/12/2023	KATHY ROEDER		
	12/12/2023	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				125.00
75607	12/12/2023	KELLY SHERIDAN		
	12/12/2023	KELLY SHERIDAN	YA PROGRAM	371.28

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

TRFID	Num	Date	Source Name	Memo	Paid Amount
TOTAL					371.28
	75608	12/12/2023	KEVIN SEAMAN		
		12/12/2023	KEVIN SEAMAN	LEGAL FEES	918.00
		12/12/2023	KEVIN SEAMAN	LEGAL FEES	2,592.00
TOTAL					3,510.00
	75609	12/12/2023	KING KULLEN GROCERY CORP, INC.		
		12/12/2023	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAM	16.77
			KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	13.37
TOTAL					30.14
	75610	12/12/2023	LAKEVIEW BOOKS		
		12/12/2023	LAKEVIEW BOOKS	YA BOOKS	120.88
TOTAL					120.88
	75611	12/12/2023	LAURIE JANOWITZ		
		12/12/2023	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL					325.00
	75612	12/12/2023	LIBRARY IDEAS LLC		
		12/12/2023	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	5.00
TOTAL					5.00
	75613	12/12/2023	LILRC		
		12/12/2023	LILRC	MEMBERSHIP	835.00
TOTAL					835.00
	75614	12/12/2023	LINDA KEYES		
		12/12/2023	LINDA KEYES	ADULT PROGRAM	300.00
TOTAL					300.00
	75615	12/12/2023	LONG ISLAND CHAMBER MUSIC, INC.		
		12/12/2023	LONG ISLAND CHAMBER MUSIC, INC.	MUSIC PROGRAM	600.00
TOTAL					600.00
	75616	12/12/2023	MARGARET M. JOHNSON		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

Num	Date	Source Name	Memo	Paid Amount
	12/12/2023	MARGARET M. JOHNSON	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
75617	12/12/2023	MCJ CLEANING SERVICES CORP.		
	12/12/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,360.00
TOTAL				<u>3,360.00</u>
75618	12/12/2023	MEGHAN VANKURIN		
	12/12/2023	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				<u>150.00</u>
75619	12/12/2023	MICHAEL GALLAGHER, CPA		
	12/12/2023	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
75620	12/12/2023	MIDWEST TAPE		
	12/12/2023	MIDWEST TAPE	ADULT DVD	926.45
		MIDWEST TAPE	ADULT CD	759.77
		MIDWEST TAPE	ADULT BOT	133.94
TOTAL				<u>1,820.16</u>
75621	12/12/2023	MIDWEST TAPE -HOOPLA		
	12/12/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	519.56
	12/12/2023	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	474.01
TOTAL				<u>993.57</u>
75622	12/12/2023	MOTHERHOOD MOVES		
	12/12/2023	MOTHERHOOD MOVES	JUV PROGRAM	360.00
TOTAL				<u>360.00</u>
75623	12/12/2023	NATIONAL WASTE SERVICES		
	12/12/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
75624	12/12/2023	NET2PHONE, INC.		
	12/12/2023	NET2PHONE, INC.	TELEPHONES	219.09

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

Num	Date	Source Name	Memo	Paid Amount
TOTAL				219.09
75625	12/12/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	12/12/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL				38,721.74
75626	12/12/2023	Peter Fletcher		
	12/12/2023	Peter Fletcher	MUSIC PROGRAM	400.00
TOTAL				400.00
75627	12/12/2023	PSEGLI		
	12/12/2023	PSEGLI	ELECTRIC	48.45
TOTAL				48.45
75628	12/12/2023	REED F. COLEMAN INC.		
	12/12/2023	REED F. COLEMAN INC.	ADULT PROGRAM	150.00
TOTAL				150.00
75629	12/12/2023	REGAN AGENCY		
	12/12/2023	REGAN AGENCY	INSURANCE	572.51
TOTAL				572.51
75630	12/12/2023	ROBERT SCOTT		
	12/12/2023	ROBERT SCOTT	ADULT RPOGRAM	575.00
	12/12/2023	ROBERT SCOTT	YA PROGRAM	345.00
TOTAL				920.00
75631	12/12/2023	RONALD F. DEVINE, JR		
	12/12/2023	RONALD F. DEVINE, JR	REIMBURSEMENT	363.00
TOTAL				363.00
75632	12/12/2023	SCLS		
	12/12/2023	SCLS	ADULT PROGRAM	675.00
		SCLS	JUV PROGRAM	675.00
		SCLS	REF/ONLINE SERVICES	2,530.00
		SCLS	POSTAGE	15.75
		SCLS	OFFICE SUPPLIES	15.75

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				3,911.50
75633	12/12/2023	SEBCO BOOKS		
	12/12/2023	SEBCO BOOKS	YA BOOKS	32.95
TOTAL				32.95
75634	12/12/2023	SPROUTS AND FRIENDS, INC.		
	12/12/2023	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	625.00
TOTAL				625.00
75635	12/12/2023	STERICYCLE, INC.		
	12/12/2023	STERICYCLE, INC.	SHREDDING SERVICES	8.69
	12/12/2023	STERICYCLE, INC.	SHREDDING SERVICES	227.06
TOTAL				235.75
75636	12/12/2023	SUSAN CHANT		
	12/12/2023	SUSAN CHANT	JUV PROGRAMS	110.45
TOTAL				110.45
75637	12/12/2023	T ROWE PRICE		
	12/12/2023	T ROWE PRICE	EMPLOYOYEE CONTRIBUTIONS	727.64
TOTAL				727.64
75638	12/12/2023	THERMAL SOLUTIONS		
	12/12/2023	THERMAL SOLUTIONS	HVAC	140.00
TOTAL				140.00
75639	12/12/2023	TRAF-SYS		
	12/12/2023	TRAF-SYS	SOFTWARE	280.00
TOTAL				280.00
75640	12/12/2023	W.B.MASON		
	12/12/2023	W.B.MASON	OFFICE SUPPLIES	883.49
TOTAL				883.49
75641	12/12/2023	WELLS FARGO FINANCAIL LEASING		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

Num	Date	Source Name	Memo	Paid Amount
	12/12/2023	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
75642	12/12/2023	KELLY SHERIDAN		
	12/12/2023	KELLY SHERIDAN	ADULT PROGRAM	48.85
TOTAL				48.85
75643	12/12/2023	PSEGLI		
	12/12/2023	PSEGLI	ELECTRIC	6,335.85
TOTAL				6,335.85
75644	12/12/2023	ROBERT SCOTT		
	12/12/2023	ROBERT SCOTT	JUV PROGRAM	299.00
TOTAL				299.00
75645	12/12/2023	SMART APPLE MEDIA		
	12/12/2023	SMART APPLE MEDIA	YA BOOKS	93.80
TOTAL				93.80
75646	12/12/2023	AMAZON CAPITAL SERVICES		
	12/12/2023	AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	18.77
TOTAL				18.77
75647	12/12/2023	BARKING DOG INTERPRETIVE DESIGN INC.		
	12/12/2023	BARKING DOG INTERPRETIVE DESIGN I	STORYWALK	526.40
TOTAL				526.40
75648	12/12/2023	CHRISTINE LEHAT		
	12/12/2023	CHRISTINE LEHAT	ADULT PROGRAM	48.00
TOTAL				48.00
75649	12/12/2023	DIANA CONKLIN		
	12/12/2023	DIANA CONKLIN	ADULT PROGRAM	625.00
TOTAL				625.00
75650	12/12/2023	KELLY SHERIDAN		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 12, 2023

Num	Date	Source Name	Memo	Paid Amount
	12/12/2023	KELLY SHERIDAN	ADULT PROGRAM	10.96
		KELLY SHERIDAN	YA PROGRAM	54.71
TOTAL				65.67
75651	12/12/2023	MD DESIGN STUDIOS		
	12/12/2023	MD DESIGN STUDIOS	ADULT PROGRAM	540.00
TOTAL				540.00
75652	12/12/2023	PSEGLI		
	12/12/2023	PSEGLI	ELELCTRIC	612.49
TOTAL				612.49
75653	12/12/2023	SEARLES GRAPHICS, INC.		
	12/12/2023	SEARLES GRAPHICS, INC.	STATIONARY	268.00
TOTAL				268.00
75654	12/12/2023	T MOBILE		
	12/12/2023	T MOBILE	HOT SPOTS	815.30
TOTAL				815.30
				100,066.85

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

November 9 through December 11, 2023

Num	Date	Source Name	Memo	Paid Amount
75562	11/14/2023	AFFLAC NEW YORK		
	11/14/2023	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	<u>373.20</u>
TOTAL				373.20
75563	11/14/2023	GREAT SOUTH BAY LANDSCAPING		
	11/14/2023	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	<u>5,032.50</u>
TOTAL				5,032.50
75564	11/14/2023	MCJ CLEANING SERVICES CORP.		
	11/14/2023	MCJ CLEANING SERVICES CORP.	CLEANING SERVICES	<u>3,360.00</u>
TOTAL				3,360.00
75565	11/14/2023	NATIONAL GRID		
	11/14/2023	NATIONAL GRID	GAS	<u>953.70</u>
TOTAL				953.70
75566	11/14/2023	NATIONAL WASTE SERVICES		
	11/14/2023	NATIONAL WASTE SERVICES	REFUSE REMOVAL	<u>220.00</u>
TOTAL				220.00
75567	11/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE		
	11/14/2023	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	<u>34,598.90</u>
TOTAL				34,598.90
75568	11/14/2023	SUFFOLK COUNTY WATER AUTHORITY		
	11/14/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	<u>150.97</u>
TOTAL				150.97
75569	11/14/2023	T MOBILE		
	11/14/2023	T MOBILE	SOFTWARE	<u>407.65</u>
TOTAL				407.65
75570	11/14/2023	T ROWE PRICE		
	11/14/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	<u>719.89</u>
TOTAL				719.89

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 9 through December 11, 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75571	11/20/2023	ABSTRACTS INCORPORATED		
	11/20/2023	ABSTRACTS INCORPORATED	TITLE CLOSING 203 BLUE POINT	6,106.00
TOTAL				<u>6,106.00</u>
75572	11/20/2023	KEN ZAHLER		
	11/20/2023	KEN ZAHLER	TITLE CLOSING GRATUITY	350.00
TOTAL				<u>350.00</u>
75573	11/27/2023	METLIFE		
	11/27/2023	METLIFE	EMPLOYEE PAYMENTS	930.83
TOTAL				<u>930.83</u>
75574	11/27/2023	OPTIMUM		
	11/27/2023	OPTIMUM	OPTIMUM	205.01
	11/27/2023	OPTIMUM	OPTIMUM	447.93
TOTAL				<u>652.94</u>
75575	11/27/2023	T ROWE PRICE		
	11/27/2023	T ROWE PRICE	EMPLOYEE PAYMENTS	674.66
TOTAL				<u>674.66</u>
				54,531.24

Payroll Liability

Total Cash Required		\$51,665.59
Debit for Checks (Net Pay) \$	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,639.29
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,189.85
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,505.02
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$331.43
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,665.59

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				5,639.29	
	Checks			5,639.29	
	Subtotal Net Pay			5,639.29	
	Total Net Pay Liability (Net Cash)			5,639.29	
Taxes					
		Deposit Responsibility Client		Deposit Responsibility ADP	
	Agency	Rate	EE withheld	ER contrib	
Federal	Federal Income Tax			4,103.94	4,103.94
	Social Security			3,050.66	3,050.71
	Medicare			713.47	713.47
	Subtotal Federal			7,868.07	3,764.18
State	NY State Income Tax			1,872.77	
	Subtotal NY			1,872.77	1,872.77
	Total Taxes			9,740.84	3,764.18
Other Transfers Full Service Direct Deposit (FSDD)				32,189.85	48 Employee Transactions
Pay-by-Pay Insurance				331.43	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$32,189.85
Total Pay-by-Pay Insurance	\$331.43
Total Taxes	\$13,505.02
Total Amount ADP Debited from your Account(s)	\$46,026.30

Total For 11/9/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$32,189.85
Total Pay-by-Pay Insurance	\$331.43
Total Taxes	\$13,505.02
Total Amount ADP Debited from your Account(s)	\$46,026.30

Company: BAYPORT BLUE POINT PUBLIC LIBRARY
 Check date: 11/9/2023 - Payroll 1
 Pay Period: 10/22/2023 to: 11/04/2023

Payroll Liability

Total Cash Required		\$57,418.50
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,029.35
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$35,784.74
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$15,239.77
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$364.64
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$57,418.50

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		6,029.35
Checks		6,029.35
Subtotal Net Pay		6,029.35
Total Net Pay Liability (Net Cash)		6,029.35

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,724.87		4,724.87
	Social Security				3,377.55	3,377.56	6,755.11
	Medicare				789.92	789.90	1,579.82
	Subtotal Federal				8,892.34	4,167.46	13,059.80
State	NY State Income Tax				2,179.97		
	Subtotal NY				2,179.97		2,179.97
	Total Taxes				11,072.31	4,167.46	15,239.77

Other Transfers	Full Service Direct Deposit (FSDD)	35,784.74	49 Employee Transactions
	Pay-by-Pay Insurance	364.64	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$35,784.74
Total Pay-by-Pay Insurance	\$364.64
Total Taxes	\$15,239.77
Total Amount ADP Debited from your Account(s)	\$51,389.15

Total For 11/22/2023 - Payroll 1	
Total Direct Deposit (FSDD)	\$35,784.74
Total Pay-by-Pay Insurance	\$364.64
Total Taxes	\$15,239.77
Total Amount ADP Debited from your Account(s)	\$51,389.15

Payroll Liability

Total Cash Required		\$59,185.96
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,376.58
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$37,075.74
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$15,355.49
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$378.15
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$59,185.96

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 Pay¹

Checks	6,376.58	
Subtotal Net Pay		6,376.58
Total Net Pay Liability (Net Cash)		6,376.58

Taxes

	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				5,279.84		5,279.84
	Social Security				3,025.03	3,025.00	6,050.03
	Medicare				820.52	820.51	1,641.03
	Subtotal Federal				9,125.39	3,845.51	12,970.90
State	NY State Income Tax				2,384.59		
	Subtotal NY				2,384.59		2,384.59
	Total Taxes				11,509.98	3,845.51	15,355.49

Other Transfers	Full Service Direct Deposit (FSDD)	37,075.74	46 Employee Transactions
	Pay-by-Pay Insurance	378.15	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$37,075.74
Total Pay-by-Pay Insurance	\$378.15
Total Taxes	\$15,355.49
Total Amount ADP Debited from your Account(s)	\$52,809.38

Total For 12/7/2023 - Payroll 1

Total Direct Deposit (FSDD)	\$37,075.74
Total Pay-by-Pay Insurance	\$378.15
Total Taxes	\$15,355.49
Total Amount ADP Debited from your Account(s)	\$52,809.38

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
 11-21-23

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	Maldonado, Aaron		Custodial Worker I	16.32/hr	10 hrs/week # 8486.40	11/20/23	22-61961 24-1162- 193

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

Maria Furt
 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

11/16/23

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 #
X TRS	Ahearn, Deborah		Librarian I			11/10/23	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?

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 *11/20/23* DISAPPROVED
 APPROVED AS NOTED

Michael P. [Signature]
 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

12-4-23

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	Kozikowski, Danielle		Librarian I (children's services)	29.99/hr	max 17 1/2 hrs/wk	10/24/23	20 - 01820 24 - 1162-144

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

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Michael Fort

Signature of Appointing Authority