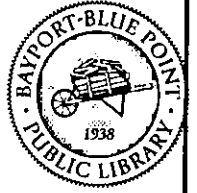


Bayport - Blue Point Public Library

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, January 10, 2024 at 4:00pm in the Library.

AGENDA

- I. Open Meeting
- II. Pledge of Allegiance
- III. **Executive Session**

- IV. Public comment
- V. Approval of the minutes
- VI. Correspondence

- VII. Financial Report
- VIII. Warrant 'Schedule of Claims' & Payroll
- IX. Personnel Report

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

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

Next meeting Wednesday, February 14, 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 12/12/2023

I. CALL TO ORDER

Trustee Devine called the meeting to order at 5:02 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Adams, Trustee Borowski, Director Mike Firestone, Wendy Bennett and Linda McCrosson to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Adams, seconded by Trustee McAward to accept the minutes of the November 8, 2023 Regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Bank Reconciliation & Financial Report for Operating Fund dated October 2023; approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 12/12/2023 (Check Detail Report); approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski, to approve the listed prepaids, as presented, that were paid since last board meeting dated November 9, 2023 through December 11, 2023. (Checks between meetings); approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to approve the Payroll Reports dated 11/09, 11/22 and 12/07/2023; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a prepay to Margaret Johnson for \$400 for the Festive Tea program; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve the CS-150 reports dated 11/16, 11/21, and 12/04/23, as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee Adams to approve the following policies to be added or amended as presented: Trustee Training, Confidentiality of Records, Workplace Violence and Notary Services; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to enter executive session at 5:26 p.m. to discuss Real Estate, Contracts, and Personnel; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to exit executive session at 5:50 p.m.; approved by all.

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the extended leave request for Richard Vatalaro; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the salary increase to \$16.00/hr with the minimum wage increase in NYS as of 1/1/24, approved by all.

Motion made by Trustee Borowski, seconded by Trustee Adams to approve moving the Library Vote to Wednesday 4/3/2024 from 9:00 a.m. to 8:00p.m. from original date of Tuesday, 4/2/2024 due to a NYS primary vote on 4/2/2024; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Borowski, to adjourn the meeting at 5:52 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 NOVEMBER 2023

M & T BANK CHECKING GENERAL ACCOUNT

November 1, 2023	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$106,553.70
	RECEIPTS:	
	TAX REVENUE 215,685.91	
	ADULT PROGRAMS 6,813.00	
	COPIER 764.89	
	JUVENILE PROGRAMS 692.00	
	PASSPORT FEES 560.00	
	YOUNG ADULT PROGRAMS 465.46	
	FRIENDS/DONATIONS 352.29	
	FRIENDS PASS THROUGH 299.30	
	SALE OF DISCARDED BOOKS 158.12	
	FINES 48.00	
	FAX 17.25	
	INTEREST 14.92	
	SQUARE/PAYFLOW FEES/MISC EXPENSE (196.60) 225,674.54	
	TOTAL(Book Balance + Receipts) 332,228.24	
	LESS: NOVEMBER DISBURSEMENTS 240,732.37	
November 30, 2023	BALANCE PER LIBRARY BOOKS:	<u>\$91,495.87</u>
November 30, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK: \$105,491.74	
	NOVEMBER FINES DEPOSITED IN DECEMBER 0.00	
	TOTAL(Bank Bal + O/S deposits) 105,491.74	
	LESS: NOVEMBER OUTSTANDING CHECKS 13,995.87	
November 30, 2023	BALANCE PER BANK:	<u>\$91,495.87</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

Num	Date	Source Name	Memo	Paid Amount
75665	01/10/2024	A TIME FOR KIDS		
	01/10/2024	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				155.00
75666	01/10/2024	AMAZON CAPITAL SERVICES		
	01/10/2024	AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	156.44
		AMAZON CAPITAL SERVICES	JUV PROGRAM	259.78
		AMAZON CAPITAL SERVICES	ADULT BOOKS	32.27
TOTAL				448.49
75667	01/10/2024	AMERICAN EXPRESS		
	01/10/2024	AMERICAN EXPRESS	YA/MAKER PROGRAM	37.91
		AMERICAN EXPRESS	OTHER PROF FEES	1,680.87
		AMERICAN EXPRESS	ADULT PROGRAM	464.11
		AMERICAN EXPRESS	POSTAGE	76.38
		AMERICAN EXPRESS	PERIODICALS	154.38
		AMERICAN EXPRESS	SOFTWARE	103.75
		AMERICAN EXPRESS	LIB MISC	37.75
		AMERICAN EXPRESS	OFFICE SUPPLIES	654.28
TOTAL				3,209.43
75668	01/10/2024	ANNA DAVIS		
	01/10/2024	ANNA DAVIS	MED PART B REIMB	1,582.50
TOTAL				1,582.50
75669	01/10/2024	ANNE HEAVEY		
	01/10/2024	ANNE HEAVEY	ADULT PROGRAM	150.00
TOTAL				150.00
75670	01/10/2024	BAKER & TAYLOR BOOKS		
	01/10/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,317.45
		BAKER & TAYLOR BOOKS	YA BOOKS	1,012.15
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,793.82
TOTAL				4,123.42
75671	01/10/2024	BARBARA WILKENS		
	01/10/2024	BARBARA WILKENS	MED PART B REIMB	989.40

10:01 AM

01/04/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL				989.40
75672	01/10/2024	BAYPORT FLOWER HOUSE		
	01/10/2024	BAYPORT FLOWER HOUSE	ADULT PROGRAM	70.00
TOTAL				70.00
75673	01/10/2024	BILBLIOTHECA, LLC		
	01/10/2024	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	113.15
		BILBLIOTHECA, LLC	SOFTWARE	5,248.00
TOTAL				5,361.15
75674	01/10/2024	BRI-TECH, INC.		
	01/10/2024	BRI-TECH, INC.	FIRE ALARM	1,236.59
TOTAL				1,236.59
75675	01/10/2024	BRODART CO.		
	01/10/2024	BRODART CO.	ADULT BOOKS	70.63
TOTAL				70.63
75676	01/10/2024	CARDIO PARTNERS		
	01/10/2024	CARDIO PARTNERS	OFFICE SUPPLIES	189.00
TOTAL				189.00
75677	01/10/2024	CHRISTINA CARROLL	PROGRAM REFUND X2	
	01/10/2024	CHRISTINA CARROLL	REFUND PROGRAM	20.00
TOTAL				20.00
75678	01/10/2024	CLAIRE TINNELLY	PROGRAM REFUND	
	01/10/2024	CLAIRE TINNELLY	REFUND ADULT PROG	10.00
TOTAL				10.00
75679	01/10/2024	CORNELL COOPERATIVE EXTENSION		
	01/10/2024	CORNELL COOPERATIVE EXTENSION	YA PROGRAM	300.00
TOTAL				300.00
75680	01/10/2024	CRAZY HATTER		

10:01 AM
01/04/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

	Num	Date	Source Name	Memo	Paid Amount
		01/10/2024	CRAZY HATTER	SHIRTS	1,525.50
TOTAL					1,525.50
TOTAL	75681	01/10/2024	DAN DONNELLY		
		01/10/2024	DAN DONNELLY	MUSIC PROGRAM	300.00
TOTAL					300.00
	75682	01/10/2024	DANTE PIANO SERVICE		
		01/10/2024	DANTE PIANO SERVICE	PIANO TUNING	350.00
TOTAL					350.00
	75683	01/10/2024	DEBORAH AHEARN		
TOTAL	75681	01/10/2024	DEBORAH AHEARN	MED PART B REIMB	494.70
TOTAL					494.70
	75684	01/10/2024	DEMCO		
		01/10/2024	DEMCO	OFFICE SUPPLIES	134.85
TOTAL					134.85
	75685	01/10/2024	DIANA CONKLIN		
TOTAL	75681	01/10/2024	DIANA CONKLIN	ADULT PROGRAM	550.00
		01/10/2024	DIANA CONKLIN	ADULT PROGRAM	1,100.00
TOTAL					1,650.00
	75686	01/10/2024	DIANE ARONSEN		
		01/10/2024	DIANE ARONSEN	ADULT PROGRAM	600.00
TOTAL					600.00
	75687	01/10/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
TOTAL	75681	01/10/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB L FRIENDS PASS THROUGH		14.75
TOTAL					14.75
	75688	01/10/2024	GABRIELLA GRAMA		
		01/10/2024	GABRIELLA GRAMA	ADULT PROGRAM	570.00
TOTAL					570.00
	75689	01/10/2024	GAIL SILSBE		

75681

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

75694 Num	Date	Source Name	Memo	Paid Amount
	01/10/2024	GAIL SILSBE	MED PART B REIMB	989.40
TOTAL				989.40
75690	01/10/2024	HARTCORN PLUMBING AND HEATING		
	01/10/2024	HARTCORN PLUMBING AND HEATING	FIRE SPRINKLERS	980.00
TOTAL				980.00
75691	01/10/2024	HEALTHY PLANET		
	01/10/2024	HEALTHY PLANET	ADULT PROGRAM	250.00
TOTAL				250.00
75692	01/10/2024	J.K.HODGE		
	01/10/2024	J.K.HODGE	MUSIC PROGRAM	100.00
TOTAL				100.00
75693	01/10/2024	JANICE NORTH		
75697	01/10/2024	JANICE NORTH	MED PART B REIMB	494.70
TOTAL				494.70
75694	01/10/2024	JENNIFER FRASCOGNA		
	01/10/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	720.00
TOTAL				720.00
75695	01/10/2024	JESSICA REILLY		
75697	01/10/2024	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				140.00
75696	01/10/2024	JOCELYN MCINTEE		
	01/10/2024	JOCELYN MCINTEE	MED PART B REIMB	494.70
TOTAL				494.70
75697	01/10/2024	JOHN O'HARE		
	01/10/2024	JOHN O'HARE	MED PART B REIMB	629.40
TOTAL				629.40
75698	01/10/2024	JOYCE WALKER		

10:01 AM
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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		01/10/2024	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL					170.00
TOTAL	75699	01/10/2024	KANOPY, INC.		
		01/10/2024	KANOPY, INC.	REF/ONLINE SERVICES	152.00
TOTAL					152.00
	75700	01/10/2024	KELLY SHERIDAN		
		01/10/2024	KELLY SHERIDAN	YA/MAKER PROGRAM	380.16
			KELLY SHERIDAN	ADULT PROGRAM	75.28
			KELLY SHERIDAN	POSTAGE	19.04
TOTAL					474.48
TOTAL	75701	01/10/2024	KEVIN SEAMAN		
		01/10/2024	KEVIN SEAMAN	LEGAL FEES	675.00
TOTAL					675.00
	75702	01/10/2024	LAURA BARRELLA		
		01/10/2024	LAURA BARRELLA	YA PROGRAM	225.00
		01/10/2024	LAURA BARRELLA	YA PROGRAM	225.00
TOTAL					450.00
TOTAL	75703	01/10/2024	LAURA ROMER		
		01/10/2024	LAURA ROMER	ADULT PROGRAM	100.00
TOTAL					100.00
	75704	01/10/2024	LAURIE JANOWITZ		
		01/10/2024	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL					325.00
TOTAL	75705	01/10/2024	LINDA KEYES		
		01/10/2024	LINDA KEYES	ADULT PROGRAM	300.00
TOTAL					300.00
	75706	01/10/2024	LINDA MCCROSSON-PETTY CASH		
		01/10/2024	LINDA MCCROSSON-PETTY CASH	POSTAGE	0.90

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01/04/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		LINDA MCCROSSON-PETTY CASH	ADULT PROGRAM	210.77
		LINDA MCCROSSON-PETTY CASH	LIB MISC	5.33
TOTAL				217.00
75707	01/10/2024	LUCINDA LAPPANO		
	01/10/2024	LUCINDA LAPPANO	MED PART B REIMB	989.40
TOTAL				989.40
75708	01/10/2024	LUND VALVE TESTING		
	01/10/2024	LUND VALVE TESTING	MISC REPAIRS	98.00
TOTAL				98.00
75709	01/10/2024	MANGO		
	01/10/2024	MANGO	REF/ONLINE SERVICES	330.00
TOTAL				330.00
75710	01/10/2024	MARGARET M. JOHNSON		
	01/10/2024	MARGARET M. JOHNSON	ADULT PROGRAM	400.00
TOTAL				400.00
75711	01/10/2024	MARK CHIUSANO		
	01/10/2024	MARK CHIUSANO	ADULT PROGRAM	150.00
TOTAL				150.00
75712	01/10/2024	MAUREEN HALLIDAY		
	01/10/2024	MAUREEN HALLIDAY	ADULT PROGRAM	225.00
TOTAL				225.00
75713	01/10/2024	MCKULA INC.		
	01/10/2024	MCKULA INC.	SOFTWARE	1,600.00
TOTAL				1,600.00
75714	01/10/2024	MD DESIGN STUDIOS		
	01/10/2024	MD DESIGN STUDIOS	ADULT PROGRAM	500.00
TOTAL				500.00
75715	01/10/2024	MICHAEL GALLAGHER, CPA		

TOTAL 75723
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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

Num	Date	Source Name	Memo	Paid Amount
	01/10/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
75716	01/10/2024	MICHAEL P. MURPHY NAVY SEAL MUSEUM		
	01/10/2024	MICHAEL P. MURPHY NAVY SEAL MUSEUM	ADULT PROGRAM	75.00
		MICHAEL P. MURPHY NAVY SEAL MUSEUM	JUV PROGRAM	75.00
TOTAL				150.00
75717	01/10/2024	MICHELLE REIS		
	01/10/2024	MICHELLE REIS	YA PROGRAM	100.00
TOTAL				100.00
75718	01/10/2024	MIDWEST TAPE		
	01/10/2024	MIDWEST TAPE	ADULT DVD	844.31
		MIDWEST TAPE	ADULT CD	413.26
		MIDWEST TAPE	ADULT BOT	128.94
TOTAL				1,386.51
75719	01/10/2024	MIDWEST TAPE -HOOPLA		
	01/10/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	451.15
TOTAL				451.15
75720	01/10/2024	NATIONAL WASTE SERVICES		
	01/10/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
75721	01/10/2024	NET2PHONE		
	01/10/2024	NET2PHONE	TELEPHONE	219.09
TOTAL				219.09
75722	01/10/2024	OCLC INC.		
	01/10/2024	OCLC INC.	SOFTWARE	5,488.92
TOTAL				5,488.92
75723	01/10/2024	OPTIMUM		
	01/10/2024	OPTIMUM	OPTIMUM	642.94

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01/04/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					642.94
	75724	01/10/2024	PATRICIA ALLEN HALCROW		
		01/10/2024	PATRICIA ALLEN HALCROW	REFUND FOUND BOOK	17.00
TOTAL					17.00
	75725	01/10/2024	QUADIENT LEASING		
		01/10/2024	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL					248.55
	75726	01/10/2024	ROBERT SCOTT		
		01/10/2024	ROBERT SCOTT	ADULT PROGRAM	575.00
		01/10/2024	ROBERT SCOTT	YA PROGRAM	345.00
TOTAL					920.00
	75727	01/10/2024	SCLS		
		01/10/2024	SCLS	REF/ONLINE SERVICES	750.00
			SCLS	ADULT BOOKS	25.00
			SCLS	MOVIE LICENSE	376.00
TOTAL	75726				1,151.00
	75728	01/10/2024	SEARLES GRAPHICS, INC.		
		01/10/2024	SEARLES GRAPHICS, INC.	PRINTING-NEWSLETTER	5,280.00
TOTAL					5,280.00
	75729	01/10/2024	STAGECOACH PRODUCTIONS LLC		
		01/10/2024	STAGECOACH PRODUCTIONS LLC	MUSIC PROGRAM	800.00
TOTAL					800.00
TOTAL	75728				
	75730	01/10/2024	STERICYCLE, INC.		
		01/10/2024	STERICYCLE, INC.	SHREDDING SERVICES	227.06
TOTAL					227.06
	75731	01/10/2024	SUSAN CHANT		
		01/10/2024	SUSAN CHANT	JUV PROGRAM	46.23
TOTAL					46.23
TOTAL	75728				

10:01 AM
01/04/24 75728

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

Num	Date	Source Name	Memo	Paid Amount
75732	01/10/2024	T MOBILE		
	01/10/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65
75733	01/10/2024	T ROWE PRICE		
01/04/24 TOTAL	01/10/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	674.42
				674.42
75734	01/10/2024	TARA PENSKE		
	01/10/2024	TARA PENSKE	ADULT PROGRAM	350.00
TOTAL				350.00
75735	01/10/2024	TBS CONTRACTING LTD.		
	01/10/2024	TBS CONTRACTING LTD.	MISC REPAIRS	1,940.00
TOTAL 01/04/24 TOTAL				1,940.00
75736	01/10/2024	THE HECKSCHER MUSEUM OF ART		
	01/10/2024	THE HECKSCHER MUSEUM OF ART	ADULT PROGRAM	250.00
TOTAL				250.00
75737	01/10/2024	THE PATCHOGUE ADVANCE		
	01/10/2024	THE PATCHOGUE ADVANCE	AD FEES	125.00
TOTAL				125.00
01/04/24 TOTAL	01/10/2024	USPS-POC		
	01/10/2024	USPS-POC	POSTAGE FOR METER	900.00
TOTAL				900.00
75739	01/10/2024	W.B.MASON		
	01/10/2024	W.B.MASON	OFFICE SUPPLIES	576.72
	01/10/2024	W.B.MASON	OFFICE SUPPLIES	134.58
TOTAL				711.30
01/04/24 TOTAL	01/10/2024	WELLS FARGO FINANCIAL LEASING		
	01/10/2024	WELLS FARGO FINANCIAL LEASING	COPIERS	629.00
TOTAL				629.00

10:01 AM
01/04/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 10, 2024

Num

Date

Source Name

Memo

Paid Amount

59,725.31

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 13, 2023 through January 9, 2024

Num	Date	Source Name	Memo	Paid Amount
75655	12/14/2023	BLUE POINT POST OFFICE		
	12/14/2023	BLUE POINT POST OFFICE	POSTAGE	748.84
TOTAL				748.84
75656	12/15/2023	POSTMASTER		
	12/15/2023	POSTMASTER	POSTAGE	748.84
	12/15/2023	POSTMASTER	POSTAGE	99.90
TOTAL				848.74
75657	12/15/2023	POSTMASTER		
	12/15/2023	POSTMASTER	POSTAGE	748.84
TOTAL				748.84
75658	12/15/2023	POSTMASTER		
	12/15/2023	POSTMASTER	POSTAGE	99.90
TOTAL				99.90
75659	12/19/2023	METLIFE		
	12/19/2023	METLIFE	EMPLOYEE PAYMENTS	930.83
TOTAL				930.83
75660	12/19/2023	NATIONAL GRID		
	12/19/2023	NATIONAL GRID	GAS	1,845.80
TOTAL				1,845.80
75661	12/19/2023	PSEGLI		
	12/19/2023	PSEGLI	ELECTRIC	5,570.27
TOTAL				5,570.27
75662	12/19/2023	SUFFOLK COUNTY WATER AUTHORITY		
	12/19/2023	SUFFOLK COUNTY WATER AUTHORITY	WATER	645.83
TOTAL				645.83
75663	12/19/2023	T ROWE PRICE		
	12/19/2023	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	731.52

TOTAL

prepaids

10:30 AM
01/04/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 13, 2023 through January 9, 2024

TOTAL	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					731.52
	75664	12/19/2023	THOMAS ADAMO		
		12/19/2023	THOMAS ADAMO	MUSIC PROGRAM	450.00
TOTAL					450.00
					12,620.57

TOTAL =

TOTAL =

/ro		Payroll Liability	
Total Cash Required			\$52,775.37
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,746.33	
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,677.29	
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,011.84	
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$339.91	
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740			\$52,775.37

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

6,746.33

Subtotal Net Pay

6,746.33

Total Net Pay Liability (Net Cash)

6,746.33

Taxes

Deposit Responsibility

Deposit Responsibility

Client

ADP

Agency

Rate

EE withheld ER contrib

EE withheld ER contrib

Federal

Federal Income Tax

4,143.85

4,143.85

Social Security

2,747.50

2,747.48

5,494.98

Medicare

733.92

733.93

1,467.85

Subtotal Federal

7,625.27

3,481.41

11,106.68

State

NY State Income Tax

1,905.16

Subtotal NY

1,905.16

1,905.16

Total Taxes

9,530.43

3,481.41

13,011.84

Other Transfers Full Service Direct Deposit (FSDD)

32,677.29

48 Employee

Transactions

Pay-by-Pay Insurance

339.91

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)

\$32,677.29

Total Pay-by-Pay Insurance

\$339.91

Total Taxes

\$13,011.84

Total Amount ADP Debited from your

\$46,029.04

Account(s)

Total For 12/21/2023 - Payroll 1

Total Direct Deposit (FSDD)

\$32,677.29

Total Pay-by-Pay Insurance

\$339.91

Total Taxes

\$13,011.84

Total Amount ADP Debited from your

\$46,029.04

Account(s)

Company: BAYPORT BLUE POINT PUBLIC
LIBRARY

2 of 2

Date Printed: 01/04/2024 10:33

Check date: 12/21/2023 - Payroll 1

Run Number: 0514

20241173 - RF/MJU

Pay Period: 12/03/2023 to: 12/16/2023

ty	ty	Payroll Liability	ty	ty
Total Cash Required				\$52,029.76
Debit for Checks (Net Pay)	Debit	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$6,062.10
Debit for FSDD (Full Service Direct Deposit)	Debit	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$32,331.16
Debit for Taxes		Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$13,301.18
Debit for Pay-by-Pay		Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$335.32
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740				\$52,029.76

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						6,062.10		
	Subtotal Net Pay							6,062.10	
	Total Net Pay Liability (Net Cash)							6,062.10	
Taxes									
	Agency	Rate	Deposit Responsibility Client			Deposit Responsibility ADP			
			EE withheld	ER	contrib	EE withheld	ER	contrib	
Federal	Federal Income Tax					3,844.26			3,844.26
	Social Security					3,067.66	3,067.66		6,135.32
	Medicare					717.46	717.46		1,434.92
	Subtotal Federal					7,629.38	3,785.12		11,414.50
State	NY State Income Tax					1,886.68			
	Subtotal NY					1,886.68			1,886.68
	Total Taxes					9,516.06	3,785.12		13,301.18
Other Transfers Full Service Direct Deposit (FSDD)									
								32,331.16	48 Employee Transactions
Pay-by-Pay Insurance									
								335.32	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$32,331.16
Total Pay-by-Pay Insurance	\$335.32
Total Taxes	\$13,301.18
Total Amount ADP Debited from your Account(s)	\$45,967.66

Total For 1/4/2024 - Payroll 1

Total Direct Deposit (FSDD)	\$32,331.16
Total Pay-by-Pay Insurance	\$335.32
Total Taxes	\$13,301.18
Total Amount ADP Debited from your Account(s)	\$45,967.66

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

2 of 2

Date Printed: 01/04/2024 10:33

Check date: 1/4/2024 - Payroll 1
Pay Period: 12/17/2023 to: 12/30/2023

Run Number: 0515

20241173 - RF/MJU

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 #
SI	Rasheed, Anthony		Custodial Worker I	\$17.83/hr		01/01/24	20-00540 24-1162-117
SI	Holder, Rodearrick		Custodial Worker I	\$17.83/hr		01/01/24	20-00540 24-1162-114
SI	Castellano, Ian		Custodial Worker I	\$17.83/hr		01/01/24	22-01961 24-1162-198
SI	Lennon, Nathaniel		Custodial Worker I	\$16.32/hr		01/01/24	22-01961 24-1162-194
SI	Vatalaro, Kenneth		Custodial Worker I	\$16.32/hr		01/01/24	22-01961 24-1162-196

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.



Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-1-2024

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 #
SI	Carney, Marisa		Page	16.00/hr		01/01/24	19-01532 24-1162-175
SI	Garvin, Olivia		Page	16.00/hr		01/01/24	19-01532 24-1162-177
SI	Kiely, Christina		Page	16.00/hr		1/12024	10-01845 24-1162-57
SI	Lin, Christina		Page	16.00/hr		01/01/24	19-01532 24-1162-173
SI	Richardt, Leah		Page	16.00/hr		01/01/24	19-01532 24-1162-178
SI	Vlachos, Alexandra		Page	16.00/hr		01/01/24	19-01532 24-1162-172
SI	Tully, Reaghan		Page	16.00/hr		01/01/24	19-01532 24-1162-180
SI	Harrison, John		Page	16.00/hr		01/01/24	19-01532 24-1162-181

- DID YOU:**
1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?
 2. Request and canvass an eligible list for all competitive positions?
 3. Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?
 4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

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 INCLASSIFIED, 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 A. L.
 Signature of Appointing Authority