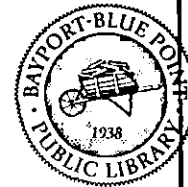


Bayport - Blue Point Public Library

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, February 14, 2024 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. 2024-2025 Budget & Trustee Election Date

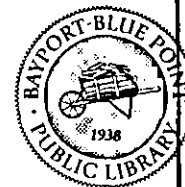
- XII. New Business

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

Next meeting TBD

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

01/10/2024

I. CALL TO ORDER

Trustee Devine called the meeting to order at 4:00 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Adams, Trustee Borowski, Director Mike Firestone.

II. APPROVAL OF MINUTES

Motion made by Trustee McAward, seconded by Trustee Adams to accept the minutes of the December 12, 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 November 2023; approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 01/10/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the listed prepaids, as presented, that were paid since last board meeting dated December 13, 2023 through January 9, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 12/21/23, and 01/04/2024; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the invoice to NYS Retirement for \$158,304 and Great South Bay Landscaping for \$2490 and \$700; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Adams, seconded by Trustee McAward to approve the CS-150 reports dated 01/01/24 and 01/01/24, as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee McAward to approve un-committing fund balance allocations and returning funds to the general account effective June30,2023; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 4:37 p.m. to discuss Real Estate, Contracts, and Personnel; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski to exit executive session at 5:00 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee Borowski, seconded by Trustee McAward, to adjourn the meeting at 5:06 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 DECEMBER 2023

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
December 1, 2023	BALANCE PER LIBRARY BOOKS:	\$91,495.87
	RECEIPTS:	
	TAX REVENUE	215,685.91
	FRIENDS/DONATIONS	5,215.99
	E-RATE DISCOUNT	5,167.80
	FRIENDS PASS THROUGH	999.80
	ADULT PROGRAMS	805.75
	REFUNDS	715.00
	PASSPORT FEES	525.00
	JUVENILE PROGRAMS	352.50
	YOUNG ADULT PROGRAMS	244.81
	COPIER	125.25
	FAX	21.50
	FINES	20.00
	INTEREST	15.26
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(46.46)
		229,848.11
	TOTAL(Book Balance + Receipts)	321,343.98
	LESS: DECEMBER DISBURSEMENTS	228,279.59
December 31, 2023	BALANCE PER LIBRARY BOOKS:	\$93,064.39
December 31, 2023	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$110,478.41
	DECEMBER FINES DEPOSITED IN JANUARY	0.00
	TOTAL(Bank Bal + O/S deposits)	110,478.41
	LESS: DECEMBER OUTSTANDING CHECKS	17,414.02
December 31, 2023	BALANCE PER BANK:	\$93,064.39

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 14, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75765	02/14/2024	A TIME FOR KIDS		
	02/14/2024	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				<u>155.00</u>
75766	02/14/2024	AFFLAC NEW YORK		
	02/14/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	559.80
TOTAL				<u>559.80</u>
75767	02/14/2024	AMAZON CAPITAL SERVICES		
	02/14/2024	AMAZON CAPITAL SERVICES	YAMAKER PROGRAM	456.46
		AMAZON CAPITAL SERVICES	ADULT BOOKS	146.47
		AMAZON CAPITAL SERVICES	JUV PROGRAM	181.69
		AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	29.99
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	165.74
		AMAZON CAPITAL SERVICES	YA BOOKS	39.04
		AMAZON CAPITAL SERVICES	ADULT DVD	19.99
		AMAZON CAPITAL SERVICES	FURN AND EQUIP	907.60
TOTAL				<u>1,946.98</u>
75768	02/14/2024	AMERICAN EXPRESS		
	02/14/2024	AMERICAN EXPRESS	PERIODICALS	1,201.87
		AMERICAN EXPRESS	OTHER PROF FEES	556.19
		AMERICAN EXPRESS	POSTAGE	221.71
		AMERICAN EXPRESS	ADULT PROGRAM	500.00
		AMERICAN EXPRESS	JUV PROGRAM	594.95
		AMERICAN EXPRESS	YA PROGRAM	50.00
		AMERICAN EXPRESS	SOFTWARE	341.08
TOTAL				<u>3,465.80</u>
75769	02/14/2024	ANNE SOPER		
	02/14/2024	ANNE SOPER	REFUND OVERWITHHOLDING	142.37
TOTAL				<u>142.37</u>
75770	02/14/2024	BAKER & TAYLOR BOOKS		
	02/14/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	948.30
		BAKER & TAYLOR BOOKS	A BOOKS	3,313.09
TOTAL				<u>4,261.39</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

Num	Date	Source Name	Memo	Paid Amount
75771	02/14/2024	BALDESSARI & COSTER LLP		
	02/14/2024	BALDESSARI & COSTER LLP	ACCOUNTING FEES	11,042.50
TOTAL				11,042.50
75772	02/14/2024	BILBLIOTHECA, LLC		
	02/14/2024	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	109.66
	02/14/2024	BILBLIOTHECA, LLC	SOFTWARE	2,286.11
TOTAL				2,395.77
75773	02/14/2024	BRI-TECH, INC.		
	02/14/2024	BRI-TECH, INC.	ALARM MONITORING	586.58
TOTAL				586.58
75774	02/14/2024	BRODART CO.		
	02/14/2024	BRODART CO.	JUV BOOKS	49.35
TOTAL				49.35
75775	02/14/2024	CCP SOLUTIONS, LLC		
	02/14/2024	CCP SOLUTIONS, LLC	COPIERS	1,932.34
TOTAL				1,932.34
75776	02/14/2024	CHARGEPOINT, INC.		
	02/14/2024	CHARGEPOINT, INC.	OTHER PROF FEES	690.00
TOTAL				690.00
75777	02/14/2024	CLAUDE B. GOVAN-TRI-STATE		
	02/14/2024	CLAUDE B. GOVAN-TRI-STATE	ADULT PROGRAM	250.00
TOTAL				250.00
75778	02/14/2024	DIANE ARONSEN		
	02/14/2024	DIANE ARONSEN	ADULT PROGRAM	540.00
TOTAL				540.00
75779	02/14/2024	DIANNE TAGGART		
	02/14/2024	DIANNE TAGGART	ADULT PROGRAM	100.00
TOTAL				100.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75780	02/14/2024	DONNA NESTERUK		
	02/14/2024	DONNA NESTERUK	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
75781	02/14/2024	EAST WEST BOOKS		
	02/14/2024	EAST WEST BOOKS	YA BOOKS	90.93
TOTAL				<u>90.93</u>
75782	02/14/2024	EMERALD ISLAND		
	02/14/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	310.00
TOTAL				<u>310.00</u>
75783	02/14/2024	EMMA LODATO		
	02/14/2024	EMMA LODATO	JUV PROGRAM	173.60
TOTAL				<u>173.60</u>
75784	02/14/2024	EMMA LODATO-6		
	02/14/2024	EMMA LODATO-6	JUV PROGRAM	45.43
TOTAL				<u>45.43</u>
75785	02/14/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	02/14/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	255.65
TOTAL				<u>255.65</u>
75786	02/14/2024	FRANCES WOZNIAK		
	02/14/2024	FRANCES WOZNIAK	ADULT PROGRAM	125.00
TOTAL				<u>125.00</u>
75787	02/14/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	02/14/2024	FRIENDS OF THE BAYPORT-BLUE POINT	FRIENDS FLOW THROUGH ACCOUNT	999.80
TOTAL				<u>999.80</u>
75788	02/14/2024	GOVCONNECTION, INC.		
	02/14/2024	GOVCONNECTION, INC.	COMPUTER HARDWARE	579.00
TOTAL				<u>579.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75789	02/14/2024	GREAT SOUTH BAY LANDSCAPING		
	02/14/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	700.00
TOTAL				<u>700.00</u>
75790	02/14/2024	J.K.HODGE		
	02/14/2024	J.K.HODGE	ADULT PROGRAM	175.00
		J.K.HODGE	MUSIC PROGRAM	100.00
TOTAL				<u>275.00</u>
75791	02/14/2024	JENNIFER COLBERT		
	02/14/2024	JENNIFER COLBERT	JUV PROGRAM	120.00
TOTAL				<u>120.00</u>
75792	02/14/2024	JENNIFER FRASCOGNA		
	02/14/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	240.00
	02/14/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	320.00
TOTAL				<u>560.00</u>
75793	02/14/2024	JESSICA REILLY		
	02/14/2024	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				<u>210.00</u>
75794	02/14/2024	JUDY BOSHACK		
	02/14/2024	JUDY BOSHACK	ADULT PROGRAM	840.00
TOTAL				<u>840.00</u>
75795	02/14/2024	JUNE A. ZEGEL	REFUND ADULT PROGRAMS	
	02/14/2024	JUNE A. ZEGEL	REFUND ADULT PROGRAMS	28.00
TOTAL				<u>28.00</u>
75796	02/14/2024	KANOPY, INC.		
	02/14/2024	KANOPY, INC.	REF/ONLINE SERVICES	162.00
TOTAL				<u>162.00</u>
75797	02/14/2024	KATHY ROEDER		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/14/2024	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
75798	02/14/2024	KELLY SHERIDAN		
	02/14/2024	KELLY SHERIDAN	ADULT PROGRAM	85.00
		KELLY SHERIDAN	YA PROGRAM	233.88
TOTAL				<u>318.88</u>
75799	02/14/2024	KEVIN SEAMAN		
	02/14/2024	KEVIN SEAMAN	LEGAL FEES	4,771.69
TOTAL				<u>4,771.69</u>
75800	02/14/2024	KING KULLEN GROCERY CORP, INC.		
	02/14/2024	KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	15.98
	02/14/2024	KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	29.43
TOTAL				<u>45.41</u>
75801	02/14/2024	LARSON'S SEASONAL ENTERPRISES INC.		
	02/14/2024	LARSON'S SEASONAL ENTERPRISES INC	SNOW REMOVAL	950.00
TOTAL				<u>950.00</u>
75802	02/14/2024	LAURIE JANOWITZ		
	02/14/2024	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
75803	02/14/2024	LINDA IPANEMA		
	02/14/2024	LINDA IPANEMA	MUSIC PROGRAM	550.00
TOTAL				<u>550.00</u>
75804	02/14/2024	LINDA KEYES		
	02/14/2024	LINDA KEYES	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
75805	02/14/2024	LONG ISLAND ADVANCE		
	02/14/2024	LONG ISLAND ADVANCE	ADVERTISING	125.00
TOTAL				<u>125.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

Num	Date	Source Name	Memo	Paid Amount
75806	02/14/2024	MARC BERGER		
	02/14/2024	MARC BERGER	MUSIC FEES	500.00
TOTAL				500.00
75807	02/14/2024	MCJ CLEANING SERVICES CORP.		
	02/14/2024	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	6,720.00
TOTAL				6,720.00
75808	02/14/2024	MEGHAN VANKURIN		
	02/14/2024	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
75809	02/14/2024	MICHAEL FIRESTONE		
	02/14/2024	MICHAEL FIRESTONE	REFUND OVERWITHHOLDING	297.71
TOTAL				297.71
75810	02/14/2024	MICHAEL GALLAGHER, CPA		
	02/14/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
75811	02/14/2024	MIDWEST TAPE		
	02/14/2024	MIDWEST TAPE	ADULT DVD	879.22
		MIDWEST TAPE	ADULT CD	670.24
		MIDWEST TAPE	ADULT BOT	85.96
TOTAL				1,635.42
75812	02/14/2024	MIDWEST TAPE -HOOPLA		
	02/14/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	592.71
TOTAL				592.71
75813	02/14/2024	MOTHERHOOD MOVES		
	02/14/2024	MOTHERHOOD MOVES	JUV PROGRAM	480.00
TOTAL				480.00
75814	02/14/2024	NATIONAL GRID		
	02/14/2024	NATIONAL GRID	GAS	1,800.02

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					1,800.02
	75815	02/14/2024	NATIONAL WASTE SERVICES		
		02/14/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL					<u>500.00</u>
	75816	02/14/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
		02/14/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL					<u>38,721.74</u>
	75817	02/14/2024	PLAYAWAY PRODUCTS		
		02/14/2024	PLAYAWAY PRODUCTS	JUV BOOKS ON TAPE	859.95
TOTAL					<u>859.95</u>
	75818	02/14/2024	POSTMASTER		
		02/14/2024	POSTMASTER	POSTAGE-MAR/APR NEWSLETTER	773.23
TOTAL					<u>773.23</u>
	75819	02/14/2024	PSEGLI		
		02/14/2024	PSEGLI	ELECTRIC	34.98
TOTAL					<u>34.98</u>
	75820	02/14/2024	QUADIENT LEASING		
		02/14/2024	QUADIENT LEASING	OFFICE SUPPLIES	151.05
TOTAL					<u>151.05</u>
	75821	02/14/2024	QWICK CRAFT, LLC		
		02/14/2024	QWICK CRAFT, LLC	ADULT PROGRAM	500.00
TOTAL					<u>500.00</u>
	75822	02/14/2024	REGAN AGENCY		
		02/14/2024	REGAN AGENCY	INSURANCE	8,964.70
TOTAL					<u>8,964.70</u>
	75823	02/14/2024	ROADMAPS TO WELLNESS		
		02/14/2024	ROADMAPS TO WELLNESS	ADULT PROGRAM	100.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL				100.00
75824	02/14/2024	ROWAN AND LITTLEFIELD PUBLISHING GROUP		
	02/14/2024	ROWAN AND LITTLEFIELD PUBLISHING G REFERENCE		61.71
TOTAL				61.71
75825	02/14/2024	SCLS		
	02/14/2024	SCLS	REFERENCE/ONLINE	1,700.40
		SCLS	LICENSE	264.12
		SCLS	JUV PROGRAM	675.00
		SCLS	ADULT PROGRAM	675.00
		SCLS	POSTAGE	65.28
		SCLS	OTHER PROF FEES	650.00
		SCLS	OFFICE SUPPLIES	63.24
TOTAL				4,093.04
75826	02/14/2024	SPROUTS AND FRIENDS, INC.		
	02/14/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
75827	02/14/2024	STERICYCLE, INC.		
	02/14/2024	STERICYCLE, INC.	SHREDDING SERVICES	225.39
TOTAL				225.39
75828	02/14/2024	SUFFOLK COUNTY PLDA		
	02/14/2024	SUFFOLK COUNTY PLDA	OTHER PROF FEES	65.00
TOTAL				65.00
75829	02/14/2024	SUSAN CHANT		
	02/14/2024	SUSAN CHANT	JUV PROGRAM	58.35
	02/14/2024	SUSAN CHANT	TWEEN PROG	28.75
TOTAL				87.10
75830	02/14/2024	SWEETBRIAR NATURE CENTER		
	02/14/2024	SWEETBRIAR NATURE CENTER	JUV PROGRAM	350.00
TOTAL				350.00
75831	02/14/2024	TAG-IT ENGRAVING AND SIGNS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/14/2024	TAG-IT ENGRAVING AND SIGNS	OFFICE SUPPLIES	17.00
TOTAL				<u>17.00</u>
75832	02/14/2024	TD3 INNOVATING GAMING, LLC		
	02/14/2024	TD3 INNOVATING GAMING, LLC	JUV PROGRAM	100.00
TOTAL				<u>100.00</u>
75833	02/14/2024	THOMSON REUTERS TAX & ACCTING CHECKPOINT		
	02/14/2024	THOMSON REUTERS TAX & ACCTING CH REFERENCE		172.75
TOTAL				<u>172.75</u>
75834	02/14/2024	W.B.MASON		
	02/14/2024	W.B.MASON	OFFICE SUPPLIES	54.78
	02/14/2024	W.B.MASON	OFFICE SUPPLIES	35.49
TOTAL				<u>90.27</u>
75835	02/14/2024	WELLS FARGO FINANCAIL LEASING		
	02/14/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
75836	02/14/2024	A TIME FOR KIDS		
	02/14/2024	A TIME FOR KIDS	JUV PROGRAM	155.00
TOTAL				<u>155.00</u>
75837	02/14/2024	JENNIFER COLBERT		
	02/14/2024	JENNIFER COLBERT	JUV PROGRAM	120.00
TOTAL				<u>120.00</u>
75838	02/14/2024	KATHY ROEDER		
	02/14/2024	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
75839	02/14/2024	MEGHAN VANKURIN		
	02/14/2024	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				<u>150.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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February 14, 2024

Num	Date	Source Name	Memo	Paid Amount
75840	02/14/2024	MOTHERHOOD MOVES		
	02/14/2024	MOTHERHOOD MOVES	JUV PROGRAM	240.00
TOTAL				<u>240.00</u>
75841	02/14/2024	POSTMASTER		
	02/14/2024	POSTMASTER	POSTAGE NEWSLETTER	75.48
TOTAL				<u>75.48</u>
75842	02/14/2024	PSEGLI		
	02/14/2024	PSEGLI	ELECTRIC	11,457.06
TOTAL				<u>11,457.06</u>
75843	02/14/2024	SPROUTS AND FRIENDS, INC.		
	02/14/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
	02/14/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	125.00
TOTAL				<u>625.00</u>
75844	02/14/2024	BAYPORT-BLUE POINT CHAMBER OF COMMERCE		
	02/14/2024	BAYPORT-BLUE POINT CHAMBER OF COMMERCE	IRISH GAZZETTE AD	700.00
TOTAL				<u>700.00</u>
75845	02/14/2024	AMAZON CAPITAL SERVICES		
	02/14/2024	AMAZON CAPITAL SERVICES	YA BOOKS	11.98
		AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	54.73
		AMAZON CAPITAL SERVICES	JUV PROGRAM	11.72
TOTAL				<u>78.43</u>
75846	02/14/2024	BILBLIOTHECA, LLC		
	02/14/2024	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	148.46
TOTAL				<u>148.46</u>
				124,850.47

BAYPORT - BLUE POINT PUBLIC LIBRARY

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January 11 through February 13, 2024

Num	Date	Source Name	Memo	Paid Amount
75741	01/11/2024	METLIFE		
	01/11/2024	METLIFE	EMPLOYEE PAYMENTS	930.83
TOTAL				930.83
75742	01/11/2024	AFFLAC NEW YORK		
	01/11/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
75743	01/11/2024	DIANA CONKLIN		
	01/11/2024	DIANA CONKLIN	ADULT PROGRAM	1,100.00
TOTAL				1,100.00
75744	01/11/2024	GREAT SOUTH BAY LANDSCAPING		
	01/11/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,190.00
TOTAL				3,190.00
75745	01/11/2024	JOHN O'HARE		
	01/11/2024	JOHN O'HARE	MED PART B REIMB	63.00
TOTAL				63.00
75746	01/11/2024	NATIONAL GRID		
	01/11/2024	NATIONAL GRID	GAS	2,144.83
TOTAL				2,144.83
75747	01/11/2024	NYS AND LOCAL RETIREMENT SYSTEM		
	01/11/2024	NYS AND LOCAL RETIREMENT SYSTEM	RETIREMENT	158,535.00
TOTAL				158,535.00
75748	01/11/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	01/11/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL				38,721.74
75749	01/11/2024	PSEGLI		
	01/11/2024	PSEGLI	ELECTRIC	601.96
TOTAL				601.96

Printer Issues

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 11 through February 13, 2024

Num	Date	Source Name	Memo	Paid Amount
75750	01/11/2024	AFFLAC NEW YORK		
	01/11/2024	AFFLAC NEW YORK	AFLAC PAYABLE	373.29
TOTAL				373.29
75751	01/11/2024	DIANA CONKLIN		
	01/11/2024	DIANA CONKLIN	ADULT PROGRAM	1,100.00
TOTAL				1,100.00
75752	01/11/2024	GREAT SOUTH BAY LANDSCAPING		
	01/11/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,190.00
TOTAL				3,190.00
75753	01/11/2024	JOHN O'HARE		
	01/11/2024	JOHN O'HARE	MED PART B REIMB	63.00
TOTAL				63.00
75754	01/11/2024	NATIONAL GRID		
	01/11/2024	NATIONAL GRID	UTILITIES	2,144.83
TOTAL				2,144.83
75755	01/11/2024	NYS AND LOCAL RETIREMENT SYSTEM		
	01/11/2024	NYS AND LOCAL RETIREMENT SYSTEM	RETIREMENT	158,535.00
TOTAL				158,535.00
75756	01/11/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	01/11/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL				38,721.74
75757	01/11/2024	PSEGLI		
	01/11/2024	PSEGLI	ELECTRIC	601.96
TOTAL				601.96
75758	01/11/2024	PSEGLI		
	01/11/2024	PSEGLI	ELECTRIC	7,608.58
TOTAL				7,608.58

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 11 through February 13, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75759	01/29/2024	METLIFE		
	01/29/2024	METLIFE	EMPLOYEE PAYMENTS	930.83
TOTAL				<u>930.83</u>
75760	01/29/2024	NET2PHONE, INC.		
	01/29/2024	NET2PHONE, INC.	TELEPHONE	227.62
TOTAL				<u>227.62</u>
75761	01/29/2024	OPTIMUM		
	01/29/2024	OPTIMUM	OPTIMUM	652.98
TOTAL				<u>652.98</u>
75762	01/29/2024	T ROWE PRICE		
	01/29/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	732.49
TOTAL				<u>732.49</u>
75763	01/29/2024	T ROWE PRICE		
	01/29/2024	T ROWE PRICE	EMPLOYEE PAYMENTS	686.82
TOTAL				<u>686.82</u>
75764	01/29/2024	DIANA CONKLIN		
	01/29/2024	DIANA CONKLIN	ADULT PROGRAM	550.00
TOTAL				<u>550.00</u>
				<u>421,779.70</u>

Payroll Liability

Total Cash Required		\$51,283.42
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,616.17
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,155.27
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,181.39
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$330.59
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,283.42

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	5,616.17	
Subtotal Net Pay		5,616.17
Total Net Pay Liability (Net Cash)		5,616.17

Taxes

	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				3,852.30		3,852.30
	Social Security				3,028.36	3,028.35	6,056.71
	Medicare				708.25	708.20	1,416.45
	Subtotal Federal				7,588.91	3,736.55	11,325.46
State	NY State Income Tax				1,855.93		
	Subtotal NY				1,855.93		1,855.93
	Total Taxes				9,444.84	3,736.55	13,181.39

Other Transfers	Full Service Direct Deposit (FSDD)	32,155.27	49 Employee Transactions
	Pay-by-Pay Insurance	330.59	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$32,155.27
Total Pay-by-Pay Insurance	\$330.59
Total Taxes	\$13,181.39
Total Amount ADP Debited from your Account(s)	\$45,667.25

Total For 1/18/2024 - Payroll 1

Total Direct Deposit (FSDD)	\$32,155.27
Total Pay-by-Pay Insurance	\$330.59
Total Taxes	\$13,181.39
Total Amount ADP Debited from your Account(s)	\$45,667.25

Payroll Liability

Total Cash Required		\$51,174.28
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,942.36
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$31,670.78
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,233.84
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$327.30
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,174.28

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	5,942.36	
Subtotal Net Pay		5,942.36
Total Net Pay Liability (Net Cash)		5,942.36

Taxes

	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				3,925.17		3,925.17
	Social Security				3,007.00	3,007.03	6,014.03
	Medicare				703.21	703.25	1,406.46
	Subtotal Federal				7,635.38	3,710.28	11,345.66
State	NY State Income Tax				1,888.18		
	Subtotal NY				1,888.18		1,888.18
	Total Taxes				9,523.56	3,710.28	13,233.84

Other Transfers	Full Service Direct Deposit (FSDD)	31,670.78	44 Employee Transactions
	Pay-by-Pay Insurance	327.30	

Total Biweekly Pay Frequency

Total Direct Deposit (FSDD)	\$31,670.78
Total Pay-by-Pay Insurance	\$327.30
Total Taxes	\$13,233.84
Total Amount ADP Debited from your Account(s)	\$45,231.92

Total For 2/1/2024 - Payroll 1

Total Direct Deposit (FSDD)	\$31,670.78
Total Pay-by-Pay Insurance	\$327.30
Total Taxes	\$13,233.84
Total Amount ADP Debited from your Account(s)	\$45,231.92

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED *1-25-24*

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 #
LOA	Swan, Christine		Library Clerk	18.91/hr		2-16 -24 to 8-15-24	22-01853 24-1162 - 101

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

Meredith [Signature]
 Signature of Appointing Authority

LIBRARY POLICIES

MAINTENANCE OF PUBLIC ORDER

I. Purpose

The Bayport-Blue Point Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors and employees, in accordance with Section 262 of the Education Law of the State of New York.

II. Conditional Permission for Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees, and visitors who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges and ~~revocation of rights to~~ the right to enter upon Library ~~premises~~ Property for ~~up to one year~~ a set period up to and including a permanent suspension and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

III. Purpose of Use of Library Facilities

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as reading, selecting, returning and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other Library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials, or enters into unauthorized areas, refuses to comply with the directives of the Library director or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces Library books and related materials, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, shall be deemed to be a trespasser and in violation of these rules and regulations.