

# 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, March 13, 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 Trustee Election & Budget Vote
- XII. New Business
- XIII. Public comment
- XIV. Executive Session
  - a. Personnel
- XV. Adjournment

Next meeting Wednesday, March 20, 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

02/14/2024

### I. CALL TO ORDER

Trustee Devine called the meeting to order at 4:09 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Director Mike Firestone and Linda McCrosson for taking minutes.

### II. APPROVAL OF MINUTES

Motion made by Trustee Borowski, seconded by Trustee McAward to accept the minutes of the January 10, 2024 Regular Meeting of the Board of Trustees; approved by all.

### III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 02/14/2024 (Check Detail Report); approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the listed prepays, as presented, that were paid since last board meeting dated January 11, 2024 through February 13, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 01/18/2024, and 02/01/2024; approved by all.

### IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Borowski to approve the CS-150 report dated 01/25/24 as presented; approved by all.

### V. DIRECTOR'S REPORT

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the audit presented by Baldessari & Coster as presented; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to change the Board of Trustee meeting dates for the remainder of the 2023/2024 fiscal year to Tuesdays (except for March 20 and April 3 which will remain on Wednesday; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the changes as presented to the Maintenance of Public Order Policy; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve two requested leave of absences; approved by all.

### VI. UNFINISHED BUSINESS

#### VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee McAward, to enter executive session at 4:50 p.m., approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to leave executive session at 4:59 p.m.; approved by all

### X. ADJOURNMENT

Motion made by Trustee Borowski, seconded by Trustee McAward, to adjourn the meeting at 5:01 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 JANUARY 2024**

**M & T BANK CHECKING GENERAL ACCOUNT**

	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
January 1, 2024	BALANCE PER LIBRARY BOOKS:	\$93,064.39
	RECEIPTS:	
	TAX REVENUE	215,685.91
	ADULT PROGRAMS	6,072.72
	FRIENDS/DONATIONS	1,123.23
	COPIER	864.41
	CAFE RENT	800.00
	PASSPORT FEES	735.00
	JUVENILE PROGRAMS	705.00
	VOTE	300.00
	YOUNG ADULT PROGRAMS	288.02
	INTEREST	11.52
	FAX	7.05
	FINES	5.50
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(176.18)
		226,422.18
	TOTAL(Book Balance + Receipts)	319,486.57
	LESS: JANUARY DISBURSEMENTS	428,445.20
January 31, 2024	<b>BALANCE PER LIBRARY BOOKS:</b>	(\$108,958.63)
	<b><u>BALANCE PER BANK:</u></b>	
January 31, 2024	BALANCE PER BANK:	\$67,953.99
	JANUARY FINES DEPOSITED IN FEBRUARY	0.00
	TOTAL(Bank Bal + O/S deposits)	67,953.99
	LESS: JANUARY OUTSTANDING CHECKS	176,912.62
January 31, 2024	<b>BALANCE PER BANK:</b>	(\$108,958.63)

**BAYPORT - BLUE POINT PUBLIC LIBRARY**  
**Check Detail**

March 5, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75859	03/05/2024	A TIME FOR KIDS		
	03/13/2024	A TIME FOR KIDS	JUV PROGRAMS	310.00
TOTAL				<u>310.00</u>
75860	03/05/2024	ALLEY CAT SIGNS, INC.		
	03/13/2024	ALLEY CAT SIGNS, INC.	SIGNAGE	175.00
TOTAL				<u>175.00</u>
75861	03/05/2024	AMY HARRINGTON	PROGRAM REFUND	
	03/13/2024	AMY HARRINGTON	REFUND ADULT PROGRAM	7.00
TOTAL				<u>7.00</u>
75862	03/05/2024	AMY PRINCE		
	03/13/2024	AMY PRINCE	REFUND AADULT PROGRAM	7.00
TOTAL				<u>7.00</u>
75863	03/05/2024	ANNE HEAVEY		
	03/13/2024	ANNE HEAVEY	ADULT PROGRAM	125.00
TOTAL				<u>125.00</u>
75864	03/05/2024	Anne Soper -E		
	03/13/2024	Anne Soper -E	ADULT PROGRAM	75.00
TOTAL				<u>75.00</u>
75865	03/05/2024	BONNIE SCHWARTZ		
	03/13/2024	BONNIE SCHWARTZ	ADULT PROGRAM	340.00
TOTAL				<u>340.00</u>
75866	03/05/2024	BOOK PAGE		
	03/13/2024	BOOK PAGE	PERIODICALS	414.00
TOTAL				<u>414.00</u>
75867	03/05/2024	DIANE ARONSEN		
	03/13/2024	DIANE ARONSEN	ADULT PROGRAM	420.00
TOTAL				<u>420.00</u>

**BAYPORT - BLUE POINT PUBLIC LIBRARY**

**Check Detail**

March 5, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75868	03/05/2024	DONNA NESTERUK		
	03/13/2024	DONNA NESTERUK	ADULT PROGRAM	<u>250.00</u>
TOTAL				250.00
75869	03/05/2024	DRIVERS LICENSE GUIDE COMPANY		
	03/13/2024	DRIVERS LICENSE GUIDE COMPANY	OFFICE SUPPLIES	<u>33.95</u>
TOTAL				33.95
75870	03/05/2024	ELECTRONIX SYSTEMS		
	03/13/2024	ELECTRONIX SYSTEMS	ALARM SYSTEM	<u>176.85</u>
TOTAL				176.85
75871	03/05/2024	EMERALD ISLAND		
	03/13/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	<u>307.25</u>
TOTAL				307.25
75872	03/05/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	03/13/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	<u>274.89</u>
TOTAL				274.89
75873	03/05/2024	GREAT SOUTH BAY LANDSCAPING		
	03/13/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	<u>700.00</u>
TOTAL				700.00
75874	03/05/2024	HARBES BARNYARD ADVENTURE, LLC		
	03/13/2024	HARBES BARNYARD ADVENTURE, LLC	JUV PROGRAM	725.00
		HARBES BARNYARD ADVENTURE, LLC	ADULT PROGRAM	<u>725.00</u>
TOTAL				1,450.00
75875	03/05/2024	JAMES CIERVO		
	03/13/2024	JAMES CIERVO	JUV PROGRAM	<u>475.00</u>
TOTAL				475.00
75876	03/05/2024	JAMES H. MYER		
	03/13/2024	JAMES H. MYER	ADULT PROGRAM	<u>400.00</u>

**BAYPORT - BLUE POINT PUBLIC LIBRARY**

**Check Detail**

March 5, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					400.00
	75877	03/05/2024	JENNIFER FRASCOGNA		
		03/13/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	320.00
TOTAL					<u>320.00</u>
	75878	03/05/2024	JESSICA REILLY		
		03/13/2024	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL					<u>140.00</u>
	75879	03/05/2024	JO-ANN STORES, LLC		
		03/13/2024	JO-ANN STORES, LLC	REF/ONLINE SERVICES	675.00
TOTAL					<u>675.00</u>
	75880	03/05/2024	JOYCE WALKER		
		03/13/2024	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL					<u>255.00</u>
	75881	03/05/2024	KANOPY, INC.		
		03/13/2024	KANOPY, INC.	REF/ONLINE SERVICES	114.00
TOTAL					<u>114.00</u>
	75882	03/05/2024	KARL AUWAERTER		
		03/13/2024	KARL AUWAERTER	ADULT PROGRAM	150.00
TOTAL					<u>150.00</u>
	75883	03/05/2024	KATHY ROEDER		
		03/13/2024	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL					<u>125.00</u>
	75884	03/05/2024	KEENAN BOYLE		
		03/13/2024	KEENAN BOYLE	ADULT PROGRAM	250.00
TOTAL					<u>250.00</u>
	75885	03/05/2024	KELLY STELLING	PROGRAM REFUND	
		03/13/2024	KELLY STELLING	REFUND ADULT PROGRAM	7.00
					<u>7.00</u>

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**Check Detail**

March 5, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				7.00
75886	03/05/2024	LARSON'S SEASONAL ENTERPRISES INC.		
	03/13/2024	LARSON'S SEASONAL ENTERPRISES INC	SNOW REMOVAL	1,684.00
TOTAL				1,684.00
75887	03/05/2024	LAURA BARRELLA		
	03/13/2024	LAURA BARRELLA	YA PROGRAM	200.00
TOTAL				200.00
75888	03/05/2024	LINDA KEYES		
	03/13/2024	LINDA KEYES	ADULT PROGRAM	200.00
TOTAL				200.00
75889	03/05/2024	LISA MARIE CENTRELLA	PROGRAM REFUND	
	03/13/2024	LISA MARIE CENTRELLA	REFUND ADULT PROGRAM	7.00
TOTAL				7.00
75890	03/05/2024	MARY MCELROY	PROGRAM REFUND	
	03/13/2024	MARY MCELROY	REFUND ADULT PROGRAM	7.00
TOTAL				7.00
75891	03/05/2024	MD DESIGN STUDIOS		
	03/13/2024	MD DESIGN STUDIOS	ADULT PROGRAM	500.00
TOTAL				500.00
75892	03/05/2024	MEGAN O'NEIL	REFUND ADULT PROGRAM	
	03/13/2024	MEGAN O'NEIL	REFUND ADULT PROGRAM	7.00
TOTAL				7.00
75893	03/05/2024	MIDWEST TAPE -HOOPLA		
	03/13/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	622.54
TOTAL				622.54
75894	03/05/2024	MOSE-ARTS LLC		
	03/13/2024	MOSE-ARTS LLC	MUSIC PROGRAM	950.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 5, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL				950.00
75895	03/05/2024	MOTHERHOOD MOVES		
	03/13/2024	MOTHERHOOD MOVES	JUV PROGRAM	360.00
TOTAL				360.00
75896	03/05/2024	NAELA'S ORGANICS INC.		
	03/13/2024	NAELA'S ORGANICS INC.	ADULT PROGRAM	600.00
TOTAL				600.00
75897	03/05/2024	NATIONAL WASTE SERVICES		
	03/13/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	550.00
TOTAL				550.00
75898	03/05/2024	OPTIMUM		
	03/05/2024	OPTIMUM	OPTIMUM	437.63
TOTAL				437.63
75899	03/05/2024	OUTDOOR TOM ENTERPRISES		
	03/13/2024	OUTDOOR TOM ENTERPRISES	ADULT PROGRAM	350.00
TOTAL				350.00
75900	03/05/2024	PSEGLI		
	03/05/2024	PSEGLI	ELECTRIC	749.53
TOTAL				749.53
75901	03/05/2024	RHONDA BERRETTA		
	03/13/2024	RHONDA BERRETTA	PROGRAM REFUND	7.00
TOTAL				7.00
75902	03/05/2024	ROBERT SCOTT		
	03/13/2024	ROBERT SCOTT	YA PROGRAM	345.00
TOTAL				345.00
75903	03/05/2024	SARAH GUTMANN		
	03/13/2024	SARAH GUTMANN	ADULT PROGRAM	250.00



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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				250.00
75904	03/05/2024	SEARLES GRAPHICS, INC.		
	03/13/2024	SEARLES GRAPHICS, INC.	PRINTING MAR/APRIL NEWSLETTER	5,280.00
TOTAL				5,280.00
75905	03/05/2024	SPROUTS AND FRIENDS, INC.		
	03/13/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				500.00
75906	03/05/2024	STERICYCLE, INC.		
	03/13/2024	STERICYCLE, INC.	SHREDDING SERVICES	222.06
TOTAL				222.06
75907	03/05/2024	T ROWE PRICE		
	03/05/2024	T ROWE PRICE	EMPLOYEE PAYMENTS	654.76
TOTAL				654.76
75908	03/05/2024	TD3 INNOVATING GAMING, LLC		
	03/13/2024	TD3 INNOVATING GAMING, LLC	JUV PROGRAM	100.00
TOTAL				100.00
75909	03/05/2024	TERRY BISCARDI	PROGRAM REFUND	
	03/13/2024	TERRY BISCARDI	REFUND ADULT PROGRAM	7.00
TOTAL				7.00
75910	03/05/2024	ULINE		
	03/13/2024	ULINE	OFFICE SUPPLIES	105.56
TOTAL				105.56
75911	03/05/2024	WELLS FARGO FINANCAIL LEASING		
	03/13/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
75912	03/05/2024	ZOOBEAN INC.		
	03/13/2024	ZOOBEAN INC.	REF/ONLINE SERVICES	1,031.10

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	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					1,031.10
	75913	03/05/2024	AMAZON CAPITAL SERVICES		
		03/05/2024	AMAZON CAPITAL SERVICES	JUV PROG	123.43
			AMAZON CAPITAL SERVICES	ADULT BOOKS	73.22
			AMAZON CAPITAL SERVICES	YA BOOKS	59.99
			AMAZON CAPITAL SERVICES	YA PROG	100.77
TOTAL					<u>357.41</u>
	75914	03/05/2024	BAKER & TAYLOR BOOKS		
		03/05/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,170.39
			BAKER & TAYLOR BOOKS	ADULT BOOKS	2,937.28
TOTAL					<u>4,107.67</u>
	75915	03/05/2024	BRINKMAN HARDWARE		
		03/05/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	15.00
TOTAL					<u>15.00</u>
	75916	03/05/2024	BRODART CO.		
		03/05/2024	BRODART CO.	JUV BOOKS	8.22
TOTAL					<u>8.22</u>
	75917	03/05/2024	EMMA LODATO		
		03/05/2024	EMMA LODATO	JUV PROGRAM	47.85
TOTAL					<u>47.85</u>
	75918	03/05/2024	JESCIELYS RIVERA-ALICEA	REFUND PROGRAM	
		03/05/2024	JESCIELYS RIVERA-ALICEA	REFUND PROGRAM	10.00
TOTAL					<u>10.00</u>
	75919	03/05/2024	KELLY SHERIDAN		
		03/05/2024	KELLY SHERIDAN	YA PROGRAM	273.32
			KELLY SHERIDAN	A PROGRAM	67.96
TOTAL					<u>341.28</u>
	75920	03/05/2024	KEVIN SEAMAN		
		03/05/2024	KEVIN SEAMAN	LEGAL FEES	405.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 5, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					405.00
	75921	03/05/2024	MICHAEL GALLAGHER, CPA		
		03/05/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL					600.00
	75922	03/05/2024	MIDWEST TAPE		
		03/05/2024	MIDWEST TAPE	ADULT DVD	546.99
			MIDWEST TAPE	ADULT CD	532.80
			MIDWEST TAPE	ADULT BOT	178.92
TOTAL					1,258.71
	75923	03/05/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
		03/05/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL					38,721.74
	75924	03/05/2024	PSEGLI		
		03/05/2024	PSEGLI	ELECTRIC	10,448.33
TOTAL					10,448.33
	75925	03/05/2024	W.B.MASON		
		03/05/2024	W.B.MASON	OFFICE SUPPLIES	54.97
TOTAL					54.97
	75926	03/05/2024	AFFLAC NEW YORK		
		03/05/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL					373.20
	75927	03/05/2024	AMAZON CAPITAL SERVICES		
		03/05/2024	AMAZON CAPITAL SERVICES	JUV PROGRAM	125.87
			AMAZON CAPITAL SERVICES	ADULT PROGRAM	267.84
			AMAZON CAPITAL SERVICES	ADULT BOOKS	151.10
			AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	63.19
TOTAL					608.00
	75928	03/05/2024	AMERICAN EXPRESS		
		03/05/2024	AMERICAN EXPRESS	YA/MAKER PROGRAM	203.66

**BAYPORT - BLUE POINT PUBLIC LIBRARY**

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		AMERICAN EXPRESS	PERIODIACLS	165.16
		AMERICAN EXPRESS	OTHER PROF FEES	1,172.19
		AMERICAN EXPRESS	JUV PROGRAM	215.66
		AMERICAN EXPRESS	LIB MISC	276.69
		AMERICAN EXPRESS	POSTAGE	71.71
		AMERICAN EXPRESS	SOFTWARE	300.23
		AMERICAN EXPRESS	OFFICE SUPPLIES	153.13
TOTAL				<u>2,558.43</u>
75929	03/05/2024	BILBLIOTHECA, LLC		
	03/05/2024	BILBLIOTHECA, LLC	REF/ONLINE SERVICES	184.11
TOTAL				<u>184.11</u>
75930	03/05/2024	DIANNE TAGGART		
	03/05/2024	DIANNE TAGGART	ADULT PROGRAM	75.00
TOTAL				<u>75.00</u>
75931	03/05/2024	ELECTRONIX SYSTEMS		
	03/05/2024	ELECTRONIX SYSTEMS	ALARM	828.00
TOTAL				<u>828.00</u>
75932	03/05/2024	GRAINGER		
	03/05/2024	GRAINGER	CUSTODIAL SUPPLIES	170.67
TOTAL				<u>170.67</u>
75933	03/05/2024	HARTCORN PLUMBING AND HEATING		
	03/05/2024	HARTCORN PLUMBING AND HEATING	FIRE SPRINKLERS	980.00
TOTAL				<u>980.00</u>
75934	03/05/2024	JENNIFER FRASCOGNA		
	03/05/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	400.00
TOTAL				<u>400.00</u>
75935	03/05/2024	JOYCE WALKER		
	03/05/2024	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				<u>255.00</u>
75936	03/05/2024	KELLY SHERIDAN		

**BAYPORT - BLUE POINT PUBLIC LIBRARY**  
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March 5, 2024

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	03/05/2024	KELLY SHERIDAN	YA PROGRAM	20.15
		KELLY SHERIDAN	A PROGRAM	104.47
TOTAL				<u>124.62</u>
75937	03/05/2024	KING KULLEN GROCERY CORP, INC.		
	03/05/2024	KING KULLEN GROCERY CORP, INC.	J PROGRAM	23.97
		KING KULLEN GROCERY CORP, INC.	A PROGRAM	35.94
TOTAL				<u>59.91</u>
75938	03/05/2024	NATIONAL GRID		
	03/05/2024	NATIONAL GRID	GAS	2,151.77
TOTAL				<u>2,151.77</u>
75939	03/05/2024	POSTMASTER		
	03/05/2024	POSTMASTER	POSTSGE-BUDGET FLYER	842.50
TOTAL				<u>842.50</u>
75940	03/05/2024	ROADMAPS TO WELLNESS		
	03/05/2024	ROADMAPS TO WELLNESS	ADULT PROGRAM	100.00
TOTAL				<u>100.00</u>
75941	03/05/2024	S&S WORLDWIDE		
	03/05/2024	S&S WORLDWIDE	JUV PROGRAM	199.18
TOTAL				<u>199.18</u>
75942	03/05/2024	SCLS		
	03/05/2024	SCLS	ADULT BOOKS	229.44
		SCLS	ADULT PROGRAM	341.78
		SCLS	JUV PROGRAM	341.77
		SCLS	POSTAGE	27.09
		SCLS	OFFICE SUPPLIES	27.95
TOTAL				<u>968.03</u>
75943	03/05/2024	SL SECURITY PROS		
	03/05/2024	SL SECURITY PROS	CAMERA REPAIRS	659.96
TOTAL				<u>659.96</u>

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75944	03/05/2024	POSTMASTER		
	03/05/2024	POSTMASTER	POSTAGE-BUDGET FLYER	75.48
TOTAL				<u>75.48</u>

92,323.16

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 15 through March 4, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75853	02/22/2024	NATIONAL GRID		
	02/22/2024	NATIONAL GRID	GAS	<u>767.74</u>
TOTAL				767.74
75854	02/22/2024	NET2PHONE, INC.		
	02/22/2024	NET2PHONE, INC.	TELEPHONE	<u>227.62</u>
TOTAL				227.62
75855	02/22/2024	NYS AND LOCAL RETIREMENT SYSTEM		
	02/22/2024	NYS AND LOCAL RETIREMENT SYSTEM	RETIREMENT	<u>181.87</u>
TOTAL				181.87
75856	02/22/2024	OPTIMUM		
	02/22/2024	OPTIMUM	OPTIMUM	<u>204.66</u>
TOTAL				204.66
75857	02/22/2024	PSEGLI		
	02/22/2024	PSEGLI	ELELCTRIC	<u>684.55</u>
TOTAL				684.55
75858	02/22/2024	T ROWE PRICE		
	02/22/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTI	<u>719.62</u>
TOTAL				719.62
				<u>2,786.06</u>

prepaids

**Payroll Liability**

<b>Total Cash Required</b>		<b>\$50,991.48</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$5,500.95
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,010.81
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,154.11
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$325.61
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$50,991.48

**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	5,500.95	
<b>Subtotal Net Pay</b>		<b>5,500.95</b>
<b>Total Net Pay Liability (Net Cash)</b>		<b>5,500.95</b>

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				3,880.48		3,880.48
	Social Security				2,993.87	2,993.86	5,987.73
	Medicare				700.19	700.15	1,400.34
	<b>Subtotal Federal</b>				<b>7,574.54</b>	<b>3,694.01</b>	<b>11,268.55</b>
State	NY State Income Tax				1,885.56		
	<b>Subtotal NY</b>				<b>1,885.56</b>		<b>1,885.56</b>
	<b>Total Taxes</b>				<b>9,460.10</b>	<b>3,694.01</b>	<b>13,154.11</b>

Other Transfers Full Service Direct Deposit (FSDD)	32,010.81	47 Employee Transactions
Pay-by-Pay Insurance	325.61	

**Total Biweekly Pay Frequency**

Total Direct Deposit (FSDD)	\$32,010.81
Total Pay-by-Pay Insurance	\$325.61
Total Taxes	\$13,154.11
<b>Total Amount ADP Debited from your Account(s)</b>	<b>\$45,490.53</b>

**Total For 2/29/2024 - Payroll 1**

Total Direct Deposit (FSDD)	\$32,010.81
Total Pay-by-Pay Insurance	\$325.61
Total Taxes	\$13,154.11
<b>Total Amount ADP Debited from your Account(s)</b>	<b>\$45,490.53</b>

**Payroll Liability**

<b>Total Cash Required</b>		<b>\$51,829.93</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$6,031.75
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$32,100.59
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,367.28
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$330.31
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$51,829.93

**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	6,031.75
<b>Subtotal Net Pay</b>	<b>6,031.75</b>
<b>Total Net Pay Liability (Net Cash)</b>	<b>6,031.75</b>

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				3,959.47		3,959.47
	Social Security				3,045.68	3,045.72	6,091.40
	Medicare				712.32	712.27	1,424.59
	<b>Subtotal Federal</b>				<b>7,717.47</b>	<b>3,757.99</b>	<b>11,475.46</b>
State	NY State Income Tax				1,891.82		
	<b>Subtotal NY</b>				<b>1,891.82</b>		<b>1,891.82</b>
	<b>Total Taxes</b>				<b>9,609.29</b>	<b>3,757.99</b>	<b>13,367.28</b>

Other Transfers	Full Service Direct Deposit (FSDD)	32,100.59	47 Employee Transactions
	Pay-by-Pay Insurance	330.31	

**Total Biweekly Pay Frequency**

Total Direct Deposit (FSDD)	\$32,100.59
Total Pay-by-Pay Insurance	\$330.31
<b>Total Taxes</b>	<b>\$13,367.28</b>
<b>Total Amount ADP Debited from your Account(s)</b>	<b>\$45,798.18</b>

**Total For 2/15/2024 - Payroll 1**

Total Direct Deposit (FSDD)	\$32,100.59
Total Pay-by-Pay Insurance	\$330.31
<b>Total Taxes</b>	<b>\$13,367.28</b>
<b>Total Amount ADP Debited from your Account(s)</b>	<b>\$45,798.18</b>

Company: BAYPORT BLUE POINT PUBLIC LIBRARY

Date Printed: 02/26/2024 14:17

Check date: 2/15/2024 - Payroll 1  
Pay Period: 01/28/2024 to: 02/10/2024

Run Number: 0518

20241173 - RF/MJU