

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, April 3, 2024 at 7:00pm** 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 **Tuesday, May 14, 2024 7:00 PM**

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

03/13/2024

I. CALL TO ORDER

Trustee Devine called the meeting to order at 4:08 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Heineman, Trustee Adams, Director Mike Firestone, Asst Director Wendy Bennett and Linda McCrosson for taking minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee McAward, seconded by Trustee Borowski to accept the minutes of the February 14, 2024 Regular Meeting of the Board of Trustees; approved by all.

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated January 2024; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 03/05/2024 (**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 February 15, 2024 through March 4, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the Payroll Reports dated 02/15/2024, and 02/29/2024; approved by all.

IV. PERSONNEL REPORT

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the 2023 Annual Report as presented; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to adopt the 2024-2025 Annual Budget; approved by all.

Motion made by Trustee Adams, seconded by Trustee Devine to approve the resolution #2024-13-3 to pierce the tax cap; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve an employee leave of absence as presented; approved by all.

Motion made by Trustee Borowski, seconded by Trustee Heineman, to enter executive session at 4:51 p.m., approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward, to leave executive session at 5:08 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Borowski, to adjourn the meeting at 5:09 p.m.; approved by all.

Respectfully submitted,
Mike Firestone

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

BANK RECONCILIATION FOR FEBRUARY 2024

M & T BANK CHECKING GENERAL ACCOUNT

February 1, 2024	<u>BALANCE PER LIBRARY BOOKS:</u>		
	BALANCE PER LIBRARY BOOKS:		(\$108,958.63)
	RECEIPTS:		
	SCLS LOAN	225,000.00	
	TAX REVENUE	215,685.91	
	ADULT PROGRAMS	1,891.50	
	PASSPORT FEES	630.00	
	JUVENILE PROGRAMS	572.50	
	CAFE RENT	400.00	
	YOUNG ADULT PROGRAMS	336.70	
	FRIENDS PASS THROUGH	226.00	
	SALE OF USED BOOKS	150.68	
	FRIENDS/DONATIONS	145.55	
	COPIER	114.70	
	FINES	34.00	
	REFUNDS	25.12	
	INTEREST	14.86	
	FAX	13.25	
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(94.17)	445,146.60
	TOTAL(Book Balance + Receipts)		336,187.97
	LESS: FEBRUARY DISBURSEMENTS		231,951.97
February 29, 2024	BALANCE PER LIBRARY BOOKS:		<u>\$104,236.00</u>
February 29, 2024	<u>BALANCE PER BANK:</u>		
	BALANCE PER BANK:		\$119,600.84
	FEBRUARY FINES DEPOSITED IN MARCH		0.00
	TOTAL(Bank Bal + O/S deposits)		119,600.84
	LESS: FEBRUARY OUTSTANDING CHECKS		15,364.84
February 29, 2024	BALANCE PER BANK:		<u>\$104,236.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 3, 2024

Num	Date	Source Name	Memo	Paid Amount
75950	04/03/2024	A TIME FOR KIDS		
	04/03/2024	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				310.00
75951	04/03/2024	AESTHETIC REALISM FOUNDATION		
	04/03/2024	AESTHETIC REALISM FOUNDATION	ADULT PROGRAM	100.00
TOTAL				100.00
75952	04/03/2024	ANNA DAVIS		
	04/03/2024	ANNA DAVIS	MED PART B REIMBURSEMENT	1,677.00
TOTAL				1,677.00
75953	04/03/2024	ANNE SOPER		
	04/03/2024	ANNE SOPER	JUV PROGRAM	100.00
TOTAL				100.00
75954	04/03/2024	Anne Soper -E		
	04/03/2024	Anne Soper -E	ADULT PROGRAM	241.10
TOTAL				241.10
75955	04/03/2024	BARBARA WILKENS		
	04/03/2024	BARBARA WILKENS	MED PART B REIMBURSEMENT	1,048.20
TOTAL				1,048.20
75956	04/03/2024	BRODART CO.		
	04/03/2024	BRODART CO.	JUV BOOKS	8.22
TOTAL				8.22
75957	04/03/2024	CAROLYN ENGER		
	04/03/2024	CAROLYN ENGER	MUSIC PROGRAM	500.00
TOTAL				500.00
75958	04/03/2024	DEBORAH AHEARN		
	04/03/2024	DEBORAH AHEARN	MED PART B REIMBURSEMENT	524.10
TOTAL				524.10

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 3, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75959	04/03/2024	DIANE ARONSEN		
	04/03/2024	DIANE ARONSEN	ADULT PROGRAM	<u>600.00</u>
TOTAL				600.00
75960	04/03/2024	EQUITBLE		
	04/03/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	<u>700.00</u>
TOTAL				700.00
75961	04/03/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	04/03/2024	FRIENDS OF THE BAYPORT-BLUE POINT FRIENDS PASS THROUGH ACCT		<u>250.91</u>
TOTAL				250.91
75962	04/03/2024	GAIL SISLBE		
	04/03/2024	GAIL SISLBE	MED PART B REIMBURSEMENT	<u>1,048.20</u>
TOTAL				1,048.20
75963	04/03/2024	J.K.HODGE		
	04/03/2024	J.K.HODGE	ADULT PROGRAM	<u>175.00</u>
TOTAL				175.00
75964	04/03/2024	JANICE NORTH		
	04/03/2024	JANICE NORTH	MED PART B REIMBURSEMENT	<u>524.10</u>
TOTAL				524.10
75965	04/03/2024	JEFF ALLEGUE		
	04/03/2024	JEFF ALLEGUE	MUSIC PROGRAM	<u>750.00</u>
TOTAL				750.00
75966	04/03/2024	JENNIFER COLBERT		
	04/03/2024	JENNIFER COLBERT	JUV PROGRAM	<u>120.00</u>
TOTAL				120.00
75967	04/03/2024	JENNIFER FRASCOGNA		
	04/03/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	<u>640.00</u>
TOTAL				640.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 3, 2024

Num	Date	Source Name	Memo	Paid Amount
75968	04/03/2024	JESSICA REILLY		
	04/03/2024	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				140.00
75969	04/03/2024	JOCELYN MCINTEE		
	04/03/2024	JOCELYN MCINTEE	MED PART B REIMBURSEMENT	524.10
TOTAL				524.10
75970	04/03/2024	JOHN O'HARE		
	04/03/2024	JOHN O'HARE	MEDICARE PART B REIMBURSEME	733.80
TOTAL				733.80
75971	04/03/2024	JOYCE WALKER		
	04/03/2024	JOYCE WALKER	ADULT PROGRAM	340.00
TOTAL				340.00
75972	04/03/2024	JUMP BUNCH		
	04/03/2024	JUMP BUNCH	JUV PROGRAM	210.00
TOTAL				210.00
75973	04/03/2024	KATHY ROEDER		
	04/03/2024	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				125.00
75974	04/03/2024	KELLY SHERIDAN		
	04/03/2024	KELLY SHERIDAN	YA PROGRAM	200.81
		KELLY SHERIDAN	A PROGRAM	50.30
	04/03/2024	KELLY SHERIDAN	YA PROGRAM	22.45
TOTAL				273.56
75975	04/03/2024	LAURA BARRELLA		
	04/03/2024	LAURA BARRELLA	YA PROGRAM	150.00
TOTAL				150.00
75976	04/03/2024	LAURIE JANOWITZ		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 3, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/03/2024	Laurie Janowitz	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
75977	04/03/2024	Linda Keyes		
	04/03/2024	Linda Keyes	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
75978	04/03/2024	Lucinda Lappano		
	04/03/2024	Lucinda Lappano	MEDICARE PART B REIMBURSEME	1,048.20
TOTAL				<u>1,048.20</u>
75979	04/03/2024	Mary Waka		
	04/03/2024	Mary Waka	ADULT PROGRAM	425.00
TOTAL				<u>425.00</u>
75980	04/03/2024	Michael Gallagher, CPA		
	04/03/2024	Michael Gallagher, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
75981	04/03/2024	Motherhood Moves		
	04/03/2024	Motherhood Moves	JUV PROGRAM	360.00
TOTAL				<u>360.00</u>
75982	04/03/2024	Optimum		
	04/03/2024	Optimum	OPTIMUM	204.66
	04/03/2024	Optimum	OPTIMUM	447.63
TOTAL				<u>652.29</u>
75983	04/03/2024	Postmaster		
	04/03/2024	Postmaster	POSTAGE	748.84
	04/03/2024	Postmaster	POSTAGE-BUDGET FLYERS	748.84
TOTAL				<u>1,497.68</u>
75984	04/03/2024	Robert Scott		
	04/03/2024	Robert Scott	ADULT PROGRAM	575.00
TOTAL				<u>575.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 3, 2024

Num	Date	Source Name	Memo	Paid Amount
75985	04/03/2024	SCLS		
	04/03/2024	SCLS	MOTION PIC LIC	87.49
TOTAL				<u>87.49</u>
75986	04/03/2024	SCLS-PALS		
	04/03/2024	SCLS-PALS	PALS	4,594.61
TOTAL				<u>4,594.61</u>
75987	04/03/2024	SEARLES GRAPHICS, INC.		
	04/03/2024	SEARLES GRAPHICS, INC.	PRINTING-BUDGET FLYERS	2,025.00
TOTAL				<u>2,025.00</u>
75988	04/03/2024	SPROUTS AND FRIENDS, INC.		
	04/03/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	625.00
TOTAL				<u>625.00</u>
75989	04/03/2024	SUSAN CHANT		
	04/03/2024	SUSAN CHANT	JUV PROGRAM	25.00
TOTAL				<u>25.00</u>
75990	04/03/2024	T ROWE PRICE		
	04/03/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	688.55
TOTAL				<u>688.55</u>
75991	04/03/2024	THERMAL SOLUTIONS		
	04/03/2024	THERMAL SOLUTIONS	HVAC	1,535.00
TOTAL				<u>1,535.00</u>
75992	04/03/2024	W.B.MASON		
	04/03/2024	W.B.MASON	OFFICE SUPPLIES	1,152.05
TOTAL				<u>1,152.05</u>
75993	04/03/2024	WELLS FARGO FINANCAIL LEASING		
	04/03/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 3, 2024

Num	Date	Source Name	Memo	Paid Amount
75994	04/03/2024	POSTMASTER		
	04/03/2024	POSTMASTER	POSTAGE-NEWSLETTERS	748.84
TOTAL				<u>748.84</u>
75995	04/03/2024	AMAZON CAPITAL SERVICES		
	04/03/2024	AMAZON CAPITAL SERVICES	YA/MAKER PROGRAMS	357.21
		AMAZON CAPITAL SERVICES	YA BOOKS	29.38
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	63.29
		AMAZON CAPITAL SERVICES	ADULT BOOKS	18.11
		AMAZON CAPITAL SERVICES	JUV PROGRAM	312.10
		AMAZON CAPITAL SERVICES	ADULT DVD	58.45
TOTAL				<u>838.54</u>
75996	04/03/2024	AMERICAN EXPRESS		
	04/03/2024	AMERICAN EXPRESS	POSTAGE	221.71
		AMERICAN EXPRESS	JUV PROGRAM	560.37
		AMERICAN EXPRESS	PERIODICALS	627.08
		AMERICAN EXPRESS	YA /MAKERPROGRAM	468.71
		AMERICAN EXPRESS	PROF FEES OTHER	556.19
		AMERICAN EXPRESS	SOFTWARE	266.07
		AMERICAN EXPRESS	ADULT PROGRAM	43.99
		AMERICAN EXPRESS	LIB MISC	50.19
		AMERICAN EXPRESS	TESTING FIRE SUPPRESION	312.66
TOTAL				<u>3,106.97</u>
75997	04/03/2024	BAKER & TAYLOR BOOKS		
	04/03/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	831.07
		BAKER & TAYLOR BOOKS	YA BOOKS	0.11
		BAKER & TAYLOR BOOKS	A BOOKS	2,363.55
TOTAL				<u>3,194.73</u>
75998	04/03/2024	BRI-TECH, INC.		
	04/03/2024	BRI-TECH, INC.	ALARMS	586.58
TOTAL				<u>586.58</u>
75999	04/03/2024	EMERALD ISLAND		
	04/03/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	453.75
TOTAL				<u>453.75</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 3, 2024

Num	Date	Source Name	Memo	Paid Amount
76000	04/03/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	04/03/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				<u>274.89</u>
76001	04/03/2024	KANOPY, INC.		
	04/03/2024	KANOPY, INC.	REF/ONLINE SERVICES	88.00
TOTAL				<u>88.00</u>
76002	04/03/2024	MIDWEST TAPE		
	04/03/2024	MIDWEST TAPE	ADULT DVD	586.87
		MIDWEST TAPE	ADULT CD	673.14
		MIDWEST TAPE	ADULT BOT	50.98
		MIDWEST TAPE	JUV DVD	8.71
TOTAL				<u>1,319.70</u>
76003	04/03/2024	MIDWEST TAPE -HOOPLA		
	04/03/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	580.27
TOTAL				<u>580.27</u>
76004	04/03/2024	NATIONAL WASTE SERVICES		
	04/03/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
76005	04/03/2024	POSTMASTER		
	04/03/2024	POSTMASTER	POSTAGE NEWSLETTERS	99.90
TOTAL				<u>99.90</u>
76006	04/03/2024	PSEGLI		
	04/03/2024	PSEGLI	ELECTRIC	616.45
TOTAL				<u>616.45</u>
76007	04/03/2024	STERICYCLE, INC.		
	04/03/2024	STERICYCLE, INC.	SHREDDING SERVICES	236.71
TOTAL				<u>236.71</u>
76008	04/03/2024	ULINE		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 3, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/03/2024	ULINE	JUV PROGRAM	177.66
		ULINE	A PROGRAM	26.00
TOTAL				<u>203.66</u>
76009	04/03/2024	W.B.MASON		
	04/03/2024	W.B.MASON	OFFICE SUPPLIES	24.99
TOTAL				<u>24.99</u>
76010	04/03/2024	PSEGLI		
	04/03/2024	PSEGLI	ELECTRIC	7,750.56
TOTAL				<u>7,750.56</u>
				49,482.70

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 6 through April 2, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
75945	03/18/2024	EQUITBLE		
	03/18/2024	EQUITBLE	EMPLOYEE PAYMENTS	700.00
TOTAL				<u>700.00</u>
75946	03/18/2024	LAURA BARRELLA		
	03/18/2024	LAURA BARRELLA	YA PROGRAM	450.00
TOTAL				<u>450.00</u>
75947	03/18/2024	METLIFE		
	03/18/2024	METLIFE	EMPLOYEE PAYMENTS	930.83
TOTAL				<u>930.83</u>
75948	03/18/2024	NET2PHONE, INC.		
	03/18/2024	NET2PHONE, INC.	TELEPHONE	227.62
TOTAL				<u>227.62</u>
75949	03/18/2024	T ROWE PRICE		
	03/18/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	563.73
TOTAL				<u>563.73</u>
				2,872.18

pre paid's

Client ID: 2488 - Bayport Blue Point Public Library **Period Begin Date:** 2/25/2024
Pay Group: BW **Period End Date:** 3/9/2024
Check Date: 3/14/2024 **Pay Period:** 1
Run Date: 3/12/2024 **Run Number:** 4 **Payroll Type:** Regular Payroll

PAYROLL SUMMARY

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	16	\$5,142.58	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	47	\$0.00	\$31,410.03
Totals:				63	\$5,142.58	\$31,410.03
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$12,848.94
Third Party Checks	M & T BANK	*****0046	*****2740		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****0046	*****2740		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****0046	*****2740		\$0.00	\$614.30
Totals:					\$0.00	\$13,463.24

Total ACH Debit: \$44,873.27

Total Payroll Funding (all items): \$50,015.85

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	Total Live Checks	Total Live Checks	Active Employees Paid
Direct Deposits	Additional Checks	Additional Checks	Inactive Employees Paid
**** Total Net Payroll	Manual Checks	Manual Checks	Terminated Employees Paid
Total Taxes	Void Checks/Direct Deposits	Void Checks	Total Employees Paid
**** Total Payroll	Third Party Sick Checks	Third Party Sick Checks	Active Employee Count
Payroll Adjustments	Adjustments	Adjustments	Inactive Employee Count
**** Adjusted Total	Direct Deposits (47)	Vouchers (Direct Deposit)	Terminated Employee Count
	Total Third Party Pays	Total Third Party Payments	Total Employee Count
	Total Third Party Void Checks	Total Third Party Voids	Employees Paid this Month
		Zero Net Checks	Active Employees this Month
			Employees with W2 Data
			Active Employees Not Paid

Client ID: 2488 - Bayport Blue Point Public Library
Pay Group: BW
Check Date: 3/28/2024
Run Date: 3/26/2024
Run Number: 5

PAYROLL SUMMARY
 Bayport Blue Point Public Library
Pay Period: 2
Payroll Type: Regular Payroll

Period Begin Date: 3/10/2024
Period End Date: 3/23/2024

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	17	\$5,774.57	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	48	\$0.00	\$32,092.50
Totals:				65	\$5,774.57	\$32,092.50
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,298.73
Third Party Checks	M & T BANK	*****0046	*****2740		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****0046	*****2740		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****0046	*****2740		\$0.00	\$614.30
Totals:					\$0.00	\$13,913.03

Total ACH Debit: \$46,005.53

Total Payroll Funding (all items): \$51,780.10

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	Total Live Checks	Total Live Checks	Active Employees Paid
Direct Deposits	Additional Checks	Additional Checks	Inactive Employees Paid
**** Total Net Payroll	Manual Checks	Manual Checks	Terminated Employees Paid
Total Taxes	Void Checks/Direct Deposits	Void Checks	Total Employees Paid
**** Total Payroll	Third Party Sick Checks	Third Party Sick Checks	Active Employee Count
Payroll Adjustments	Adjustments	Adjustments	Inactive Employee Count
**** Adjusted Total	Direct Deposits (48)	Vouchers (Direct Deposit)	Terminated Employee Count
	Total Third Party Pays	Total Third Party Payments	Total Employee Count
	Total Third Party Void Checks	Total Third Party Voids	Employees Paid this Month
		Zero Net Checks	Active Employees this Month
			Employees with W2 Data
			Active Employees Not Paid