

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, May 14, 2024 at 7:00pm in the Library.

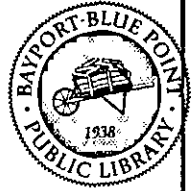
AGENDA

- 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, June 11, 2024 7:00 PM

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

04/3/2024

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:11 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Adams, Director Mike Firestone, Asst. Director Wendy Bennett and Linda McCrosson for taking minutes & staff member, Dan Costa was in attendance.

II. APPROVAL OF MINUTES

Motion made by Trustee Adams, seconded by Trustee Borowski to accept the minutes of the March 13, 2024 Regular Meeting of the Board of Trustees and the March 27, 2024 Special 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 February 2024; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 04/03/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the listed prepays, as presented, that were paid since last board meeting dated March 06, 2024 through April 2, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee Adams to approve the Payroll Reports dated 03/14/2024, and 03/28/2024; approved by all.

IV. PERSONNEL REPORT

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee McAward, seconded by Trustee Borowski to approve a prepay for Great South Bay Landscaping in the amount of \$700; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve a request by employee Josephine Cristiano for one month leave of absence in the summer of 2024; approved by all.

Motion made by Trustee Borowski, seconded by Trustee Adams to approve a new policy for non-resident meeting room usage which would restrict them to booking only study rooms 1 through 5; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Adams, to adjourn the meeting at 7:47 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 MARCH 2024

M & T BANK CHECKING GENERAL ACCOUNT

March 1, 2024	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$104,236.00
	RECEIPTS:	
	TAX REVENUE	215,685.91
	ADULT PROGRAMS	4,654.66
	PASSPORT FEES	1,120.00
	JUVENILE PROGRAMS	637.50
	LLSA AID - LAST 10% 2023	411.00
	YOUNG ADULT PROGRAMS	401.30
	CAFE RENT	400.00
	COPIER	246.70
	FINES	140.80
	REIMBURSEMENT	96.00
	FRIENDS PASS THROUGH	24.91
	FRIENDS/DONATIONS	20.00
	INTEREST	15.12
	FAX	9.30
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(138.48)
		<u>223,724.72</u>
	TOTAL(Book Balance + Receipts)	327,960.72
	LESS: MARCH DISBURSEMENTS	<u>197,989.68</u>
March 31, 2024	BALANCE PER LIBRARY BOOKS:	<u><u>\$129,971.04</u></u>
March 31, 2024	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$140,518.67
	MARCH FINES DEPOSITED IN APRIL	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	140,518.67
	LESS: MARCH OUTSTANDING CHECKS	<u>10,547.63</u>
March 31, 2024	BALANCE PER BANK:	<u><u>\$129,971.04</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY
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May 14, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76027	05/14/2024	A TIME FOR KIDS		
	05/14/2024	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				<u>310.00</u>
76028	05/14/2024	ABE OVADIA		
	05/14/2024	ABE OVADIA	MUSIC PROGAM	500.00
TOTAL				<u>500.00</u>
76029	05/14/2024	AMERICAN EXPRESS		
	05/14/2024	AMERICAN EXPRESS	JUV BOOKS	27.16
		AMERICAN EXPRESS	JUV PROGRAM	191.50
		AMERICAN EXPRESS	OTHER PROF FEES	556.19
		AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	PERIODICALS	180.16
		AMERICAN EXPRESS	SOFTWARE	126.98
		AMERICAN EXPRESS	LIB MISC	181.13
		AMERICAN EXPRESS	YA PROGRAM	72.99
TOTAL				<u>1,457.82</u>
76030	05/14/2024	ANNE SOPER		
	05/14/2024	ANNE SOPER	JUV PROGRAM	100.00
TOTAL				<u>100.00</u>
76031	05/14/2024	Anne Soper -E		
	05/14/2024	Anne Soper -E	ADULT PROGRAM	133.11
TOTAL				<u>133.11</u>
76032	05/14/2024	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	05/14/2024	BAYPORT-BLUE POINT UNION FREE SCH VOTING FEE		3,739.36
TOTAL				<u>3,739.36</u>
76033	05/14/2024	BRINKMAN HARDWARE		
	05/14/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	23.39
TOTAL				<u>23.39</u>
76034	05/14/2024	BRODART CO.		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	05/14/2024	BRODART CO.	REFERENCE	157.49
		BRODART CO.	JUV BOOKS	16.44
TOTAL				<u>173.93</u>
76035	05/14/2024	DEBBIE SCHMIEDER		
	05/14/2024	DEBBIE SCHMIEDER	ADULT PROGRAM	100.00
TOTAL				<u>100.00</u>
76036	05/14/2024	DIANE ARONSEN		
	05/14/2024	DIANE ARONSEN	ADULT PROGRAM	600.00
TOTAL				<u>600.00</u>
76037	05/14/2024	DIANE CYPKIN		
	05/14/2024	DIANE CYPKIN	MUSIC PROGRAM	400.00
TOTAL				<u>400.00</u>
76038	05/14/2024	DONNA NESTERUK		
	05/14/2024	DONNA NESTERUK	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
76039	05/14/2024	EMERALD ISLAND		
	05/14/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	338.55
TOTAL				<u>338.55</u>
76040	05/14/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	05/14/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				<u>274.89</u>
76041	05/14/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	05/14/2024	FRIENDS OF THE BAYPORT-BLUE POINT	DONATION TO FRIENDS	201.40
TOTAL				<u>201.40</u>
76042	05/14/2024	GABRIELLA GRAMA		
	05/14/2024	GABRIELLA GRAMA	ADULT PROGRAM	545.00
TOTAL				<u>545.00</u>
76043	05/14/2024	GREAT SOUTH BAY LANDSCAPING		

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	05/14/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL				<u>3,191.67</u>
76044	05/14/2024	JENNIFER COLBERT		
	05/14/2024	JENNIFER COLBERT	JUV PROGRAM	120.00
TOTAL				<u>120.00</u>
76045	05/14/2024	JENNIFER FRASCOGNA		
	05/14/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	640.00
TOTAL				<u>640.00</u>
76046	05/14/2024	JESSICA REILLY		
	05/14/2024	JESSICA REILLY	ADULT PROGRAM	70.00
TOTAL				<u>70.00</u>
76047	05/14/2024	JOYCE WALKER		
	05/14/2024	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL				<u>255.00</u>
76048	05/14/2024	JULIE PERNICE		
	05/14/2024	JULIE PERNICE	CLASC DINNER	85.00
TOTAL				<u>85.00</u>
76049	05/14/2024	KANOPY, INC.		
	05/14/2024	KANOPY, INC.	REF/ONLINE SERVICES	75.00
TOTAL				<u>75.00</u>
76050	05/14/2024	KATHLEEN DEYO		
	05/14/2024	KATHLEEN DEYO	ADULT PROGRAM	780.00
TOTAL				<u>780.00</u>
76051	05/14/2024	KATHY ROEDER		
	05/14/2024	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
76052	05/14/2024	KELLY SHERIDAN		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	05/14/2024	KELLY SHERIDAN	ADULT PROGRAM	51.80
		KELLY SHERIDAN	YA/MAKER PROGRAM	140.58
TOTAL				<u>192.38</u>
76053	05/14/2024	LAURA O'SHEA		
	05/14/2024	LAURA O'SHEA	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
76054	05/14/2024	LEGAL INTERPRETING SERVICES		
	05/14/2024	LEGAL INTERPRETING SERVICES	OTHER PROF FEES	200.00
TOTAL				<u>200.00</u>
76055	05/14/2024	LIBRARICA LLC		
	05/14/2024	LIBRARICA LLC	SOFTWARE	521.25
TOTAL				<u>521.25</u>
76056	05/14/2024	LINDA KEYES		
	05/14/2024	LINDA KEYES	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
76057	05/14/2024	LYNN CANNIZZARO		
	05/14/2024	LYNN CANNIZZARO	REFUND FOR BOOK LOST AND FOL	15.00
	05/14/2024	LYNN CANNIZZARO	REFUND FOR FOUND BOOK	15.00
TOTAL				<u>30.00</u>
76058	05/14/2024	MARY WAKA		
	05/14/2024	MARY WAKA	ADULT PROGRAM	395.00
TOTAL				<u>395.00</u>
76059	05/14/2024	MICHAEL GALLAGHER, CPA		
	05/14/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
76060	05/14/2024	MIDWEST TAPE -HOOPLA		
	05/14/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	518.13
TOTAL				<u>518.13</u>

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Num	Date	Source Name	Memo	Paid Amount
76061	05/14/2024	MOTHERHOOD MOVES		
	05/14/2024	MOTHERHOOD MOVES	JUV PROGRAM	480.00
TOTAL				<u>480.00</u>
76062	05/14/2024	NATIONAL WASTE SERVICES		
	05/14/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	50.00
	05/14/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
	05/14/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	30.00
TOTAL				<u>580.00</u>
76063	05/14/2024	NYLA		
	05/14/2024	NYLA	PROF FEES OTHER	1,015.00
TOTAL				<u>1,015.00</u>
76064	05/14/2024	PATRICIA SUMMERS		
	05/14/2024	PATRICIA SUMMERS	ADULT PROGRAM	525.00
TOTAL				<u>525.00</u>
76065	05/14/2024	PSEGLI		
	05/14/2024	PSEGLI	ELECTRIC	537.99
TOTAL				<u>537.99</u>
76066	05/14/2024	QUADIENT LEASING		
	05/14/2024	QUADIENT LEASING	POSTAGE METER LEASE	248.55
TOTAL				<u>248.55</u>
76067	05/14/2024	REGAN AGENCY		
	05/14/2024	REGAN AGENCY	INSURANCE	6,909.00
TOTAL				<u>6,909.00</u>
76068	05/14/2024	ROBERT SCOTT		
	05/14/2024	ROBERT SCOTT	ADULT PROGRAM	575.00
TOTAL				<u>575.00</u>
76069	05/14/2024	SCLS		

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	05/14/2024	SCLS	SCLS MEMBERSHIP	25,853.00
		SCLS	ADULT PROGRAM	1,447.50
		SCLS	JUV PROGRAM	1,222.50
		SCLS	POSTAGE	15.36
		SCLS	OFFICE SUPPLIES	15.36
TOTAL				<u>28,553.72</u>
76070	05/14/2024	SCLS-PALS		
	05/14/2024	SCLS-PALS	PALS	4,594.61
TOTAL				<u>4,594.61</u>
76071	05/14/2024	SEARLES GRAPHICS, INC.		
	05/14/2024	SEARLES GRAPHICS, INC.	PRINTING	5,280.00
TOTAL				<u>5,280.00</u>
76072	05/14/2024	SPROUTS AND FRIENDS, INC.		
	05/14/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	500.00
TOTAL				<u>500.00</u>
76073	05/14/2024	STERICYCLE, INC.		
	05/14/2024	STERICYCLE, INC.	SHREDDING SERVICES	236.71
TOTAL				<u>236.71</u>
76074	05/14/2024	STEVE HELLER		
	05/14/2024	STEVE HELLER	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
76075	05/14/2024	SWEETBRIAR NATURE CENTER		
	05/14/2024	SWEETBRIAR NATURE CENTER	ADULT PROGRAM	350.00
TOTAL				<u>350.00</u>
76076	05/14/2024	T MOBILE		
	05/14/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				<u>407.65</u>
76077	05/14/2024	VALERIE HARRISON		
	05/14/2024	VALERIE HARRISON	ADULT PROGRAM	50.15

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Num	Date	Source Name	Memo	Paid Amount
TOTAL				50.15
76078	05/14/2024	W.B.MASON		
	05/14/2024	W.B.MASON	OFFICE SUPPLIES	85.41
TOTAL				85.41
76079	05/14/2024	WALTER E. HARRIS III		
	05/14/2024	WALTER E. HARRIS III	ADULT PROGRAM	175.00
TOTAL				175.00
76080	05/14/2024	WELLS FARGO FINANCAIL LEASING		
	05/14/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
76081	05/14/2024	AFFLAC NEW YORK		
	05/14/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
76082	05/14/2024	AMAZON CAPITAL SERVICES		
	05/14/2024	AMAZON CAPITAL SERVICES	Y/MAKER PROG	288.36
		AMAZON CAPITAL SERVICES	JUV PROGRAM	132.71
		AMAZON CAPITAL SERVICES	JUV BOOKS	17.99
		AMAZON CAPITAL SERVICES	ADULT PROG	35.98
		AMAZON CAPITAL SERVICES	YA BOOKS	50.51
		AMAZON CAPITAL SERVICES	ADULT BOOKS	13.99
TOTAL				539.54
76083	05/14/2024	BAKER & TAYLOR BOOKS		
	05/14/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,434.56
		BAKER & TAYLOR BOOKS	YA BOOKS	1,175.70
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,920.61
TOTAL				4,530.87
76084	05/14/2024	EQUITBLE		
	05/14/2024	EQUITBLE	EQUITABLE PAYABLE	700.00
TOTAL				700.00
76085	05/14/2024	HUMANITY.COM,LLC		

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	05/14/2024	HUMANITY.COM,LLC	SOFTWARE	217.25
TOTAL				<u>217.25</u>
76086	05/14/2024	KELLY SHERIDAN		
	05/14/2024	KELLY SHERIDAN	YA/MAKER PROGRAM	181.03
		KELLY SHERIDAN	ADULT PROGRAM	101.55
TOTAL				<u>282.58</u>
76087	05/14/2024	MIDWEST TAPE		
	05/14/2024	MIDWEST TAPE	ADULT DVD	1,017.12
		MIDWEST TAPE	ADULT CD	772.17
		MIDWEST TAPE	ADULT BOT	148.94
		MIDWEST TAPE	JUV BOT	119.98
TOTAL				<u>2,058.21</u>
76088	05/14/2024	NATIONAL GRID		
	05/14/2024	NATIONAL GRID	GAS	1,290.23
TOTAL				<u>1,290.23</u>
76089	05/14/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	05/14/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL				<u>38,721.74</u>
76090	05/14/2024	OCLC INC.		
	05/14/2024	OCLC INC.	REF/ONLINE SERVICES	114.61
TOTAL				<u>114.61</u>
76091	05/14/2024	PLAYAWAY PRODUCTS		
	05/14/2024	PLAYAWAY PRODUCTS	JUV BOT	1,212.00
TOTAL				<u>1,212.00</u>
76092	05/14/2024	SCLS		
	05/14/2024	SCLS	POSTAGE	21.12
		SCLS	OFFICE SUPPLIES	21.12
		SCLS	PROF FEES OTHER	1,275.00
TOTAL				<u>1,317.24</u>

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76093	05/14/2024	SUFFOLK COUNTY WATER AUTHORITY		
	05/14/2024	SUFFOLK COUNTY WATER AUTHORITY	WATER	62.71
TOTAL				<u>62.71</u>
76094	05/14/2024	T ROWE PRICE		
	05/14/2024	T ROWE PRICE	T ROWE PAYABLE	52.19
TOTAL				<u>52.19</u>
76095	05/14/2024	W.B.MASON		
	05/14/2024	W.B.MASON	OFFICE SUPPLIES	135.39
TOTAL				<u>135.39</u>
				120,861.43

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 4 through May 13, 2024

Num	Date	Source Name	Memo	Paid Amount
76011	04/11/2024	AFFLAC NEW YORK		
	04/11/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
76012	04/11/2024	EQUITBLE		
	04/11/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	700.00
TOTAL				700.00
76013	04/11/2024	GREAT SOUTH BAY LANDSCAPING		
	04/11/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	700.00
TOTAL				700.00
76014	04/11/2024	LAURA ROMER		
	04/11/2024	LAURA ROMER	ADULT PROGRAM	340.00
TOTAL				340.00
76015	04/11/2024	MIDWEST TAPE		
	04/11/2024	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				1,319.70
76016	04/11/2024	NATIONAL GRID		
	04/11/2024	NATIONAL GRID	GAS	1,778.04
TOTAL				1,778.04
76017	04/11/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	04/11/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,721.74
TOTAL				38,721.74
76018	04/11/2024	T MOBILE		
	04/11/2024	T MOBILE	HOT SPOTS	809.82
TOTAL				809.82
76019	04/11/2024	T ROWE PRICE		

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April 4 through May 13, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/11/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	515.61
TOTAL				<u>515.61</u>
76020	04/30/2024	EQUITBLE		
	04/30/2024	EQUITBLE	EQUITABLE PAYABLE	700.00
TOTAL				<u>700.00</u>
76021	04/30/2024	METLIFE		
	04/30/2024	METLIFE	METLIFE PAYABLE	930.83
TOTAL				<u>930.83</u>
76022	04/30/2024	NET2PHONE		
	04/30/2024	NET2PHONE	TELEPHONE	227.61
TOTAL				<u>227.61</u>
76023	04/30/2024	OPTIMUM		
	04/30/2024	OPTIMUM	OPTIMUM	651.56
TOTAL				<u>651.56</u>
76024	04/30/2024	PSEGLI		
	04/30/2024	PSEGLI	ELECTRIC	51.83
TOTAL				<u>51.83</u>
76025	04/30/2024	T ROWE PRICE		
	04/30/2024	T ROWE PRICE	T ROWE PAYABLE	428.58
TOTAL				<u>428.58</u>
76026	04/30/2024	PSEGLI		
	04/30/2024	PSEGLI	ELECTRIC	7,255.63
TOTAL				<u>7,255.63</u>
				55,504.15

prepaids

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY	Period Begin Date: 3/24/2024
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 4/6/2024
Check Date: 4/11/2024		Pay Period: 3
Run Date: 4/9/2024 Run Number: 6		Payroll Type: Regular Payroll

***** PAYROLL FUNDING *****

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	16	\$5,537.94	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	47	\$0.00	\$31,084.67
Totals:				63	\$5,537.94	\$31,084.67
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$12,959.50
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	\$13,573.80

Total ACH Debit: **Impound Date: 4/10/2024** **\$44,658.47**

Total Payroll Funding (all items): **\$50,196.41**

***** PAYROLL TOTALS *****

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$5,537.94	Total Live Checks	\$5,537.94	Total Live Checks	16	Active Employees Paid	61
Direct Deposits	\$31,084.67	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$36,622.61	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	61
Total Taxes	\$12,959.50	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	69
**** Total Payroll	\$49,582.11	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (47)	\$31,084.67	Vouchers (Direct Deposit)	45	Terminated Employee Count	49
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	118
**** Adjusted Total	\$49,582.11	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	61
				Zero Net Checks	0	Active Employees this Month	69
						Employees with W2 Data	67
						Active Employees Not Paid	8

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY	Period Begin Date: 4/7/2024
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 4/20/2024
Check Date: 4/25/2024		Pay Period: 4
Run Date: 4/23/2024 Run Number: 7		Payroll Type: Regular Payroll

***** PAYROLL FUNDING *****

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	16	\$5,392.84	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	45	\$0.00	\$30,723.87
Totals:				61	\$5,392.84	\$30,723.87
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$12,826.59
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	\$620.45
Totals:					\$0.00	\$13,447.04
Total ACH Debit:						\$44,170.91
						Impound Date: 4/24/2024
Total Payroll Funding (all items):						\$49,563.75

***** PAYROLL TOTALS *****

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$5,392.84	Total Live Checks	\$5,392.84	Total Live Checks	16	Active Employees Paid	59
Direct Deposits	\$30,723.87	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$36,116.71	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	59
Total Taxes	\$12,826.59	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	70
**** Total Payroll	\$48,943.30	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (45)	\$30,723.87	Vouchers (Direct Deposit)	43	Terminated Employee Count	49
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	119
**** Adjusted Total	\$48,943.30	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	64
				Zero Net Checks	0	Active Employees this Month	70
						Employees with W2 Data	67
						Active Employees Not Paid	11

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 5/4/2024

Check Date: 5/9/2024

Pay Period: 5

Run Date: 5/7/2024

Run Number: 8

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	15	\$5,433.70	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	47	\$0.00	\$32,573.44
Totals:				62	\$5,433.70	\$32,573.44
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,216.83
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	\$608.15
Totals:					\$0.00	\$13,824.98

Total ACH Debit:**Impound Date: 5/8/2024****\$46,398.42****Total Payroll Funding (all items):****\$51,832.12**

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$5,433.70	Total Live Checks	\$5,433.70	Total Live Checks	15	Active Employees Paid	60
Direct Deposits	\$32,573.44	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$38,007.14	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	60
Total Taxes	\$13,216.83	Third Party Sick Checks	(\$48.85)	Third Party Sick Checks	1	Active Employee Count	68
**** Total Payroll	\$51,223.97	Adjustments	\$0.00	Adjustments	1	Inactive Employee Count	0
		Direct Deposits (47)	\$32,573.44	Vouchers (Direct Deposit)	45	Terminated Employee Count	52
Payroll Adjustments	(\$48.85)	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	120
**** Adjusted Total	\$51,175.12	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	60
				Zero Net Checks	0	Active Employees this Month	68
						Employees with W2 Data	68
						Active Employees Not Paid	8

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 #
TRS	Lennon, Nathaniel	/	Custodial Worker I	\$16.32/hr		04/15/24	22-01961 24-1162-194
APT	Buglione, Christian		Custodial Worker I	\$17.83/hr		04/22/24	22-01961 24-1162-194
TRS	Hunt, Daniel		Librarian I	\$29.39/hr	Max 17 1/2/wk	05/10/24	20-01821 24-1162-169

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


 Signature of Appointing Authority