

# 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, June 11, 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, July 9, 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

05/14/2024

### **I. CALL TO ORDER**

Trustee Devine called the meeting to order at 7:02 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Heineman, Director Mike Firestone, Asst Director Wendy Bennett 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 April 3, 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 March 2024; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 05/14/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Borowski, to approve the listed prepaids, as presented, that were paid since last board meeting dated April 04, 2024 through May 13, 2024. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski to approve the Payroll Reports dated 04/11/2024, 04/25/24 and 05/09/2024; approved by all.

### **IV. PERSONNEL REPORT**

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve a CS-150 dated 4/30/24; approved by all.

### **V. DIRECTOR'S REPORT**

### **VI. UNFINISHED BUSINESS**

### **VII. NEW BUSINESS**

Motion made by Trustee McAward, seconded by Trustee Heineman to adopt the 2045/2025 Budget as presented and approved by the voters on 4/3/2024; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve a three week leave for employee Olivia Losardo; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to enter into executive session for legal and contractual discussions at 7:35 p.m.; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to exit executive session at 8:02 p.m.; approved by all.

### **X. ADJOURNMENT**

Motion made by Trustee Borowski, seconded by Trustee Heineman, to adjourn the meeting at 8:03 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 APRIL 2024**

**M & T BANK CHECKING GENERAL ACCOUNT**

April 1, 2024	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>		
	BALANCE PER LIBRARY BOOKS:		\$129,971.04
	RECEIPTS:		
	TAX REVENUE	215,685.91	
	EARLY VOTING PAYMENT	2,500.00	
	ADULT PROGRAMS	1,499.41	
	EV CHARGING STATION	1,041.84	
	JUVENILE PROGRAMS	932.50	
	PASSPORT FEES	525.00	
	CAFE RENT	400.00	
	YOUNG ADULT PROGRAMS	359.15	
	FRIENDS PASS THROUGH	201.40	
	COPIER	147.00	
	REIMBURSEMENT	96.16	
	FINES	82.00	
	FRIENDS/DONATIONS	20.00	
	INTEREST	16.73	
	FAX	8.50	
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(65.60)	223,450.00
	TOTAL(Book Balance + Receipts)		353,421.04
	LESS: APRIL DISBURSEMENTS		204,024.52
April 30, 2024	<b>BALANCE PER LIBRARY BOOKS:</b>		<u><u>\$149,396.52</u></u>
April 30, 2024	<b><u>BALANCE PER BANK:</u></b>		
	BALANCE PER BANK:		\$168,886.28
	APRIL FINES DEPOSITED IN MAY		0.00
	TOTAL(Bank Bal + O/S deposits)		168,886.28
	LESS: APRIL OUTSTANDING CHECKS		19,489.76
April 30, 2024	<b>BALANCE PER BANK:</b>		<u><u>\$149,396.52</u></u>

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11, 2024

Num	Date	Source Name	Memo	Paid Amount
76104	06/11/2024	OPTIMUM		
	05/30/2024	OPTIMUM	OPTIMUM	204.36
TOTAL				204.36
76106	06/11/2024	A TIME FOR KIDS		
	06/11/2024	A TIME FOR KIDS	JUV PROGRAM	310.00
TOTAL				310.00
76107	06/11/2024	AFFLAC NEW YORK		
	06/11/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
76108	06/11/2024	AMERICAN EXPRESS		
	06/11/2024	AMERICAN EXPRESS	OFFICE SUPPLIES	17.98
		AMERICAN EXPRESS	ADULT PROGRAM	562.35
		AMERICAN EXPRESS	OTHER PROF FEES	940.19
		AMERICAN EXPRESS	SOFTWARE	760.88
		AMERICAN EXPRESS	POSTAGE	21.71
		AMERICAN EXPRESS	YA/MAKER PROGRAM	229.18
		AMERICAN EXPRESS	PERIODICALS	500.08
		AMERICAN EXPRESS	ADULT BOOKS	178.45
		AMERICAN EXPRESS	JUV PROGRAM	147.23
TOTAL				3,358.05
76109	06/11/2024	BAYPORT-BLUE POINT HERITAGE ASSOCIATION		
	06/11/2024	BAYPORT-BLUE POINT HERITAGE ASSOCIATIO	ADULT PROGRAM	180.00
TOTAL				180.00
76110	06/11/2024	BRODART CO.		
	06/11/2024	BRODART CO.	JUV BOOKS	9.59
TOTAL				9.59
76111	06/11/2024	CCP SOLUTIONS, LLC		
	06/11/2024	CCP SOLUTIONS, LLC	COPIERS	2,333.86
TOTAL				2,333.86
76112	06/11/2024	CLAUDIA STEWART	REFUND ADULT PROGRAM	

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		06/11/2024	CLAUDIA STEWART	REFUND ADULT PROGRAM	25.00
TOTAL					25.00
	76113	06/11/2024	CORNELL COOPERATIVE EXTENSION		
		06/11/2024	CORNELL COOPERATIVE EXTENSION	JUV PROGRAM	255.00
TOTAL					255.00
	76114	06/11/2024	DEBORAH SCHMIEDER		
		06/11/2024	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL					100.00
	76115	06/11/2024	DIANE ARONSEN		
		06/11/2024	DIANE ARONSEN	ADULT PROGRAM	450.00
TOTAL					450.00
	76116	06/11/2024	EAST END LINES INC.		
		06/11/2024	EAST END LINES INC.	PARKING LOT STRIPE	450.00
TOTAL					450.00
	76117	06/11/2024	ELECTRONIX SYSTEMS		
		06/11/2024	ELECTRONIX SYSTEMS	ALARMS	176.85
TOTAL					176.85
	76118	06/11/2024	EMMA LODATO-e		
		06/11/2024	EMMA LODATO-e	JUV PROGRAM	49.38
TOTAL					49.38
	76119	06/11/2024	FIRST-CITIZENS BANK & TRUSTCO.		
		06/11/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL					274.89
	76120	06/11/2024	FRANK GIEBFRIED		
		06/11/2024	FRANK GIEBFRIED	ADULT PROGRAM	400.00
TOTAL					400.00
	76121	06/11/2024	GREAT SOUTH BAY LANDSCAPING		

## BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 11, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		06/11/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL					3,191.67
	76122	06/11/2024	HARTCORN PLUMBING AND HEATING		
		06/11/2024	HARTCORN PLUMBING AND HEATING	FIRE SPRINKLER INSPECTI	980.00
TOTAL					980.00
	76123	06/11/2024	J.K.HODGE		
		06/11/2024	J.K.HODGE	ADULT PROGRAM	100.00
TOTAL					100.00
	76124	06/11/2024	JENNIFER COLBERT		
		06/11/2024	JENNIFER COLBERT	JUV PROGRAM	180.00
TOTAL					180.00
	76125	06/11/2024	JENNIFER FRASCOGNA		
		06/11/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
TOTAL					480.00
	76126	06/11/2024	JERILYNN KNUDTSON	REFUND ADULT PROGRAM	
		06/11/2024	JERILYNN KNUDTSON	REFUND ADULT PROGRAM	25.00
TOTAL					25.00
	76127	06/11/2024	JESSICA REILLY		
		06/11/2024	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL					140.00
	76128	06/11/2024	JOSEPH SAVIO		
		06/11/2024	JOSEPH SAVIO	MUSIC PROGRAM	1,600.00
TOTAL					1,600.00
	76129	06/11/2024	JOYCE WALKER		
		06/11/2024	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL					255.00
	76130	06/11/2024	KANOPY, INC.		

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL	06/11/2024	KANOPY, INC.	REF/ONLINE SERVICES	95.00
				95.00
76131	06/11/2024	KATHLEEN YOUNG	REFUND ADULT PROGRAM	
TOTAL	06/11/2024	KATHLEEN YOUNG	REFUND ADULT PROGRAM	25.00
				25.00
76132	06/11/2024	KATHY ROEDER		
TOTAL	06/11/2024	KATHY ROEDER	JUV PROGRAM	125.00
				125.00
76133	06/11/2024	KELLY SHERIDAN		
TOTAL	06/11/2024	KELLY SHERIDAN KELLY SHERIDAN	YA PROGRAM ADULT PROGRAM	147.77 46.64
				194.41
76134	06/11/2024	KEVIN SEAMAN		
TOTAL	06/11/2024	KEVIN SEAMAN	LEGAL FEES	594.00
				594.00
76135	06/11/2024	LAURA O'SHEA		
TOTAL	06/11/2024	LAURA O'SHEA	ADULT PROGRAM	75.00
				75.00
76136	06/11/2024	LINDA KEYES		
TOTAL	06/11/2024	LINDA KEYES	ADULT PROGRAM	200.00
				200.00
76137	06/11/2024	LINDA MCCROSSON-PETTY CASH		
TOTAL	06/11/2024	LINDA MCCROSSON-PETTY CASH LINDA MCCROSSON-PETTY CASH LINDA MCCROSSON-PETTY CASH LINDA MCCROSSON-PETTY CASH LINDA MCCROSSON-PETTY CASH LINDA MCCROSSON-PETTY CASH	ADULT PROGRAM YA PROGRAM POSTAGE POSTAGE ADULT PROGRAM YA PROGRAM	65.00 85.50 52.70 52.70 65.00 85.50
				406.40

## BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 11, 2024

	Num	Date	Source Name	Memo	Paid Amount
	76138	06/11/2024	LYNN CANNIZZARO		
		06/11/2024	LYNN CANNIZZARO	REFUND FOUND BOOK	15.00
TOTAL					15.00
	76139	06/11/2024	MARGARET MCCARTHY	REFUND ADULT PROGRAM	
		06/11/2024	MARGARET MCCARTHY	REFUND ADULT PROGRAM	25.00
TOTAL					25.00
	76140	06/11/2024	MARGARET TRIPOLI	REFUND ADULT PROGRAM	
		06/11/2024	MARGARET TRIPOLI	REFUND ADULT PROGRAM	25.00
TOTAL					25.00
	76141	06/11/2024	MARIANNE MCNAMARA		
		06/11/2024	MARIANNE MCNAMARA	ADULT PROGRAM	150.00
TOTAL					150.00
	76142	06/11/2024	MARY MCELROY	REFUND ADULT PROGRAM	
		06/11/2024	MARY MCELROY	REFUND ADULT PROGRAM	25.00
TOTAL					25.00
	76143	06/11/2024	MD DESIGN STUDIOS		
		06/11/2024	MD DESIGN STUDIOS	ADULT PROGRAM	400.00
TOTAL					400.00
	76144	06/11/2024	MICHAEL GALLAGHER, CPA		
		06/11/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL					600.00
	76145	06/11/2024	MICHELLE LAPORTE		
		06/11/2024	MICHELLE LAPORTE	MUSIC PROGRAM	400.00
TOTAL					400.00
	76146	06/11/2024	MIDWEST TAPE -HOOPLA		
		06/11/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	672.11
TOTAL					672.11

## BAYPORT - BLUE POINT PUBLIC LIBRARY

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June 11, 2024

Num	Date	Source Name	Memo	Paid Amount
76147	06/11/2024	MOTHERHOOD MOVES		
	06/11/2024	MOTHERHOOD MOVES	JUV PROGRAM	240.00
TOTAL				240.00
76148	06/11/2024	NABCO ENTRANCES INC.		
	06/11/2024	NABCO ENTRANCES INC.	DOOR REPAIRS	350.00
	06/11/2024	NABCO ENTRANCES INC.	DOOR REPAIRS	1,082.00
TOTAL				1,432.00
76149	06/11/2024	NATIONAL WASTE SERVICES		
	06/11/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00
76150	06/11/2024	OCLC INC.		
	06/11/2024	OCLC INC.	SOFTWARE	1,124.78
	06/11/2024	OCLC INC.	REF/ONLINE SERVICES	113.41
TOTAL				1,238.19
76151	06/11/2024	OFRA JEWELS		
	06/11/2024	OFRA JEWELS	ADULT PROGRAM	580.00
TOTAL				580.00
76152	06/11/2024	POSTMASTER		
	06/11/2024	POSTMASTER	POSTAGE NEWSLETTER	748.84
TOTAL				748.84
76153	06/11/2024	PSEGLI		
	06/11/2024	PSEGLI	ELECTRIC	45.97
TOTAL				45.97
76154	06/11/2024	ROGERS & TAYLOR APPRAISERS, INC.		
	06/11/2024	ROGERS & TAYLOR APPRAISERS, INC.	OTHER PROF FEES	1,125.00
TOTAL				1,125.00
76155	06/11/2024	SCLS		
	06/11/2024	SCLS	OFFICE SUPPLIES	44.99

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11, 2024

Num	Date	Source Name	Memo	Paid Amount
		SCLS	JUV PROGRAM	25.00
TOTAL				69.99
76156	06/11/2024	SEBCO BOOKS		
	06/11/2024	SEBCO BOOKS	JUV BOOKS	3,530.16
TOTAL				3,530.16
76157	06/11/2024	SPROUTS AND FRIENDS, INC.		
	06/11/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	625.00
TOTAL				625.00
76158	06/11/2024	STERICYCLE, INC.		
	06/11/2024	STERICYCLE, INC.	SHREDDING SERVICES	237.60
TOTAL				237.60
76159	06/11/2024	T MOBILE		
	06/11/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65
76160	06/11/2024	VIRGINIA SAYERS	REFUND ADULT PROGRAM	
	06/11/2024	VIRGINIA SAYERS	REFUND ADULT PROGRAM	25.00
TOTAL				25.00
76161	06/11/2024	W.B.MASON		
	06/11/2024	W.B.MASON	OFFICE SUPPLIES	114.42
TOTAL				114.42
76162	06/11/2024	WELLS FARGO FINANCIAL LEASING		
	06/11/2024	WELLS FARGO FINANCIAL LEASING	COPIERS	1,258.00
TOTAL				1,258.00
76163	06/11/2024	AMAZON CAPITAL SERVICES		
	06/11/2024	AMAZON CAPITAL SERVICES	YA/MAKER PROGRAM	1,263.24
		AMAZON CAPITAL SERVICES	JUV PROGRAM	236.60
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	65.32
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	66.82
		AMAZON CAPITAL SERVICES	ADULT BOOKS	66.16

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11, 2024

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					1,698.14
	76164	06/11/2024	ANNE SOPER		
		06/11/2024	ANNE SOPER	JUV PROGRAM	100.00
TOTAL					100.00
	76165	06/11/2024	BAKER & TAYLOR BOOKS		
		06/11/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,357.94
			BAKER & TAYLOR BOOKS	YA BOOKS	15.78
			BAKER & TAYLOR BOOKS	A BOOKS	2,312.20
TOTAL					3,685.92
	76166	06/11/2024	BARBARA MURRAY		
		06/11/2024	BARBARA MURRAY	REFUND ADULT PROGRAM	25.00
TOTAL					25.00
	76167	06/11/2024	BRINKMAN HARDWARE		
		06/11/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	154.86
TOTAL					154.86
	76168	06/11/2024	DANIELLE KOZIKOWSKI		
		06/11/2024	DANIELLE KOZIKOWSKI	ADULT BOOKS	78.21
TOTAL					78.21
	76169	06/11/2024	EQUITBLE		
		06/11/2024	EQUITBLE	EMPLOYEE CONTRIBUTION	700.00
TOTAL					700.00
	76170	06/11/2024	J.K.HODGE		
		06/11/2024	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL					175.00
	76171	06/11/2024	KELLY SHERIDAN		
		06/11/2024	KELLY SHERIDAN	YA PROGRAM	24.68
TOTAL					24.68
	76172	06/11/2024	MIDWEST TAPE		

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11, 2024

Num	Date	Source Name	Memo	Paid Amount
	06/11/2024	MIDWEST TAPE	ADULT DVD	495.91
		MIDWEST TAPE	ADULT CD	385.49
		MIDWEST TAPE	ADULT BOT	47.98
TOTAL				929.38
76173	06/11/2024	NATIONAL GRID		
	06/11/2024	NATIONAL GRID	GAS	604.67
TOTAL				604.67
76174	06/11/2024	POSTMASTER		
	06/11/2024	POSTMASTER	POSTAGE NEWSLETTER	99.90
TOTAL				99.90
76175	06/11/2024	PSEGLI		
	06/11/2024	PSEGLI	ELECTRIC	526.65
TOTAL				526.65
76176	06/11/2024	SCLS		
	06/11/2024	SCLS	REF/ONLINE SERVICES	17,305.00
		SCLS	POSTAGE	10.88
		SCLS	OFFICE SUPPLIES	10.88
TOTAL				17,326.76
76177	06/11/2024	T ROWE PRICE		
	06/11/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTION	43.13
TOTAL				43.13
76178	06/11/2024	PSEGLI		
	06/11/2024	PSEGLI	ELECTRIC	5,114.25
TOTAL				5,114.25
				63,393.14

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

May 15 through June 10, 2024

Num	Date	Source Name	Memo	Paid Amount
76096	05/16/2024	ROGERS & TAYLOR APPRAISERS, INC.		
TOTAL	05/16/2024	ROGERS & TAYLOR APPRAISERS, INC.	OTHER PROF FEES	<u>1,125.00</u> 1,125.00
76097	05/20/2024	ABSTRACTS INCORPORATED		
TOTAL	05/20/2024	ABSTRACTS INCORPORATED	TITLE SEARCH	<u>625.00</u> 625.00
76098	05/29/2024	EQUITBLE		
TOTAL	05/29/2024	EQUITBLE	EQUITABLE PAYBALE	<u>700.00</u> 700.00
76099	05/29/2024	METLIFE		
TOTAL	05/29/2024	METLIFE	METLIFE PAYABLE	<u>930.83</u> 930.83
76100	05/29/2024	NET2PHONE, INC.		
TOTAL	05/29/2024	NET2PHONE, INC.	TELEPHONES	<u>227.52</u> 227.52
76101	05/29/2024	OPTIMUM		
TOTAL	05/29/2024	OPTIMUM	OPTIMUM	<u>447.20</u> 447.20
76102	05/29/2024	RENU CONTRACTING AND RESORATION		
TOTAL	05/29/2024	RENU CONTRACTING AND RESORATION	INSURANCE PAYMENT FROM	<u>73,947.41</u> 73,947.41
76103	05/29/2024	T ROWE PRICE		
TOTAL	05/29/2024	T ROWE PRICE	T ROWE PAYABLE	<u>46.95</u> 46.95
76105	05/30/2024	OPTIMUM		
TOTAL	05/30/2024	OPTIMUM	OPTIMUM	<u>204.36</u> 204.36

prepaids

BAYPORT - BLUE POINT PUBLIC LIBRARY  
Check Detail

May 15 through June 10, 2024

Num	Date	Source Name	Memo	Paid Amount
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78,254.27

Client ID: 248B - Bayport Blue Point Public Library  
Pay Group: BW  
Check Date: 5/23/2024  
Run Date: 5/21/2024

**PAYROLL SUMMARY**  
Bayport Blue Point Public Library

Period Begin Date: 5/5/2024  
Period End Date: 5/18/2024  
Pay Period: 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	14	\$5,297.24	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	46	\$0.00	\$32,635.84
<b>Totals:</b>				<b>60</b>	<b>\$5,297.24</b>	<b>\$32,635.84</b>
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,310.82
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
<b>Totals:</b>					<b>\$0.00</b>	<b>\$13,918.97</b>

**Total ACH Debit:** **\$46,554.81** **Impound Date: 5/22/2024**

**Total Payroll Funding (all items):** **\$51,852.05**

\*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$5,297.24	Total Live Checks	\$5,297.24	Total Live Checks	14	Active Employees Paid	58
Direct Deposits	\$32,635.84	Additional Checks	\$1,874.41	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$37,933.08</b>	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
Total Taxes	\$13,310.82	Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	58
<b>**** Total Payroll</b>	<b>\$51,243.90</b>	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
		Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
Payroll Adjustments	\$0.00	Direct Deposits (46)	\$32,635.84	Vouchers (Direct Deposit)	44	Terminated Employee Count	52
<b>**** Adjusted Total</b>	<b>\$51,243.90</b>	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	120
		Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	62
				Zero Net Checks	0	Active Employees this Month	68
						Employees with W2 Data	68
						Active Employees Not Paid	10

**REPORT OF PERSONNEL CHANGES**  
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

5-13-24

**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 #
AT	Carson, Jillian		Library Clerk	\$17.34/hr		6/3/24 to 8/31/24	22-01853
AT	Jesciels Rivera-Alicia		Library Clerk	\$17.00/hr		6/3/24 to 8/31/24	22-01853
AT	Carson, Lisa		Library Clerk	\$17.00/hr		5/5/24 to 8/2/24	22-01853

**DID YOU:** 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?

The above changes are hereby certified as being in accordance with Civil Service Requirements.

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

*David J. St.*  
Signature of Appointing Authority

DATE PREPARED  
5/3/24

## 5/3/24

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 #
A	Itzkin, Jennifer		Librarian Trainee (children's services)_	\$25.21/hr	45,882.20	06/03/24	21-01698 24-1162- 133

**DID YOU:** 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?

**7. 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 UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION.  
(ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

Signature of Appointing Authority