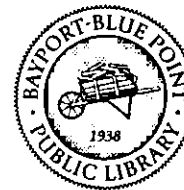


Bayport - Blue Point Public Library

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ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

JULY 9, 2024
7:00 PM

AGENDA

QUESTION AND ANSWER PERIOD
FOR RESIDENTS

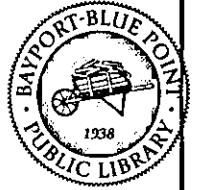
1. AGENDA

2. OATH OF OFFICERS

3. APPOINTMENTS
 - A. COMMITTEES
 - B. ATTORNEY
 - C. ACCOUNTANT/AUDITOR
 - D. INSURANCE AGENT
 - E. RECORDS MANAGEMENT OFFICER

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ANNUAL ORGANIZATIONAL MEETING

JULY 9, 2024

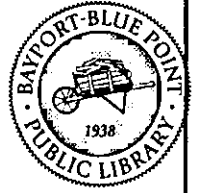
AGENDA

- F. CUSTODIAN OF PUBLIC RECORDS (FREEDOM OF INFORMATION OFFICER)
- G. AFFIRMATIVE ACTION OFFICER

- 4. ANNUAL OFFICIAL ACTIONS
 - A. DEPOSITORIES
 - 1. BANK ACCOUNTS
 - 2. INVESTMENTS IN CERTIFICATES OF DEPOSIT
 - 3. SECURITY AND CUSTODIAL AGREEMENT
 - B. OFFICIAL NEWSPAPERS & POSTAGE
 - C. REGULAR MEETINGS
 - D. PETTY CASH FUNDS
 - E. VACATION AND SICK PAY ACCOUNT

Bayport - Blue Point Public Library

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A regular meeting of the Board of Trustees of the Bayport-Blue Point Public Library will be held on **Tuesday, July 9, 2024 at 7:00pm** in the Library.

AGENDA

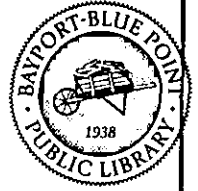
- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence
- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report
- IX. Director's Report
- X. Committee Reports
- XI. Old Business

- XII. New Business
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting **Tuesday, August 13, 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

06/11/2024

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:04 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Adams, Director Mike Firestone and Linda McCrosson for taking minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Adams, seconded by Trustee McAward to accept the minutes of the May 14, 2024 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 April 2024; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 06/11/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the listed prepays, as presented, that were paid since last board meeting dated May 15, 2024 through June 10, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Report dated 05/18/24; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Adams to approve CS-150's dated 5/13/24 and 6/3/2024; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Borowski, to adjourn the meeting at 7:41 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 MAY 2024

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
May 1, 2024	BALANCE PER LIBRARY BOOKS:	\$149,396.52
	RECEIPTS:	
	TAX REVENUE	215,685.91
	PASS THRU INSURANCE PAYMENT	72,947.41
	ADULT PROGRAMS	4,953.85
	COPIER	774.68
	PASSPORT FEES	455.00
	CAFE RENT	400.00
	INSURANCE REIMBURSEMENT	355.63
	VOTING PAYMENT	300.00
	YOUNG ADULT PROGRAMS	274.60
	EV CHARGING STATION	245.48
	SALE USED BOOKS	158.33
	JUVENILE PROGRAMS	120.00
	METLIFE LEAVE PAYMENT	96.16
	FINES	81.00
	FRIENDS/DONATIONS	70.00
	INTEREST	21.56
	FAX	17.25
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(125.97)
		296,830.89
	TOTAL(Book Balance + Receipts)	446,227.41
	LESS: MAY DISBURSEMENTS	306,309.78
May 31, 2024	BALANCE PER LIBRARY BOOKS:	\$139,917.63
May 31, 2024	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$223,637.16
	MAY FINES DEPOSITED IN JUNE	0.00
		223,637.16
	TOTAL(Bank Bal + O/S deposits)	223,637.16
	LESS: MAY OUTSTANDING CHECKS	83,719.53
May 31, 2024	BALANCE PER BANK:	\$139,917.63

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76191	07/09/2024	AMAZON CAPITAL SERVICES		
	07/09/2024	AMAZON CAPITAL SERVICES	YA PROGRAM	59.23
		AMAZON CAPITAL SERVICES	YA BOOKS	101.00
		AMAZON CAPITAL SERVICES	JUV PROGRAM	1,087.47
		AMAZON CAPITAL SERVICES	MAKER SPACE SUPPLIES	311.74
		AMAZON CAPITAL SERVICES	ADULT BOOKS	83.59
		AMAZON CAPITAL SERVICES	ADULTPROGRAM	43.76
TOTAL				<u>1,686.79</u>
76192	07/09/2024	ANNA DAVIS		
	07/09/2024	ANNA DAVIS	MED PART B REIMB	1,677.00
TOTAL				<u>1,677.00</u>
76193	07/09/2024	BARBARA WILKENS		
	07/09/2024	BARBARA WILKENS	MED PART B REIMB	1,048.20
TOTAL				<u>1,048.20</u>
76194	07/09/2024	CHIEF-MEN ENTERPRISES, LLC		
	07/09/2024	CHIEF-MEN ENTERPRISES, LLC	OTHER PROF FEES	2,000.00
TOTAL				<u>2,000.00</u>
76195	07/09/2024	DEBORAH AHEARN		
	07/09/2024	DEBORAH AHEARN	MED PART B REIMB	524.10
TOTAL				<u>524.10</u>
76196	07/09/2024	DEMCO		
	07/09/2024	DEMCO	OFFICE SUPPLIES	126.87
TOTAL				<u>126.87</u>
76197	07/09/2024	DIANE ARONSEN		
	07/09/2024	DIANE ARONSEN	ADULT PROGRAM	75.00
TOTAL				<u>75.00</u>
76198	07/09/2024	EMERALD ISLAND		
	07/09/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	507.20
TOTAL				<u>507.20</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9, 2024

Num	Date	Source Name	Memo	Paid Amount
76199	07/09/2024	EMMA LODATO-e		
	07/09/2024	EMMA LODATO-e	JUV PROGRAM	92.23
TOTAL				92.23
76200	07/09/2024	GAIL SISLBE		
	07/09/2024	GAIL SISLBE	MED PART B REIMB	1,048.20
TOTAL				1,048.20
76201	07/09/2024	GREAT SOUTH BAY LANDSCAPING		
	07/09/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL				3,191.67
76202	07/09/2024	HARTCORN PLUMBING AND HEATING		
	07/09/2024	HARTCORN PLUMBING AND HEATING	SPRINKLER REPAIR	1,820.00
TOTAL				1,820.00
76203	07/09/2024	JANICE NORTH		
	07/09/2024	JANICE NORTH	MED PART B REIMB	524.10
TOTAL				524.10
76204	07/09/2024	JOCELYN MCINTEE		
	07/09/2024	JOCELYN MCINTEE	MED PART B REIMB	524.10
TOTAL				524.10
76205	07/09/2024	JOHN O'HARE		
	07/09/2024	JOHN O'HARE	MED PART B REIMB	733.80
TOTAL				733.80
76206	07/09/2024	KELLY SHERIDAN		
	07/09/2024	KELLY SHERIDAN	YA PROGRAM	241.84
		KELLY SHERIDAN	EMBROIDERY MACHINE	459.99
TOTAL				701.83
76207	07/09/2024	LINDA MCCROSSON		
	07/09/2024	LINDA MCCROSSON	OFFICE SUPPLIES	261.95

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					261.95
	76208	07/09/2024	LUCINDA LAPPANO		
		07/09/2024	LUCINDA LAPPANO	MED PART B REIMB	1,048.20
TOTAL					<u>1,048.20</u>
	76209	07/09/2024	MARK GROSSMAN PUBLIC RELATIONS		
		07/09/2024	MARK GROSSMAN PUBLIC RELATIONS	PUBLIC RELATIONS	1,400.00
TOTAL					<u>1,400.00</u>
	76210	07/09/2024	MEGAN WATERS		
		07/09/2024	MEGAN WATERS	ADULT PROGRAM	195.00
TOTAL					<u>195.00</u>
	76211	07/09/2024	MICHAEL GALLAGHER, CPA		
		07/09/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL					<u>600.00</u>
	76212	07/09/2024	QUADIENT LEASING		
		07/09/2024	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL					<u>248.55</u>
	76213	07/09/2024	QWICK CRAFT, LLC		
		07/09/2024	QWICK CRAFT, LLC	ADULT PROGRAM	460.00
TOTAL					<u>460.00</u>
	76214	07/09/2024	RYAN O'ROURKE		
		07/09/2024	RYAN O'ROURKE	MILEAGE	14.41
TOTAL					<u>14.41</u>
	76215	07/09/2024	S&S WORLDWIDE		
		07/09/2024	S&S WORLDWIDE	JUV PROGRAM	110.23
TOTAL					<u>110.23</u>
	76216	07/09/2024	SCLS		
		07/09/2024	SCLS	YA PROGRAM	525.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		SCLS	TICKETS	<u>2,804.20</u>
TOTAL				3,329.20
76217	07/09/2024	SCLS TELECOMMUNICATIONS		
	07/09/2024	SCLS TELECOMMUNICATIONS	SCLS TELECOM	<u>9,900.00</u>
TOTAL				9,900.00
76218	07/09/2024	SEARLES GRAPHICS, INC.		
	07/09/2024	SEARLES GRAPHICS, INC.	JULY/AUG NEWSLETTER	<u>5,280.00</u>
TOTAL				5,280.00
76219	07/09/2024	SUSAN CHANT		
	07/09/2024	SUSAN CHANT	JUV PROG	<u>90.94</u>
TOTAL				90.94
76220	07/09/2024	THE PATCHOGUE ADVANCE		
	07/09/2024	THE PATCHOGUE ADVANCE	AD	<u>125.00</u>
TOTAL				125.00
76221	07/09/2024	THERMAL SOLUTIONS		
	07/09/2024	THERMAL SOLUTIONS	HVAC	<u>3,825.00</u>
TOTAL				3,825.00
76222	07/09/2024	W.B.MASON		
	07/09/2024	W.B.MASON	OFFICE SUPPLIES	<u>212.48</u>
TOTAL				212.48
76223	07/09/2024	WELLS FARGO FINANCAIL LEASING		
	07/09/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	<u>629.00</u>
TOTAL				629.00
76224	07/09/2024	5-IN-5, INC.		
	07/09/2024	5-IN-5, INC.	OTHER PROF FEES	<u>450.00</u>
TOTAL				450.00
76225	07/09/2024	A TIME FOR KIDS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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July 9, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/09/2024	A TIME FOR KIDS	JUV PROG	155.00
	07/09/2024	A TIME FOR KIDS	JUV PROG	310.00
	07/09/2024	A TIME FOR KIDS	JUV PROG	<u>155.00</u>
TOTAL				620.00
76226	07/09/2024	ANNE SOPER		
	07/09/2024	ANNE SOPER	JUV PROGRAM	<u>50.00</u>
TOTAL				50.00
76227	07/09/2024	BAKER & TAYLOR BOOKS		
	07/09/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	481.47
		BAKER & TAYLOR BOOKS	YA BOOKS	9.96
		BAKER & TAYLOR BOOKS	ADULT BOOKS	<u>1,167.83</u>
TOTAL				1,659.26
76228	07/09/2024	BRADY RYMER		
	07/09/2024	BRADY RYMER	MUSIC PROG	<u>1,200.00</u>
TOTAL				1,200.00
76229	07/09/2024	BRI-TECH, INC.		
	07/09/2024	BRI-TECH, INC.	ALARM SYSTEM	<u>571.06</u>
TOTAL				571.06
76230	07/09/2024	BRODART CO.		
	07/09/2024	BRODART CO.	ADULT BOOKS	<u>17.37</u>
TOTAL				17.37
76231	07/09/2024	CORNELL COOPERATIVE EXTENSION OF SC		
	07/09/2024	CORNELL COOPERATIVE EXTENSION OF SC	JUV PROG	<u>210.00</u>
TOTAL				210.00
76232	07/09/2024	DIANE ARONSEN		
	07/09/2024	DIANE ARONSEN	ADULT PROGRAM	<u>675.00</u>
TOTAL				675.00
76233	07/09/2024	DIANNE TAGGART		
	07/09/2024	DIANNE TAGGART	ADULT PROGRAM	<u>200.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					200.00
	76234	07/09/2024	DONNA NESTERUK		
		07/09/2024	DONNA NESTERUK	ADULT PROGRAM	250.00
TOTAL					250.00
	76235	07/09/2024	FIRST-CITIZENS BANK & TRUSTCO.		
		07/09/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL					274.89
	76236	07/09/2024	FISH GUY PHOTOS		
		07/09/2024	FISH GUY PHOTOS	ADULT PROGRAM	250.00
TOTAL					250.00
	76237	07/09/2024	HAROLD STUMME		
		07/09/2024	HAROLD STUMME	ADULT PROGRAM	125.00
TOTAL					125.00
	76238	07/09/2024	HOME HEALTH AND SPIRIT CO.		
		07/09/2024	HOME HEALTH AND SPIRIT CO.	ADULT PROGRAM	480.00
TOTAL					480.00
	76239	07/09/2024	JENNIFER FRASCOGNA		
		07/09/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	320.00
TOTAL					320.00
	76240	07/09/2024	JESSICA REILLY		
		07/09/2024	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL					140.00
	76241	07/09/2024	JOYCE WALKER		
		07/09/2024	JOYCE WALKER	ADULT PROGRAM	255.00
TOTAL					255.00
	76242	07/09/2024	KANOPY, INC.		
		07/09/2024	KANOPY, INC.	REF/ONLINE SERVICES	179.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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July 9, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL				179.00
76243	07/09/2024	KELLY SHERIDAN		
	07/09/2024	KELLY SHERIDAN	YA PROGRAM	100.34
TOTAL				100.34
76244	07/09/2024	LAURA O'SHEA		
	07/09/2024	LAURA O'SHEA	ADULT PROGRAM	150.00
TOTAL				150.00
76245	07/09/2024	LAURIE JANOWITZ		
	07/09/2024	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				325.00
76246	07/09/2024	LINDA KEYES		
	07/09/2024	LINDA KEYES	ADULT PROGRAM	100.00
TOTAL				100.00
76247	07/09/2024	MARK MAURIELLO		
	07/09/2024	MARK MAURIELLO	MUSIC PROG	600.00
TOTAL				600.00
76248	07/09/2024	MARY KORPI		
	07/09/2024	MARY KORPI	ADULT PROGRAM	150.00
TOTAL				150.00
76249	07/09/2024	MEGHAN VANKURIN		
	07/09/2024	MEGHAN VANKURIN	JUV PROG	150.00
TOTAL				150.00
76250	07/09/2024	MIDWEST TAPE		
	07/09/2024	MIDWEST TAPE	ADULT MEDIA	1,012.99
		MIDWEST TAPE	JUV MEDIA	6.99
TOTAL				1,019.98
76251	07/09/2024	MIDWEST TAPE -HOOPLA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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July 9, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/09/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	<u>665.91</u>
TOTAL				665.91
76252	07/09/2024	NATIONAL GRID		
	07/09/2024	NATIONAL GRID	GAS	<u>556.74</u>
TOTAL				556.74
76253	07/09/2024	NATIONAL WASTE SERVICES		
	07/09/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	<u>500.00</u>
TOTAL				500.00
76254	07/09/2024	OCLC INC.		
	07/09/2024	OCLC INC.	LICENSE	<u>133.46</u>
TOTAL				133.46
76255	07/09/2024	OTC BRANDS, INC.		
	07/09/2024	OTC BRANDS, INC.	JUV PROGRAM	<u>69.95</u>
TOTAL				69.95
76256	07/09/2024	PATRICIA SUMMERS		
	07/09/2024	PATRICIA SUMMERS	ADULT PROGRAM	<u>200.00</u>
TOTAL				200.00
76257	07/09/2024	PSEGLI		
	07/09/2024	PSEGLI	ELECTRIC	<u>873.81</u>
TOTAL				873.81
76258	07/09/2024	SCLS		
	07/09/2024	SCLS	POSTAGE	17.28
		SCLS	OFFICE SUPPLIES	17.28
		SCLS	TICKETS	<u>1,375.00</u>
TOTAL				1,409.56
76259	07/09/2024	SL SECURITY PROS		
	07/09/2024	SL SECURITY PROS	SOFTWARE	<u>4,601.30</u>
TOTAL				4,601.30

BAYPORT - BLUE POINT PUBLIC LIBRARY

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July 9, 2024

Num	Date	Source Name	Memo	Paid Amount
76260	07/09/2024	SPROUTS AND FRIENDS, INC.		
	07/09/2024	SPROUTS AND FRIENDS, INC.	JUV PROG	250.00
TOTAL				250.00
76261	07/09/2024	STERICYCLE, INC.		
	07/09/2024	STERICYCLE, INC.	SHREDDING SERVICES	236.71
TOTAL				236.71
76262	07/09/2024	T MOBILE		
	07/09/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65
76263	07/09/2024	W.B.MASON		
	07/09/2024	W.B.MASON	OFFICE SUPPLIES	718.16
TOTAL				718.16
76264	07/09/2024	WENDY BENNETT		
	07/09/2024	WENDY BENNETT	ADULT PROGRAM	59.88
TOTAL				59.88
76265	07/09/2024	AMAZON CAPITAL SERVICES		
	07/09/2024	AMAZON CAPITAL SERVICES	JUV PROGRAM	499.24
		AMAZON CAPITAL SERVICES	ADULT BOOKS	151.36
		AMAZON CAPITAL SERVICES	YA PROGRAM	42.95
		AMAZON CAPITAL SERVICES	MAKER SUPPLIES	49.47
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	13.90
		AMAZON CAPITAL SERVICES	JUV BOOKS	11.99
		AMAZON CAPITAL SERVICES	YA BOOKS	213.39
TOTAL				982.30
76266	07/09/2024	AMERICAN EXPRESS		
	07/09/2024	AMERICAN EXPRESS	SOFTWARE	244.25
		AMERICAN EXPRESS	ADULT PROGRAM	24.77
		AMERICAN EXPRESS	POSTAGE	131.71
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	115.77
		AMERICAN EXPRESS	OTHER PROF FEES	519.98
		AMERICAN EXPRESS	YA PROGRAM	11.89
		AMERICAN EXPRESS	PERIODICALS	180.16

BAYPORT - BLUE POINT PUBLIC LIBRARY

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July 9, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		AMERICAN EXPRESS	OFFICE SUPPLIES	76.14
		AMERICAN EXPRESS	JUV PROGRAM	150.14
		AMERICAN EXPRESS	ADULT PROGRAM	204.63
		AMERICAN EXPRESS	MISC	148.60
		AMERICAN EXPRESS	SHELVING	183.58
TOTAL				<u>1,991.62</u>
76267	07/09/2024	BILBLIOTHECA, LLC		
	07/09/2024	BILBLIOTHECA, LLC	SOFTWARE	5,248.00
TOTAL				<u>5,248.00</u>
76268	07/09/2024	BRINKMAN HARDWARE		
	07/09/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	58.07
TOTAL				<u>58.07</u>
76269	07/09/2024	DEARREADER.COM LLC		
	07/09/2024	DEARREADER.COM LLC	REF/ONLINE SERVICES	1,800.00
TOTAL				<u>1,800.00</u>
76270	07/09/2024	PSEGLI		
	07/09/2024	PSEGLI	ELECTRIC	7,995.34
TOTAL				<u>7,995.34</u>
76271	07/09/2024	SHOWROOM PROPERTIES, INC.		
	07/09/2024	SHOWROOM PROPERTIES, INC.	MUSIC PROG	1,600.00
TOTAL				<u>1,600.00</u>
76272	07/09/2024	TBS CONTRACTING LTD.		
	07/09/2024	TBS CONTRACTING LTD.	MISC REPAIRS	5,078.00
TOTAL				<u>5,078.00</u>
76273	07/09/2024	W.B.MASON		
	07/09/2024	W.B.MASON	OFFICE SUPPLIES	60.49
TOTAL				<u>60.49</u>
76274	07/09/2024	EQUITBLE		
	07/09/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	700.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					700.00
	76275	07/09/2024	T ROWE PRICE		
		07/09/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	33.04
TOTAL					33.04

90,762.94

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07/08/24

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
June 12 through July 8, 2024

Num	Date	Source Name	Memo	Paid Amount
76179	06/12/2024	POSTMASTER		
	06/12/2024	POSTMASTER	POSTAGE NEWSLETTER	-775.19
TOTAL				-775.19
76180	06/12/2024	SUFFOLK COUNTY WATER AUTHO...		
	06/12/2024	SUFFOLK COUNTY WATER AUTHO...	WATER	-183.20
TOTAL				-183.20
76181	06/12/2024	POSTMASTER		
	06/12/2024	POSTMASTER	POSTAGE NEWSLETTER	-46.92
TOTAL				-46.92
76182	06/25/2024	ALL ISLAND GARAGE DOOR INC.		
	06/25/2024	ALL ISLAND GARAGE DOOR INC.	GARAGE DOOR	-1,742.50
TOTAL				-1,742.50
76183	06/25/2024	CORNELL COOPERATIVE EXTENSI...		
	06/25/2024	CORNELL COOPERATIVE EXTENSI...	JUV PROGRAM	-225.00
TOTAL				-225.00
76184	06/25/2024	EQUITBLE		
	06/25/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	-700.00
TOTAL				-700.00
76185	06/25/2024	LINDA MCCROSSON-PETTY CASH		
	06/25/2024	LINDA MCCROSSON-PETTY CASH	POSTAGE	-52.70
		LINDA MCCROSSON-PETTY CASH	A PROG	-65.00
		LINDA MCCROSSON-PETTY CASH	YA PROG	-85.50
TOTAL				-203.20
76186	06/25/2024	METLIFE		
	06/25/2024	METLIFE	EMPLOYEE PAYMENTS	-1,065.01
TOTAL				-1,065.01
76187	06/25/2024	NET2PHONE, INC.		
	06/25/2024	NET2PHONE, INC.	TELEPHONES	-227.52
TOTAL				-227.52
76188	06/25/2024	NYS EMPLOYEE'S HEALTH INSUR...		
	06/25/2024	NYS EMPLOYEE'S HEALTH INSURA...	HEALTH INSURANCE	-38,721.74

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07/08/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 12 through July 8, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				-38,721.74
76189	06/25/2024	OPTIMUM		
	06/25/2024	OPTIMUM	OPTIMUM	-641.56
TOTAL				-641.56
76190	06/25/2024	T ROWE PRICE		
	06/25/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	-35.73
TOTAL				-35.73

PAYROLL SUMMARY

Bayport Blue Point Public Library

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	14	\$5,256.12	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	44	\$0.00	\$30,590.91
Totals:				58	\$5,256.12	\$30,590.91
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$12,572.72
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	\$13,180.87

Total ACH Debit: **\$43,771.78** **Impound Date:** 6/5/2024

Total Payroll Funding (all items): **\$49,027.90**

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$5,256.12	Total Live Checks	14 Active Employees Paid
Direct Deposits	\$30,590.91	Additional Checks	0 Inactive Employees Paid
**** Total Net Payroll	\$35,847.03	Manual Checks	0 Terminated Employees Paid
Total Taxes	\$12,572.72	Void Checks/Direct Deposits	0 Total Employees Paid
**** Total Payroll	\$48,419.75	Third Party Sick Checks	0 Active Employee Count
Payroll Adjustments	\$0.00	Adjustments	0 Inactive Employee Count
**** Adjusted Total	\$48,419.75	Direct Deposits (44)	42 Terminated Employee Count
		Total Third Party Pays	0 Total Employee Count
		Total Third Party Voids	0 Employees Paid this Month
		Zero Net Checks	0 Active Employees this Month
			0 Employees with W2 Data
			0 Active Employees Not Paid

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	15	\$6,245.43	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	47	\$0.00	\$32,147.47
Totals:				62	\$6,245.43	\$32,147.47
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,477.51
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	\$669.00
Totals:					\$0.00	\$14,146.51

Total ACH Debit: \$46,293.98
Impound Date: 6/18/2024

Total Payroll Funding (all items): \$52,539.41

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$6,245.43	Total Live Checks	15 Active Employees Paid
Direct Deposits	\$32,147.47	Additional Checks	0 Inactive Employees Paid
**** Total Net Payroll	\$38,392.90	Manual Checks	0 Terminated Employees Paid
Total Taxes	\$13,477.51	Void Checks/Direct Deposits	0 Total Employees Paid
**** Total Payroll	\$51,870.41	Third Party Sick Checks	0 Active Employee Count
Payroll Adjustments	\$0.00	Adjustments	0 Inactive Employee Count
**** Adjusted Total	\$51,870.41	Direct Deposits (47)	45 Terminated Employee Count
		Total Third Party Pays	0 Total Employee Count
		Total Third Party Voids	0 Employees Paid this Month
		Zero Net Checks	0 Active Employees this Month
			Employees with W2 Data
			Active Employees Not Paid

PAYROLL SUMMARY
 Bayport Blue Point Public Library

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	14	\$5,470.15	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	44	\$0.00	\$33,154.75
Totals:				58	\$5,470.15	\$33,154.75
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,802.28
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	\$669.00
Totals:					\$0.00	\$14,471.28
Total ACH Debit:						\$47,626.03
Total Payroll Funding (all items):						\$53,096.18

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$5,470.15	Total Live Checks	14 Active Employees Paid
Direct Deposits	\$33,154.75	Additional Checks	0 Inactive Employees Paid
**** Total Net Payroll	\$38,624.90	Manual Checks	0 Terminated Employees Paid
Total Taxes	\$13,802.28	Void Checks/Direct Deposits	0 Total Employees Paid
**** Total Payroll	\$52,427.18	Third Party Sick Checks	0 Active Employee Count
Payroll Adjustments	\$0.00	Adjustments	0 Inactive Employee Count
**** Adjusted Total	\$52,427.18	Direct Deposits (44)	42 Terminated Employee Count
		Total Third Party Pays	0 Total Employee Count
		Total Third Party Void Checks	0 Employees Paid this Month
			0 Active Employees this Month
			0 Employees with W2 Data
			0 Active Employees Not Paid

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

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 #
SI	Ackerman, Brooke		Library Clerk	18.40/hr		07/01/24	
SI	Bishop-Scioli, Laura		Librarian I (children's services)	40.25/hr		07/01/24	
SI	Bonacasa, Gabriela		Librarian I (children's services)	31.18/hr		07/01/24	
SI	Burg, Stephen		Librarian I	31.82/hr		07/01/24	
SI	Cannini, Charles		Library Assistant	20.10/hr		07/01/24	
SI	Carson, Lisa		Library Clerk	17.51/hr		07/01/24	
SI	Casper, Thomas		Librarian I (children's services)	34.44/hr		07/01/24	
SI	Castellano, Ian		Custodial Worker I	18.36/hr		07/01/24	

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?

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

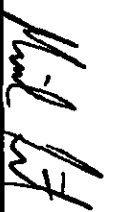
CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION.
(ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

APPROVED

DISAPPROVED

APPROVED AS NOTED

Signature of Appointing Authority



REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

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 #
SI	Costa, Daniel		Network and Systems Administration	36.13/hr		07/01/24	
SI	Costa, Daniel		Librarian I	31.82/hr		07/01/24	
SI	Cristiano, Josephine		Library Clerk	18.40/hr		07/01/24	
SI	Gibson, Cole		Custodial Worker I	16.81/hr		07/01/24	
SI	Holder, Rodearrick		Custodial Worker I	18.36/hr		07/01/24	
SI	Hutchinson, Virginia		Librarian I	38.47/hr		07/01/24	
SI	Irish, Mark		Librarian I	30.89/hr		07/01/24	

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?
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APPROVED DISAPPROVED
 APPROVED AS NOTED

Signature of Appointing Authority
Mark Irish

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

01/18/24

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/C INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
SI	Jansen, Gillian		Library Clerk	20.02/hr		10/13/24	
SI	Johnson, Christine		Library Treasurer	55.03/hr		07/01/24	
SI	Jones, David		Librarian I	34.77/hr		07/01/24	
SI	Kazinecki, Emily		Librarian I (children's services)	31.19/hr		07/01/24	
SI	Koehler, Allyson		Librarian I (children's services)	30.27/hr		07/01/24	
SI	Kozikowski, Danielle		Librarian I (children's services)	30.89/hr		07/01/24	
SI	Lara, Ashley		Library Clerk	17.51/hr		07/01/24	
SI	Losardo, Olivia		Library Clerk	17.51/hr		07/01/24	

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APPROVED

DISAPPROVED

APPROVED AS NOTED

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME (ATCI) INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
SI	Maldonado, Aaron		Custodial Worker I	16.81/hr		07/01/24	
SI	McDonald, Sean		Librarian I	40.25/hr		07/01/24	
SI	Mitchell, Debra		Librarian I (children's services)	34.44/hr		07/01/24	
SI	Mizzi, Gena		Librarian Trainee (children's services)	25.46/hr		07/01/24	
SI	Narkiewicz, Jacqueline		Librarian I (children's services)	29.22/hr		07/01/24	

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APPROVED

DISAPPROVED

APPROVED AS NOTED

M. Ford

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or A/T/C I INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
SI	Perrice, Julie		Librarian I (children's services)	31.79/hr		07/01/24	
SI	Posnanski, Joann		Librarian I	42.04/hr		07/01/24	
SI	Rasheed, Anthony		Custodial Worker I	18.36/hr		07/01/24	
SI	Rivera-Alicea, Jescielys		Library Clerk	17.51/hr		07/01/24	
SI	Satori, Chais		Library Clerk	17.51/hr		07/01/24	
SI	Sinensky, Carol		Librarian I	34.48/hr		07/01/24	
SI	Smith, Donna		Library Clerk	21.35/hr		07/01/24	
SI	Sullivan, Jennifer		Library Clerk	18.54/hr		07/01/24	
SI	Theiling, Lonna		Librarian I	33.62/hr		07/01/24	

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2. Request and canvass an eligible list for all competitive positions?

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

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Signature of Appointing Authority
Michael Post

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/C: INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
SI	Vatalaro, Kenneth		Custodial Worker I	16.87/hr		07/01/24	
SI	Vatalaro, Richard		Custodial Worker I	18.36/hr		07/01/24	
SI	Voyack, Shannon		Library Assistant	20.10/hr		07/01/24	
SI	Walden, Jeffrey		Librarian I	30.89/hr		07/01/24	
SI	Vann, Colleen		Librarian Trainee (children's services)	25.46/hr		07/01/24	

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.

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APPROVED DISAPPROVED
 APPROVED AS NOTED

Matt [Signature]
Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

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 #
SI	Bennett, Wendy		Assistant Library Director	96,820.10		07/01/24	
SI	Chant, Susan		Library Assistant	68,308.24		07/01/24	
SI	Firestone, Michael		Library Director	170,081.08		07/01/24	
SI	Lawlor, Marcia		Library Assistant	31,82/hr		07/01/24	
SI	Lodato, Emma		Librarian III	77,764.96		07/01/24	
SI	McCrosson, Linda		Principal Account Clerk	43,88/hr		07/01/24	
SI	O'Rourke, Ryan		Custodial Worker II	60,481.98		07/01/24	
SI	Reilly, Christa		Library Clerk	19.48/hr		07/01/24	
SI	Sheridan, Kelly		Librarian II	78,280.02		07/01/24	
SI	Soper, Anne		Library Clerk	36,519.86		07/01/24	

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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?

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(ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)

APPROVED

DISAPPROVED

APPROVED AS NOTED

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

Signature of Appointing Authority

Mick St

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

6/18/24

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or A/T/C INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
SI	Sullivan, Gerald		Librarian II	78,280.02		07/01/24	
SI	Swan, Christine		Library Clerk	19,48/hr		08/16/24	
SI	Ackerman, Heather		Library Clerk	18,94/hr		07/01/24	
<p>DID YOU:</p> <ol style="list-style-type: none"> 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? <p>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)</p> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED AS NOTED </p>							
<p>The above changes are hereby certified as being in accordance with Civil Service Requirements.</p> <p><i>Neil [Signature]</i></p>							<p>Signature of Appointing Authority</p>