

# 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, August 13, 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, September 10, 2024 7:00 PM**

# Bayport - Blue Point Public Library

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## REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

07/09/2024

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

Trustee Devine called the meeting to order at 7:16 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Borowski, Trustee Adams, Director Mike Firestone, 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 June 11, 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 Adams to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated May 2024; approved by all.

Motion made by Trustee Borowski, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 07/09/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the listed prepaids, as presented, that were paid since last board meeting dated June 12, 2024 through July 8, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve the Payroll Reports dated 06/01/24, 6/15/24 and 6/29/24; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve a payment to Britech, Inc. in the amount of \$3225.60; approved by all.

### **IV. PERSONNEL REPORT**

Motion made by Trustee Borowski, seconded by Trustee McAward to approve a CS-150 dated 6/18/24; approved by all.

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

### **VI. UNFINISHED BUSINESS**

### **VII. NEW BUSINESS**

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the school/library contract outlining our monthly payment schedule for 2024-2025 FY; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the school/library security contract for 2024-2025 FY; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 7:47 p.m.; approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski to exit executive session at 8:10 p.m.; approved by all.

### **X. ADJOURNMENT**

Motion made by Trustee Devine, seconded by Trustee Adams, to adjourn the meeting at 8:11 p.m.; approved by all.

Respectfully submitted,  
Michael Firestone

# Bayport - Blue Point Public Library

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## ORGANIZATIONAL MEETING of Bayport-Blue Point Public Library Board of Trustees

**July 09, 2024**

Meeting was called to order at 7:05 pm.

**1. AGENDA**

Motion by Trustee Heineman, seconded by Trustee McAward, to accept the Agenda as presented; approved by all.

**2. OATH OF OFFICE**

**3. APPOINTMENTS**

A. Motion by Trustee Heineman, seconded by Trustee McAward, to accept the slate of officers as presented: President-Ronald F. Devine, Jr., VP-Stephanie Heineman and Secretary-Mary Ellen Adams; approved by all.

B. COMMITTEES. Motion by Trustee Borowski, seconded by Trustee Heineman, to accept the committees and assignments as presented; approved by all.

**C. ATTORNEY**

Motion by Trustee Borowski, seconded by Trustee Heineman, to only retain a lawyer for legal counsel for the Bayport Blue Point Public Library on an as needed basis. Kevin Seaman Esq. would be used for all related issues; approved by all.

**D. ACCOUNTANT/AUDITOR**

Motion by Trustee Heineman, seconded by Trustee Adams, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for the year ending 2024-2025 as recommended by the State of New York on good accounting practices; approved by all.

Motion by Trustee Borowski, seconded by Trustee Heineman, to use Mike Gallagher as an independent CPA to perform a general audit of our monthly financial statements of 2024-2025 as recommended by the State of New York on good accounting practice; approved by all.

**E. INSURANCE AGENT**

Motion by Trustee McAward, seconded by Trustee Heineman, to appoint Regan Agency as the Library's Insurance Agent; approved by all.



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## F. RECORDS MANAGEMENT OFFICER

Motion by Trustee Heineman, seconded by Trustee Adams, to appoint Director as Records Management Officer; approved by all.

## G. CUSTODIAN OF PUBLIC RECORDS

Motion by Trustee McAward, seconded by Trustee Adams, to appoint the Director as the Custodian of Public Records and Freedom of Information Officer; approved by all.

## H. AFFIRMATIVE ACTION OFFICER

Motion by Trustee Borowski, seconded by Trustee Heineman, to appoint the Director as the Affirmative Action Officer; approved by all.

## 4. ANNUAL OFFICIAL ACTIONS

### A. DEPOSITORIES

#### 1) BANK ACCOUNTS

Motion by Trustee McAward, seconded by Trustee Borowski, to designate M & T Bank as legal depository of monies belonging to the Bayport Blue Point Public Library of the Town of Islip/Brookhaven, County of Suffolk, State of new York, and that monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library; approved by all.

#### 2) INVESTMENTS IN CERTIFICATES OF DEPOSIT

Motion by Trustee Heineman, seconded by Trustee McAward, to authorize the Director and Treasurer to negotiate jointly the purchase and disposition of Certificates of Deposit during this Fiscal Year, and to invest money in those Certificates in any Bank which meets the criteria established by New York State and whenever possible that these Banks be located within the boundaries of the District, upon the signature of the Library's Treasurer; approved by all.

#### 3) SECURITY AND CUSTODIAL AGREEMENT

Motion by Trustee Borowski, seconded by Trustee Adams, RESOLVED, that the Board of Trustees of the Bayport Blue Point Library, as a result of the general Municipal Finance Reform – Chapter 708, signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into the "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with M & T Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public

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deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons are authorized to be included on the *Certificate of Authorized Persons* on behalf of the Bayport Blue Point Public Library:

Christine Johnson  
Kimberly McAward

## OFFICIAL NEWSPAPER

Motion by Trustee McAward, seconded by Trustee Borowski, to designate the Long Island Advance and the Suffolk County News as the newspaper which will carry required legal notices of the Bayport Blue Point Public Library; approved by all.

Motion by Trustee Heineman, seconded by Trustee Adams to approve up to \$7500.00 in pre-paid postage for newsletter and budget mailers for FY 2024-2025; approved by all.

## REGULAR MEETINGS

Motion by Trustee McAward, seconded by Trustee Heineman, that the regular meetings of the Bayport Blue Point Public Library be held in the Library at 7:00 pm on the following dates:

July 9, 2024	January 14, 2025
August 13, 2024	February 11, 2025
September 10, 2024	March 4, 18, 2025
October 8, 2024	April 2, 2025
November 12, 2024	May 13, 2025
December 10, 2024	June 10, 2025

## PETTY CASH FUNDS

Motion by Trustee Heineman, seconded by Trustee McAward, that petty cash funds be established as follows for FY 2019-2020

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Mike Firestone & Linda McCrosson	\$400

## VACATION AND SICK PAY ACCOUNT

Motion by Trustee Borowski, seconded by Trustee Adams, to maintain a reserve fund in the amount of \$10,000 to pay vacation and sick pay to resignees/retirees; approved by all.

Meeting was adjourned at 7:15 pm.

Michael D. Gallagher  
Certified Public Accountant  
Post Office Box 1466  
Venice, FL. 34284  
(631)946-4313

Bayport-Blue Point Public Library  
186 Middle Road  
Blue Point, New York 11715

I have examined the books and records of the Bayport-Blue Point Public Library for the period of July 1, 2023 to June 30, 2024 and I am pleased to submit the following statements:

Exhibit "A" - Statement of Cash - General Fund  
for the fiscal year ended June 30, 2024.

Exhibit "B" - Statement of Revenues - General Fund  
for the fiscal year ended June 30, 2024.

Exhibit "C" - Statement of Expenditures - General Fund  
for the fiscal Year ended June 30, 2024.

Exhibit "D" - Statement of Actual Expenses vs Budget Amounts  
for the fiscal year ended June 30, 2024.

In my opinion the accompanying statements of recorded cash transactions for the fiscal year ended June 30, 2024 and the cash balances at June 30, 2024 are correct.

July 31, 2024

  
Michael D. Gallagher



**Exhibit "A"**

**BAYPORT - BLUE POINT PUBLIC LIBRARY  
STATEMENT OF CASH - GENERAL FUND  
JUNE 30, 2024**

**Assets:**

Cash in Bank - June 30, 2024	158,910.50
Add: Petty Cash on Hand - June 30, 2024	<u>400.00</u>
Total Cash - June 30, 2024	<u><u>159,310.50</u></u>

**Fund Balance:**

Book Balance - July 1, 2023	135,313.38
Add: Revenue per exhibit B	3,911,055.92
Sub: Expenditures per exhibit C	<u>(3,887,458.80)</u>
Book Balance - June 30, 2024	158,910.50
Add: Petty Cash on Hand - June 30, 2024	<u>400.00</u>
Total Cash - June 30, 2024	<u><u>159,310.50</u></u>

**Reconciliation of Cash in Bank:**

Bank Balance - June 30, 2024	206,890.19
Add: Outstanding Deposits	0.00
Sub: Outstanding Checks	<u>(47,979.69)</u>
Book Balance - June 30, 2024	158,910.50
Add: Petty Cash on Hand - June 30, 2024	<u>400.00</u>
Total Cash - June 30, 2024	<u><u>159,310.50</u></u>

"SEE ACCOUNTANT'S LETTER"

**Exhibit "B"**

**BAYPORT - BLUE POINT LIBRARY  
STATEMENT OF REVENUES - GENERAL FUND  
JULY 1, 2023 - JUNE 30, 2024**

**Revenues:**

Programs	62,512.08	
Passport Fees	8,505.00	
Other	5,805.70	
E-Rate	5,167.80	
Copier/Fax	4,444.51	
Café Rent	2,900.00	
EV Charging Station	1,512.51	
Fines	1,085.39	
Book Sales	577.93	92,510.92

**Interest:**

M&T Bank	188.35	188.35
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**Grants/Aid:**

Taxes	2,588,231.00	
Taxes for Bonds	1,210,181.04	
LLSA (SCLS Aid)	4,109.00	3,802,521.04

**Contributions:**

Donations	15,835.61	15,835.61
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Total Revenues, Interest, Grants/Aid, & Contributions (Exhibit D)		<u><u>3,911,055.92</u></u>
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"SEE ACCOUNTANT'S LETTER"



**Exhibit "C"**

**BAYPORT - BLUE POINT PUBLIC LIBRARY  
STATEMENT OF EXPENDITURES - GENERAL FUND  
JULY 1, 2023 - JUNE 30, 2024**

**Expenditures:**

**Library Salaries:**

Professional Salaries	780,695.47	
Clerical/Building Salaries	<u>548,148.37</u>	1,328,843.84

**Employee Benefits:**

Health Insurance	439,453.59	
NYSERS	158,716.87	
Fica Expense	96,959.11	
Workers Compensation	8,333.01	
Employee Assistance Program	<u>1,478.75</u>	704,941.33

**Library Materials:**

Reference Books and On-Line Services	40,254.14	
Adult Books	35,252.57	
Audio Visual	24,145.94	
Juvenile Books	19,018.97	
Periodicals/Microfilm	7,968.88	
Young Adult Books	5,396.80	
Other Books	<u>102.90</u>	132,140.20

**Library Programs:**

Adult Fees	81,794.94	
Juvenile Fees	36,199.68	
Young Adult Fees	16,798.04	
Music Fees	<u>14,061.98</u>	148,854.64

**Capital Outlay:**

Furniture and Equipment	14,266.75	
Computer Equipment	<u>2,034.80</u>	16,301.55

**Bond Payments:**

Ban - Principal	1,035,000.00	
Ban - Interest	<u>175,181.04</u>	1,210,181.04

**Exhibit "C"**

**BAYPORT - BLUE POINT PUBLIC LIBRARY  
STATEMENT OF EXPENDITURES - GENERAL FUND  
JULY 1, 2023 - JUNE 30, 2024**

**Expenditures:**

**Library/Building Operations:**

Repairs/Maint/Service Contracts	134,227.28	
Utilities	130,177.41	
Professional Fees	91,623.45	
Computer(software/maintenance)	45,537.28	
SCLS Contract	35,753.00	
Printing	33,856.12	
Building Insurance	28,610.21	
PALS - Automation	17,874.68	
Office Supplies	14,634.03	
Telephone	10,673.03	
Other Operating Expense	9,189.60	
Postage & Shipping	8,740.08	
Custodial Supplies	7,393.25	
Bank/Payflow/Square Fees	1,644.51	569,933.93

Total Expenditures (Exhibit D)	4,111,196.53
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**Transfers/Other Adjustments:**

Sub: Net Change in Assets/Liabilities	(223,737.73)
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Total Expenditures, Transfers, & Adjustments(Exhibit A)	<u><u>3,887,458.80</u></u>
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"SEE ACCOUNTANT'S LETTER"

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 13, 2024

Num	Date	Source Name	Memo	Paid Amount
76286	08/13/2024	A TIME FOR KIDS		
TOTAL	08/13/2024	A TIME FOR KIDS	JUV PROGRAM	650.00
				650.00
76287	08/13/2024	AFFLAC NEW YORK		
TOTAL	08/13/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	559.80
				559.80
76288	08/13/2024	AMERICAN EXPRESS		
TOTAL	08/13/2024	AMERICAN EXPRESS	MAKER SUPPLIES	602.11
		AMERICAN EXPRESS	MUSEUM PASSES	1,000.00
		AMERICAN EXPRESS	OPTIMUM	642.21
		AMERICAN EXPRESS	YA PROGRAM	104.60
		AMERICAN EXPRESS	PERIODICALS	500.08
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	14.99
		AMERICAN EXPRESS	JUV PROGRAM	1,046.04
		AMERICAN EXPRESS	A PROGRAM	60.47
		AMERICAN EXPRESS	OTHER PROF FEES	1,124.93
		AMERICAN EXPRESS	POSTAGE	171.71
		AMERICAN EXPRESS	LIB MISC	96.66
		AMERICAN EXPRESS	SOFTWARE	116.99
		AMERICAN EXPRESS	YA MEDIA	921.75
				6,402.54
76289	08/13/2024	BAKER & TAYLOR BOOKS		
TOTAL	08/13/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,040.20
		BAKER & TAYLOR BOOKS	YA BOOKS	234.25
		BAKER & TAYLOR BOOKS	A BOOKS	3,444.96
				4,719.41
76290	08/13/2024	BONNIE SCHWARTZ		
TOTAL	08/13/2024	BONNIE SCHWARTZ	ADULT PROGRAM	360.00
				360.00
76291	08/13/2024	BRODART CO.		
TOTAL	08/13/2024	BRODART CO.	REF/ONLINE SERVICES	153.08
				153.08



## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 13, 2024

	Num	Date	Source Name	Memo	Paid Amount
	76292	08/13/2024	CATHERINE CROCETTI		
		08/13/2024	CATHERINE CROCETTI	ADULT PROGRAM	800.00
TOTAL					800.00
	76293	08/13/2024	CCP SOLUTIONS, LLC		
		08/13/2024	CCP SOLUTIONS, LLC	COPIERS	2,524.03
TOTAL					2,524.03
	76294	08/13/2024	DEMCO		
		08/13/2024	DEMCO	OFFICE SUPPLIES	228.44
TOTAL					228.44
	76295	08/13/2024	DIANE ARONSEN		
		08/13/2024	DIANE ARONSEN	ADULT PROGRAM	825.00
TOTAL					825.00
	76296	08/13/2024	DR. MARIANNE E. MCNAMARA		
		08/13/2024	DR. MARIANNE E. MCNAMARA	ADULT PROGRAM	150.00
TOTAL					150.00
	76297	08/13/2024	EMERALD ISLAND		
		08/13/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	251.70
TOTAL					251.70
	76298	08/13/2024	EMMA LODATO-e		
		08/13/2024	EMMA LODATO-e	JUV PROGRAM	124.06
TOTAL					124.06
	76299	08/13/2024	EQUITBLE		
		08/13/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	700.00
TOTAL					700.00
	76300	08/13/2024	FIRE ISLAND LIGHTHOUSE PRES SOC, INC.		
		08/13/2024	FIRE ISLAND LIGHTHOUSE PRES SOC, INC.	MUSEUM PASSES	75.00
TOTAL					75.00

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 13, 2024

Num	Date	Source Name	Memo	Paid Amount
76301	08/13/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	08/13/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				274.89
76302	08/13/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	08/13/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB L FREINDS PASS THROUGH		10.00
TOTAL				10.00
76303	08/13/2024	GRAINGER		
	08/13/2024	GRAINGER	CUSTODIAL SUPPLIES	173.91
TOTAL				173.91
76304	08/13/2024	GREAT SOUTH BAY LANDSCAPING		
	08/13/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	4,486.67
TOTAL				4,486.67
76305	08/13/2024	J.K.HODGE		
	08/13/2024	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
76306	08/13/2024	JENNIFER FRASCOGNA		
	08/13/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	640.00
TOTAL				640.00
76307	08/13/2024	JENNIFER ITZKIN		
	08/13/2024	JENNIFER ITZKIN	YA PROGRAM	17.46
TOTAL				17.46
76308	08/13/2024	JESSICA REILLY		
	08/13/2024	JESSICA REILLY	ADULT PROGRAM	280.00
TOTAL				280.00
76309	08/13/2024	JOYCE WALKER		
	08/13/2024	JOYCE WALKER	ADULT PROG	170.00
TOTAL				170.00

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 13, 2024

	Num	Date	Source Name	Memo	Paid Amount
	76310	08/13/2024	KANOPY, INC.		
		08/13/2024	KANOPY, INC.	REF/ONLINE SERVICES	226.00
TOTAL					226.00
	76311	08/13/2024	KELLY SHERIDAN		
		08/13/2024	KELLY SHERIDAN	YA PROGRAM	342.99
TOTAL					342.99
	76312	08/13/2024	KEVIN SEAMAN		
		08/13/2024	KEVIN SEAMAN	LEGAL FEES	162.00
TOTAL					162.00
	76313	08/13/2024	KING KULLEN GROCERY CORP, INC.		
		08/13/2024	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAM	26.26
TOTAL					26.26
	76314	08/13/2024	LAURA O'SHEA		
		08/13/2024	LAURA O'SHEA	ADULT PROGRAM	150.00
TOTAL					150.00
	76315	08/13/2024	LAURIE JANOWITZ		
		08/13/2024	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL					325.00
	76316	08/13/2024	LIBRARY IDEAS LLC		
		08/13/2024	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	4,670.50
TOTAL					4,670.50
	76317	08/13/2024	MAUREEN HALLIDAY		
		08/13/2024	MAUREEN HALLIDAY	ADULT PROGRAM	300.00
TOTAL					300.00
	76318	08/13/2024	MEGHAN VANKURIN		
		08/13/2024	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL					150.00



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August 13, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	76319	08/13/2024	MICHAEL GALLAGHER, CPA		
		08/13/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL					600.00
	76320	08/13/2024	MICHELE MORSTADT		
		08/13/2024	MICHELE MORSTADT	ADULT PROGRAM	380.00
TOTAL					380.00
	76321	08/13/2024	MIDWEST TAPE		
		08/13/2024	MIDWEST TAPE	ADULT MEDIA	1,953.54
TOTAL					1,953.54
	76322	08/13/2024	MIDWEST TAPE -HOOPLA		
		08/13/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	669.36
TOTAL					669.36
	76323	08/13/2024	NATIONAL WASTE SERVICES		
		08/13/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL					500.00
	76324	08/13/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
		08/13/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	40,167.40
TOTAL					40,167.40
	76325	08/13/2024	PBC GURU		
		08/13/2024	PBC GURU	REF/ONLINE SERVICES	3,500.00
TOTAL					3,500.00
	76326	08/13/2024	PRISCILLA KAYWOOD		
		08/13/2024	PRISCILLA KAYWOOD	REFUND FOR FOUND BOOK	30.00
TOTAL					30.00
	76327	08/13/2024	PSEGLI		
		08/13/2024	PSEGLI	ELECTRIC	109.01
TOTAL					109.01

## BAYPORT - BLUE POINT PUBLIC LIBRARY

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August 13, 2024

	Num	Date	Source Name	Memo	Paid Amount
	76328	08/13/2024	REGAN AGENCY		
		08/13/2024	REGAN AGENCY	INSURANCE	6,909.00
TOTAL					6,909.00
	76329	08/13/2024	ROBERT ARNDST		
		08/13/2024	ROBERT ARNDST	MUSIC FEES	900.00
TOTAL					900.00
	76330	08/13/2024	ROBERT SCOTT		
		08/13/2024	ROBERT SCOTT	YA PROGRAM	690.00
		08/13/2024	ROBERT SCOTT	ADULT PROGRAM	595.00
TOTAL					1,285.00
	76331	08/13/2024	SARAH GUTMANN		
		08/13/2024	SARAH GUTMANN	ADULT PROGRAM	250.00
TOTAL					250.00
	76332	08/13/2024	SCHOLASTIC		
		08/13/2024	SCHOLASTIC	JUV BOOKS	1,154.25
TOTAL					1,154.25
	76333	08/13/2024	SCLS		
		08/13/2024	SCLS	TICKETS	4,487.50
			SCLS	JUV PROGRAM	25.00
TOTAL					4,512.50
	76334	08/13/2024	SCLS-PALS		
		08/13/2024	SCLS-PALS	PALS	4,594.61
TOTAL					4,594.61
	76335	08/13/2024	SEARLES GRAPHICS, INC.		
		08/13/2024	SEARLES GRAPHICS, INC.	PRINTING	326.00
TOTAL					326.00
	76336	08/13/2024	SPROUTS AND FRIENDS, INC.		
		08/13/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	375.00

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August 13, 2024

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					375.00
	76337	08/13/2024	STAGECOACH PRODUCTIONS LLC		
		08/13/2024	STAGECOACH PRODUCTIONS LLC	MUSIC FEES	1,200.00
TOTAL					1,200.00
	76338	08/13/2024	STERICYCLE, INC.		
		08/13/2024	STERICYCLE, INC.	SHREDDING SERVICES	209.18
TOTAL					209.18
	76339	08/13/2024	SUSAN CHANT		
		08/13/2024	SUSAN CHANT	JUV PROGRAM	76.41
			SUSAN CHANT	ADULT PROGRAM	29.34
TOTAL					105.75
	76340	08/13/2024	T MOBILE		
		08/13/2024	T MOBILE	SOFTWARE	407.65
TOTAL					407.65
	76341	08/13/2024	T ROWE PRICE		
		08/13/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	33.12
TOTAL					33.12
	76342	08/13/2024	THE LIVERPOOL SHUFFLE, INC.		
		08/13/2024	THE LIVERPOOL SHUFFLE, INC.	MUSIC FEES	1,250.00
TOTAL					1,250.00
	76343	08/13/2024	THE LONG ISLAND EXPORIUM		
		08/13/2024	THE LONG ISLAND EXPORIUM	MUSEUM PASSES	300.00
TOTAL					300.00
	76344	08/13/2024	W.B.MASON		
		08/13/2024	W.B.MASON	OFFICE SUPPLIES	380.30
		08/13/2024	W.B.MASON	OFFICE SUPPLIES	33.08
TOTAL					413.38
	76345	08/13/2024	WELLS FARGO FINANCIAL LEASING		



## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 13, 2024

	Num	Date	Source Name	Memo	Paid Amount
		08/13/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL					629.00
	76346	08/13/2024	AMAZON CAPITAL SERVICES		
		08/13/2024	AMAZON CAPITAL SERVICES	ADULT PROGRAM	280.20
			AMAZON CAPITAL SERVICES	YA PROGRAM	571.64
			AMAZON CAPITAL SERVICES	J PROGRAM	463.77
			AMAZON CAPITAL SERVICES	MAKER SUPPLIES	918.26
			AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	47.85
			AMAZON CAPITAL SERVICES	ADULT BOOKS	137.15
			AMAZON CAPITAL SERVICES	JUV BOOKS	97.15
			AMAZON CAPITAL SERVICES	YA BOOKS	16.77
TOTAL					2,532.79
	76347	08/13/2024	BAKER & TAYLOR BOOKS		
		08/13/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	838.75
			BAKER & TAYLOR BOOKS	ADULT BOOKS	569.52
TOTAL					1,408.27
	76348	08/13/2024	BRINKMAN HARDWARE		
		08/13/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	89.97
TOTAL					89.97
	76349	08/13/2024	EMERALD ISLAND		
		08/13/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	445.35
TOTAL					445.35
	76350	08/13/2024	NATIONAL GRID		
		08/13/2024	NATIONAL GRID	GAS	613.02
TOTAL					613.02
	76351	08/13/2024	PSEGLI		
		08/13/2024	PSEGLI	ELECTRIC	9,730.43
TOTAL					9,730.43
	76352	08/13/2024	SCHOLASTIC		
		08/13/2024	SCHOLASTIC	JUV BOOKS	29.95

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 13, 2024

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					29.95
	76353	08/13/2024	PSEGLI		
		08/13/2024	PSEGLI	ELECTRIC	766.74
TOTAL					766.74
	76354	08/13/2024	J.C. BRODERICK & ASSOCIATES, INC.		
		08/13/2024	J.C. BRODERICK & ASSOCIATES, INC.	OTHER PROF FEES	2,500.00
TOTAL					2,500.00
	76355	08/13/2024	JEANINE O'GRADY		
		08/13/2024	JEANINE O'GRADY	JUV BOOK-REFUND	14.00
TOTAL					14.00
	76356	08/13/2024	OCLC INC.		
		08/13/2024	OCLC INC.	REF/ONLINE SERVICES	149.96
TOTAL					149.96
	76357	08/13/2024	POSTMASTER		
		08/13/2024	POSTMASTER	POSTAGE	786.14
TOTAL					786.14
	76358	08/13/2024	POSTMASTER		
		08/13/2024	POSTMASTER	POSTAGE	77.38
TOTAL					77.38
	76359	08/13/2024	POSTMASTER	BULK MAILING FEE	
		08/13/2024	POSTMASTER	BULK MAILING FEE	350.00
TOTAL					350.00
					123,361.49

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 10 through August 12, 2024

Num	Date	Source Name	Memo	Paid Amount
76276	07/16/2024	AFFLAC NEW YORK		
	07/15/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
76277	07/16/2024	ALL ISLAND GARAGE DOOR INC.		
	07/15/2024	ALL ISLAND GARAGE DOOR INC.	GARAGE DOORS	1,742.50
TOTAL				1,742.50
76278	07/16/2024	BRI-TECH, INC.		
	07/15/2024	BRI-TECH, INC.	FIRE ALARMS	3,225.60
TOTAL				3,225.60
76279	07/16/2024	EQUITBLE		
	07/15/2024	EQUITBLE	EMPLOYEE OCNTRIBUTIONS	700.00
TOTAL				700.00
76280	07/16/2024	NET2PHONE, INC.		
	07/15/2024	NET2PHONE, INC.	TELEPHONES	228.42
TOTAL				228.42
76281	07/16/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	07/15/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	42,375.42
TOTAL				42,375.42
76282	07/16/2024	SCLS		
	07/15/2024	SCLS	REPAYMENT OF LOAN TO SCLS	100,000.00
TOTAL				100,000.00
76283	07/16/2024	SUFFOLK COUNTY WATER AUTHORITY		
	07/15/2024	SUFFOLK COUNTY WATER AUTHORITY	WATER	336.68
TOTAL				336.68
76284	07/16/2024	T ROWE PRICE		
	07/15/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	29.02
TOTAL				29.02

Prepays



BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 10 through August 12, 2024

Num	Date	Source Name	Memo	Paid Amount
76285	07/16/2024	METLIFE		
	07/16/2024	METLIFE	EMPLOYEE PAYMENTS	1,065.11
TOTAL				1,065.11
				150,075.95

*** PAYROLL FUNDING ***						
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	14	\$6,569.54	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	45	\$0.00	\$32,001.84
Totals:				59	\$6,569.54	\$32,001.84
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,776.50
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	\$669.00
Totals:					\$0.00	\$14,445.50
Total ACH Debit:					Impound Date: 7/17/2024	
						\$46,447.34
Total Payroll Funding (all items):						
						\$53,016.88

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

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$6,569.54	Total Live Checks	\$6,569.54	Total Live Checks	14	Active Employees Paid	57
Direct Deposits	\$32,001.84	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$38,571.38	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
Total Taxes	\$13,776.50	Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	57
**** Total Payroll	\$52,347.88	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	67
Payroll Adjustments	\$0.00	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
**** Adjusted Total	\$52,347.88	Direct Deposits (45)	\$32,001.84	Vouchers (Direct Deposit)	43	Terminated Employee Count	53
		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	59
				Zero Net Checks	0	Active Employees this Month	67
						Employees with W2 Data	68
						Active Employees Not Paid	10

*** PAYROLL FUNDING ***					
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount
Checks	M & T BANK	*****0046	*****2740	15	\$7,371.19
Direct Deposits	M & T BANK	*****0046	*****2740	44	\$0.00
Totals:				59	\$7,371.19
Tax Liabilities	M & T BANK	*****0046	*****2740		\$32,103.99
Third Party Checks	M & T BANK	*****0046	*****2740		\$14,212.83
Third Party Electronic Payment	M & T BANK	*****0046	*****2740		\$0.00
Payroll Billing	M & T BANK	*****0046	*****2740		\$0.00
Totals:					\$669.00
Total ACH Debit:					\$0.00
Total Payroll Funding (all items):					\$14,881.83
Impound Date: 7/31/2024					\$46,985.82
					\$54,357.01

*** PAYROLL TOTALS ***					
Payroll Totals		Totals By Check Type		Counts By Check Type	
Net Pay Checks	\$7,371.19	Total Live Checks	\$7,371.19	Total Live Checks	15
Direct Deposits	\$32,103.99	Additional Checks	\$0.00	Additional Checks	0
**** Total Net Payroll	\$39,475.18	Manual Checks	\$0.00	Manual Checks	0
Total Taxes	\$14,212.83	Void Checks/Direct Deposits	\$0.00	Void Checks	0
**** Total Payroll	\$53,688.01	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0
Payroll Adjustments	\$0.00	Adjustments	\$0.00	Adjustments	0
**** Adjusted Total	\$53,688.01	Direct Deposits (44)	\$32,103.99	Vouchers (Direct Deposit)	42
		Total Third Party Pays	\$0.00	Total Third Party Payments	0
		Total Third Party Void Checks	\$0.00	Total Third Party Voids	0
				Zero Net Checks	0
				Active Employees Paid	57
				Inactive Employees Paid	0
				Terminated Employees Paid	0
				Total Employees Paid	57
				Active Employee Count	67
				Inactive Employee Count	0
				Terminated Employee Count	53
				Total Employee Count	120
				Employees Paid this Month	57
				Active Employees this Month	67
				Employees with W2 Data	68
				Active Employees Not Paid	10