

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, October 1, 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

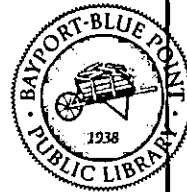
- XII. New Business

- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting **Tuesday, November 12, 2024 7:00 PM**

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

09/10/2024

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:01 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Heineman, Director Mike Firestone, Wendy Bennett and Linda McCrosson for taking minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee McAward, seconded by Trustee Borowski to accept the minutes of the August 13, 2024 Regular Meeting of the Board of Trustees; approved by all

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee Borowski, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 09/10/2024 (**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 August 14, 2024 through September 9, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the Payroll Reports dated 08/15/24 and 8/29/24; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman to approve CS-150's dated 6/21/24, 8/27/24, and 8/29/24 as presented; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee McAward to enter executive session at 7:32 p.m.; approved by all.

Motion made by Trustee Borowski, seconded by Trustee Heineman to exit executive session at 7:50 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Borowski, to adjourn the meeting at 7:51 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 AUGUST 2024

M & T BANK CHECKING GENERAL ACCOUNT

August 1, 2024	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$282,840.34
	RECEIPTS:	
	FRIENDS/DONATIONS	4,357.65
	TICKETS SALES	3,736.00
	COPIER	862.51
	PASSPORT FEES	525.00
	MAKERSPACE	453.10
	CAFE RENT	400.00
	ADULT PROGRAMS	387.00
	EV CHARGING STATION	213.87
	METLIFE LEAVE PAYMENT	101.94
	FINES	83.00
	MISCELLANEOUS INCOME	35.00
	FRIENDS BAG SALE	20.00
	INTEREST	18.00
	FAX	14.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(112.30)
		<u>11,094.77</u>
	TOTAL(Book Balance + Receipts)	293,935.11
	LESS: AUGUST DISBURSEMENTS	<u>240,050.91</u>
August 31, 2024	BALANCE PER LIBRARY BOOKS:	<u><u>\$53,884.20</u></u>
August 31, 2024	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$73,811.40
	AUGUST FINES DEPOSITED IN SEPTEMBER	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	73,811.40
	LESS: AUGUST OUTSTANDING CHECKS	<u>19,927.20</u>
August 31, 2024	BALANCE PER BANK:	<u><u>\$53,884.20</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 1, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76439	10/01/2024	A TIME FOR KIDS		
	10/01/2024	A TIME FOR KIDS	JUV PROGRAM	320.00
TOTAL				<u>320.00</u>
76440	10/01/2024	AMAZON CAPITAL SERVICES		
	10/01/2024	AMAZON CAPITAL SERVICES	MAKER SPACE	663.24
		AMAZON CAPITAL SERVICES	YA PROG	261.46
		AMAZON CAPITAL SERVICES	A PROG	1,326.90
		AMAZON CAPITAL SERVICES	J PROG	284.80
		AMAZON CAPITAL SERVICES	A BOOK	61.82
TOTAL				<u>2,598.22</u>
76441	10/01/2024	ANITA EKSTAM		
	10/01/2024	ANITA EKSTAM	ADULT PROGRAM	260.00
TOTAL				<u>260.00</u>
76442	10/01/2024	ANNA DAVIS		
	10/01/2024	ANNA DAVIS	MED PART B REIMBURSEMEI	1,677.00
TOTAL				<u>1,677.00</u>
76443	10/01/2024	ANNE SOPER		
	10/01/2024	ANNE SOPER	JUV PROGRAM	50.00
TOTAL				<u>50.00</u>
76444	10/01/2024	BAKER & TAYLOR BOOKS		
	10/01/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	464.10
		BAKER & TAYLOR BOOKS	YA BOOKS	94.05
		BAKER & TAYLOR BOOKS	A BOOKS	2,105.60
TOTAL				<u>2,663.75</u>
76445	10/01/2024	BARBARA WILKENS		
	10/01/2024	BARBARA WILKENS	MED PART B REIMBURSEMEI	1,048.20
TOTAL				<u>1,048.20</u>
76446	10/01/2024	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	10/01/2024	BAYPORT-BLUE POINT UNION FREE SCHOOL D SHARED SECURITY SERVICE		20,000.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 1, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				20,000.00
76447	10/01/2024	BRODART CO.		
	10/01/2024	BRODART CO.	JUV BOOKS	8.22
		BRODART CO.	ADULT BOOKS	43.45
TOTAL				51.67
76448	10/01/2024	CCP SOLUTIONS, LLC		
	10/01/2024	CCP SOLUTIONS, LLC	COPIERS	690.00
TOTAL				690.00
76449	10/01/2024	DEBORAH AHEARN		
	10/01/2024	DEBORAH AHEARN	MED PART B REIMBURSEMEI	524.10
TOTAL				524.10
76450	10/01/2024	DEBORAH SCHMIEDER		
	10/01/2024	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL				100.00
76451	10/01/2024	DIANE ARONSEN		
	10/01/2024	DIANE ARONSEN	ADULT PROGRAM	525.00
TOTAL				525.00
76452	10/01/2024	EMERALD ISLAND		
	10/01/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	792.15
TOTAL				792.15
76453	10/01/2024	EQUITBLE		
	10/01/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	1,220.00
TOTAL				1,220.00
76454	10/01/2024	GAIL SISLBE		
	10/01/2024	GAIL SISLBE	MD PART B REIMBURSEMEN'	1,048.20
TOTAL				1,048.20
76455	10/01/2024	INDUSTRIAL APPRAISAL COMPANY		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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October 1, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	10/01/2024	INDUSTRIAL APPRAISAL COMPANY	OTHER PROF FEES	<u>520.00</u>
TOTAL				520.00
76456	10/01/2024	JANICE NORTH		
	10/01/2024	JANICE NORTH	MED PART B REIMBURSEMEI	<u>524.10</u>
TOTAL				524.10
76457	10/01/2024	JENNIFER COLBERT		
	10/01/2024	JENNIFER COLBERT	JUV PROGRAM	<u>200.00</u>
TOTAL				200.00
76458	10/01/2024	JENNIFER FRASCOGNA		
	10/01/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	<u>640.00</u>
TOTAL				640.00
76459	10/01/2024	JESSICA BERRINS		
	10/01/2024	JESSICA BERRINS	JUV PROGRAM	<u>250.00</u>
TOTAL				250.00
76460	10/01/2024	JESSICA REILLY		
	10/01/2024	JESSICA REILLY	ADULT PROGRAM	<u>140.00</u>
TOTAL				140.00
76461	10/01/2024	JOCELYN MCINTEE		
	10/01/2024	JOCELYN MCINTEE	MED PART B REIMBURSEMEI	<u>524.10</u>
TOTAL				524.10
76462	10/01/2024	JOHN O'HARE		
	10/01/2024	JOHN O'HARE	MED PART B REIMBURSEMEI	<u>733.80</u>
TOTAL				733.80
76463	10/01/2024	JOYCE WALKER		
	10/01/2024	JOYCE WALKER	ADULT PROGRAM	<u>170.00</u>
TOTAL				170.00
76464	10/01/2024	JUDY BOSHNACK		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	10/01/2024	JUDY BOSHACK	ADULT PROGRAM	350.00
TOTAL				<u>350.00</u>
76465	10/01/2024	JUMP BUNCH		
	10/01/2024	JUMP BUNCH	JUV PROGRAM	360.00
TOTAL				<u>360.00</u>
76466	10/01/2024	KATHY ROEDER		
	10/01/2024	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
76467	10/01/2024	KELLY MCMASTERS		
	10/01/2024	KELLY MCMASTERS	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
76468	10/01/2024	KELLY SHERIDAN		
	10/01/2024	KELLY SHERIDAN	YA PROG	70.88
		KELLY SHERIDAN	A PROG	22.17
TOTAL				<u>93.05</u>
76469	10/01/2024	KING KULLEN GROCERY CORP, INC.		
	10/01/2024	KING KULLEN GROCERY CORP, INC.	YA PROGRAM	43.56
TOTAL				<u>43.56</u>
76470	10/01/2024	LAURA O'SHEA		
	10/01/2024	LAURA O'SHEA	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
76471	10/01/2024	LAURA BARRELLA		
	10/01/2024	LAURA BARRELLA	ADULT PROGRAM	225.00
TOTAL				<u>225.00</u>
76472	10/01/2024	LAURIE JANOWITZ		
	10/01/2024	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
76473	10/01/2024	LINDA KEYES		

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	10/01/2024	LINDA KEYES	ADULT PROGRAM	100.00
TOTAL				<u>100.00</u>
76474	10/01/2024	LUCINDA LAPPANO		
	10/01/2024	LUCINDA LAPPANO	MED PART B REIMBURSEMEI	1,048.20
TOTAL				<u>1,048.20</u>
76475	10/01/2024	MARIO DIDOMENICO		
	10/01/2024	MARIO DIDOMENICO	ADULT PROGRAM	300.00
TOTAL				<u>300.00</u>
76476	10/01/2024	MCJ CLEANING SERVICES CORP.		
	10/01/2024	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	1,200.00
TOTAL				<u>1,200.00</u>
76477	10/01/2024	MEGHAN VANKURIN		
	10/01/2024	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				<u>150.00</u>
76478	10/01/2024	MICHAEL GALLAGHER, CPA		
	10/01/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
76479	10/01/2024	MIDWEST TAPE		
	10/01/2024	MIDWEST TAPE	ADULT MEDIA	244.82
		MIDWEST TAPE	JUV MEDIA	63.18
TOTAL				<u>308.00</u>
76480	10/01/2024	OPTIMUM		
	10/01/2024	OPTIMUM	OPTIMUM	447.58
TOTAL				<u>447.58</u>
76481	10/01/2024	ROBERT SCOTT		
	10/01/2024	ROBERT SCOTT	ADULT PROGRAM	595.00
TOTAL				<u>595.00</u>

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76482	10/01/2024	SARAH GUTMANN		
	10/01/2024	SARAH GUTMANN	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
76483	10/01/2024	SCLS		
	10/01/2024	SCLS	REF/ONLINE SERVICES	18,741.41
		SCLS	TICKETS	200.00
		SCLS	POSTAGE	26.91
		SCLS	OFFICE SUPPLY	24.96
TOTAL				<u>18,993.28</u>
76484	10/01/2024	SEARLES GRAPHICS, INC.		
	10/01/2024	SEARLES GRAPHICS, INC.	PRINTING	162.00
TOTAL				<u>162.00</u>
76485	10/01/2024	SPROUTS AND FRIENDS, INC.		
	10/01/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	250.00
TOTAL				<u>250.00</u>
76486	10/01/2024	SUSAN CHANT		
	10/01/2024	SUSAN CHANT	JUV PROGRAM	58.88
TOTAL				<u>58.88</u>
76487	10/01/2024	T ROWE PRICE		
	10/01/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	29.02
TOTAL				<u>29.02</u>
76488	10/01/2024	THE COMO BROTHERS		
	10/01/2024	THE COMO BROTHERS	MUSIC PROGRAM	800.00
TOTAL				<u>800.00</u>
76489	10/01/2024	THE WHALING MUSEUM		
	10/01/2024	THE WHALING MUSEUM	ADULT PROGRAM	375.00
TOTAL				<u>375.00</u>
76490	10/01/2024	W.B.MASON		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	10/01/2024	W.B.MASON	OFFICE SUPPLIES	601.27
TOTAL				<u>601.27</u>
76491	10/01/2024	WELLS FARGO FINANCAIL LEASING		
	10/01/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
76492	10/01/2024	GREAT SOUTH BAY LANDSCAPING		
	10/01/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL				<u>3,191.67</u>
76493	10/01/2024	DIANA CONKLIN		
	10/01/2024	DIANA CONKLIN	ADULT PROGRAM	592.00
TOTAL				<u>592.00</u>
76494	10/01/2024	MARY WAKA		
	10/01/2024	MARY WAKA	ADULT PROGRAM	395.00
TOTAL				<u>395.00</u>
76495	10/01/2024	MEGAN WATERS		
	10/01/2024	MEGAN WATERS	ADULT PROGRAM	210.00
TOTAL				<u>210.00</u>
				<u>70,427.80</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 11 - 30, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76431	09/17/2024	EQUITBLE		
	09/17/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	720.00
TOTAL				<u>720.00</u>
76432	09/17/2024	NATIONAL GRID		
	09/17/2024	NATIONAL GRID	GAS	565.57
TOTAL				<u>565.57</u>
76433	09/17/2024	NET2PHONE, INC.		
	09/17/2024	NET2PHONE, INC.	TELEPHONE	228.42
TOTAL				<u>228.42</u>
76434	09/17/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	09/17/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	40,167.40
TOTAL				<u>40,167.40</u>
76435	09/17/2024	SUFFOLK COUNTY WATER AUTHORITY		
	09/17/2024	SUFFOLK COUNTY WATER AUTHORITY	WATER	409.31
TOTAL				<u>409.31</u>
76436	09/17/2024	T ROWE PRICE		
	09/17/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	33.04
TOTAL				<u>33.04</u>
76437	09/17/2024	METLIFE		
	09/17/2024	METLIFE	EMPLOYEE PAYMENTS	1,065.01
TOTAL				<u>1,065.01</u>
76438	09/17/2024	OPTIMUM		
	09/17/2024	OPTIMUM	OPTIMUM	204.63
TOTAL				<u>204.63</u>
				43,393.38

prepaids

Client ID: 24BB - Bayport Blue Point Public Library	PAYROLL SUMMARY	Period Begin Date: 8/25/2024
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 9/7/2024
Check Date: 9/12/2024		Pay Period: 14
Run Date: 9/10/2024 Run Number: 17		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	\$5,526.33	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	46	\$0.00	\$32,499.75
Totals:				60	\$5,526.33	\$32,499.75
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,655.40
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	\$589.70
Totals:					\$0.00	\$14,245.10

Total ACH Debit:		Impound Date: 9/11/2024	\$46,744.85
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Total Payroll Funding (all items):	\$52,271.18
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***** PAYROLL TOTALS *****

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$5,526.33	Total Live Checks	\$5,526.33	Total Live Checks	14	Active Employees Paid	58
Direct Deposits	\$32,499.75	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$38,026.08	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	58
Total Taxes	\$13,655.40	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	65
**** Total Payroll	\$51,681.48	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (46)	\$32,499.75	Vouchers (Direct Deposit)	44	Terminated Employee Count	56
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$51,681.48	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	58
				Zero Net Checks	0	Active Employees this Month	65
						Employees with W2 Data	69
						Active Employees Not Paid	7

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 9/21/2024

Check Date: 9/26/2024

Pay Period: 15

Run Date: 9/24/2024

Run Number: 18

Payroll Type: Regular Payroll

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

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	13	\$5,454.52	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	47	\$0.00	\$33,153.26
Totals:				60	\$5,454.52	\$33,153.26
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,699.97
Third Party Checks					\$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	\$589.70
Totals:					\$0.00	\$14,289.67
Total ACH Debit:						\$47,442.93
Total Payroll Funding (all items):						\$52,897.45

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

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$5,454.52	Total Live Checks	\$5,454.52	Total Live Checks	13	Active Employees Paid	58
Direct Deposits	\$33,153.26	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$38,607.78	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	58
Total Taxes	\$13,699.97	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	65
**** Total Payroll	\$52,307.75	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (47)	\$33,153.26	Vouchers (Direct Deposit)	45	Terminated Employee Count	56
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$52,307.75	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	65
						Employees with W2 Data	69
						Active Employees Not Paid	7

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **9-12-24**

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 #
TM	Maldonado, Aaron		Custodial Worker I	\$16.32/hr	10 hrs per week \$8486.40	08/28/24	22-01961 24-1162- 193

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.

Michael J. [Signature]
 Signature of Appointing Authority

- APPROVED DISAPPROVED
 APPROVED AS NOTED