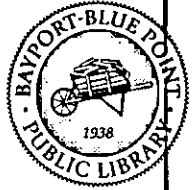


Bayport - Blue Point Public Library

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, September 10, 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

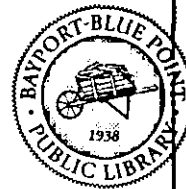
- XII. New Business

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

Next meeting Tuesday, October 8, 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

08/13/2024

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 Adams, 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 July 9, 2024 Re-organizational Special Meeting of the Board of Trustees; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to accept the minutes of the July 9, 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 June 2024; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 08/13/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the listed prepays, as presented, that were paid since last board meeting dated July 10, 2024 through August 12, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 07/18/24 and 8/1/24; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski to approve a payment to Fire Island Light House Press for \$100.00, Bayport-Blue Point Foundation for tee sign for \$150.00 and Hakes for tree removal for \$1100.00; approved by all.

IV. PERSONNEL REPORT

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 7:30 p.m.; approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski to exit executive session at 7:35 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Borowski, to adjourn the meeting at 7:56 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 JULY 2024

M & T BANK CHECKING GENERAL ACCOUNT

July 1, 2024	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$158,910.50
	RECEIPTS:	
	TAX REVENUE	511,443.38
	ADULT PROGRAMS	5,221.95
	TICKETS SALES	4,356.00
	LLSA 90%	3,843.00
	FRIENDS/DONATIONS	820.00
	PASSPORT FEES	770.00
	CAFE RENT	400.00
	MAKERSPACE	256.50
	EV CHARGING STATION	192.30
	COPIER	113.50
	METLIFE LEAVE PAYMENT	103.86
	FINES	103.69
	INTEREST	26.26
	FRIENDS BAG SALE	20.00
	POSTAGE REIMBURSEMENT	10.00
	FAX	6.50
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(229.47)
		527,457.47
	TOTAL(Book Balance + Receipts)	686,367.97
	LESS: JULY DISBURSEMENTS	403,527.63
July 31, 2024	BALANCE PER LIBRARY BOOKS:	\$282,840.34
July 31, 2024	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$293,781.63
	JULY FINES DEPOSITED IN AUGUST	0.00
		293,781.63
	TOTAL(Bank Bal + O/S deposits)	293,781.63
	LESS: JULY OUTSTANDING CHECKS	10,941.29
July 31, 2024	BALANCE PER BANK:	\$282,840.34

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76371	09/10/2024	AFFLAC NEW YORK		
	09/10/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				<u>373.20</u>
76372	09/10/2024	AMAZON CAPITAL SERVICES		
	09/10/2024	AMAZON CAPITAL SERVICES	MAKER SPACE	272.51
		AMAZON CAPITAL SERVICES	YA PROGRAM	131.02
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	30.26
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	59.98
		AMAZON CAPITAL SERVICES	JUV PROGRAM	202.72
		AMAZON CAPITAL SERVICES	ADULT BOOKS	76.85
		AMAZON CAPITAL SERVICES	YA MEDIA	81.99
		AMAZON CAPITAL SERVICES	YA BOOKS	101.85
TOTAL				<u>957.18</u>
76373	09/10/2024	BAKER & TAYLOR BOOKS		
	09/10/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,167.71
		BAKER & TAYLOR BOOKS	YA BOOKS	995.52
		BAKER & TAYLOR BOOKS	A BOOKS	2,044.80
TOTAL				<u>4,208.03</u>
76374	09/10/2024	BAYPORT FLOWER HOUSE		
	09/10/2024	BAYPORT FLOWER HOUSE	MISC	8.99
TOTAL				<u>8.99</u>
76375	09/10/2024	CHILDREN'S LIBRARIANS ASS OF SUFFOLK COUN		
	09/10/2024	CHILDREN'S LIBRARIANS ASS OF SU OTHER PROF FEES		115.00
TOTAL				<u>115.00</u>
76376	09/10/2024	CHRISTIAN BUGLIONE		
	09/10/2024	CHRISTIAN BUGLIONE	NET REPLACEMENT PAYCHECK	348.75
TOTAL				<u>348.75</u>
76377	09/10/2024	DAVID JONES		
	09/10/2024	DAVID JONES	REPLACEMENT CHECK	405.30
TOTAL				<u>405.30</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76378	09/10/2024	DEMCO		
	09/10/2024	DEMCO	OFFICE SUPPLIES	108.46
TOTAL				<u>108.46</u>
76379	09/10/2024	DIANE ARONSEN		
	09/10/2024	DIANE ARONSEN	ADULT PROGRAM	600.00
TOTAL				<u>600.00</u>
76380	09/10/2024	DODDS & EDER		
	09/10/2024	DODDS & EDER	LANDSCAPING	863.37
TOTAL				<u>863.37</u>
76381	09/10/2024	DONNA NESTERUK		
	09/10/2024	DONNA NESTERUK	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
76382	09/10/2024	EASTERN SUFFOLK BOCES		
	09/10/2024	EASTERN SUFFOLK BOCES	EAP PROGRAM	1,478.75
TOTAL				<u>1,478.75</u>
76383	09/10/2024	ELECTRONIX SYSTEMS		
	09/10/2024	ELECTRONIX SYSTEMS	ALARM SYSTEM	961.85
TOTAL				<u>961.85</u>
76384	09/10/2024	EMERALD ISLAND		
	09/10/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	164.50
TOTAL				<u>164.50</u>
76385	09/10/2024	EMMA LODATO-e		
	09/10/2024	EMMA LODATO-e	JUV PROGRAM	39.38
TOTAL				<u>39.38</u>
76386	09/10/2024	FIREMATIC SUPPLY CO, INC.		
	09/10/2024	FIREMATIC SUPPLY CO, INC.	EXTINGUISHER INSPECTION	489.75
TOTAL				<u>489.75</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76387	09/10/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	09/10/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				<u>274.89</u>
76388	09/10/2024	GREAT SOUTH BAY LANDSCAPING		
	09/10/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL				<u>3,191.67</u>
76389	09/10/2024	HARTCORN PLUMBING AND HEATING		
	09/10/2024	HARTCORN PLUMBING AND HEATING	SPRINKLER INSPECTION	980.00
TOTAL				<u>980.00</u>
76390	09/10/2024	J.C. BRODERICK & ASSOCIATES, INC.		
	09/10/2024	J.C. BRODERICK & ASSOCIATES, INC	OTHER PROF FEES	1,573.00
TOTAL				<u>1,573.00</u>
76391	09/10/2024	J.K.HODGE		
	09/10/2024	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				<u>175.00</u>
76392	09/10/2024	JENNIFER FRASCOGNA		
	09/10/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	480.00
TOTAL				<u>480.00</u>
76393	09/10/2024	JESSICA REILLY		
	09/10/2024	JESSICA REILLY	ADULT PROGRAM	70.00
TOTAL				<u>70.00</u>
76394	09/10/2024	JOHN HARRISON		
	09/10/2024	JOHN HARRISON	REPLACEMENT CHECK	83.11
TOTAL				<u>83.11</u>
76395	09/10/2024	JOYCE WALKER		
	09/10/2024	JOYCE WALKER	ADULT PROGRAM	340.00
TOTAL				<u>340.00</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76396	09/10/2024	KANOPY, INC.		
	09/10/2024	KANOPY, INC.	REF/ONLINE SERVICES	205.00
TOTAL				<u>205.00</u>
76397	09/10/2024	KELLY SHERIDAN		
	09/10/2024	KELLY SHERIDAN	YA PROGRAM	164.10
TOTAL				<u>164.10</u>
76398	09/10/2024	KING KULLEN GROCERY CORP, INC.		
	09/10/2024	KING KULLEN GROCERY CORP, INC.	YA PROGRAM	17.64
TOTAL				<u>17.64</u>
76399	09/10/2024	LAURA O'SHEA		
	09/10/2024	LAURA O'SHEA	ADULT PROGRAM	150.00
TOTAL				<u>150.00</u>
76400	09/10/2024	LAURA ROMER		
	09/10/2024	LAURA ROMER	ADULT PROGRAM	425.00
TOTAL				<u>425.00</u>
76401	09/10/2024	LINDA KEYES		
	09/10/2024	LINDA KEYES	ADULT PROGRAM	200.00
TOTAL				<u>200.00</u>
76402	09/10/2024	LINDA MCCROSSON-PETTY CASH		
	09/10/2024	LINDA MCCROSSON-PETTY CASH	YA PROGRAM	100.00
		LINDA MCCROSSON-PETTY CASH	OTHER PROF FEES	20.24
		LINDA MCCROSSON-PETTY CASH	ADULT PROGRAM	84.49
		LINDA MCCROSSON-PETTY CASH	MISC EXPENSE	38.25
TOTAL				<u>242.98</u>
76403	09/10/2024	MANGO		
	09/10/2024	MANGO	REF/ONLINE SERVICES	400.00
TOTAL				<u>400.00</u>
76404	09/10/2024	MICHAEL GALLAGHER, CPA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	09/10/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				<u>600.00</u>
76405	09/10/2024	MIDWEST TAPE		
	09/10/2024	MIDWEST TAPE	ADULT MEDIA	724.62
TOTAL				<u>724.62</u>
76406	09/10/2024	MIDWEST TAPE -HOOPLA		
	09/10/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	626.73
TOTAL				<u>626.73</u>
76407	09/10/2024	NATHANIEL LENNON		
	09/10/2024	NATHANIEL LENNON	REPLACEMENT CHECK	135.65
TOTAL				<u>135.65</u>
76408	09/10/2024	NATIONAL WASTE SERVICES		
	09/10/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
76409	09/10/2024	PSEGLI		
	09/10/2024	PSEGLI	ELECTRIC	1,157.87
TOTAL				<u>1,157.87</u>
76410	09/10/2024	ROBERT SCOTT		
	09/10/2024	ROBERT SCOTT	YA PROGRAM	345.00
TOTAL				<u>345.00</u>
76411	09/10/2024	RYAN O'ROURKE		
	09/10/2024	RYAN O'ROURKE	NIGHT CALLS STIPEND	150.00
TOTAL				<u>150.00</u>
76412	09/10/2024	SCLS		
	09/10/2024	SCLS	TICKETS	2,546.50
		SCLS	REF/ONLINE SERVICES	510.00
		SCLS	POSTAGE	23.68
		SCLS	OFFICE SUPPLIES	23.68
TOTAL				<u>3,103.86</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76413	09/10/2024	SEARLES GRAPHICS, INC.		
	09/10/2024	SEARLES GRAPHICS, INC.	SEPT/OCT NEWSLETTER PRINTING	5,280.00
TOTAL				<u>5,280.00</u>
76414	09/10/2024	STERICYCLE, INC.		
	09/10/2024	STERICYCLE, INC.	SHREDDING SERVICES	234.93
TOTAL				<u>234.93</u>
76415	09/10/2024	SUSAN CHANT		
	09/10/2024	SUSAN CHANT	JUV PROGRAM	43.74
TOTAL				<u>43.74</u>
76416	09/10/2024	T MOBILE		
	09/10/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				<u>407.65</u>
76417	09/10/2024	THE TROUBADOURS		
	09/10/2024	THE TROUBADOURS	MUSIC PROGRAM	425.00
TOTAL				<u>425.00</u>
76418	09/10/2024	THERMAL SOLUTIONS		
	09/10/2024	THERMAL SOLUTIONS	HVAC	3,825.00
TOTAL				<u>3,825.00</u>
76419	09/10/2024	W.B.MASON		
	09/10/2024	W.B.MASON	OFFICE SUPPLIES	693.59
TOTAL				<u>693.59</u>
76420	09/10/2024	WELLS FARGO FINANCAIL LEASING		
	09/10/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				<u>629.00</u>
76421	09/10/2024	PSEGLI		
	09/10/2024	PSEGLI	ELECTRIC	9,808.77
TOTAL				<u>9,808.77</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76422	09/10/2024	A TIME FOR KIDS		
	09/10/2024	A TIME FOR KIDS	JUV PROGRAM	320.00
TOTAL				<u>320.00</u>
76423	09/10/2024	AMAZON CAPITAL SERVICES		
	09/10/2024	AMAZON CAPITAL SERVICES	JUV BOOKS	56.76
		AMAZON CAPITAL SERVICES	MAKER SPACE	23.88
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	59.80
		AMAZON CAPITAL SERVICES	ADULT BOOKS	23.95
TOTAL				<u>164.39</u>
76424	09/10/2024	AMERICAN EXPRESS		
	09/10/2024	AMERICAN EXPRESS	PERIODICALS	180.16
		AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	OTHER PROF FEES	544.98
		AMERICAN EXPRESS	REF/ONLINE SERVICES	39.00
		AMERICAN EXPRESS	ADULT PROGRAM	613.03
		AMERICAN EXPRESS	JUV PROGRAM	95.40
		AMERICAN EXPRESS	YA PROGRAM	38.55
		AMERICAN EXPRESS	SOFTWARE	2,450.73
		AMERICAN EXPRESS	MUSEUM PASSES	100.00
		AMERICAN EXPRESS	LIB MISC	51.04
		AMERICAN EXPRESS	MAKER SPACE	21.58
TOTAL				<u>4,256.18</u>
76425	09/10/2024	BRI-TECH, INC.		
	09/10/2024	BRI-TECH, INC.	FIRE ALARM	1,817.74
TOTAL				<u>1,817.74</u>
76426	09/10/2024	JESSICA BERRINS		
	09/10/2024	JESSICA BERRINS	JUV PROGRAM	125.00
TOTAL				<u>125.00</u>
76427	09/10/2024	JUMP BUNCH		
	09/10/2024	JUMP BUNCH	JUV PROGRAM	360.00
TOTAL				<u>360.00</u>
76428	09/10/2024	OCLC INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 10, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	09/10/2024	OCLC INC.	REF/ONLINE SERVICES	143.13
TOTAL				<u>143.13</u>
76429	09/10/2024	QUOGUE WILDLIFE REFUGE		
	09/10/2024	QUOGUE WILDLIFE REFUGE	JUV PROGRAM	275.00
TOTAL				<u>275.00</u>
76430	09/10/2024	SPROUTS AND FRIENDS, INC.		
	09/10/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	375.00
TOTAL				<u>375.00</u>
				56,872.75

09/09/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 14 through September 9, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76369	09/04/2024	OPTIMUM		
	09/04/2024	OPTIMUM	OPTIMUM	437.58
TOTAL				<u>437.58</u>
76370	09/04/2024	T ROWE PRICE		
	09/04/2024	T ROWE PRICE	EMPLOYEE OCNTRIBUTIONS	33.04
TOTAL				<u>33.04</u>
				3,912.82

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 8/10/2024

Check Date: 8/15/2024

Pay Period: 12

Run Date: 8/13/2024

Run Number: 15

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	15	\$6,108.18	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	46	\$0.00	\$34,250.42
Totals:				61	\$6,108.18	\$34,250.42
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,356.36
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	\$14,964.51
Total ACH Debit:						\$49,214.93
Total Payroll Funding (all items):						\$55,323.11

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$6,108.18	Total Live Checks	\$6,108.18	Total Live Checks	15	Active Employees Paid	59
Direct Deposits	\$34,250.42	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,358.60	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	59
Total Taxes	\$14,356.36	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$54,714.96	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (46)	\$34,250.42	Vouchers (Direct Deposit)	44	Terminated Employee Count	53
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$54,714.96	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	68
						Employees with W2 Data	69
						Active Employees Not Paid	9

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY	Period Begin Date: 8/11/2024
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 8/24/2024
Check Date: 8/29/2024		Pay Period: 13
Run Date: 8/27/2024 Run Number: 16		Payroll Type: Regular Payroll

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

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	15	\$6,630.47	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	45	\$0.00	\$33,834.50
Totals:				60	\$6,630.47	\$33,834.50
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,368.61
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	\$14,976.76
Total ACH Debit:						\$48,811.26
Impound Date: 8/28/2024						
Total Payroll Funding (all items):						\$55,441.73

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

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$6,630.47	Total Live Checks	\$6,630.47	Total Live Checks	15	Active Employees Paid	58
Direct Deposits	\$33,834.50	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,464.97	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	\$14,368.61	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$54,833.58	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (45)	\$33,834.50	Vouchers (Direct Deposit)	43	Terminated Employee Count	53
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$54,833.58	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	68
						Employees with W2 Data	69
						Active Employees Not Paid	10

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 6/21/24

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 #
A T	Vann, Colleen		Librarian Trainee (Children's Services)	\$24.72/hr		06/23/24- 09/21/24	21-01698 24-1162- 143

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)

APPROVED DISAPPROVED
 APPROVED AS NOTED


 Signature of Appointing Authority

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

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

8/27/24

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 #
APT	Walden, Michaela		Page	\$16.00/hr	10 hrs per week \$8320.00	08/06/24	19-01532 24-1162- 179

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

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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

8/29/24

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 #
RE/APT	Rivera-Alicia, Jecielys		Library Clerk	\$17.51/hr	Max 17 1/2 hrs/wk	09/01/24	22-01853
TRS	Vlachos, Alexandra		Page	\$16.00/hr		08/03/24	19-01532
TRS	Lin, Christina		Page	\$16.00/hr		08/21/24	19-01532

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?
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APPROVED DISAPPROVED
 APPROVED AS NOTED


 Signature of Appointing Authority