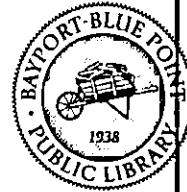


Bayport - Blue Point Public Library

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, November 12, 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

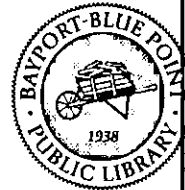
- XII. New Business

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

Next meeting Tuesday, December 10, 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

10/01/2024

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 Trustee Adams, Director Mike Firestone, Wendy Bennett and Linda McCrosson for taking minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Heineman, seconded by Trustee McAward to accept the minutes of the September 10, 2024 Regular Meeting of the Board of Trustees; approved by all

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 10/01/2024 (**Check Detail Report**); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the listed prepays, as presented, that were paid since last board meeting dated September 11, 2024 through September 30, 2024. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve prepays to American Express for \$2899.34, T-Mobile for \$407.65, Bri-tech for 97.23 (2X) and \$105.53 (2X), MJC Cleaning for \$3500.00, NWS for \$250.00 (2X) and Bonnie Schwartz for \$390.00; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 09/12/24 and 9/26/24; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Adams to approve CS-150 dated 9/12/24, as presented; approved by all.

V. DIRECTOR'S REPORT

Motion made by Trustee McAward, seconded by Trustee Adams to approve the PALS 2025-2026 Budget; approved by all.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Heineman, seconded by Trustee Adams to enter executive session at 7:15 p.m.; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Borowski to exit executive session at 7:45 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee Adams, seconded by Trustee Heineman, to adjourn the meeting at 7:46 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 SEPTEMBER 2024

M & T BANK CHECKING GENERAL ACCOUNT

	<u>BALANCE PER LIBRARY BOOKS:</u>	
September 1, 2024	BALANCE PER LIBRARY BOOKS:	\$52,884.20
	RECEIPTS:	
	TAX REVENUE	255,721.71
	ADULT PROGRAMS	4,793.70
	REFUND	927.00
	FRIENDS/DONATIONS	822.00
	PASSPORT FEES	630.00
	MAKERSPACE	536.20
	CAFE RENT	400.00
	EV CHARGING STATION	253.95
	COPIER	151.45
	TICKETS SALES	150.00
	METLIFE LEAVE PAYMENT	53.85
	FRIENDS BAG SALE	20.00
	INTEREST	16.28
	FAX	5.25
	FINES	5.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(138.20)
		264,348.19
	TOTAL(Book Balance + Receipts)	317,232.39
	LESS: SEPTEMBER DISBURSEMENTS	205,499.22
September 30, 2024	BALANCE PER LIBRARY BOOKS:	\$111,733.17
September 30, 2024	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$122,730.70
	SEPTEMBER FINES DEPOSITED IN OCTOBER	0.00
	TOTAL(Bank Bal + O/S deposits)	122,730.70
	LESS: SEPTEMBER OUTSTANDING CHECKS	10,997.53
September 30, 2024	BALANCE PER BANK:	\$111,733.17

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 12, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76521	11/12/2024	A TIME FOR KIDS		
	11/12/2024	A TIME FOR KIDS	JUV PROGRAM	130.00
TOTAL				<u>130.00</u>
76522	11/12/2024	AFFLAC NEW YORK		
	11/12/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				<u>373.20</u>
76523	11/12/2024	AMAZON CAPITAL SERVICES		
	11/12/2024	AMAZON CAPITAL SERVICES	JUV BOOKS	211.88
		AMAZON CAPITAL SERVICES	YA BOOKS	253.23
		AMAZON CAPITAL SERVICES	ADULT BOOKS	125.81
		AMAZON CAPITAL SERVICES	MAKER SPACE	672.46
		AMAZON CAPITAL SERVICES	JUV MEDIA	38.05
		AMAZON CAPITAL SERVICES	JUV PROGRAM	915.33
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	85.60
		AMAZON CAPITAL SERVICES	YA PROGRAM	91.30
		AMAZON CAPITAL SERVICES	OFFICE SUPPLY	18.43
TOTAL				<u>2,412.09</u>
76524	11/12/2024	Anne Soper -E		
	11/12/2024	Anne Soper -E	ADULT PROGRAM	134.82
	11/12/2024	Anne Soper -E	ADULT PROGRAM	142.80
TOTAL				<u>277.62</u>
76525	11/12/2024	BAKER & TAYLOR BOOKS		
	11/12/2024	BAKER & TAYLOR BOOKS	JUV BOOKS	1,608.64
		BAKER & TAYLOR BOOKS	YA BOOKS	43.19
		BAKER & TAYLOR BOOKS	A BOOKS	3,694.49
TOTAL				<u>5,346.32</u>
76526	11/12/2024	BAYPORT-BLUE POINT HERITAGE ASSOCIATION		
	11/12/2024	BAYPORT-BLUE POINT HERITAGE ASSOC ADULT PROGRAM FEE		165.00
TOTAL				<u>165.00</u>
76527	11/12/2024	BAYPORT FLOWER HOUSE		
	11/12/2024	BAYPORT FLOWER HOUSE	JUV PROGRAM	63.01

BAYPORT - BLUE POINT PUBLIC LIBRARY

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November 12, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL				63.01
76528	11/12/2024	BRI-TECH, INC.		
	11/12/2024	BRI-TECH, INC.	ALARM	780.00
TOTAL				780.00
76529	11/12/2024	BRINKMAN HARDWARE		
	11/12/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	143.72
	11/12/2024	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	38.23
TOTAL				181.95
76530	11/12/2024	BRODART CO.		
	11/12/2024	BRODART CO.	ADULT BOOKS	124.44
		BRODART CO.	JUV BOOKS	33.93
TOTAL				158.37
76531	11/12/2024	CHRISTINA SZAJNA		
	11/12/2024	CHRISTINA SZAJNA	MUSIC PROGRAM	350.00
TOTAL				350.00
76532	11/12/2024	COMMUNICO		
	11/12/2024	COMMUNICO	SOFTWARE	10,000.00
TOTAL				10,000.00
76533	11/12/2024	DEBORAH SCHMIEDER		
	11/12/2024	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL				100.00
76534	11/12/2024	DIANE ARONSEN		
	11/12/2024	DIANE ARONSEN	ADULT PROGRAM	450.00
TOTAL				450.00
76535	11/12/2024	DREYER EXTERMINATING, INC.		
	11/12/2024	DREYER EXTERMINATING, INC.	PEST CONTROL	250.00
TOTAL				250.00
76536	11/12/2024	EAST WEST BOOKS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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November 12, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	11/12/2024	EAST WEST BOOKS	YA BOOKS	495.84
TOTAL				<u>495.84</u>
76537	11/12/2024	EMERALD ISLAND		
	11/12/2024	EMERALD ISLAND	CUSTODIAL SUPPLIES	688.30
TOTAL				<u>688.30</u>
76538	11/12/2024	EMMA LODATO-e		
	11/12/2024	EMMA LODATO-e	JUV PROGRAMS	194.04
TOTAL				<u>194.04</u>
76539	11/12/2024	EQUITBLE		
	11/12/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	1,220.00
TOTAL				<u>1,220.00</u>
76540	11/12/2024	FIREMATIC SUPPLY CO, INC.		
	11/12/2024	FIREMATIC SUPPLY CO, INC.	FIREMATICS	823.43
TOTAL				<u>823.43</u>
76541	11/12/2024	FIRST-CITIZENS BANK & TRUSTCO.		
	11/12/2024	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	274.89
TOTAL				<u>274.89</u>
76542	11/12/2024	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	11/12/2024	FRIENDS OF THE BAYPORT-BLUE POINT	FRIENDS PASS THROUGH ACCT	970.20
TOTAL				<u>970.20</u>
76543	11/12/2024	GABRIELLA GRAMA		
	11/12/2024	GABRIELLA GRAMA	ADULT PROGRAM	525.00
TOTAL				<u>525.00</u>
76544	11/12/2024	GRAINGER		
	11/12/2024	GRAINGER	CUSTODIAL SUPPLIES	286.47
TOTAL				<u>286.47</u>
76545	11/12/2024	GREAT SOUTH BAY LANDSCAPING		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	11/12/2024	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL				<u>3,191.67</u>
76546	11/12/2024	HAKE'S		
	11/12/2024	HAKE'S	TREE REMOVAL	1,200.00
TOTAL				<u>1,200.00</u>
76547	11/12/2024	HARBORFIELDS PUBLIC LIBRARY		
	11/12/2024	HARBORFIELDS PUBLIC LIBRARY	FINE FOR LOST BOOK	30.00
TOTAL				<u>30.00</u>
76548	11/12/2024	HARTCORN PLUMBING AND HEATING		
	11/12/2024	HARTCORN PLUMBING AND HEATING	MISC REPAIRS	815.00
TOTAL				<u>815.00</u>
76549	11/12/2024	J.K.HODGE		
	11/12/2024	J.K.HODGE	ADULT PROGRAM FEE	175.00
TOTAL				<u>175.00</u>
76550	11/12/2024	JENNIFER COLBERT		
	11/12/2024	JENNIFER COLBERT	JUV PROGRAM	100.00
TOTAL				<u>100.00</u>
76551	11/12/2024	JENNIFER FRASCOGNA		
	11/12/2024	JENNIFER FRASCOGNA	ADULT PROGRAM	720.00
TOTAL				<u>720.00</u>
76552	11/12/2024	JENNIFER ITZKIN		
	11/12/2024	JENNIFER ITZKIN	YA PROGRAM	53.88
TOTAL				<u>53.88</u>
76553	11/12/2024	JESSICA REILLY		
	11/12/2024	JESSICA REILLY	ADULT PROGRAM	210.00
TOTAL				<u>210.00</u>
76554	11/12/2024	JILL CARSON		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	11/12/2024	JILL CARSON	JUV PROGRAM	28.48
TOTAL				<u>28.48</u>
76555	11/12/2024	JOYCE WALKER		
	11/12/2024	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL				<u>170.00</u>
76556	11/12/2024	KANOPY, INC.		
	11/12/2024	KANOPY, INC.	REF/ONLINE SERVICES	167.00
	11/12/2024	KANOPY, INC.	REF/ONLINE SERVICES	201.00
TOTAL				<u>368.00</u>
76557	11/12/2024	KELLY SHERIDAN		
	11/12/2024	KELLY SHERIDAN	YA PROG	207.27
		KELLY SHERIDAN	A PROG	53.54
TOTAL				<u>260.81</u>
76558	11/12/2024	KEVIN SEAMAN		
	11/12/2024	KEVIN SEAMAN	LEGAL FEES	324.00
	11/12/2024	KEVIN SEAMAN	LEGAL FEES	1,870.00
TOTAL				<u>2,194.00</u>
76559	11/12/2024	KING KULLEN GROCERY CORP, INC.		
	11/12/2024	KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	22.58
TOTAL				<u>22.58</u>
76560	11/12/2024	LAURA ROMER		
	11/12/2024	LAURA ROMER	ADULT PROGRAM	425.00
TOTAL				<u>425.00</u>
76561	11/12/2024	LAURIE JANOWITZ		
	11/12/2024	LAURIE JANOWITZ	ADULT PROGRAM	325.00
TOTAL				<u>325.00</u>
76562	11/12/2024	LINDA KEYES		
	11/12/2024	LINDA KEYES	ADULT PROGRAM	200.00

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				200.00
76563	11/12/2024	LINDA MCCROSSON-PETTY CASH		
	11/12/2024	LINDA MCCROSSON-PETTY CASH	POSTAGE	9.85
		LINDA MCCROSSON-PETTY CASH	CUSTODIAL SUPPLIES	2.99
		LINDA MCCROSSON-PETTY CASH	ADULT PROGRAM	200.00
TOTAL				212.84
76564	11/12/2024	LUND VALVE TESTING		
	11/12/2024	LUND VALVE TESTING	TESTING	55.00
TOTAL				55.00
76565	11/12/2024	MCJ CLEANING SERVICES CORP.		
	11/12/2024	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,500.00
TOTAL				3,500.00
76566	11/12/2024	MICHAEL GALLAGHER, CPA		
	11/12/2024	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
76567	11/12/2024	MIDWEST TAPE		
	11/12/2024	MIDWEST TAPE	ADULT MEDIA	989.36
		MIDWEST TAPE	JUV MEDIA	62.96
TOTAL				1,052.32
76568	11/12/2024	MIDWEST TAPE -HOOPLA		
	11/12/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	549.90
	11/12/2024	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	682.08
TOTAL				1,231.98
76569	11/12/2024	MORE CONSULTING CORP.		
	11/12/2024	MORE CONSULTING CORP.	MISC REPAIRS	188.71
TOTAL				188.71
76570	11/12/2024	NATIONAL WASTE SERVICES		
	11/12/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				500.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76571	11/12/2024	NCLA		
	11/12/2024	NCLA	REFERENCE	140.90
TOTAL				<u>140.90</u>
76572	11/12/2024	NICHE ACADEMY		
	11/12/2024	NICHE ACADEMY	REF/ONLINE SERVICES	980.00
TOTAL				<u>980.00</u>
76573	11/12/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	11/12/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	40,167.40
TOTAL				<u>40,167.40</u>
76574	11/12/2024	OCLC INC.		
	11/12/2024	OCLC INC.	REF/ONLINE SERVICES	3,907.31
TOTAL				<u>3,907.31</u>
76575	11/12/2024	PSEGLI		
	11/12/2024	PSEGLI	ELECTRIC	107.15
	11/12/2024	PSEGLI	ELECTRIC	537.17
TOTAL				<u>644.32</u>
76576	11/12/2024	QUADIENT LEASING		
	11/12/2024	QUADIENT LEASING	POSTAGE METER	248.55
TOTAL				<u>248.55</u>
76577	11/12/2024	REGAN AGENCY		
	11/12/2024	REGAN AGENCY	INSURANCE	6,909.00
TOTAL				<u>6,909.00</u>
76578	11/12/2024	ROBERT SCOTT		
	11/12/2024	ROBERT SCOTT	ADULT PROGRAM	595.00
TOTAL				<u>595.00</u>
76579	11/12/2024	RYAN O'ROURKE		
	11/12/2024	RYAN O'ROURKE	FEE FOR NIGHT VISITS	100.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
TOTAL				100.00
76580	11/12/2024	SCLS		
	11/12/2024	SCLS	POSTAGE	45.54
		SCLS	OFFICE SUPPLIES	42.24
		SCLS	TICKETS	2,010.00
TOTAL				2,097.78
76581	11/12/2024	SCLS-PALS		
	11/12/2024	SCLS-PALS	PALS	4,594.61
TOTAL				4,594.61
76582	11/12/2024	SEARLES GRAPHICS, INC.		
	11/12/2024	SEARLES GRAPHICS, INC.	PRINTING	6,891.00
		SEARLES GRAPHICS, INC.	POSTAGE	29.40
TOTAL				6,920.40
76583	11/12/2024	SPROUTS AND FRIENDS, INC.		
	11/12/2024	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	625.00
TOTAL				625.00
76584	11/12/2024	STERICYCLE, INC.		
	11/12/2024	STERICYCLE, INC.	OFFICE	496.50
TOTAL				496.50
76585	11/12/2024	T ROWE PRICE		
	11/12/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	526.90
TOTAL				526.90
76586	11/12/2024	THE PATCHOGUE ADVANCE		
	11/12/2024	THE PATCHOGUE ADVANCE	PERIODICALS	38.00
TOTAL				38.00
76587	11/12/2024	USPS-POC		
	11/12/2024	USPS-POC	POSTAGE FOR METER	900.00
TOTAL				900.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
76588	11/12/2024	VALERIE HARRISON		
	11/12/2024	VALERIE HARRISON	ADULT PROGRAM	90.15
TOTAL				90.15
76589	11/12/2024	W.B.MASON		
	11/12/2024	W.B.MASON	OFFICE SUPPLIES	1,113.20
TOTAL				1,113.20
76590	11/12/2024	WELLS FARGO FINANCAIL LEASING		
	11/12/2024	WELLS FARGO FINANCAIL LEASING	COPIERS	629.00
TOTAL				629.00
76591	11/12/2024	WENDY BENNETT		
	11/12/2024	WENDY BENNETT	ADULT PROGRAM	33.50
TOTAL				33.50
76592	11/12/2024	AMAZON CAPITAL SERVICES		
	11/12/2024	AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	201.78
		AMAZON CAPITAL SERVICES	ADULT PROGRAM	59.99
		AMAZON CAPITAL SERVICES	JUV PROGRAM	122.62
		AMAZON CAPITAL SERVICES	MAKER SUPPLIES	135.13
		AMAZON CAPITAL SERVICES	JUV BOOKS	43.93
		AMAZON CAPITAL SERVICES	YA BOOKS	28.97
		AMAZON CAPITAL SERVICES	YA PROGRAM	17.54
TOTAL				609.96
76593	11/12/2024	AMERICAN EXPRESS		
	11/12/2024	AMERICAN EXPRESS	JUV PROGRAM	690.81
		AMERICAN EXPRESS	YA PROGRAM	242.90
		AMERICAN EXPRESS	MAKER SPACE	59.98
		AMERICAN EXPRESS	OTHER PROF FEES	544.71
		AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	A PROGRAM	154.94
		AMERICAN EXPRESS	PERIODICALS	500.08
		AMERICAN EXPRESS	SOFTWARE	116.99
		AMERICAN EXPRESS	FURN AND EQUIP	164.99
		AMERICAN EXPRESS	OFFICE SUPPLIES	39.99
TOTAL				2,637.10

BAYPORT - BLUE POINT PUBLIC LIBRARY

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Num	Date	Source Name	Memo	Paid Amount
76594	11/12/2024	DANTE PIANO SERVICE		
	11/12/2024	DANTE PIANO SERVICE	PIANO TUNING	175.00
TOTAL				175.00
76595	11/12/2024	ENVIROSCIENCE		
	11/12/2024	ENVIROSCIENCE	WATER TESTING	1,320.00
TOTAL				1,320.00
76596	11/12/2024	FARONICS		
	11/12/2024	FARONICS	SOFTWARE	2,441.50
TOTAL				2,441.50
76597	11/12/2024	GRAINGER		
	11/12/2024	GRAINGER	CUSTODIAL SUPPLIES	68.68
TOTAL				68.68
76598	11/12/2024	JERRY MCDONALD		
	11/12/2024	JERRY MCDONALD	MUSIC FEES	650.00
TOTAL				650.00
76599	11/12/2024	MY CLASSY BABY		
	11/12/2024	MY CLASSY BABY	JUV PROGRAM	125.00
TOTAL				125.00
76600	11/12/2024	NATIONAL GRID		
	11/12/2024	NATIONAL GRID	GAS	659.75
TOTAL				659.75
76601	11/12/2024	OCLC INC.		
	11/12/2024	OCLC INC.	REF/ONLINE SERVICES	130.45
TOTAL				130.45
76602	11/12/2024	PSEGLI		
	11/12/2024	PSEGLI	ELECTRIC	6,338.10
TOTAL				6,338.10

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76603	11/12/2024	QWICK CRAFT, LLC		
	11/12/2024	QWICK CRAFT, LLC	ADULT PROGRAM	460.00
TOTAL				460.00
76604	11/12/2024	SEBCO BOOKS		
	11/12/2024	SEBCO BOOKS	YA BOOKS	828.14
TOTAL				828.14
76605	11/12/2024	SUSAN CHANT		
	11/12/2024	SUSAN CHANT	JUV PROGRAM	24.28
TOTAL				24.28
76606	11/12/2024	T MOBILE		
	11/12/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				407.65

132,979.13

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 2 through November 11, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76496	10/10/2024	AFFLAC NEW YORK		
	10/10/2024	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				<u>373.20</u>
76497	10/10/2024	AMERICAN EXPRESS		
	10/10/2024	AMERICAN EXPRESS	OFFICE SUP	839.05
		AMERICAN EXPRESS	YA PROG	118.22
		AMERICAN EXPRESS	PERIODICALS	553.24
		AMERICAN EXPRESS	JUV PROG	101.69
		AMERICAN EXPRESS	POSTAGE	121.71
		AMERICAN EXPRESS	OTHER PROF	544.98
		AMERICAN EXPRESS	YA MEDIA	59.99
		AMERICAN EXPRESS	SOFTWARE	178.61
		AMERICAN EXPRESS	MAKER SPACE	75.96
		AMERICAN EXPRESS	A PROG	180.89
		AMERICAN EXPRESS	LIB MISC	125.00
TOTAL				<u>2,899.34</u>
76498	10/10/2024	BONNIE SCHWARTZ		
	10/10/2024	BONNIE SCHWARTZ	ADULT PROGRAM	360.00
TOTAL				<u>360.00</u>
76499	10/10/2024	BRI-TECH, INC.		
	10/10/2024	BRI-TECH, INC.	ALARMS	540.00
TOTAL				<u>540.00</u>
76500	10/10/2024	EQUITBLE		
	10/10/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	1,220.00
TOTAL				<u>1,220.00</u>
76501	10/10/2024	MCJ CLEANING SERVICES CORP.		
	10/10/2024	MCJ CLEANING SERVICES CORP.	CLEANING SERVICE	3,500.00
TOTAL				<u>3,500.00</u>
76502	10/10/2024	METLIFE		
	10/10/2024	METLIFE	EMPLOYEE PAYMENTS	1,065.01
TOTAL				<u>1,065.01</u>

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 2 through November 11, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76503	10/10/2024	NATIONAL WASTE SERVICES		
	10/10/2024	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL				<u>500.00</u>
76504	10/10/2024	NYS EMPLOYEE'S HEALTH INSURANCE		
	10/10/2024	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INS	40,167.40
TOTAL				<u>40,167.40</u>
76505	10/10/2024	PSEGLI		
	10/10/2024	PSEGLI	ELECTRIC	874.84
TOTAL				<u>874.84</u>
76506	10/10/2024	SUFFOLK COUNTY WATER AUTHORITY		
	10/10/2024	SUFFOLK COUNTY WATER AUTHORITY	WATER	170.23
TOTAL				<u>170.23</u>
76507	10/10/2024	T MOBILE		
	10/10/2024	T MOBILE	HOT SPOTS	407.65
TOTAL				<u>407.65</u>
76508	10/10/2024	T ROWE PRICE		
	10/10/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	33.04
TOTAL				<u>33.04</u>
76509	10/10/2024	PSEGLI		
	10/10/2024	PSEGLI	ELECTRIC	9,383.13
TOTAL				<u>9,383.13</u>
76510	10/16/2024	POSTMASTER		
	10/16/2024	POSTMASTER	POSTAGE	76.65
	10/16/2024	POSTMASTER	POSTAGE	783.96
TOTAL				<u>860.61</u>
76511	10/17/2024	POSTMASTER		
	10/17/2024	POSTMASTER	POSTAGE	76.65

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 2 through November 11, 2024

Num	Date	Source Name	Memo	Paid Amount
TOTAL				76.65
76512	10/17/2024	POSTMASTER		
	10/17/2024	POSTMASTER	POSTAGE	783.96
TOTAL				783.96
76513	10/29/2024	ANNE SOPER	Void Check 74382	
1316	10/31/2022		Void Check 74382	140.28
TOTAL				140.28
76514	10/29/2024	EQUITBLE		
	10/29/2024	EQUITBLE	EMPLOYEE CONTRIBUTIONS	1,220.00
TOTAL				1,220.00
76515	10/29/2024	NATIONAL GRID		
	10/29/2024	NATIONAL GRID	GAS	667.00
TOTAL				667.00
76516	10/29/2024	NET2PHONE, INC.		
	10/29/2024	NET2PHONE, INC.	TELEPHONE	229.20
TOTAL				229.20
76517	10/29/2024	OPTIMUM		
	10/29/2024	OPTIMUM	OPTIMUM	704.47
TOTAL				704.47
76518	10/29/2024	SHELTERPOINT LIFE		
	10/29/2024	SHELTERPOINT LIFE	NY DBL INSURANCE	2,104.20
TOTAL				2,104.20
76519	10/29/2024	SUFFOLK COUNTY WATER AUTHORITY		
	10/29/2024	SUFFOLK COUNTY WATER AUTHORITY	WATER	393.05
TOTAL				393.05
76520	10/29/2024	T ROWE PRICE		
	10/29/2024	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	213.20

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11/07/24

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

October 2 through November 11, 2024

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL				213.20

68,886.46

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 10/5/2024

Check Date: 10/10/2024

Pay Period: 16

Run Date: 10/8/2024

Run Number: 19

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	12	\$4,877.42	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	47	\$0.00	\$34,412.60
Totals:				59	\$4,877.42	\$34,412.60
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,954.53
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	\$583.55
Totals:					\$0.00	\$14,538.08
Total ACH Debit:						\$48,950.68
Total Payroll Funding (all items):						\$53,828.10

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$4,877.42	Total Live Checks	\$4,877.42	Total Live Checks	12	Active Employees Paid	57
Direct Deposits	\$34,412.60	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$39,290.02	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	57
Total Taxes	\$13,954.53	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	64
**** Total Payroll	\$53,244.55	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (47)	\$34,412.60	Vouchers (Direct Deposit)	45	Terminated Employee Count	57
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$53,244.55	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	57
				Zero Net Checks	0	Active Employees this Month	64
						Employees with W2 Data	69
						Active Employees Not Paid	7

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY PREVIEW	Period Begin Date: 10/6/2024
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 10/19/2024
Check Date: 10/24/2024		Pay Period: 17
Run Date: 10/22/2024		Payroll Type: Regular Payroll

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

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	11	\$3,467.03	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	48	\$0.00	\$34,332.95
Totals:				59	\$3,467.03	\$34,332.95
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,591.68
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	\$583.55
Totals:					\$0.00	\$14,175.23

Total ACH Debit:	Impound Date: 10/23/2024	\$48,508.18
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Total Payroll Funding (all items):	\$51,975.21
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***** PAYROLL TOTALS *****

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,467.03	Total Live Checks	\$3,467.03	Total Live Checks	11	Active Employees Paid	57
Direct Deposits	\$34,332.95	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$37,799.98	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	57
Total Taxes	\$13,591.68	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	64
**** Total Payroll	\$51,391.66	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (48)	\$34,332.95	Vouchers (Direct Deposit)	46	Terminated Employee Count	57
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$51,391.66	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	64
						Employees with W2 Data	69
						Active Employees Not Paid	7

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

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	12	\$4,288.65	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	48	\$0.00	\$35,578.92
Totals:				60	\$4,288.65	\$35,578.92
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,166.42
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	\$583.55
Totals:					\$0.00	\$14,749.97
Total ACH Debit:					Impound Date: 11/6/2024	\$50,328.89
Total Payroll Funding (all items):						\$54,617.54

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

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$4,288.65	Total Live Checks	\$4,288.65	Total Live Checks	12	Active Employees Paid	58
Direct Deposits	\$35,578.92	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$39,867.57	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	\$14,166.42	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	64
**** Total Payroll	\$54,033.99	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (48)	\$35,578.92	Vouchers (Direct Deposit)	46	Terminated Employee Count	57
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	121
**** Adjusted Total	\$54,033.99	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	64
						Employees with W2 Data	69
						Active Employees Not Paid	6

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 9/30/24

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	Vann, Colleen		Librarian Trainee (Children's Services)	\$25.46	Max 17 1/2 hrs/wk	09/22/24	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?

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 *10-22-24*

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	Jansen, Gillian		Library Clerk	\$20.02/hr	Max 17 1/2 hrs/wk	10/13/24	<i>22 - 01853</i> <i>24 - 1162-95</i>

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.

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Muel Lt
 Signature of Appointing Authority

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

DATE PREPARED *11-4-24*

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 #
RL/APT	Tully, Reaghan		Library Clerk	17.00/hr	Max 17.5 hrs/wk	11/04/24	22-01853 24-1162-100

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.

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Mind Art
Signature of Appointing Authority

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

DATE PREPARED *6/25/24*

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 #
RL/APT	Cannini, Charles		Library Clerk	\$20.10	Max 17 1/2 hrs/wk	07/08/24	22-01853 24-1162-83

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.

- APPROVED DISAPPROVED
 APPROVED AS NOTED

Mark [Signature]
Signature of Appointing Authority