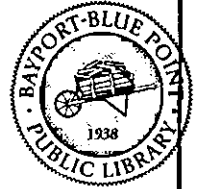


Bayport - Blue Point Public Library

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, December 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

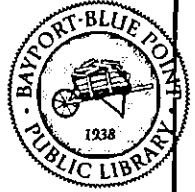
- IX. Director's Report
- X. Committee Reports
- XI. Old Business

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

Next meeting **Tuesday, January 14, 2025 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

11/12/2024

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 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 Borowski to accept the minutes of the October 1, 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 September 2024; approved by all.

Motion made by Trustee Borowski, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 11/01/2024 (**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 October 2, 2024 through November 11, 2024. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman to approve prepays to Bayard Cutting Arboretum for \$510.00 and MCJ Cleaning for \$2800.00; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 10/10/24, 10/24/24 and 11/07/24; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman to approve CS-150's dated 6/25, 9/30, 10/22, and 11/4/24 as presented; approved by all.

V. DIRECTOR'S REPORT

Motion made by Trustee McAward, seconded by Trustee Adams to approve the Suffolk Cooperative Library System's 2025 Budget; approved by all.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee McAward to enter executive session at 7:21 p.m.; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski to exit executive session at 7:40 p.m.; approved by all.

X. ADJOURNMENT

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

M & T BANK CHECKING GENERAL ACCOUNT

| | | |
|------------------|--|--------------|
| October 1, 2024 | <u>BALANCE PER LIBRARY BOOKS:</u> | |
| | BALANCE PER LIBRARY BOOKS: | \$111,733.17 |
| | RECEIPTS: | |
| | TAX REVENUE | 255,721.71 |
| | FRIENDS PASS THRU | 960.20 |
| | PASSPORT FEES | 840.00 |
| | COPIER | 785.67 |
| | TICKETS SALES | 764.00 |
| | CAFE RENT | 400.00 |
| | MAKERSPACE | 376.75 |
| | ADULT PROGRAMS | 306.46 |
| | EV CHARGING STATION | 237.40 |
| | FINES | 153.00 |
| | FAX | 24.75 |
| | FRIENDS/DONATIONS | 20.00 |
| | INTEREST | 17.08 |
| | YA PROGRAMS | 11.00 |
| | SQUARE/PAYFLOW FEES/MISC EXPENSE | (47.08) |
| | | 260,570.94 |
| | TOTAL(Book Balance + Receipts) | 372,304.11 |
| | LESS: OCTOBER DISBURSEMENTS | 245,849.31 |
| October 31, 2024 | BALANCE PER LIBRARY BOOKS: | \$126,454.80 |
| October 31, 2024 | <u>BALANCE PER BANK:</u> | |
| | BALANCE PER BANK: | \$135,935.69 |
| | OCTOBER FINES DEPOSITED IN NOVEMBER | 0.00 |
| | TOTAL(Bank Bal + O/S deposits) | 135,935.69 |
| | LESS: OCTOBER OUTSTANDING CHECKS | 9,480.89 |
| October 31, 2024 | BALANCE PER BANK: | \$126,454.80 |

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 10, 2024

| <u>Num</u> | <u>Date</u> | <u>Source Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|------------|-------------|--|-----------------|--------------------|
| 76621 | 12/10/2024 | A TIME FOR KIDS | | |
| | 12/10/2024 | A TIME FOR KIDS | JUV PROGRAM | 160.00 |
| TOTAL | | | | <u>160.00</u> |
| 76622 | 12/10/2024 | ALYSSA KELLIHER | | |
| | 12/10/2024 | ALYSSA KELLIHER | ADULT PROGRAM | 250.00 |
| TOTAL | | | | <u>250.00</u> |
| 76623 | 12/10/2024 | AMAZON CAPITAL SERVICES | | |
| | 12/10/2024 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | 123.63 |
| | | AMAZON CAPITAL SERVICES | YA PROG | 93.07 |
| | | AMAZON CAPITAL SERVICES | A PROG | 178.50 |
| | | AMAZON CAPITAL SERVICES | MAKER SPACE | 738.06 |
| | | AMAZON CAPITAL SERVICES | YA BOOKS | 47.99 |
| | | AMAZON CAPITAL SERVICES | A BOOKS | 127.38 |
| | | AMAZON CAPITAL SERVICES | J PROGRAM | 351.21 |
| | | AMAZON CAPITAL SERVICES | CUSTODIAL | 17.29 |
| TOTAL | | | | <u>1,677.13</u> |
| 76624 | 12/10/2024 | AMERICAN EXPRESS | | |
| | 12/10/2024 | AMERICAN EXPRESS | YA PROGRAM | 481.15 |
| | | AMERICAN EXPRESS | POSTAGE | 221.71 |
| | | AMERICAN EXPRESS | OTHER PROF FEES | 546.70 |
| | | AMERICAN EXPRESS | ADULT PROGRAM | 372.77 |
| | | AMERICAN EXPRESS | PERIODICALS | 180.16 |
| | | AMERICAN EXPRESS | MISC | 260.31 |
| | | AMERICAN EXPRESS | JUV PROG | 50.22 |
| | | AMERICAN EXPRESS | SOFTWARE | 116.99 |
| TOTAL | | | | <u>2,230.01</u> |
| 76625 | 12/10/2024 | BAKER & TAYLOR BOOKS | | |
| | 12/10/2024 | BAKER & TAYLOR BOOKS | JUV BOOKS | 547.14 |
| | | BAKER & TAYLOR BOOKS | YA BOOKS | 961.14 |
| | | BAKER & TAYLOR BOOKS | A BOOKS | 1,653.32 |
| TOTAL | | | | <u>3,161.60</u> |
| 76626 | 12/10/2024 | BAYPORT-BLUE POINT HIGH SCHOOL ACTIVITIES | | |
| | 12/10/2024 | BAYPORT-BLUE POINT HIGH SCHOOL ACTIMISC EXPENSE-AD | | 40.00 |

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> |
|------------|-------------|--------------------|------------------------------|--------------------|
| TOTAL | | | | 40.00 |
| 76627 | 12/10/2024 | BRI-TECH, INC. | | |
| | 12/10/2024 | BRI-TECH, INC. | ALARMS | 1,200.00 |
| | 12/10/2024 | BRI-TECH, INC. | ALARM | 630.00 |
| TOTAL | | | | <u>1,830.00</u> |
| 76628 | 12/10/2024 | COLE GIBSON | | |
| | 12/10/2024 | COLE GIBSON | REFUND OF OVERWITHHELD NYSLI | 6.31 |
| TOTAL | | | | <u>6.31</u> |
| 76629 | 12/10/2024 | DEBORAH SCHMIEDER | | |
| | 12/10/2024 | DEBORAH SCHMIEDER | ADULT PROGRAM | 100.00 |
| TOTAL | | | | <u>100.00</u> |
| 76630 | 12/10/2024 | DIANE ARONSEN | | |
| | 12/10/2024 | DIANE ARONSEN | ADULT PROGRAM | 825.00 |
| TOTAL | | | | <u>825.00</u> |
| 76631 | 12/10/2024 | DONNA NESTERUK | | |
| | 12/10/2024 | DONNA NESTERUK | ADULT PROGRAM | 250.00 |
| TOTAL | | | | <u>250.00</u> |
| 76632 | 12/10/2024 | ELECTRONIX SYSTEMS | | |
| | 12/10/2024 | ELECTRONIX SYSTEMS | ALARM SYSTEM | 176.85 |
| TOTAL | | | | <u>176.85</u> |
| 76633 | 12/10/2024 | EMERALD ISLAND | | |
| | 12/10/2024 | EMERALD ISLAND | CUSTODIAL SUPPLIES | 575.85 |
| TOTAL | | | | <u>575.85</u> |
| 76634 | 12/10/2024 | EQUITBLE | | |
| | 12/10/2024 | EQUITBLE | EMPLOYEE CONTRIBUTIONS | 1,220.00 |
| TOTAL | | | | <u>1,220.00</u> |
| 76635 | 12/10/2024 | FANNY CAKES | | |

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 10, 2024

| <u>Num</u> | <u>Date</u> | <u>Source Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|------------|-------------|---|-----------------------|--------------------|
| | 12/10/2024 | FANNY CAKES | JUV PROGRAM | 468.00 |
| | | FANNY CAKES | YA PROGRAM | 216.00 |
| TOTAL | | | | <u>684.00</u> |
| 76636 | 12/10/2024 | FIRST-CITIZENS BANK & TRUSTCO. | | |
| | 12/10/2024 | FIRST-CITIZENS BANK & TRUSTCO. | COPIERS | 274.89 |
| TOTAL | | | | <u>274.89</u> |
| 76637 | 12/10/2024 | FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB | | |
| | 12/10/2024 | FRIENDS OF THE BAYPORT-BLUE POINT PI PASS THROUGH ACCOUNT | | 10.00 |
| TOTAL | | | | <u>10.00</u> |
| 76638 | 12/10/2024 | GRAINGER | | |
| | 12/10/2024 | GRAINGER | CUSTODIAL SUPPLIES | 151.36 |
| TOTAL | | | | <u>151.36</u> |
| 76639 | 12/10/2024 | GREAT SOUTH BAY LANDSCAPING | | |
| | 12/10/2024 | GREAT SOUTH BAY LANDSCAPING | LAWN SERVICE | 3,191.67 |
| TOTAL | | | | <u>3,191.67</u> |
| 76640 | 12/10/2024 | IAN CASTELLANO | | |
| | 12/10/2024 | IAN CASTELLANO | ADULT PROGRAM | 5.63 |
| TOTAL | | | | <u>5.63</u> |
| 76641 | 12/10/2024 | J.K.HODGE | | |
| | 12/10/2024 | J.K.HODGE | MUSIC PROGRAM | 700.00 |
| TOTAL | | | | <u>700.00</u> |
| 76642 | 12/10/2024 | JACQUELINE L. PICARD | | |
| | 12/10/2024 | JACQUELINE L. PICARD | REFUND FOR YOGA CLASS | 10.00 |
| TOTAL | | | | <u>10.00</u> |
| 76643 | 12/10/2024 | JENNIFER COLBERT | | |
| | 12/10/2024 | JENNIFER COLBERT | JUV PROGRAM | 180.00 |
| TOTAL | | | | <u>180.00</u> |
| 76644 | 12/10/2024 | JENNIFER FRASCOGNA | | |

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| <u>Num</u> | <u>Date</u> | <u>Source Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|------------|-------------|--------------------|-------------------------------|--------------------|
| | 12/10/2024 | JENNIFER FRASCOGNA | ADULT PROGRAM | 720.00 |
| TOTAL | | | | <u>720.00</u> |
| 76645 | 12/10/2024 | JENNIFER SULLIVAN | | |
| | 12/10/2024 | JENNIFER SULLIVAN | REFUND OF OVERWITHHELD MEME | 0.49 |
| TOTAL | | | | <u>0.49</u> |
| 76646 | 12/10/2024 | JESSICA REILLY | | |
| | 12/10/2024 | JESSICA REILLY | ADULT PROGRAM | 210.00 |
| TOTAL | | | | <u>210.00</u> |
| 76647 | 12/10/2024 | JOYCE WALKER | | |
| | 12/10/2024 | JOYCE WALKER | ADULT PROGRAM | 425.00 |
| TOTAL | | | | <u>425.00</u> |
| 76648 | 12/10/2024 | KANOPY, INC. | | |
| | 12/10/2024 | KANOPY, INC. | REF/ONLINE SERVICES | 188.00 |
| TOTAL | | | | <u>188.00</u> |
| 76649 | 12/10/2024 | KELLY SHERIDAN | | |
| | 12/10/2024 | KELLY SHERIDAN | YA PROGRAM | 235.26 |
| TOTAL | | | | <u>235.26</u> |
| 76650 | 12/10/2024 | KING KULLEN | | |
| | 12/10/2024 | KING KULLEN | ADULT PROGRAM | 30.35 |
| | | KING KULLEN | YA PROGRAM | 29.57 |
| TOTAL | | | | <u>59.92</u> |
| 76651 | 12/10/2024 | LINDA KEYES | | |
| | 12/10/2024 | LINDA KEYES | ADULT PROGRAM | 100.00 |
| TOTAL | | | | <u>100.00</u> |
| 76652 | 12/10/2024 | LONNA THEILING | | |
| | 12/10/2024 | LONNA THEILING | REFUND OF OVERWITHHELD NYSLR: | 9.57 |
| TOTAL | | | | <u>9.57</u> |

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| Num | Date | Source Name | Memo | Paid Amount |
|-------|------------|-----------------------------|---------------------|-----------------|
| 76653 | 12/10/2024 | LOOKOUT BOOKS | | |
| | 12/10/2024 | LOOKOUT BOOKS | YA BOOKS | 431.77 |
| TOTAL | | | | <u>431.77</u> |
| 76654 | 12/10/2024 | MARY WAKA | | |
| | 12/10/2024 | MARY WAKA | ADULT PROGRAM | 395.00 |
| TOTAL | | | | <u>395.00</u> |
| 76655 | 12/10/2024 | MCJ CLEANING SERVICES CORP. | | |
| | 12/10/2024 | MCJ CLEANING SERVICES CORP. | CLEANING SERVICE | 3,500.00 |
| TOTAL | | | | <u>3,500.00</u> |
| 76656 | 12/10/2024 | MEGHAN VANKURIN | | |
| | 12/10/2024 | MEGHAN VANKURIN | JUV PROGRAM | 150.00 |
| TOTAL | | | | <u>150.00</u> |
| 76657 | 12/10/2024 | MICHAEL GALLAGHER, CPA | | |
| | 12/10/2024 | MICHAEL GALLAGHER, CPA | ACCOUNTING FEES | 600.00 |
| TOTAL | | | | <u>600.00</u> |
| 76658 | 12/10/2024 | MICHELE MORSTADT | | |
| | 12/10/2024 | MICHELE MORSTADT | ADULT PROGRAM | 380.00 |
| TOTAL | | | | <u>380.00</u> |
| 76659 | 12/10/2024 | MIDWEST TAPE | | |
| | 12/10/2024 | MIDWEST TAPE | ADULT MEDIA | 951.32 |
| | | MIDWEST TAPE | JUV MEDIA | 36.27 |
| TOTAL | | | | <u>987.59</u> |
| 76660 | 12/10/2024 | MIDWEST TAPE -HOOPLA | | |
| | 12/10/2024 | MIDWEST TAPE -HOOPLA | REF/ONLINE SERVICES | 652.68 |
| TOTAL | | | | <u>652.68</u> |
| 76661 | 12/10/2024 | MILBURN FLOORING | | |
| | 12/10/2024 | MILBURN FLOORING | FLOORING REPAIRS | 2,167.21 |
| TOTAL | | | | <u>2,167.21</u> |

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> |
|------------|-------------|-------------------------|---------------------|--------------------|
| 76662 | 12/10/2024 | MY CLASSY BABY | | |
| | 12/10/2024 | MY CLASSY BABY | JUV PROGRAM | 125.00 |
| TOTAL | | | | 125.00 |
| 76663 | 12/10/2024 | NATIONAL WASTE SERVICES | | |
| | 12/10/2024 | NATIONAL WASTE SERVICES | REFUSE REMOVAL | 500.00 |
| TOTAL | | | | 500.00 |
| 76664 | 12/10/2024 | OCLC INC. | | |
| | 12/10/2024 | OCLC INC. | SOFTWARE | 5,722.21 |
| TOTAL | | | | 5,722.21 |
| 76665 | 12/10/2024 | PAUL JOSEPH, LLC. | | |
| | 12/10/2024 | PAUL JOSEPH, LLC. | MUSIC PROGRAM | 650.00 |
| TOTAL | | | | 650.00 |
| 76666 | 12/10/2024 | PLAYAWAY PRODUCTS | | |
| | 12/10/2024 | PLAYAWAY PRODUCTS | JUV MEDIA | 659.96 |
| TOTAL | | | | 659.96 |
| 76667 | 12/10/2024 | ROBERT SCOTT | | |
| | 12/10/2024 | ROBERT SCOTT | YA PROGRAM | 345.00 |
| | 12/10/2024 | ROBERT SCOTT | JUV PROGRAM | 339.00 |
| TOTAL | | | | 684.00 |
| 76668 | 12/10/2024 | RYAN O'ROURKE | | |
| | 12/10/2024 | RYAN O'ROURKE | NIGHT ALARM REPONSE | 50.00 |
| | 12/10/2024 | RYAN O'ROURKE | AFTER HOURS ALARM | 50.00 |
| TOTAL | | | | 100.00 |
| 76669 | 12/10/2024 | SAYVILLE PUBLIC LIBRARY | | |
| | 12/10/2024 | SAYVILLE PUBLIC LIBRARY | DIGITIZING SERVICES | 296.64 |
| TOTAL | | | | 296.64 |
| 76670 | 12/10/2024 | SCLS | | |

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|--------------|-------------------|---|------------------------|--------------------|
| | 12/10/2024 | SCLS | REF/ONLINE SERVICES | 1,390.00 |
| | | SCLS | OTHER PROF FEES | 365.00 |
| | 12/10/2024 | SCLS | JUV PROGRAM | 25.00 |
| TOTAL | | | | <u>1,780.00</u> |
| 76671 | 12/10/2024 | SPROUTS AND FRIENDS, INC. | | |
| | 12/10/2024 | SPROUTS AND FRIENDS, INC. | JUV PROGRAM | 250.00 |
| TOTAL | | | | <u>250.00</u> |
| 76672 | 12/10/2024 | STERICYCLE, INC. | | |
| | 12/10/2024 | STERICYCLE, INC. | SHREDDING SERVICES | 233.02 |
| TOTAL | | | | <u>233.02</u> |
| 76673 | 12/10/2024 | SUSAN CHANT | | |
| | 12/10/2024 | SUSAN CHANT | JUV PROGRAM | 41.30 |
| | 12/10/2024 | SUSAN CHANT | JUV PROGRAM | 39.93 |
| TOTAL | | | | <u>81.23</u> |
| 76674 | 12/10/2024 | T ROWE PRICE | | |
| | 12/10/2024 | T ROWE PRICE | EMPLOYEE CONTRIBUTIONS | 534.82 |
| TOTAL | | | | <u>534.82</u> |
| 76675 | 12/10/2024 | TRAF-SYS | | |
| | 12/10/2024 | TRAF-SYS | SOFTWARE | 280.00 |
| TOTAL | | | | <u>280.00</u> |
| 76676 | 12/10/2024 | W.B.MASON | | |
| | 12/10/2024 | W.B.MASON | OFFICE SUPPLIES | 536.90 |
| TOTAL | | | | <u>536.90</u> |
| 76677 | 12/10/2024 | WELLS FARGO FINANCAIL LEASING | | |
| | 12/10/2024 | WELLS FARGO FINANCAIL LEASING | COPIERS | 629.00 |
| TOTAL | | | | <u>629.00</u> |
| 76678 | 12/10/2024 | FIRST-CITIZENS BANK & TRUSTCO. | | |
| | 12/10/2024 | FIRST-CITIZENS BANK & TRUSTCO. | COPIERS | 294.29 |
| TOTAL | | | | <u>294.29</u> |

BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 10, 2024

| <u>Num</u> | <u>Date</u> | <u>Source Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|------------|-------------|--------------------|--------------------|--------------------|
| 76679 | 12/10/2024 | KELLY SHERIDAN | | |
| | 12/10/2024 | KELLY SHERIDAN | TUITION REIMB | 850.00 |
| TOTAL | | | | <u>850.00</u> |
| 76680 | 12/10/2024 | MEGAN WATERS | | |
| | 12/10/2024 | MEGAN WATERS | ADULT PROGRAM | 100.00 |
| TOTAL | | | | <u>100.00</u> |
| 76681 | 12/10/2024 | SCLS | | |
| | 12/10/2024 | SCLS | POSTAGE | 17.94 |
| | | SCLS | OFFICE | 16.64 |
| | 12/10/2024 | SCLS | LOAN PAYMENT | 125,000.00 |
| TOTAL | | | | <u>125,034.58</u> |
| 76682 | 12/10/2024 | STERICYCLE, INC. | | |
| | 12/10/2024 | STERICYCLE, INC. | SHREDDING SERVICES | 233.24 |
| TOTAL | | | | <u>233.24</u> |
| | | | | 168,497.68 |

BAYPORT - BLUE POINT PUBLIC LIBRARY

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November 13 through December 9, 2024

| <u>Num</u> | <u>Date</u> | <u>Source Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|------------|-------------|--------------------------------|--------------------------|--------------------|
| 76608 | 11/19/2024 | BAYARD CUTTING ARBORETUM | | |
| | 11/18/2024 | BAYARD CUTTING ARBORETUM | ADULT PROGRAM | 510.00 |
| TOTAL | | | | <u>510.00</u> |
| 76609 | 11/19/2024 | EQUITBLE | | |
| | 11/19/2024 | EQUITBLE | EMPLOYEE CONTRIBUTIONS | 1,220.00 |
| TOTAL | | | | <u>1,220.00</u> |
| 76610 | 11/19/2024 | MCJ CLEANING SERVICES CORP. | | |
| | 11/18/2024 | MCJ CLEANING SERVICES CORP. | CLEANING SERVICE/CARPETS | 2,800.00 |
| TOTAL | | | | <u>2,800.00</u> |
| 76611 | 11/19/2024 | NET2PHONE, INC. | | |
| | 11/18/2024 | NET2PHONE, INC. | TELEPHONES | 218.61 |
| TOTAL | | | | <u>218.61</u> |
| 76612 | 11/19/2024 | OPTIMUM | | |
| | 11/18/2024 | OPTIMUM | TELEPHONE | 204.87 |
| TOTAL | | | | <u>204.87</u> |
| 76613 | 11/19/2024 | SUFFOLK COUNTY WATER AUTHORITY | | |
| | 11/18/2024 | SUFFOLK COUNTY WATER AUTHORITY | WATER | 283.82 |
| TOTAL | | | | <u>283.82</u> |
| 76614 | 11/19/2024 | T ROWE PRICE | | |
| | 11/19/2024 | T ROWE PRICE | EMPLOYEE CONTRIBUTIONS | 635.71 |
| TOTAL | | | | <u>635.71</u> |
| 76615 | 12/02/2024 | AFFLAC NEW YORK | | |
| | 12/02/2024 | AFFLAC NEW YORK | EMPLOYEE PAYMENTS | 373.20 |
| TOTAL | | | | <u>373.20</u> |
| 76616 | 12/02/2024 | METLIFE | | |
| | 12/02/2024 | METLIFE | EMPLOYEE PAYMENTS | 1,065.01 |
| TOTAL | | | | <u>1,065.01</u> |

prepays

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

November 13 through December 9, 2024

| <u>Num</u> | <u>Date</u> | <u>Source Name</u> | <u>Memo</u> | <u>Paid Amount</u> |
|------------|-------------|------------------------|--------------------|--------------------|
| 76617 | 12/02/2024 | NATURAL HERITAGE TRUST | | |
| | 12/02/2024 | NATURAL HERITAGE TRUST | ADULT PROGRAM | 510.00 |
| TOTAL | | | | <u>510.00</u> |
| 76618 | 12/02/2024 | OPTIMUM | | |
| | 12/02/2024 | OPTIMUM | OPTIMUM | 499.60 |
| TOTAL | | | | <u>499.60</u> |
| 76619 | 12/02/2024 | PSEGLI | | |
| | 12/02/2024 | PSEGLI | ELECTRIC | 538.42 |
| TOTAL | | | | <u>538.42</u> |
| 76620 | 12/02/2024 | PSEGLI | | |
| | 12/02/2024 | PSEGLI | ELECTRIC | 6,457.65 |
| TOTAL | | | | <u>6,457.65</u> |
| 76683 | 12/05/2024 | POSTMASTER | | |
| | 12/10/2024 | POSTMASTER | NEWSLETTER POSTAGE | 783.96 |
| TOTAL | | | | <u>783.96</u> |
| 76684 | 12/05/2024 | POSTMASTER | | |
| | 12/10/2024 | POSTMASTER | NEWSLETTER POSTAGE | 76.65 |
| TOTAL | | | | <u>76.65</u> |
| | | | | 16,177.50 |

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

| Debit Type | Bank Name | Transit Routing # | Bank Account # | Counts | Amount | ACH Debit |
|--------------------------------|------------|-------------------|----------------|-----------|-------------------|--------------------|
| Checks | M & T BANK | *****0046 | *****2740 | 12 | \$3,734.83 | \$0.00 |
| Direct Deposits | M & T BANK | *****0046 | *****2740 | 49 | \$0.00 | \$34,310.23 |
| Totals: | | | | 61 | \$3,734.83 | \$34,310.23 |
| Tax Liabilities | M & T BANK | *****0046 | *****2740 | | \$0.00 | \$13,676.26 |
| 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 | \$14,259.81 |

| | | |
|-------------------------|---------------------------------|--------------------|
| Total ACH Debit: | Impound Date: 11/20/2024 | \$48,570.04 |
|-------------------------|---------------------------------|--------------------|

| | |
|---|--------------------|
| Total Payroll Funding (all items): | \$52,304.87 |
|---|--------------------|

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

| Payroll Totals | Totals By Check Type | Counts By Check Type | Employee Counts |
|--|--|--------------------------------------|-------------------------------------|
| Net Pay Checks \$3,734.83 | Total Live Checks \$3,734.83 | Total Live Checks 12 | Active Employees Paid 59 |
| Direct Deposits \$34,310.23 | Additional Checks \$0.00 | Additional Checks 0 | Inactive Employees Paid 0 |
| **** Total Net Payroll \$38,045.06 | 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 \$13,676.26 | Third Party Sick Checks \$0.00 | Third Party Sick Checks 0 | Active Employee Count 64 |
| **** Total Payroll \$51,721.32 | Adjustments \$0.00 | Adjustments 0 | Inactive Employee Count 0 |
| | Direct Deposits (49) \$34,310.23 | Vouchers (Direct Deposit) 47 | 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 \$51,721.32 | Total Third Party Void Checks \$0.00 | Total Third Party Voids 0 | Employees Paid this Month 60 |
| | | Zero Net Checks 0 | Active Employees this Month 64 |
| | | | Employees with W2 Data 69 |
| | | | Active Employees Not Paid 5 |

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 11/30/2024

Check Date: 12/5/2024

Pay Period: 20

Run Date: 12/3/2024

Run Number: 23

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 | \$3,870.75 | \$0.00 |
| Direct Deposits | M & T BANK | *****0046 | *****2740 | 48 | \$0.00 | \$44,539.17 |
| Totals: | | | | 60 | \$3,870.75 | \$44,539.17 |
| Tax Liabilities | M & T BANK | *****0046 | *****2740 | | \$0.00 | \$17,957.35 |
| 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 | \$18,540.90 |
| Total ACH Debit: | | | | | | \$63,080.07 |
| Total Payroll Funding (all items): | | | | | | \$66,950.82 |

*** PAYROLL TOTALS ***

| Payroll Totals | | Totals By Check Type | | Counts By Check Type | | Employee Counts | |
|-------------------------------|--------------------|-------------------------------|-------------|----------------------------|----|-----------------------------|-----|
| Net Pay Checks | \$3,870.75 | Total Live Checks | \$3,870.75 | Total Live Checks | 12 | Active Employees Paid | 56 |
| Direct Deposits | \$44,539.17 | Additional Checks | \$9,842.16 | Additional Checks | 0 | Inactive Employees Paid | 0 |
| **** Total Net Payroll | \$48,409.92 | Manual Checks | \$0.00 | Manual Checks | 0 | Terminated Employees Paid | 0 |
| | | Void Checks/Direct Deposits | \$0.00 | Void Checks | 0 | Total Employees Paid | 56 |
| Total Taxes | \$17,957.35 | Third Party Sick Checks | \$0.00 | Third Party Sick Checks | 0 | Active Employee Count | 64 |
| **** Total Payroll | \$66,367.27 | Adjustments | \$0.00 | Adjustments | 0 | Inactive Employee Count | 0 |
| | | Direct Deposits (48) | \$44,539.17 | 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 | \$66,367.27 | Total Third Party Void Checks | \$0.00 | Total Third Party Voids | 0 | Employees Paid this Month | 56 |
| | | | | Zero Net Checks | 0 | Active Employees this Month | 64 |
| | | | | | | Employees with W2 Data | 69 |
| | | | | | | Active Employees Not Paid | 8 |