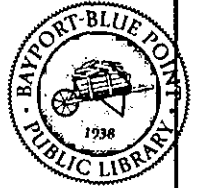


Bayport - Blue Point Public Library

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, May 13, 2025 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, June 10, 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

04/08/2025

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 to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee McAward, seconded by Trustee Borowski to accept the minutes of the March 11, 2025 Regular Meeting of the Board of Trustees; approved by all

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Heineman seconded by Trustee Adams to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated February 2025; approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 04/08/2025 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the listed prepaids, as presented, that were paid since last board meeting dated March 12, 2025 through April 7 10, 2025. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 03/13/25 and 03/27/25; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman to approve a CS-150 as presented dated 3/27/2025; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee McAward to enter executive session at 7:33 p.m.; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to exit executive session at 7:43 p.m.; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve a leave of greater than 2 weeks for three employees; G. Jansen, J Cristianio and K. Sheridan: approved by all.

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Borowski, to adjourn the meeting at 7:44 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 MARCH 2025

M & T BANK CHECKING GENERAL ACCOUNT

March 1, 2025	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$18,888.11
	RECEIPTS:	
	TAX REVENUE	255,721.71
	ADULT PROGRAMS	4,191.00
	PASSPORT FEES	1,540.00
	TICKETS SALES	1,179.00
	MAKERSPACE	436.17
	DONATIONS	320.38
	CAFE RENT	250.00
	EV CHARGING STATION	168.13
	COPIER	163.96
	FINES	22.00
	FAX	19.00
	INTEREST	10.72
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(168.46) 263,853.61
	TOTAL(Book Balance + Receipts)	282,741.72
	LESS: MARCH DISBURSEMENTS	232,393.85
March 31, 2025	BALANCE PER LIBRARY BOOKS:	<u>\$50,347.87</u>
March 31, 2025	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$63,305.20
	MARCH FINES DEPOSITED IN APRIL	0.00
	TOTAL(Bank Bal + O/S deposits)	63,305.20
	LESS: MARCH OUTSTANDING CHECKS	12,957.33
March 31, 2025	BALANCE PER BANK:	<u>\$50,347.87</u>

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05/08/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 13, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77041	05/13/2025	AMAZON CAPITAL SERVICES		
	05/13/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	166.39
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	310.36
		AMAZON CAPITAL SERVICES	JUVENILE BOOKS	59.85
		AMAZON CAPITAL SERVICES	JUVENILE PROGRAMS	298.23
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	769.50
		AMAZON CAPITAL SERVICES	YA BOOKS	45.47
		AMAZON CAPITAL SERVICES	YA PROGRAMS	105.62
TOTAL				<u>1,755.42</u>
77042~	05/13/2025	AMERICAN EXPRESS		
	05/13/2025	AMERICAN EXPRESS	ADULT PROGRAMS	427.77
		AMERICAN EXPRESS	JUV PROGRAMS	502.21
		AMERICAN EXPRESS	PERIODICALS	213.96
		AMERICAN EXPRESS	POSTAGE	221.74
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	546.73
		AMERICAN EXPRESS	SOFTWARE	116.99
		AMERICAN EXPRESS	TELEPHONE	234.56
		AMERICAN EXPRESS	YA PROGRAMS	772.77
TOTAL				<u>3,036.73</u>
77043	05/13/2025	ANNE SOPER		
	05/13/2025	ANNE SOPER	JUVENILE PROGRAM	50.00
	05/13/2025	ANNE SOPER	JUVENILE PROGRAM	50.00
TOTAL				<u>100.00</u>
77044	05/13/2025	Anne Soper -E		
	05/13/2025	Anne Soper -E	ADULT PROGRAMS	218.66
TOTAL				<u>218.66</u>
77045	05/13/2025	BAKER & TAYLOR BOOKS		
	05/13/2025	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	1,407.97
		BAKER & TAYLOR BOOKS	YA BOOKS	182.36
		BAKER & TAYLOR BOOKS	ADULT BOOKS	2,837.78
TOTAL				<u>4,428.11</u>
77046	05/13/2025	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	05/13/2025	BAYPORT-BLUE POINT UNION FREE SCH LIBRARY MISC.		3,753.24

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05/08/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 13, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					3,753.24
	77047	05/13/2025	DEBORAH SCHMIEDER		
		05/13/2025	DEBORAH SCHMIEDER	ADULT PROGRAMS	100.00
TOTAL					100.00
	77048	05/13/2025	DIANE ARONSEN		
		05/13/2025	DIANE ARONSEN	ADULT PROGRAMS	750.00
TOTAL					750.00
	77049	05/13/2025	DIANNE TAGGART		
		05/13/2025	DIANNE TAGGART	ADULT PROGRAMS	200.00
TOTAL					200.00
	77050	05/13/2025	EAST WEST BOOKS		
		05/13/2025	EAST WEST BOOKS	JUVENILE BOOKS	327.49
TOTAL					327.49
	77051	05/13/2025	EMERALD ISLAND		
		05/13/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	738.64
TOTAL					738.64
	77052	05/13/2025	EMMA LODATO-e		
		05/13/2025	EMMA LODATO-e	JUVENILE PROGRAMS	68.94
TOTAL					68.94
	77053	05/13/2025	FIRST CITIZEN'S BANK & TRUST CO.		
		05/13/2025	FIRST CITIZEN'S BANK & TRUST CO.	R/M COPIERS	549.78
TOTAL					549.78
	77054	05/13/2025	GABRIELLA GRAMA		
		05/13/2025	GABRIELLA GRAMA	ADULT PROGRAMS	565.00
TOTAL					565.00
	77055	05/13/2025	GREAT SOUTH BAY LANDSCAPING		
		05/13/2025	GREAT SOUTH BAY LANDSCAPING	RM/LAWN SERVICE	3,191.67

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BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail

May 13, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					3,191.67
	77056	05/13/2025	JANE KOPP		
		05/13/2025	JANE KOPP	ADULT PROGRAMS	150.00
TOTAL					150.00
	77057	05/13/2025	JENNIFER COLBERT		
		05/13/2025	JENNIFER COLBERT	JUVENILE PROGRAMS	180.00
TOTAL					180.00
	77058	05/13/2025	JENNIFER FRASCOGNA		
		05/13/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,200.00
TOTAL					1,200.00
	77059	05/13/2025	JESSICA REILLY		
		05/13/2025	JESSICA REILLY	ADULT PROGRAMS	140.00
TOTAL					140.00
	77060	05/13/2025	JOYCE WALKER		
		05/13/2025	JOYCE WALKER	ADULT PROGRAMS	255.00
TOTAL					255.00
	77061	05/13/2025	KANOPY, INC.		
		05/13/2025	KANOPY, INC.	REF/ONLINE SERVICES	206.00
TOTAL					206.00
	77062	05/13/2025	KEENAN BOYLE		
		05/13/2025	KEENAN BOYLE	ADULT PROGRAMS	350.00
TOTAL					350.00
	77063	05/13/2025	KELLY SHERIDAN		
		05/13/2025	KELLY SHERIDAN	MAKERSPACE SUPPLIES	85.92
			KELLY SHERIDAN	YA PROGRAMS	62.18
TOTAL					148.10
	77064	05/13/2025	KEVIN SEAMAN		

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 13, 2025

Num	Date	Source Name	Memo	Paid Amount
	05/13/2025	KEVIN SEAMAN	LEGAL FEES	907.50
TOTAL				907.50
77065	05/13/2025	KING KULLEN GROCERY CORP, INC.		
	05/13/2025	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAMS	25.06
		KING KULLEN GROCERY CORP, INC.	JUVENILE PROGRAMS	5.29
		KING KULLEN GROCERY CORP, INC.	YA PROGRAMS	87.54
TOTAL				117.89
77066	05/13/2025	LINDA MCCROSSON		
	05/13/2025	LINDA MCCROSSON	CAPITAL	1,000.00
TOTAL				1,000.00
77067	05/13/2025	LOOKOUT BOOKS		
	05/13/2025	LOOKOUT BOOKS	JUVENILE BOOKS	370.91
TOTAL				370.91
77068	05/13/2025	MARK SPERANZA		
	05/13/2025	MARK SPERANZA	MUSIC PROGRAMS	400.00
TOTAL				400.00
77069	05/13/2025	MARY ELLEN WAYMAN		
	05/13/2025	MARY ELLEN WAYMAN	ADULT PROGRAMS	175.00
TOTAL				175.00
77070	05/13/2025	MEGHAN VANKURIN		
	05/13/2025	MEGHAN VANKURIN	JUVENILE PROGRAMS	150.00
TOTAL				150.00
77071	05/13/2025	MICHAEL GALLAGHER, CPA		
	05/13/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77072	05/13/2025	MIDWEST TAPE		
	05/13/2025	MIDWEST TAPE	ADULT BOOKS ON TAPE	301.90
		MIDWEST TAPE	ADULT DVDS	926.00
TOTAL				1,227.90

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 13, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77073	05/13/2025	MIDWEST TAPE -HOOPLA		
	05/13/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	743.82
TOTAL				743.82
77074	05/13/2025	MY CLASSY BABY		
	05/13/2025	MY CLASSY BABY	JUVENILE PROGRAMS	125.00
TOTAL				125.00
77075	05/13/2025	NATALIE BOYLE		
	05/13/2025	NATALIE BOYLE	ADULT PROGRAMS	625.00
TOTAL				625.00
77076	05/13/2025	NATIONAL WASTE SERVICES		
	05/13/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	500.00
TOTAL				500.00
77077	05/13/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	05/13/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	42,902.66
TOTAL				42,902.66
77078	05/13/2025	OCLC INC.		
	05/13/2025	OCLC INC.	REF/ONLINE SERVICES	984.73
TOTAL				984.73
77079	05/13/2025	PASCAL ZUGMEYER		
	05/13/2025	PASCAL ZUGMEYER	ADULT PROGRAMS	250.00
TOTAL				250.00
77080	05/13/2025	PAUL EFFMAN		
	05/13/2025	PAUL EFFMAN	MUSIC PROGRAMS	800.00
TOTAL				800.00
77081	05/13/2025	QWICK CRAFT, LLC		
	05/13/2025	QWICK CRAFT, LLC	ADULT PROGRAMS	80.00
TOTAL				80.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 13, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77082	05/13/2025	ROBERT SCOTT		
	05/13/2025	ROBERT SCOTT	ADULT PROGRAMS	595.00
TOTAL				595.00
77083	05/13/2025	RYAN O'ROURKE		
	05/13/2025	RYAN O'ROURKE	PROFESSIONAL FEES OTHER	50.00
TOTAL				50.00
77084	05/13/2025	SCLS		
	05/13/2025	SCLS	JUVENILE PROGRAMS	25.00
		SCLS	TICKETS	945.00
		SCLS	TICKETS	1,560.00
TOTAL				2,530.00
77085	05/13/2025	SEARLES GRAPHICS, INC.		
	05/13/2025	SEARLES GRAPHICS, INC.	PRINTING	5,280.00
TOTAL				5,280.00
77086	05/13/2025	SPROUTS AND FRIENDS, INC.		
	05/13/2025	SPROUTS AND FRIENDS, INC.	JUVENILE PROGRAMS	750.00
TOTAL				750.00
77087	05/13/2025	STERICYCLE, INC.		
	05/13/2025	STERICYCLE, INC.	OFFICE SUPPLIES	247.52
TOTAL				247.52
77088	05/13/2025	ULINE		
	05/13/2025	ULINE	OFFICE SUPPLIES	106.02
TOTAL				106.02
77089	05/13/2025	W.B.MASON		
	05/13/2025	W.B.MASON	OFFICE SUPPLIES	51.49
TOTAL				51.49
77090	05/13/2025	WELLS FARGO FINANCIAL LEASING		

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 13, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	05/13/2025	WELLS FARGO FINANCIAL LEASING	R/M COPIERS	629.00
TOTAL				629.00
77091	05/13/2025	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	05/13/2025	BAYPORT-BLUE POINT UNION FREE SCH LIBRARY MISC.		35.00
TOTAL				35.00
77092	05/13/2025	SCLS		
	05/13/2025	SCLS	POSTAGE	20.01
		SCLS	OFFICE SUPPLIES	18.56
TOTAL				38.57
				84,685.79

2:00 PM
05/08/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 9 through May 12, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77013	04/09/2025	EQUITBLE		
	04/09/2025	EQUITBLE	EMPLOYEE CONTRIBUTIONS	730.00
TOTAL				730.00
77014	04/09/2025	NATIONAL GRID		
	04/09/2025	NATIONAL GRID	GAS	4,703.99
TOTAL				4,703.99
77015	04/09/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	04/09/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	39,943.60
TOTAL				39,943.60
77016	04/09/2025	T ROWE PRICE		
	04/09/2025	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	596.23
TOTAL				596.23
77017	04/09/2025	NATIONAL GRID		
	04/09/2025	NATIONAL GRID	GAS	895.62
TOTAL				895.62
77018	04/15/2025	NET2PHONE, INC.		
	04/15/2025	NET2PHONE, INC.	TELEPHONE	204.66
TOTAL				204.66
77019	04/15/2025	POSTMASTER		
	04/15/2025	POSTMASTER	POSTAGE	782.92
TOTAL				782.92
77020	04/15/2025	SUFFOLK COUNTY WATER AUTHORITY		
	04/15/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	89.09
TOTAL				89.09
77021	04/15/2025	POSTMASTER		
	04/15/2025	POSTMASTER	POSTAGE	106.05
TOTAL				106.05

Prepays

2:00 PM
05/08/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 9 through May 12, 2025

Num	Date	Source Name	Memo	Paid Amount
77022	04/24/2025	EQUITBLE		
	04/24/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77023	04/24/2025	METLIFE		
	04/24/2025	METLIFE	METLIFE PAYABLE	932.15
TOTAL				932.15
77024	04/24/2025	REGAN AGENCY		
	04/24/2025	REGAN AGENCY	BUILDING INSURANCE	10,366.00
TOTAL				10,366.00
77025	04/24/2025	SUFFOLK COUNTY WATER AUTHORITY		
	04/24/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	107.35
TOTAL				107.35
77026	04/24/2025	T ROWE PRICE		
	04/24/2025	T ROWE PRICE	T. ROWE PAYABLE	624.25
TOTAL				624.25
77033	05/06/2025	AFFLAC NEW YORK		
	05/06/2025	AFFLAC NEW YORK	AFLAC PAYABLE	373.20
TOTAL				373.20
77034	05/06/2025	EQUITBLE		
	05/06/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77035	05/06/2025	PAIGE PATTERSON		
	05/06/2025	PAIGE PATTERSON	MUSIC PROGRAMS	750.00
TOTAL				750.00
77036	05/06/2025	PSEGLI		
	05/06/2025	PSEGLI	UTILITIES	618.84
TOTAL				618.84

2:00 PM
05/08/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 9 through May 12, 2025

Num	Date	Source Name	Memo	Paid Amount
77037	05/06/2025	T MOBILE		
	05/06/2025	T MOBILE	SOFTWARE	378.95
TOTAL				378.95
77038	05/06/2025	T ROWE PRICE		
	05/06/2025	T ROWE PRICE	T. ROWE PRICE PAYABLE	525.44
TOTAL				525.44
77039	05/06/2025	PSEGLI		
	05/06/2025	PSEGLI	UTILITIES	7,630.67
TOTAL				7,630.67
77040	05/06/2025	PSEGLI		
	05/06/2025	PSEGLI	UTILITIES	7,630.67
TOTAL				7,630.67
				79,449.68

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05/06/2025

05/06/2025

05/06/2025

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 4/5/2025

Check Date: 4/10/2025

Pay Period: 8

Run Date: 4/8/2025

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	10	\$3,917.83	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	49	\$0.00	\$36,733.11
Totals:				59	\$3,917.83	\$36,733.11
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,511.29
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	\$637.69
Totals:					\$0.00	\$15,148.98
Total ACH Debit:					Impound Date: 4/9/2025	\$51,882.09
Total Payroll Funding (all items):						\$55,799.92

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,917.83	Total Live Checks	\$3,917.83	Total Live Checks	10	Active Employees Paid	57
Direct Deposits	\$36,733.11	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,650.94	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	\$14,511.29	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	66
**** Total Payroll	\$55,162.23	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (49)	\$36,733.11	Vouchers (Direct Deposit)	47	Terminated Employee Count	58
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	124
**** Adjusted Total	\$55,162.23	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	66
						Employees with W2 Data	64
						Active Employees Not Paid	9
						Active (Hired) EEs Not Paid	9

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 4/19/2025

Check Date: 4/24/2025

Pay Period: 9

Run Date: 4/22/2025

Run Number: 33

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	10	\$3,832.76	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	51	\$0.00	\$37,988.90
Totals:				61	\$3,832.76	\$37,988.90
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$15,321.56
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	\$637.69
Totals:					\$0.00	\$15,959.25
Total ACH Debit:					Impound Date: 4/23/2025	\$53,948.15
Total Payroll Funding (all items):						\$57,780.91

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,832.76	Total Live Checks	\$3,832.76	Total Live Checks	10	Active Employees Paid	58
Direct Deposits	\$37,988.90	Additional Checks	\$2,232.49	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$41,821.66	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	\$15,321.56	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	66
**** Total Payroll	\$57,143.22	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (51)	\$37,988.90	Vouchers (Direct Deposit)	49	Terminated Employee Count	58
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	124
**** Adjusted Total	\$57,143.22	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	66
						Employees with W2 Data	64
						Active Employees Not Paid	8
						Active (Hired) EEs Not Paid	8

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

4/7/2025

ayport-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 #
TRS	Richardt, Leah		Page	\$16.50/hr		03/22/25	19-01532 24- 1162-178

- 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

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

Michael L. [Signature]

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

4/29/2025

Bayport-Blue Point Public Library

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/C INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
TRT	McCrosson, Linda		Principal Account Clerk	43.88/hr		04/18/25	06-01801

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

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

Signature of Appointing Authority

Nursing Employees' Accommodation

I. Scope:

In conformity with New York Labor Law 206-c, the Library provides a supportive environment where employees may express breast milk during work hours.

II. Requests for Accommodations

Employees who wish to express breast milk at work, must notify their supervisor in advance — generally before returning to work, if on leave. This allows the Library time to find an appropriate location and adjust schedules if needed.

Employees should submit a written request to their direct supervisor by e-mail, with a copy to the Library Director. The Library will make every effort to respond to this request within five (5) days.

III. Accommodations

Employees may take thirty minute paid break time to pump breast milk for up to three (3) years following the birth of their child.

Employees are entitled to take breaks every three hours, up to 20 minutes in length, to express breast milk. Employees may take shorter breaks. Longer breaks will be granted if essential. These breaks may be taken right before, or right after, an employee's regularly scheduled break periods (e.g., lunch), without deduction from those breaks.

IV. Lactation Room Requirements.

The Library will designate a private room or other location for employees to express breast milk, which is:

- a. In close proximity to the work area;
- b. Well lit;
- c. Shielded from view of others;
- d. Has a door with a lock;
- e. Contains a chair, small table/flat surface and an electrical outlet;
- f. Is not a restroom or toilet stall.

If the lactation room is not the sole purpose of the room, then, when the room is being used for the other purpose(s), another room will be made available that meets these requirements.

If providing a room that meets the above-referenced requirements present an undue hardship (either temporarily or permanently), the Library will still provide a room or other location — other than a restroom or stall — that meets as many of these requirements as possible.

If the Library has a refrigerator, employees may use it to store expressed breast milk. However, the Library is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.

V. Non-Discrimination & Retaliation

Employees who choose to express breast milk in the workplace pursuant to this Policy will not be discriminated or retaliated against in any way.