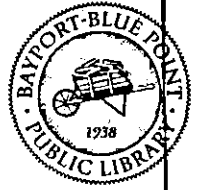


Bayport - Blue Point Public Library

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, June 10, 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

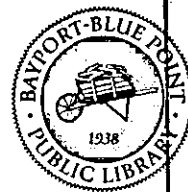
- XII. New Business

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

Next meeting **Tuesday, July 8, 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

05/13/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:07 p.m. Present were Trustee Devine, Trustee Borowski, Trustee Heineman, Trustee Adams (7:13 p.m.), Director Mike Firestone, and Assistant Director Wendy Bennett to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Borowski, seconded by Trustee Heineman to accept the minutes of the April 8, 2025 Regular Meeting of the Board of Trustees; approved by all (3-0).

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Borowski seconded by Trustee Heineman to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated March 2025; approved by all (3-0).

Motion made by Trustee Heineman, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 05/13/2025 (**Check Detail Report**); approved by all (3-0).

Motion made by Trustee Borowski, seconded by Trustee Heineman, to approve the listed prepaids, as presented, that were paid since last board meeting dated April 9, 2025 through May 12, 2025. (Checks between meetings); approved by all (3-0).

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve the Payroll Reports dated 04/10/25 and 04/24/25; approved by all (3-0).

IV. PERSONNEL REPORT

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve a CS-150 as presented dated 4-7, 4/29/25; approved by all (3-0).

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Adams, seconded by Trustee Borowski to enter executive session at 7:35 p.m.; approved by all (4-0).

Motion made by Trustee Borowski, seconded by Trustee Heineman to exit executive session at 8:28 p.m.; approved by all (4-0).

Motion made by Trustee Heineman, seconded by Trustee Borowski to adopt the 2025-2026 Budget as presented and approved by the voters on April 8, 2025 (4-0).

Motion made by Trustee Adams, seconded by Trustee Borowski to adopt the Nursing Employee's Accommodation Policy as presented (4-0).

Motion made by Trustee Heineman, seconded by Trustee Adams to adopt the separation agreement for Employee A (4-0).

X. ADJOURNMENT

Motion made by Trustee Heineman, seconded by Trustee Adams, to adjourn the meeting at 8:30 p.m.; approved by all (4-0).

Respectfully submitted,
Michael Firestone

BAYPORT-BLUE POINT PUBLIC LIBRARY
186 MIDDLE ROAD
BLUE POINT, N.Y. 11715 - 1932
(631)363-6133

BANK RECONCILIATION FOR APRIL 2025

M & T BANK CHECKING GENERAL ACCOUNT

April 1, 2025	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$50,347.87
	RECEIPTS:	
	TAX REVENUE	255,721.71
	TICKETS SALES	1,435.00
	PASSPORT FEES	805.00
	ADULT PROGRAMS	547.00
	MAKERSPACE	402.75
	DONATIONS	250.00
	CAFE RENT	250.00
	EV CHARGING STATION	230.74
	FINES	171.00
	COPIER	163.20
	MISCELLANEOUS BANK CREDIT	140.00
	INTEREST	12.57
	FAX	10.00
	FRIENDS PASS THRU	2.00
	JUVENILE PROGRAMS	0.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(80.85)
		<u>260,060.12</u>
	TOTAL(Book Balance + Receipts)	310,407.99
	LESS: APRIL DISBURSEMENTS	<u>240,201.26</u>
April 30, 2025	BALANCE PER LIBRARY BOOKS:	<u><u>\$70,206.73</u></u>
April 30, 2025	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$81,275.32
	APRIL FINES DEPOSITED IN MAY	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	81,275.32
	LESS: APRIL OUTSTANDING CHECKS	<u>11,068.59</u>
April 30, 2025	BALANCE PER BANK:	<u><u>\$70,206.73</u></u>

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77108	06/10/2025	A TIME FOR KIDS		
	06/10/2025	A TIME FOR KIDS	JUV PROGRAMS	160.00
TOTAL				160.00
77109	06/10/2025	ALLISON FRANZESE		
	06/10/2025	ALLISON FRANZESE	ADULT PROGRAMS	25.00
TOTAL				25.00
77110	06/10/2025	AMAZON CAPITAL SERVICES		
	06/10/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	140.19
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	370.73
		AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	35.94
		AMAZON CAPITAL SERVICES	JUV PROGRAMS	440.39
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	836.19
		AMAZON CAPITAL SERVICES	YA BOOKS	26.09
		AMAZON CAPITAL SERVICES	YA PROGRAMS	1,303.43
TOTAL				3,152.96
77111	06/10/2025	AMERICAN EXPRESS		
	06/10/2025	AMERICAN EXPRESS	ADULT PROGRAMS	213.52
		AMERICAN EXPRESS	JUV PROGRAMS	27.63
		AMERICAN EXPRESS	MAKERSPACE SUPPLIES	316.77
		AMERICAN EXPRESS	PERIODICALS	557.88
		AMERICAN EXPRESS	POSTAGE	122.00
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	546.73
		AMERICAN EXPRESS	SOFTWARE	116.99
		AMERICAN EXPRESS	TELEPHONE	508.64
		AMERICAN EXPRESS	UTILITIES	1,516.67
		AMERICAN EXPRESS	YA BOOKS ON TAPE	9.23
		AMERICAN EXPRESS	YA PROGRAMS	193.62
TOTAL				4,129.68
77112	06/10/2025	BAKER & TAYLOR BOOKS		
	06/10/2025	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	1,174.97
		BAKER & TAYLOR BOOKS	YA BOOKS	44.06
		BAKER & TAYLOR BOOKS	ADULT BOOKS	2,061.57
TOTAL				3,280.60
77113	06/10/2025	BONNIE SCHWARTZ		

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		06/10/2025	BONNIE SCHWARTZ	ADULT PROGRAMS	370.00
TOTAL					370.00
	77114	06/10/2025	BRI-TECH, INC.		
		06/10/2025	BRI-TECH, INC.	R/M FIRE ALARM	1,163.46
TOTAL					1,163.46
	77115	06/10/2025	BRODART CO.		
		06/10/2025	BRODART CO.	ADULT BOOKS	13.77
			BRODART CO.	JUVENILE BOOKS	8.22
TOTAL					21.99
	77116	06/10/2025	CCP SOLUTIONS, LLC		
		06/10/2025	CCP SOLUTIONS, LLC	R/M COPIERS	2,184.94
TOTAL					2,184.94
	77117	06/10/2025	CLEAR RIVER ENVIRONMENTAL		
		06/10/2025	CLEAR RIVER ENVIRONMENTAL	R/M BUILDING MISC	4,200.00
TOTAL					4,200.00
	77118	06/10/2025	DANIELLE KOZIKOWSKI		
		06/10/2025	DANIELLE KOZIKOWSKI	ADULT PROGRAMS	98.52
TOTAL					98.52
	77119	06/10/2025	DEBORAH SCHMIEDER		
		06/10/2025	DEBORAH SCHMIEDER	ADULT PROGRAMS	100.00
TOTAL					100.00
	77120	06/10/2025	DIANE ARONSEN		
		06/10/2025	DIANE ARONSEN	ADULT PROGRAMS	525.00
TOTAL					525.00
	77121	06/10/2025	ELECTRONIX SYSTEMS		
		06/10/2025	ELECTRONIX SYSTEMS	R/M ALARMS	176.85
TOTAL					176.85

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

Num	Date	Source Name	Memo	Paid Amount
77122	06/10/2025	ELLA SPAGNOLO		
	06/10/2025	ELLA SPAGNOLO	MUSIC PROGRAMS	700.00
TOTAL				700.00
77123	06/10/2025	EMERALD ISLAND		
	06/10/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	335.94
TOTAL				335.94
77124	06/10/2025	EMMA LODATO-e		
	06/10/2025	EMMA LODATO-e	JUV PROGRAMS	19.99
TOTAL				19.99
77125	06/10/2025	FRANK GIEBFRIED		
	06/10/2025	FRANK GIEBFRIED	ADULT PROGRAMS	400.00
TOTAL				400.00
77126	06/10/2025	GABRIELLA GRAMA		
	06/10/2025	GABRIELLA GRAMA	ADULT PROGRAMS	463.00
TOTAL				463.00
77127	06/10/2025	GRAND BAY IRRIGATION LLC		
	06/10/2025	GRAND BAY IRRIGATION LLC	R/M SPRINKLERS	577.00
TOTAL				577.00
77128	06/10/2025	GREAT SOUTH BAY LANDSCAPING		
	06/10/2025	GREAT SOUTH BAY LANDSCAPING	R/M LAWN SERVICE	3,191.67
TOTAL				3,191.67
77129	06/10/2025	HUMANITY.COM,LLC		
	06/10/2025	HUMANITY.COM,LLC	SOFTWARE	2,523.18
TOTAL				2,523.18
77130	06/10/2025	J.K.HODGE		
	06/10/2025	J.K.HODGE	ADULT PROGRAMS	175.00
TOTAL				175.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

Num	Date	Source Name	Memo	Paid Amount
77131	06/10/2025	JENNIFER COLBERT		
	06/10/2025	JENNIFER COLBERT	JUVENILE PROGRAM	120.00
TOTAL				120.00
77132	06/10/2025	JENNIFER FRASCOGNA		
	06/10/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	880.00
TOTAL				880.00
77133	06/10/2025	JESSICA REILLY		
	06/10/2025	JESSICA REILLY	ADULT PROGRAMS	70.00
TOTAL				70.00
77134	06/10/2025	JONATHAN VAN BRUNT		
	06/10/2025	JONATHAN VAN BRUNT	ADULT PROGRAMS	400.00
TOTAL				400.00
77135	06/10/2025	JOSEPH SAVIO		
	06/10/2025	JOSEPH SAVIO	MUSIC PROGRAMS	1,700.00
TOTAL				1,700.00
77136	06/10/2025	JOYCE WALKER		
	06/10/2025	JOYCE WALKER	ADULT PROGRAMS	340.00
TOTAL				340.00
77137	06/10/2025	KANOPY, INC.		
	06/10/2025	KANOPY, INC.	REF/ONLINE SERVICES	159.00
TOTAL				159.00
77138	06/10/2025	KATHY ROEDER		
	06/10/2025	KATHY ROEDER	JUVENILE PROGRAMS	125.00
TOTAL				125.00
77139	06/10/2025	LAURIE JANOWITZ		
	06/10/2025	LAURIE JANOWITZ	ADULT PROGRAMS	380.00
TOTAL				380.00

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77140	06/10/2025	MARIA'S MEXICAN COOKING, LLC		
	06/10/2025	MARIA'S MEXICAN COOKING, LLC	ADULT PROGRAMS	425.00
TOTAL				425.00
77141	06/10/2025	MEGHAN VANKURIN		
	06/10/2025	MEGHAN VANKURIN	JUVENILE PROGRAMS	150.00
TOTAL				150.00
77142	06/10/2025	MICHAEL GALLAGHER, CPA		
	06/10/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77143	06/10/2025	MICHELE MORSTADT		
	06/10/2025	MICHELE MORSTADT	ADULT PROGRAMS	280.00
TOTAL				280.00
77144	06/10/2025	MIDWEST TAPE		
	06/10/2025	MIDWEST TAPE	DVDS - ADULT	525.52
TOTAL				525.52
77145	06/10/2025	MIDWEST TAPE -HOOPLA		
	06/10/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	747.46
TOTAL				747.46
77146	06/10/2025	MY CLASSY BABY		
	06/10/2025	MY CLASSY BABY	JUVENILE PROGRAMS	125.00
TOTAL				125.00
77147	06/10/2025	NABCO ENTRANCES INC.		
	06/10/2025	NABCO ENTRANCES INC.	R/M MISC.	370.00
TOTAL				370.00
77148	06/10/2025	NATALIE BOYLE		
	06/10/2025	NATALIE BOYLE	ADULT PROGRAMS	500.00
TOTAL				500.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

Num	Date	Source Name	Memo	Paid Amount
77149	06/10/2025	OCLC INC.		
	06/10/2025	OCLC INC.	REF/ONLINE SERVICES	586.29
TOTAL				586.29
77150	06/10/2025	OFFICE DEPOT, LLC		
	06/10/2025	OFFICE DEPOT, LLC	OFFICE SUPPLIES	189.99
TOTAL				189.99
77151	06/10/2025	PRO-TEK SERVICES OF NY, LLC		
	06/10/2025	PRO-TEK SERVICES OF NY, LLC	R/M OTHER	487.50
TOTAL				487.50
77152	06/10/2025	ROBERT SCOTT		
	06/10/2025	ROBERT SCOTT	YA PROGRAMS	345.00
TOTAL				345.00
77153	06/10/2025	SCLS		
	06/10/2025	SCLS	POSTAGE	15.18
		SCLS	OFFICE SUPPLIES	14.08
		SCLS	ADULT PROGRAMS	25.00
		SCLS	MUSEUM PASSES	212.50
TOTAL				266.76
77154	06/10/2025	SEBCO BOOKS		
	06/10/2025	SEBCO BOOKS	JUVENILE BOOKS	2,428.04
TOTAL				2,428.04
77155	06/10/2025	SPROUTS AND FRIENDS, INC.		
	06/10/2025	SPROUTS AND FRIENDS, INC.	JUVENILE PROGRAMS	450.00
TOTAL				450.00
77156	06/10/2025	STERICYCLE, INC.		
	06/10/2025	STERICYCLE, INC.	OFFICE SUPPLIES	247.52
TOTAL				247.52
77157	06/10/2025	SUFFOLK COUNTY DEPT OF PARKS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

June 10, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	06/10/2025	SUFFOLK COUNTY DEPT OF PARKS	TICKETS	250.00
TOTAL				250.00
77158	06/10/2025	SUFFOLK COUNTY HISTORICAL SOCIETY		
	06/10/2025	SUFFOLK COUNTY HISTORICAL SOCIET PROFESSIONAL FEES - OTHER		50.00
TOTAL				50.00
77159	06/10/2025	THERMAL SOLUTIONS		
	06/10/2025	THERMAL SOLUTIONS	R/M HVAC	980.00
TOTAL				980.00
77160	06/10/2025	ULINE		
	06/10/2025	ULINE	OFFICE SUPPLIES	89.47
TOTAL				89.47
77161	06/10/2025	W.B.MASON		
	06/10/2025	W.B.MASON	OFFICE SUPPLIES	593.65
TOTAL				593.65
77162	06/10/2025	WENDY BENNETT - PETTY CASH		
	06/10/2025	WENDY BENNETT - PETTY CASH	PETTY CASH REPLENISHMENT	178.19
TOTAL				178.19
				43,014.17

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 14 through June 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77094	05/22/2025	EQUITBLE		
	05/21/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77095	05/22/2025	METLIFE		
	05/21/2025	METLIFE	METLIFE PAYABLE	932.15
TOTAL				932.15
77096	05/22/2025	NET2PHONE, INC.		
	05/21/2025	NET2PHONE, INC.	TELEPHONES	204.66
TOTAL				204.66
77097	05/22/2025	OPTIMUM		
	05/21/2025	OPTIMUM	TELEPHONES	234.56
TOTAL				234.56
77098	05/22/2025	PSEGLI		
	05/21/2025	PSEGLI	UTILITIES	2,222.94
TOTAL				2,222.94
77099	05/22/2025	T ROWE PRICE		
	05/21/2025	T ROWE PRICE	T, ROWE PAYABLE	526.80
TOTAL				526.80
77100	05/22/2025	WELLS FARGO FINANCAIL LEASING		
	05/21/2025	WELLS FARGO FINANCAIL LEASING	COPY MACHINES	629.00
TOTAL				629.00
77101	06/03/2025	AFFLAC NEW YORK		
	06/03/2025	AFFLAC NEW YORK	AFLAC PAYABLE	381.84
TOTAL				381.84
77102	06/03/2025	EQUITBLE		
	06/03/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00

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06/05/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

May 14 through June 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77103	06/03/2025	FIRST-CITIZENS BANK & TRUSTCO.		
	06/03/2025	FIRST-CITIZENS BANK & TRUSTCO.	R/M COPIERS	294.13
TOTAL				294.13
77104	06/03/2025	PSEGLI		
	06/03/2025	PSEGLI	UTILITIES	541.84
TOTAL				541.84
77105	06/03/2025	T MOBILE		
	06/03/2025	T MOBILE	SOFTWARE	378.95
TOTAL				378.95
77106	06/03/2025	T ROWE PRICE		
	06/03/2025	T ROWE PRICE	T. ROWE PAYABLE	532.26
TOTAL				532.26
77107	06/03/2025	PSEGLI		
	06/03/2025	PSEGLI	UTILITIES	4,154.89
TOTAL				4,154.89
				12,494.02

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY PREVIEW	Period Begin Date: 4/20/2025
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 5/3/2025
Check Date: 5/8/2025		Pay Period: 10
Run Date: 5/6/2025		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	\$3,800.47	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	49	\$0.00	\$34,975.58
Totals:				59	\$3,800.47	\$34,975.58
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,807.44
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	\$14,445.13
Total ACH Debit:					Impound Date: 5/7/2025	\$49,420.71
Total Payroll Funding (all items):						\$53,221.18

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,800.47	Total Live Checks	\$3,800.47	Total Live Checks	10	Active Employees Paid	57
Direct Deposits	\$34,975.58	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$38,776.05	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	\$13,807.44	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	66
**** Total Payroll	\$52,583.49	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (49)	\$34,975.58	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	\$52,583.49	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: 5/17/2025

Check Date: 5/22/2025

Pay Period: 11

Run Date: 5/20/2025

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	\$3,291.22	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	51	\$0.00	\$34,791.42
Totals:				61	\$3,291.22	\$34,791.42
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,482.82
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	\$14,120.51
Total ACH Debit:					Impound Date: 5/21/2025	\$48,911.93
Total Payroll Funding (all items):						\$52,203.15

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,291.22	Total Live Checks	\$3,291.22	Total Live Checks	10	Active Employees Paid	59
Direct Deposits	\$34,791.42	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$38,082.64	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	\$13,482.82	Thrd Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	66
**** Total Payroll	\$51,565.46	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (51)	\$34,791.42	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	\$51,565.46	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	67
						Employees with W2 Data	64
						Active Employees Not Paid	7
						Active (Hired) EEs Not Paid	7

REPORT OF PERSONNEL CHANGES

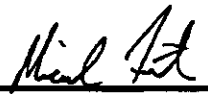
DATE PREPARED

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

5/19/2025

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	BECKER, LISA		LIBRARIAN TRAINEE	25.97/PER HOUR	17.5 HRS MAX PER WK	05/27/25	24-1162-121
APT	TUCCI, MATTHEW		CUSTODIAL WORKER I	17.83/PER HOUR	10 HRS MAX PER WK	05/27/25	24-1162-197
APT	RYAN, JAMIE LYNN		LIBRARY CLERK	17.00/PER HOUR	17.5 HRS MAX PER WK	06/02/25	24-1162-89

<p>DID YOU:</p> <ol style="list-style-type: none"> 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? <p>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)</p> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED AS NOTED </p>	<p>The above changes are hereby certified as being in accordance with Civil Service Requirements.</p> <p style="text-align: center;">  Signature of Appointing Authority </p>
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