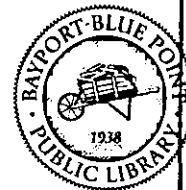


# Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 • Phone (631) 363-6133 Fax (631) 868-3520



## ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

JULY 8, 2025  
7:00 PM

### AGENDA

\*\*\*\*\*

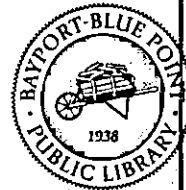
QUESTION AND ANSWER PERIOD  
FOR RESIDENTS

\*\*\*\*\*

1. AGENDA
2. OATH OF OFFICERS
3. APPOINTMENTS
  - A. COMMITTEES
  - B. ATTORNEY
  - C. ACCOUNTANT/AUDITOR
  - D. INSURANCE AGENT
  - E. RECORDS MANAGEMENT OFFICER

# Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 • Phone (631) 363-6133 Fax (631) 868-3520



**ANNUAL ORGANIZATIONAL MEETING**

**JULY 8, 2025**

## **AGENDA**

F. CUSTODIAN OF PUBLIC RECORDS (FREEDOM OF  
INFORMATION OFFICER)

G. AFFIRMATIVE ACTION OFFICER

### **4. ANNUAL OFFICIAL ACTIONS**

#### **A. DEPOSITORIES**

- 1. BANK ACCOUNTS**
- 2. INVESTMENTS IN CERTIFICATES OF DEPOSIT**
- 3. SECURITY AND CUSTODIAL AGREEMENT**

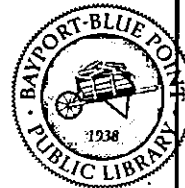
**B. OFFICIAL NEWSPAPERS & POSTAGE**

**C. REGULAR MEETINGS**

**D. PETTY CASH FUNDS**

# 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, July 8, 2025 at 7:00pm** in the Library.

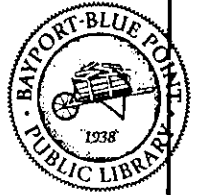
## **AGENDA**

- 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, August 12, 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 06/10/2025

### **I. CALL TO ORDER**

Trustee Devine called the meeting to order at 7:05 p.m. Present were Trustee Devine, Trustee McAward, Trustee Heineman, Trustee Adams, and Director Mike Firestone, taking minutes.

### **II. APPROVAL OF MINUTES**

Motion made by Trustee Heineman, seconded by Trustee McAward to accept the minutes of the May 13, 2025 Regular Meeting of the Board of Trustees; approved by all.

### **III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS**

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

Motion made by Trustee Adams, seconded by Trustee Heineman, to approve the Operating Fund Schedule of Claims dated 06/10/2025 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the listed prepaids, as presented, that were paid since last board meeting dated May 14, 2025 through June 9, 2025. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams to approve the Payroll Report dated 05/3 & 5/17/25; approved by all.

### **IV. PERSONNEL REPORT**

Motion made by Trustee Heineman, seconded by Trustee McAward to approve CS-150's dated 5/19/25; approved by all.

### **V. DIRECTOR'S REPORT**

Motion made by Trustee McAward, seconded by Trustee Adams to approve the Board Meeting Dates for 2025-2026; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve a contract extension with Baldessari & Coster for 5 more fiscal years from 2025-2026 through 2029-2030; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve Leave of Absence request from Gillian Jansen; approved by all.

### **VI. UNFINISHED BUSINESS**

### **VII. NEW BUSINESS**

Motion made by Trustee Heineman, seconded by Trustee McAward to enter into executive session to discuss contracts and real estate at 7:28 p.m.; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to exit executive session at 7:46 p.m.; approved by all.

### **X. ADJOURNMENT**

Motion made by Trustee Heineman, seconded by Trustee McAward, to adjourn the meeting at 7:47 p.m.; approved by all.

Respectfully submitted,  
Mike Firestone

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

**BANK RECONCILIATION FOR MAY 2025**

**M & T BANK CHECKING GENERAL ACCOUNT**

May 1, 2025	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
	BALANCE PER LIBRARY BOOKS:	\$70,206.73
	RECEIPTS:	
	TAX REVENUE	255,721.71
	ADULT PROGRAMS	5,826.00
	TICKETS SALES	1,144.00
	PASSPORT FEES	980.00
	FRIENDS/DONATIONS	727.46
	COPIER	710.45
	MAKERSPACE	482.78
	CAFE RENT	250.00
	SALES OF USED BOOKS	199.74
	EV CHARGING STATION	177.93
	FINES	71.90
	INTEREST	17.52
	FAX	11.75
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(180.36)
		<u>266,140.88</u>
	TOTAL(Book Balance + Receipts)	336,347.61
	LESS: MAY DISBURSEMENTS	<u>209,145.87</u>
May 31, 2025	<b>BALANCE PER LIBRARY BOOKS:</b>	<u><u>\$127,201.74</u></u>
May 31, 2025	<b><u>BALANCE PER BANK:</u></b>	
	BALANCE PER BANK:	\$136,671.09
	MAY FINES DEPOSITED IN JUNE	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	136,671.09
	LESS: MAY OUTSTANDING CHECKS	<u>9,469.35</u>
May 31, 2025	<b>BALANCE PER BANK:</b>	<u><u>\$127,201.74</u></u>

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77171	07/08/2025	A TIME FOR KIDS		
	07/08/2025	A TIME FOR KIDS	JUVENILE PROGRAM	160.00
TOTAL				160.00
77172	07/08/2025	ALIANA MANTERIA		
	07/08/2025	ALIANA MANTERIA	ADULT PROGRAM	350.00
TOTAL				350.00
77173	07/08/2025	AMAZON CAPITAL SERVICES		
	07/08/2025	AMAZON CAPITAL SERVICES	ADULT PROGRAMS	222.68
		AMAZON CAPITAL SERVICES	JUVENILE PROGRAMS	328.79
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	194.20
		AMAZON CAPITAL SERVICES	YA BOOKS	101.72
		AMAZON CAPITAL SERVICES	YA PROGRAMS	97.61
TOTAL				945.00
77174	07/08/2025	AMERICAN EXPRESS		
	07/08/2025	AMERICAN EXPRESS	ADULT PROGRAMS	181.94
		AMERICAN EXPRESS	PROGRAM SUPPLIES GENERAL	13.18
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	300.07
		AMERICAN EXPRESS	JUVENILE PROGRAMS	551.28
		AMERICAN EXPRESS	MAKERSPACE SUPPLIES	346.03
		AMERICAN EXPRESS	PERIODICALS	213.96
		AMERICAN EXPRESS	POSTAGE	122.83
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	546.73
		AMERICAN EXPRESS	SOFTWARE	190.69
		AMERICAN EXPRESS	TELEPHONES	498.64
		AMERICAN EXPRESS	YA PROGRAMS	452.43
TOTAL				3,417.78
77175	07/08/2025	ANNA DAVIS		
	07/08/2025	ANNA DAVIS	HEALTH INSURANCE	1,775.70
TOTAL				1,775.70
77176	07/08/2025	BAKER & TAYLOR BOOKS		
	07/08/2025	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	1,001.83
		BAKER & TAYLOR BOOKS	YA BOOKS	14.82
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,899.87

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07/03/25

**BAYPORT - BLUE POINT PUBLIC LIBRARY**

**Check Detail**

July 8, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					2,916.52
	77177	07/08/2025	BARBARA WILKENS		
		07/08/2025	BARBARA WILKENS	HEALTH INSURANCE	555.00
		07/08/2025	BARBARA WILKENS	HEALTH INSURANCE	555.00
TOTAL					1,110.00
	77178	07/08/2025	BRI-TECH, INC.		
		07/08/2025	BRI-TECH, INC.	R/M FIRE ALARMS	3,812.86
TOTAL					3,812.86
	77179	07/08/2025	BRINKMAN HARDWARE		
		07/08/2025	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	57.92
TOTAL					57.92
	77180	07/08/2025	BRODART CO.		
		07/08/2025	BRODART CO.	JUVENILE BOOKS	9.09
TOTAL					9.09
	77181	07/08/2025	DEBORAH AHEARN		
		07/08/2025	DEBORAH AHEARN	HEALTH INSURANCE	555.00
TOTAL					555.00
	77182	07/08/2025	DEBORAH SCHMIEDER		
		07/08/2025	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL					100.00
	77183	07/08/2025	DIANE ARONSEN		
		07/08/2025	DIANE ARONSEN	ADULT PROGRAMS	825.00
TOTAL					825.00
	77184	07/08/2025	DONNA NESTERUK		
		07/08/2025	DONNA NESTERUK	ADULT PROGRAM	250.00
TOTAL					250.00
	77185	07/08/2025	EMERALD ISLAND		

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07/03/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 8, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		07/08/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	604.90
TOTAL					604.90
	77186	07/08/2025	EMMA LODATO		
		07/08/2025	EMMA LODATO	JUVENILE PROGRAM	23.88
TOTAL					23.88
	77187	07/08/2025	ENCORE FIRE PROTECTION		
		07/08/2025	ENCORE FIRE PROTECTION	R/M MISC.	451.80
TOTAL					451.80
	77188	07/08/2025	EQUITBLE		
		07/08/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL					730.00
	77189	07/08/2025	FISH GUY PHOTOS		
		07/08/2025	FISH GUY PHOTOS	ADULT PROGRAM	250.00
TOTAL					250.00
	77190	07/08/2025	FRANK CARDELLO		
		07/08/2025	FRANK CARDELLO	MUSIC PROGRAM	595.00
TOTAL					595.00
	77191	07/08/2025	GAIL SILSBE		
		07/08/2025	GAIL SILSBE	HEALTH INSURANCE	1,110.00
TOTAL					1,110.00
	77192	07/08/2025	GREAT SOUTH BAY LANDSCAPING		
		07/08/2025	GREAT SOUTH BAY LANDSCAPING	R/M LAWN SERVICE	3,191.67
TOTAL					3,191.67
	77193	07/08/2025	HARTCORN PLUMBING AND HEATING		
		07/08/2025	HARTCORN PLUMBING AND HEATING	R/M FIREMATICS	980.00
TOTAL					980.00
	77194	07/08/2025	INDUSTRIAL APPRAISAL COMPANY		



BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/08/2025	INDUSTRIAL APPRAISAL COMPANY	PROFESSIONAL FEES OTHER	520.00
TOTAL				520.00
77195	07/08/2025	JANICE NORTH		
	07/08/2025	JANICE NORTH	HEALTH INSURANCE	555.00
TOTAL				555.00
77196	07/08/2025	JEFF ALLEGUE		
	07/08/2025	JEFF ALLEGUE	MUSIC PROGRAM	850.00
TOTAL				850.00
77197	07/08/2025	JENNIFER COLBERT		
	07/08/2025	JENNIFER COLBERT	JUVENILE PROGRAM	180.00
TOTAL				180.00
77198	07/08/2025	JENNIFER FRASCOGNA		
	07/08/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,440.00
TOTAL				1,440.00
77199	07/08/2025	JESSICA REILLY		
	07/08/2025	JESSICA REILLY	ADULT PROGRAM	140.00
TOTAL				140.00
77200	07/08/2025	JOCELYN MCINTEE		
	07/08/2025	JOCELYN MCINTEE	HEALTH INSURANCE	555.00
TOTAL				555.00
77201	07/08/2025	JOHN O'HARE		
	07/08/2025	JOHN O'HARE	HEALTH INSURANCE	555.00
TOTAL				555.00
77202	07/08/2025	JOYCE WALKER		
	07/08/2025	JOYCE WALKER	ADULT PROGRAMS	340.00
TOTAL				340.00
77203	07/08/2025	KANOPY, INC.		

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/08/2025	KANOPY, INC.	REF/ONLINE SERVICES	200.00
TOTAL				200.00
77204	07/08/2025	KELLY SHERIDAN		
	07/08/2025	KELLY SHERIDAN	YA PROGRAMS	121.11
		KELLY SHERIDAN	MAKERSPACE SUPPLIES	23.00
TOTAL				144.11
77205	07/08/2025	KEVIN SEAMAN		
	07/08/2025	KEVIN SEAMAN	LEGAL FEES	3,025.00
TOTAL				3,025.00
77206	07/08/2025	KING KULLEN GROCERY CORP, INC.		
	07/08/2025	KING KULLEN GROCERY CORP, INC.	YA PROGRAM	29.18
TOTAL				29.18
77207	07/08/2025	LIBRARY IDEAS LLC		
	07/08/2025	LIBRARY IDEAS LLC	REF/ONLINE SERVICES	4,668.00
TOTAL				4,668.00
77208	07/08/2025	LINDA BOHMAN		
	07/08/2025	LINDA BOHMAN	ADULT PROGRAMS	240.00
TOTAL				240.00
77209	07/08/2025	LUCINDA LAPPANO		
	07/08/2025	LUCINDA LAPPANO	HEALTH INSURANCE	1,110.00
TOTAL				1,110.00
77210	07/08/2025	MARIA'S MEXICAN COOKING, LLC		
	07/08/2025	MARIA'S MEXICAN COOKING, LLC	ADULT PROGRAM	125.00
TOTAL				125.00
77211	07/08/2025	MARK GROSSMAN PUBLIC RELATIONS		
	07/08/2025	MARK GROSSMAN PUBLIC RELATION:	PROFESSIONAL FEES OTHER	550.00
TOTAL				550.00
77212	07/08/2025	MEGHAN VANKURIN		

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/08/2025	MEGHAN VANKURIN	JUVENILE PROGRAM	150.00
TOTAL				150.00
77213	07/08/2025	MICHAEL GALLAGHER, CPA		
	07/08/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77214	07/08/2025	MIDWEST TAPE		
	07/08/2025	MIDWEST TAPE	ADULT DVDS	850.23
TOTAL				850.23
77215	07/08/2025	MIDWEST TAPE -HOOPLA		
	07/08/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	874.04
TOTAL				874.04
77216	07/08/2025	MY CLASSY BABY		
	07/08/2025	MY CLASSY BABY	JUVENILE PROGRAM	125.00
TOTAL				125.00
77217	07/08/2025	NATALIE BOYLE		
	07/08/2025	NATALIE BOYLE	ADULT PROGRAMS	500.00
TOTAL				500.00
77218	07/08/2025	NATIONAL WASTE SERVICES		
	07/08/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	1,000.00
TOTAL				1,000.00
77219	07/08/2025	OCLC INC.		
	07/08/2025	OCLC INC.	REF/ONLINE SERVICES	3,851.40
TOTAL				3,851.40
77220	07/08/2025	QUADIENT LEASING		
	07/08/2025	QUADIENT LEASING	POSTAGE	248.55
TOTAL				248.55
77221	07/08/2025	SCLS		

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/08/2025	SCLS	POSTAGE	20.01
		SCLS	OFFICE SUPPLIES	18.56
		SCLS	YA PROGRAMS	525.00
		SCLS	TICKETS	1,560.00
		SCLS	JUV PROGRAM	25.00
TOTAL				<u>2,148.57</u>
77222	07/08/2025	SCLS-PALS		
	07/08/2025	SCLS-PALS	SCLS-PALS QUARTERLY MAINTENANCE	4,759.97
TOTAL				<u>4,759.97</u>
77223	07/08/2025	SCLS TELECOMMUNICATIONS		
	07/08/2025	SCLS TELECOMMUNICATIONS	SCLS-TELECOM CONTRACT	9,900.00
TOTAL				<u>9,900.00</u>
77224	07/08/2025	SEARLES GRAPHICS, INC.		
	07/08/2025	SEARLES GRAPHICS, INC.	PRINTING	5,280.00
TOTAL				<u>5,280.00</u>
77225	07/08/2025	SEBCO BOOKS		
	07/08/2025	SEBCO BOOKS	YA BOOKS	1,415.13
TOTAL				<u>1,415.13</u>
77226	07/08/2025	SPROUTS AND FRIENDS, INC.		
	07/08/2025	SPROUTS AND FRIENDS, INC.	JUVENILE PROGRAMS	300.00
TOTAL				<u>300.00</u>
77227	07/08/2025	STERICYCLE, INC.		
	07/08/2025	STERICYCLE, INC.	OFFICE SUPPLIES	247.52
TOTAL				<u>247.52</u>
77228	07/08/2025	SUSAN CHANT		
	07/08/2025	SUSAN CHANT	JUVENILE PROGRAMS	55.16
TOTAL				<u>55.16</u>
77229	07/08/2025	T MOBILE		

## BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	07/08/2025	T MOBILE	SOFTWARE	378.95
TOTAL				378.95
77230	07/08/2025	T ROWE PRICE		
	07/08/2025	T ROWE PRICE	T. ROWE PAYABLE	536.43
TOTAL				536.43
77231	07/08/2025	THE LIVERPOOL SHUFFLE, INC.		
	07/08/2025	THE LIVERPOOL SHUFFLE, INC.	MUSIC PROGRAM	1,350.00
TOTAL				1,350.00
77232	07/08/2025	THE PATCHOGUE ADVANCE		
	07/08/2025	THE PATCHOGUE ADVANCE	PROFESSIONAL FEES OTHER	125.00
TOTAL				125.00
77233	07/08/2025	THERMAL SOLUTIONS		
	07/08/2025	THERMAL SOLUTIONS	R/M HVAC	3,882.50
TOTAL				3,882.50
77234	07/08/2025	THOMAS MAIER		
	07/08/2025	THOMAS MAIER	ADULT PROGRAM	150.00
TOTAL				150.00
77235	07/08/2025	TK ELEVATOR CORPORATION		
	07/08/2025	TK ELEVATOR CORPORATION	R/M MISC	900.00
TOTAL				900.00
77236	07/08/2025	U.S. POSTAL SERVICE		
	07/08/2025	U.S. POSTAL SERVICE	POSTAGE	350.00
TOTAL				350.00
77237	07/08/2025	W.B.MASON		
	07/08/2025	W.B.MASON	OFFICE SUPPLIES	200.80
		W.B.MASON	OFFICE SUPPLIES	287.58
		W.B.MASON	OFFICE SUPPLIES	87.98
		W.B.MASON	OFFICE SUPPLIES	449.90
		W.B.MASON	OFFICE SUPPLIES	160.12

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		W.B.MASON	OFFICE SUPPLIES	31.98
TOTAL				1,218.36
77238	07/08/2025	AMAZON CAPITAL SERVICES		
	07/08/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	16.50
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	36.60
		AMAZON CAPITAL SERVICES	JUVENILE BOOKS	231.04
		AMAZON CAPITAL SERVICES	JUVENILE PROGRAMS	393.97
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	824.28
		AMAZON CAPITAL SERVICES	YA PROGRAMS	272.88
TOTAL				1,775.27
				82,420.49

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# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

June 11 through July 7, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77163	06/16/2025	EQUITBLE		
	06/16/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77164	06/16/2025	NATIONAL GRID		
	06/16/2025	NATIONAL GRID	UTILITIES	46.33
		NATIONAL GRID	UTILITIES	51.08
		NATIONAL GRID	UTILITIES	777.25
TOTAL				874.66
77165	06/16/2025	NET2PHONE, INC.		
	06/16/2025	NET2PHONE, INC.	TELEPHONE	204.66
TOTAL				204.66
77166	06/16/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	06/16/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	41,547.01
TOTAL				41,547.01
77167	06/16/2025	POSTMASTER		
	06/16/2025	POSTMASTER	POSTAGE	780.77
TOTAL				780.77
77168	06/16/2025	SUFFOLK COUNTY WATER AUTHORITY		
	06/16/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	147.69
TOTAL				147.69
77169	06/16/2025	T ROWE PRICE		
	06/16/2025	T ROWE PRICE	T. ROWE PAYABLE	594.31
TOTAL				594.31
77170	06/16/2025	POSTMASTER		
	06/16/2025	POSTMASTER	POSTAGE	106.05
TOTAL				106.05
				44,985.15

*** PAYROLL FUNDING ***						
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	11	\$3,711.08	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	48	\$0.00	\$33,433.69
<b>Totals:</b>				<b>59</b>	<b>\$3,711.08</b>	<b>\$33,433.69</b>
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,341.72
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	\$650.47
<b>Totals:</b>					<b>\$0.00</b>	<b>\$13,992.19</b>
<b>Total ACH Debit:</b>				<b>Impound Date: 6/4/2025</b>		<b>\$47,425.88</b>
<b>Total Payroll Funding (all items):</b>				<b>\$51,136.96</b>		

*** PAYROLL TOTALS ***							
Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,711.08	Total Live Checks	\$3,711.08	Total Live Checks	11	Active Employees Paid	57
Direct Deposits	\$33,433.69	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$37,144.77	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	\$13,341.72	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$50,486.49	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (48)	\$33,433.69	Vouchers (Direct Deposit)	46	Terminated Employee Count	58
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	126
**** Adjusted Total	\$50,486.49	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	69
						Employees with W2 Data	66
						Active Employees Not Paid	11
						Active (Hired) EEs Not Paid	11



Client ID: 248B - Bayport Blue Point Public Library  
 Pay Group: BW  
 Check Date: 6/18/2025  
 Run Date: 6/16/2025

## PAYROLL SUMMARY PREVIEW

Bayport Blue Point Public Library

Period Begin Date: 6/1/2025  
 Period End Date: 6/14/2025  
 Pay Period: 13  
 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	\$3,921.43	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	52	\$0.00	\$36,105.10
<b>Totals:</b>				<b>62</b>	<b>\$3,921.43</b>	<b>\$36,105.10</b>
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,181.65
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	\$656.86
<b>Totals:</b>					<b>\$0.00</b>	<b>\$14,838.51</b>

<b>Total ACH Debit:</b>	<b>Impound Date: 6/17/2025</b>	<b>\$50,943.61</b>
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<b>Total Payroll Funding (all items):</b>	<b>\$54,865.04</b>
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### \*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,921.43	Total Live Checks	\$3,921.43	Total Live Checks	10	Active Employees Paid	60
Direct Deposits	\$36,105.10	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$40,026.53</b>	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	60
Total Taxes	\$14,181.65	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	69
<b>**** Total Payroll</b>	<b>\$54,208.18</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (52)	\$36,105.10	Vouchers (Direct Deposit)	50	Terminated Employee Count	58
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	127
<b>**** Adjusted Total</b>	<b>\$54,208.18</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	62
				Zero Net Checks	0	Active Employees this Month	69
						Employees with W2 Data	67
						Active Employees Not Paid	9
						Active (Hired) EEs Not Paid	9

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

DATE PREPARED  
**6/9/2025**

**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 #
RL/APT	RIVERA-ALICEA, JESCIELYS		LIBRARIAN TRAINEE (CHILDREN'S SERVICES)	\$25.46/ PER HOUR	MAX 17.5 HRS/WK	06/16/25	24-1162-157
TRS	SINENSKY, CAROL		LIBRARIAN I	\$34.48/ PER HOUR	MAX 17.5 HRS/WK	05/30/25	24-1162-124
A	ITZKIN, JENNIFER		LIBRARIAN I (CHILDREN'S SERVICES)	\$54,851.80	35 HRS/WK	06/15/25	21-01698

**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

  
Signature of Appointing Authority

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

DATE PREPARED  
**6/26/2025**

**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	Vlachos, Alexandra		Library Clerk	18.04/hr	Max 17.5hrs/wk	07/01/25	24-1162-90
LA	Jansen, Gillian		Library Clerk	20.62/hr	Max 17.5hrs/wk	7/6/25 to 10/11/25	24-1162-95
A T	Carson, Lisa		Library Clerk	17.51/hr		6/22/25 to 9/19/25	24-1162-79
TRS	Hutchinson, Virginia		Librarian I	38.47/hr	Max 17.5hrs/wk	06/28/25	24-1162-126

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

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Signature of Appointing Authority

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

DATE PREPARED  
**7/1/2025**

**Bayport-Blue Point Public Library**

ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or ATCI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
A	Sheridan, Kelly		Librarian III		35 hrs/wk max	04/01/25	24-1162-156
APT	Vann, Colleen		Librarian Trainee (Children's Services)	\$54,581.80	35 hrs/wk max	06/29/25	24-1162-143

**DID YOU:** 1.Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?  
2.Request and canvass an eligible list for all competitive positions?  
3.Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?  
4.Submit a personnel change on the PREVIOUS INCUMBENT shown above?

**CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION.**  
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☐ APPROVED AS NOTED

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Signature of Appointing Authority

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

DATE PREPARED  
**7/1/2025**

**Bayport-Blue Point Public Library**

ACTION	NAME	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 #
SI	Bennett, Wendy	Assistant Library Director	99,725.08		07/01/25	
SI	Chant, Susan	Library Assistant	70,357.01		07/01/25	
SI	Franzese, Allison	Librarian Trainee	54,581.80		07/01/25	
SI	Harrison, Valerie	Librarian I	54,581.80		07/01/25	
SI	Lawlor, Marcia	Library Assistant	39,194.36		07/01/25	
SI	Lodato, Emma	Librarian III	80,098.02		07/01/25	
SI	O'Rourke, Ryan	Custodial Worker II	62,296.05		07/01/25	
SI	Reilly, Christa	Library Clerk	20.06/hr		07/01/25	
SI	Sheridan, Kelly	Librarian III	85,628.45		07/01/25	
SI	Soper, Anne	Library Clerk	38,345.84		07/01/25	

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

**ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION.**

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☐ APPROVED ☐  
☐ APPROVED AS NOTED

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Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE					DATE PREPARED 7/1/2025	
<b>Bayport-Blue Point Public Library</b>						
ACTION	NAME	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 #
SI	Sullivan, Gerald	Librarian II	80,628.08		07/01/25	
SI	Swan, Christine	Library Clerk	20.06/hr		07/01/25	
SI	Ackerman, Heather	Library Clerk	19.51/hr		07/01/25	
SI					07/01/25	
SI					07/01/25	
SI					07/01/25	
SI					07/01/25	
SI					07/01/25	
SI					07/01/25	
<b>DID YOU:</b> 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is 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.	
ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. (ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)					Signature of Appointing Authority	
<input type="checkbox"/> APPROVED <input type="checkbox"/>						
<input type="checkbox"/> APPROVED AS NOTED						

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

DATE PREPARED  
**7/1/2025**

**Bayport-Blue Point Public Library**

ACTION	NAME	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 #
SI	Ackerman, Brooke	Library Clerk	18.95/hr		07/01/25	
SI	Bishop-Scioli, Laura	Librarian I (Children's Services)	41.46/hr		07/01/25	
SI	Bonacasa, Gabriela	Librarian I (Children's Services)	32.11/hr		07/01/25	
SI	Buglione, Christian	Custodial Worker I	18.36/hr		07/01/25	
SI	Burg, Stephen	Librarian I	32.77/hr		07/01/25	
SI	Cannini, Charles	Library Clerk	20.70/hr		07/01/25	
SI	Carson, Jillian	Librarian Trainee (Children's Services)	26.22/hr		07/01/25	
SI	Carson, Lisa	Library Clerk	19.25/hr		07/01/25	
SI	Casper, Thomas	Librarian I (Children's Services)	35.47/hr		07/01/25	

**DID YOU:** 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is  
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?  
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Signature of Appointing Authority

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

DATE PREPARED  
**7/1/2025**

**Bayport-Blue Point Public Library**

ACTION	NAME	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 #
SI	Castellano, Ian	Custodial Worker I	18.91/hr		07/01/25	
SI	Costa, Daniel	Network and Systems Administrator	37.21/hr		07/01/25	24-1162-51
SI	Costa, Daniel	Librarian I	32.77/hr		07/01/25	24-1162-136
SI	Cristiano, Josephine	Library Clerk	18.95/hr		07/01/25	
SI	Gibson, Cole	Custodial Worker I	17.31/hr		07/01/25	
SI	Holder, Rodearrick	Custodial Worker I	18.91/hr		07/01/25	
SI	Irish, Mark	Librarian I	31.82/hr		07/01/25	
SI	Jansen, Gillian	Library Clerk	20.62/hr		07/01/25	
SI	Johnson, Christine	Library Treasurer	56.68/hr		07/01/25	
SI	Jones, David	Librarian I	35.81/hr		07/01/25	

**DID YOU:** 1.Submit a Duties Statement for all **new** positions or when refilling those for which Duties Statement is  
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?  
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Signature of Appointing Authority



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

DATE PREPARED  
**7/1/2025**

**Bayport-Blue Point Public Library**

ACTION	NAME	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 #
SI	Kazanecki, Emily	Librarian I (Children's Services)	32.13/hr		07/01/25	
SI	Koehler, Allyson	Librarian I (Children's Services)	31.18/hr		07/01/25	
SI	Kozikowski, Danielle	Librarian I (Children's Services)	31.82/hr		07/01/25	
SI	Lara, Ashley	Library Clerk	18.04/hr		07/01/25	
SI	Losardo, Olivia	Library Clerk	18.04/hr		07/01/25	
SI	Mallimo, Jenna	Librarian I (Children's Services)	30.89/hr		07/01/25	
SI	McAllister, Sarah	Library Clerk	17.51/hr		07/01/25	
SI	McDonald, Sean	Librarian I	41.46/hr		07/01/25	
SI	Mitchell, Debra	Librarian I (Children's Services)	35.47/hr		07/01/25	

**DID YOU:** 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is required?  
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?

**ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION.**

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Signature of Appointing Authority

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

DATE PREPARED  
**7/1/2025**

**Bayport-Blue Point Public Library**

ACTION	NAME	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 #
SI	Pernice, Julie	Librarian I (Children's Services)	32.74/hr		07/01/25	
SI	Posnanski, Joann	Librarian I	43.30/hr		07/01/25	
SI	Rasheed, Anthony	Custodial Worker I	18.91/hr		07/01/25	
SI	Sartori, Chais	Library Clerk	18.04/hr		07/01/25	
SI	Smith, Donna	Library Clerk	21.99/hr		07/01/25	
SI	Sullivan, Jennifer	Library Clerk	19.10/hr		07/01/25	
SI	Tully, Reagan	Library Clerk	17.51/hr		07/01/25	

**DID YOU:** 1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is  
2. Request and canvass an eligible list for all competitive positions?  
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appointments? Fill in jurisdiction and appointment date at bottom of application?  
4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

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(ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS)**

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Signature of Appointing Authority

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

DATE PREPARED

7/1/2025

**Bayport-Blue Point Public Library**

ACTION	NAME	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 #
SI	Vatalaro, Kenneth	Custodial Worker I	17.31/hr		07/01/25	
SI	Vatalaro, Richard	Custodial Worker I	18.91/hr		07/01/25	
SI	Voyack, Shannon	Library Assistant	20.70/hr		07/01/25	
SI	Walden, Jeffrey	Librarian I	31.82/hr		07/01/25	
SI						
SI						
SI						
SI						
SI						
SI						

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