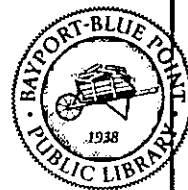


# Bayport - Blue Point Public Library

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, August 12, 2025 at 7:00pm** in the Library.

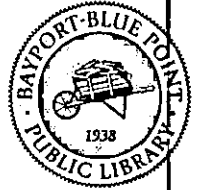
## **AGENDA**

- 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, September 9, 2025 5:30 PM**

# Bayport - Blue Point Public Library

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## ORGANIZATIONAL MEETING of Bayport-Blue Point Public Library Board of Trustees

**July 8, 2025**

Meeting was called to order at 6:05 pm; Trustee Devine called the meeting to order at 6:12 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Borowski, Trustee Adams, (arrived at 6:25) Director Mike Firestone, and Wendy Bennett for taking minutes.

### 1. AGENDA

*Motion by Trustee Heineman, seconded by Trustee McAward, to accept the Agenda as presented; approved by all.*

### 2. OATH OF OFFICE

### 3. APPOINTMENTS

A. *Motion by Trustee Heineman, seconded by Trustee Borowski, to accept the slate of officers as presented: President-Ronald F. Devine, Jr., VP-Stephanie Heineman and Secretary-Mary Ellen Borowski; approved by all.*

B. *COMMITTEES. Motion by Trustee Borowski, seconded by Trustee McAward, to accept the committees and assignments as presented; approved by all.*

C. *ATTORNEY. Motion by Trustee Heineman, seconded by Trustee McAward, to only retain a lawyer for legal counsel for the Bayport Blue Point Public Library on an as needed basis. Kevin Seaman Esq. would be used for all related issues; approved by all.*

### D. ACCOUNTANT/AUDITOR

*Motion by Trustee Borowski, seconded by Trustee McAward, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for the year ending 2025-2026 as recommended by the State of New York on good accounting practices; approved by all.*

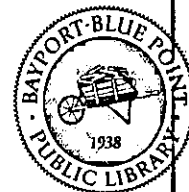
*Motion by Trustee McAward, seconded by Trustee Heineman, to use Mike Gallagher as an independent CPA to perform a general audit of our monthly financial statements of 2025-2026 as recommended by the State of New York on good accounting practice; approved by all.*

### E. INSURANCE AGENT

*Motion by Trustee Borowski, seconded by Trustee Heineman, to appoint Regan Agency as the Library's Insurance Agent; approved by all.*

# Bayport - Blue Point Public Library

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



## F. RECORDS MANAGEMENT OFFICER

Motion by Trustee McAward, seconded by Trustee Borowski, to appoint Director as Records Management Officer; approved by all.

## G. CUSTODIAN OF PUBLIC RECORDS

Motion by Trustee Borowski, seconded by Trustee McAward, to appoint the Director as the Custodian of Public Records and Freedom of Information Officer; approved by all.

## H. AFFIRMATIVE ACTION OFFICER

Motion by Trustee Heineman, seconded by Trustee Borowski, to appoint the Director as the Affirmative Action Officer; approved by all.

## 4. ANNUAL OFFICIAL ACTIONS

### A. DEPOSITORIES

#### 1) BANK ACCOUNTS

Motion by Trustee Heineman, seconded by Trustee McAward, to designate M & T Bank as legal depository of monies belonging to the Bayport Blue Point Public Library of the Town of Islip/Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library; approved by all.

#### 2) INVESTMENTS IN CERTIFICATES OF DEPOSIT

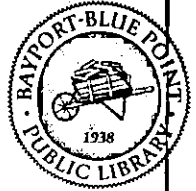
Motion by Trustee Borowski, seconded by Trustee McAward, to authorize the Director and Treasurer to negotiate jointly the purchase and disposition of Certificates of Deposit during this Fiscal Year, and to invest money in those Certificates in any Bank which meets the criteria established by New York State and whenever possible that these Banks be located within the boundaries of the District, upon the signature of the Library's Treasurer; approved by all.

#### 3) SECURITY AND CUSTODIAL AGREEMENT

Motion by Trustee Heineman, seconded by Trustee Borowski, RESOLVED, that the Board of Trustees of the Bayport Blue Point Library, as a result of the general Municipal Finance Reform – Chapter 708, signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into the "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with Bridgehampton National Bank and Empire National Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public

# Bayport - Blue Point Public Library

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deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons are authorized to be included on the *Certificate of Authorized Persons* on behalf of the Bayport Blue Point Public Library:

Christine Johnson  
Kimberly McAward

## OFFICIAL NEWSPAPER

Motion by Trustee Borowski, seconded by Trustee McAward, to designate the Long Island Advance and the Suffolk County News as the newspaper which will carry required legal notices of the Bayport Blue Point Public Library; approved by all.

Motion by Trustee McAward, seconded by Trustee Heineman to approve up to \$7,500 in pre-paid postage for newsletter and budget mailers for Fiscal Year 2025-2026.

## REGULAR MEETINGS

Motion by Trustee McAward, seconded by Trustee Borowski, that the regular meetings of the Bayport Blue Point Public Library be held in the Library at 7:00 pm on the following dates:

July 8, 2025	January 13, 2026
August 12, 2025	February 10, 2026
September 9, 2025	March 10, 31, 2026
October 14, 2025	April 14, 2026
November 4, 2025	May 12, 2026
December 9, 2025	June 9, 2026

## PETTY CASH FUNDS

Motion by Trustee Heineman, seconded by Trustee Borowski, that petty cash funds be established as follows for FY 2025-2026

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Mike Firestone & Wendy Bennett	\$400

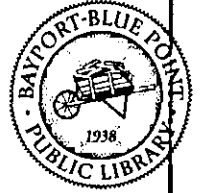
## VACATION AND SICK PAY ACCOUNT

Motion by Trustee Heineman, seconded by Trustee McAward, to maintain a reserve fund in the amount of \$5,000 to pay vacation and sick pay to resignees/retirees; approved by all.

Meeting was adjourned at 6:12 p.m.

# 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

07/08/2025

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

Trustee Devine called the meeting to order at 6:12 p.m. Present were Trustee Devine, Trustee Heineman, Trustee McAward, Trustee Borowski, Trustee Adams, Director Mike Firestone, and Wendy Bennett for taking minutes.

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

Motion made by Trustee Heineman, seconded by Trustee McAward to accept the minutes of the June 10, 2025 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 May 2025; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 07/08/2025 (Check Detail Report); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the listed prepaids, as presented, that were paid since last board meeting dated June 11, 2025 through July 7, 2025. (Checks between meetings); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve the Payroll Reports dated 5/31/25 and 6/14/25; approved by all.

### **IV. PERSONNEL REPORT**

Motion made by Trustee Borowski, seconded by Trustee McAward to approve a CS-150 dated 6/9/, 6/26, 7/1 & 7/1 all 2025; approved by all.

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

### **VI. UNFINISHED BUSINESS**

### **VII. NEW BUSINESS**

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the school/library contract outlining our monthly payment schedule for 2025-2026 FY; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to approve the school/library security contract for 2025-2026 FY; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a lease renewal with the Johnny Mac Foundation; approved by a 3-0-2 vote (Devine, Jr. & Borowski)

Motion made by Trustee Adams, seconded by Trustee Borowski to amend the January 2025 minutes to reflect update to the Café Lease Terms; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to adopt the separation agreement for Employee B; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 6:36 p.m.; approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski to exit executive session at 6:53 p.m.; approved by all.

### **X. ADJOURNMENT**

Motion made by Trustee Devine, seconded by Trustee Adams, to adjourn the meeting at 6:55 p.m.; approved by all.

Respectfully submitted,  
Mike Firestone

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 12, 2025

Num	Date	Source Name	Memo	Paid Amount
77266	08/12/2025	2 WORLDS MULTIMEDIA LLC		
	08/12/2025	2 WORLDS MULTIMEDIA LLC	MUSIC PROGRAM	600.00
TOTAL				600.00
77267	08/12/2025	A TIME FOR KIDS		
	08/12/2025	A TIME FOR KIDS	JUVENILE PROGRAM	160.00
TOTAL				160.00
77268	08/12/2025	ALLISON FRANZESE		
	08/12/2025	ALLISON FRANZESE	ADULT PROGRAM	44.98
TOTAL				44.98
77269	08/12/2025	AMAZON CAPITAL SERVICES		
	08/12/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	382.08
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	175.95
		AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	149.99
		AMAZON CAPITAL SERVICES	JUVENILE BOOKS	219.46
		AMAZON CAPITAL SERVICES	JUVENILE PROGRAMS	601.44
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	197.98
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	36.62
		AMAZON CAPITAL SERVICES	YA PROGRAMS	562.64
TOTAL				2,326.16
77270	08/12/2025	AMERICAN EXPRESS		
	08/12/2025	AMERICAN EXPRESS	ADULT PROGRAMS	54.65
		AMERICAN EXPRESS	COMPUTER MAINTENANCE & SOFTWARE	42.41
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	84.66
		AMERICAN EXPRESS	JUVENILE PROGRAMS	621.99
		AMERICAN EXPRESS	MUSEUM PASS	1,200.00
		AMERICAN EXPRESS	PERIODICALS	557.88
		AMERICAN EXPRESS	POSTAGE	222.83
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	546.73
		AMERICAN EXPRESS	SOFTWARE	117.99
		AMERICAN EXPRESS	UTILITIES	733.20
		AMERICAN EXPRESS	YA GAMES	259.95
		AMERICAN EXPRESS	YA PROGRAMS	246.36
TOTAL				4,688.65
77271	08/12/2025	BAKER & TAYLOR BOOKS		

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08/07/25

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 12, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	08/12/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	945.58
		BAKER & TAYLOR BOOKS	YA BOOKS	45.82
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,894.53
TOTAL				2,885.93
77272	08/12/2025	BRINKMAN HARDWARE		
	08/12/2025	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	287.83
TOTAL				287.83
77273	08/12/2025	BRODART CO.		
	08/12/2025	BRODART CO.	JUV BOOKS	17.81
		BRODART CO.	ADULT BOOKS	16.17
TOTAL				33.98
77274	08/12/2025	CHRIS MCCORMACK		
	08/12/2025	CHRIS MCCORMACK	ADULT PROGRAM	199.00
TOTAL				199.00
77275	08/12/2025	COMMON GROUND		
	08/12/2025	COMMON GROUND	MUSIC PROGRAM	1,200.00
TOTAL				1,200.00
77276	08/12/2025	DIANE ARONSEN		
	08/12/2025	DIANE ARONSEN	ADULT PROGRAMS	525.00
TOTAL				525.00
77277	08/12/2025	EASTERN SUFFOLK BOCES		
	08/12/2025	EASTERN SUFFOLK BOCES	EAP	1,522.50
TOTAL				1,522.50
77278	08/12/2025	EMERALD ISLAND		
	08/12/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	320.36
TOTAL				320.36
77279	08/12/2025	EMILY KAZANECKI		
	08/12/2025	EMILY KAZANECKI	JUV PROGRAM	11.40

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# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 12, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					11.40
	77280	08/12/2025	EMMA LODATO-e		
		08/12/2025	EMMA LODATO-e	JUVENILE PROGRAMS	60.12
TOTAL					60.12
	77281	08/12/2025	ENVISIONWARE		
		08/12/2025	ENVISIONWARE	SOFTWARE	624.75
TOTAL					624.75
	77282	08/12/2025	ERINN FUREY		
		08/12/2025	ERINN FUREY	JUVENILE PROGRAM	400.00
TOTAL					400.00
	77283	08/12/2025	GENA MIZZI		
		08/12/2025	GENA MIZZI	REISSUE OF 11/7/2024 PAYCHECK. ORIG	726.23
TOTAL					726.23
	77284	08/12/2025	GREAT SOUTH BAY LANDSCAPING		
		08/12/2025	GREAT SOUTH BAY LANDSCAPING	R/M LAWN SERVICE	3,191.67
TOTAL					3,191.67
	77285	08/12/2025	HARTCORN PLUMBING AND HEATING		
		08/12/2025	HARTCORN PLUMBING AND HEATING	R/M FIREMATICS	752.00
TOTAL					752.00
	77286	08/12/2025	IAN CASTELLANO		
		08/12/2025	IAN CASTELLANO	ADULT PROGRAM SUPPLIES	5.63
TOTAL					5.63
	77287	08/12/2025	JENNIFER COLBERT		
		08/12/2025	JENNIFER COLBERT	JUV PROGRAM	180.00
TOTAL					180.00
	77288	08/12/2025	JENNIFER FRASCOGNA		
		08/12/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,120.00



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08/07/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 12, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					1,120.00
	77289	08/12/2025	JESSICA REILLY		
		08/12/2025	JESSICA REILLY	ADULT PROGRAMS	140.00
TOTAL					140.00
	77290	08/12/2025	JOYCE WALKER		
		08/12/2025	JOYCE WALKER	ADULT PROGRAMS	355.00
		08/12/2025	JOYCE WALKER	ADULT PROGRAM	85.00
TOTAL					440.00
	77291	08/12/2025	KANOPY, INC.		
		08/12/2025	KANOPY, INC.	REF/ONLINE SERVICES	140.00
TOTAL					140.00
	77292	08/12/2025	KELLY SHERIDAN		
		08/12/2025	KELLY SHERIDAN	YA PROGRAMS	106.96
TOTAL					106.96
	77293	08/12/2025	KEVIN SEAMAN		
		08/12/2025	KEVIN SEAMAN	LEGAL FEES	192.50
TOTAL					192.50
	77294	08/12/2025	KING KULLEN GROCERY CORP, INC.		
		08/12/2025	KING KULLEN GROCERY CORP, INC.	YA PROGRAM	29.18
TOTAL					29.18
	77295	08/12/2025	LAURIE JANOWITZ		
		08/12/2025	LAURIE JANOWITZ	ADULT PROGRAM	380.00
TOTAL					380.00
	77296	08/12/2025	LESTER PALDY		
		08/12/2025	LESTER PALDY	ADULT PROGRAM	200.00
TOTAL					200.00
	77297	08/12/2025	LINDA BOHMAN		

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08/07/25

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 12, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	08/12/2025	LINDA BOHMAN	ADULT PROGRAMS	180.00
TOTAL				180.00
77298	08/12/2025	LONNA THEILING		
	08/12/2025	LONNA THEILING	RETIREMENT PAYABLE	9.57
TOTAL				9.57
77299	08/12/2025	MARY ELLEN WAYMAN		
	08/12/2025	MARY ELLEN WAYMAN	ADULT PROGRAMS	280.00
TOTAL				280.00
77300	08/12/2025	MARY WAKA		
	08/12/2025	MARY WAKA	ADULT PROGRAMS	790.00
TOTAL				790.00
77301	08/12/2025	MCJ CLEANING SERVICES CORP.		
	08/12/2025	MCJ CLEANING SERVICES CORP.	R/M CLEANING SERVICE	3,500.00
TOTAL				3,500.00
77302	08/12/2025	MEGHAN VANKURIN		
	08/12/2025	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
77303	08/12/2025	MICHAEL GALLAGHER, CPA		
	08/12/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77304	08/12/2025	MIDWEST TAPE		
	08/12/2025	MIDWEST TAPE	ADULT DVDS	739.95
TOTAL				739.95
77305	08/12/2025	MIDWEST TAPE -HOOPLA		
	08/12/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	498.88
TOTAL				498.88
77306	08/12/2025	MY CLASSY BABY		

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08/07/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 12, 2025

Num	Date	Source Name	Memo	Paid Amount
	08/12/2025	MY CLASSY BABY	JUV PROGRAM.	125.00
TOTAL				125.00
77307	08/12/2025	NATALIE BOYLE		
	08/12/2025	NATALIE BOYLE	ADULT PROGRAMS	500.00
TOTAL				500.00
77308	08/12/2025	NATIONAL WASTE SERVICES		
	08/12/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	500.00
TOTAL				500.00
77309	08/12/2025	OCLC INC.		
	08/12/2025	OCLC INC.	REF/ONLINE SERVICES	109.92
TOTAL				109.92
77310	08/12/2025	PATRICIA SUMMERS		
	08/12/2025	PATRICIA SUMMERS	ADULT PROGRAM	525.00
TOTAL				525.00
77311	08/12/2025	PLAYAWAY PRODUCTS		
	08/12/2025	PLAYAWAY PRODUCTS	JUV MEDIA	904.25
TOTAL				904.25
77312	08/12/2025	ROBERT SCOTT		
	08/12/2025	ROBERT SCOTT	YA PROGRAM	345.00
		ROBERT SCOTT	ADULT PROGRAM	595.00
TOTAL				940.00
77313	08/12/2025	ROBIN ROSEN-O'LEARY		
	08/12/2025	ROBIN ROSEN-O'LEARY	ADULT PROGRAM	390.00
TOTAL				390.00
77314	08/12/2025	SCLS		
	08/12/2025	SCLS	TICKETS	1,170.00
		SCLS	TICKETS	945.00
		SCLS	TICKETS	734.25
		SCLS	TICKETS	1,120.00

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08/07/25

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

August 12, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		SCLS	POSTAGE	22.62
		SCLS	OFFICE SUPPLIES	15.95
TOTAL				4,007.82
77315	08/12/2025	SPROUTS AND FRIENDS, INC.		
	08/12/2025	SPROUTS AND FRIENDS, INC.	JUV PROGRAMS	750.00
TOTAL				750.00
77316	08/12/2025	STERICYCLE, INC.		
	08/12/2025	STERICYCLE, INC.	OFFICE SUPPLIES	246.55
TOTAL				246.55
77317	08/12/2025	SUSAN CHANT		
	08/12/2025	SUSAN CHANT	JUV PROGRAM	75.19
TOTAL				75.19
77318	08/12/2025	THE HON COMPANY LLC		
	08/12/2025	THE HON COMPANY LLC	FURNITURE	1,350.60
TOTAL				1,350.60
77319	08/12/2025	THE LONG ISLAND EXPORIUM		
	08/12/2025	THE LONG ISLAND EXPORIUM	MUSEUM PASS	310.00
TOTAL				310.00
77320	08/12/2025	THE WHALING MUSEUM		
	08/12/2025	THE WHALING MUSEUM	MUSEUM PASS	250.00
TOTAL				250.00
77321	08/12/2025	THOMAS MAIER		
	08/12/2025	THOMAS MAIER	ADULT PROGRAMS	145.00
TOTAL				145.00
77322	08/12/2025	W.B.MASON		
	08/12/2025	W.B.MASON	OFFICE SUPPLIES	202.41
TOTAL				202.41
				41,574.97

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 9 through August 11, 2025

Num	Date	Source Name	Memo	Paid Amount
77239	07/10/2025	AFFLAC NEW YORK		
	07/10/2025	AFFLAC NEW YORK	AFLAC PAYABLE	572.76
TOTAL				572.76
77240	07/10/2025	FIRST CITIZEN'S BANK & TRUST CO.		
	07/10/2025	FIRST CITIZEN'S BANK & TRUST CO.	R/M COPIERS	274.89
TOTAL				274.89
77241	07/10/2025	NATIONAL GRID		
	07/10/2025	NATIONAL GRID	UTILITIES	538.28
TOTAL				538.28
77242	07/10/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	07/10/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	44,382.19
TOTAL				44,382.19
77243	07/10/2025	PSEGLI		
	07/10/2025	PSEGLI	UTILITIES	736.44
TOTAL				736.44
77244	07/10/2025	SUFFOLK COUNTY WATER AUTHORITY		
	07/10/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	239.74
TOTAL				239.74
77245	07/10/2025	PSEGLI		
	07/10/2025	PSEGLI	UTILITIES	7,752.47
TOTAL				7,752.47
77246	07/23/2025	EQUITBLE		
	07/23/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77247	07/23/2025	GUARDIAN		
	07/23/2025	GUARDIAN	GUARDIAN PAYABLE - DEN	1,849.18
TOTAL				1,849.18

# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 9 through August 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77248	07/23/2025	NET2PHONE, INC.		
	07/23/2025	NET2PHONE, INC.	TELEPHONES	204.31
TOTAL				204.31
77249	07/23/2025	OPTIMUM		
	07/23/2025	OPTIMUM	TELEPHONE	234.46
TOTAL				234.46
77250	07/23/2025	QUADIENT LEASING		
	07/23/2025	QUADIENT LEASING	POSTAGE	248.55
TOTAL				248.55
77251	07/23/2025	REGAN AGENCY		
	07/23/2025	REGAN AGENCY	BUILDING INSURANCE	10,366.00
TOTAL				10,366.00
77252	07/23/2025	SUFFOLK COUNTY WATER AUTHORITY		
	07/23/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	54.83
TOTAL				54.83
77253	07/23/2025	T ROWE PRICE		
	07/23/2025	T ROWE PRICE	T ROWE PAYABLE	287.72
TOTAL				287.72
77254	07/23/2025	WELLS FARGO FINANCIAL LEASING		
	07/23/2025	WELLS FARGO FINANCIAL LEASING	R/M COPIERS	629.00
TOTAL				629.00
77255	08/06/2025	AFFLAC NEW YORK		
	08/06/2025	AFFLAC NEW YORK	AFLAC PAYABLE	381.84
TOTAL				381.84
77256	08/06/2025	EQUITBLE		
	08/06/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00

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# BAYPORT - BLUE POINT PUBLIC LIBRARY

## Check Detail

July 9 through August 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77257	08/06/2025	FIRST-CITIZENS BANK & TRUSTCO.		
	08/06/2025	FIRST-CITIZENS BANK & TRUSTCO.	R/M COPIERS	549.78
TOTAL				549.78
77258	08/06/2025	NATIONAL GRID		
	08/06/2025	NATIONAL GRID	UTILITIES	33.30
	08/06/2025	NATIONAL GRID	UTILITIES	408.19
	08/06/2025	NATIONAL GRID	UTILITIES	55.94
TOTAL				497.43
77259	08/06/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	08/06/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	43,820.81
TOTAL				43,820.81
77260	08/06/2025	OPTIMUM		
	08/06/2025	OPTIMUM	TELEPHONES	498.52
TOTAL				498.52
77261	08/06/2025	PSEGLI		
	08/06/2025	PSEGLI	UTILITIES	41.58
	08/06/2025	PSEGLI	UTILITIES	112.41
	08/06/2025	PSEGLI	UTILITIES	1,310.28
TOTAL				1,464.27
77262	08/06/2025	T MOBILE		
	08/06/2025	T MOBILE	SOFTWARE	378.95
TOTAL				378.95
77263	08/06/2025	T ROWE PRICE		
	08/06/2025	T ROWE PRICE	T. ROWE PAYABLE	33.36
TOTAL				33.36
77264	08/06/2025	WELLS FARGO FINANCAIL LEASING		
	08/06/2025	WELLS FARGO FINANCAIL LEASING	R/M COPIERS	746.00
TOTAL				746.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

July 9 through August 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77265	08/06/2025	PSEGLI		
	08/06/2025	PSEGLI	UTILITIES	9,407.53
TOTAL				9,407.53
				127,609.31



Client ID: 2488 - Bayport Blue Point Public Library	<b>PAYROLL SUMMARY PREVIEW</b>	Period Begin Date: 6/15/2025
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 6/28/2025
Check Date: 7/3/2025		Pay Period: 14
Run Date: 7/1/2025		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	\$3,903.10	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	49	\$0.00	\$34,107.99
Totals:				59	\$3,903.10	\$34,107.99
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$13,526.07
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	\$652.47
Totals:					\$0.00	\$14,178.54
Total ACH Debit:				Impound Date: 7/2/2025		\$48,286.53
Total Payroll Funding (all items):						\$52,189.63

**\*\*\* PAYROLL TOTALS \*\*\***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,903.10	Total Live Checks	\$3,903.10	Total Live Checks	10	Active Employees Paid	57
Direct Deposits	\$34,107.99	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$38,011.09</b>	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	\$13,526.07	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
<b>**** Total Payroll</b>	<b>\$51,537.16</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (49)	\$34,107.99	Vouchers (Direct Deposit)	47	Terminated Employee Count	59
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	127
<b>**** Adjusted Total</b>	<b>\$51,537.16</b>	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	68
						Employees with W2 Data	67
						Active Employees Not Paid	11
						Active (Hired) EEs Not Paid	11

Client ID: -24EB - Bayport Blue Point Public Library	<b>PAYROLL SUMMARY PREVIEW</b>	Period Begin Date: 6/29/2025
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 7/12/2025
Check Date: 7/17/2025		Pay Period: 15
Run Date: 7/15/2025		Payroll Type: Regular Payroll

**\*\*\* PAYROLL FUNDING \*\*\***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	8	\$3,678.82	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	54	\$0.00	\$37,671.34
<b>Totals:</b>				<b>62</b>	<b>\$3,678.82</b>	<b>\$37,671.34</b>
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$15,019.60
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	\$658.86
<b>Totals:</b>					<b>\$0.00</b>	<b>\$15,678.46</b>
<b>Total ACH Debit:</b>				<b>Impound Date: 7/16/2025</b>		<b>\$53,349.80</b>
<b>Total Payroll Funding (all items):</b>				<b>\$57,028.62</b>		

**\*\*\* PAYROLL TOTALS \*\*\***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,678.82	Total Live Checks	\$3,678.82	Total Live Checks	8	Active Employees Paid	60
Direct Deposits	\$37,671.34	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$41,350.16</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	\$15,019.60	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	69
<b>**** Total Payroll</b>	<b>\$56,369.76</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (54)	\$37,671.34	Vouchers (Direct Deposit)	52	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>\$56,369.76</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	61
				Zero Net Checks	0	Active Employees this Month	69
						Employees with W2 Data	68
						Active Employees Not Paid	9
						Active (Hired) EEs Not Paid	9

Client ID: 2488 - Bayport Blue Point Public Library	<b>PAYROLL SUMMARY PREVIEW</b>	Period Begin Date: 7/13/2025
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 7/26/2025
Check Date: 7/31/2025		Pay Period: 16
Run Date: 7/29/2025		Payroll Type: Regular Payroll

\*\*\* PAYROLL FUNDING \*\*\*

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	8	\$4,026.56	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	50	\$0.00	\$36,613.44
<b>Totals:</b>				<b>58</b>	<b>\$4,026.56</b>	<b>\$36,613.44</b>
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,916.35
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	\$658.86
<b>Totals:</b>					<b>\$0.00</b>	<b>\$15,575.21</b>

<b>Total ACH Debit:</b>	<b>Impound Date: 7/30/2025</b>	<b>\$52,188.65</b>
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<b>Total Payroll Funding (all items):</b>	<b>\$56,215.21</b>
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\*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$4,026.56	Total Live Checks	\$4,026.56	Total Live Checks	8	Active Employees Paid	57
Direct Deposits	\$36,613.44	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$40,640.00</b>	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	\$14,916.35	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	69
<b>**** Total Payroll</b>	<b>\$55,556.35</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (50)	\$36,613.44	Vouchers (Direct Deposit)	48	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>\$55,556.35</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	62
				Zero Net Checks	1	Active Employees this Month	69
						Employees with W2 Data	68
						Active Employees Not Paid	12
						Active (Hired) EEs Not Paid	12

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

DATE PREPARED  
**8/4/2025**

**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 #
A	Franzese, Allison	Librarian I	\$54,581.80	35 hrs/wk max	07/13/25	24-1162-127 20-01821
A	Vann, Colleen	Librarian I (Children's Services)	\$54,581.80	35 hrs/wk max	07/13/25	24-1162-143 21-01698
TRT	Chant, Susan	Library Assistant	\$70,357.04	35 hrs/wk max	07/31/25	24-1162-123 94- 0454

<p><b>DID YOU:</b></p> <ol style="list-style-type: none"> <li>1. Submit a Duties Statement for all <i>new</i> positions or when refilling those for which Duties Statement is due?</li> <li>2. Request and canvass an eligible list for all competitive positions?</li> <li>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?</li> <li>4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?</li> </ol> <p>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"/>  <input type="checkbox"/> APPROVED AS NOTED       </p>	<p>The above changes are hereby certified as being in accordance with Civil Service Requirements.</p>          <p>Signature of Appointing Authority</p>
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