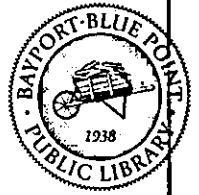


Bayport - Blue Point Public Library

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, September 9, 2025 at 5:30pm 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

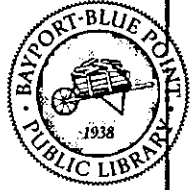
- XII. New Business

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

Next meeting **Tuesday, October 14, 2025 7:00 PM**

Bayport - Blue Point Public Library

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



REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES 08/12/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:03 p.m. Present were Trustee Devine, Trustee Borowski, Trustee Heineman, Trustee McAward, and Trustee Adams (7:12 p.m.), Director Mike Firestone, and Assistant Director Wendy Bennett to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Heineman, seconded by Trustee McAward to accept the minutes of the July 8, 2025 Re-Organizational Special Meeting of the Board of Trustees; approved by all (4-0).

Motion made by Trustee McAward, seconded by Trustee Borowski to accept the minutes of the July 8, 2025 Regular Meeting of the Board of Trustees; approved by all (4-0).

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 June 2025; approved by all (4-0).

Motion made by Trustee Heineman, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 08/12/2025 (**Check Detail Report**); approved by all (4-0).

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the listed prepaids, as presented, that were paid since last board meeting dated July 9, 2025 through August 11, 2025. (Checks between meetings); approved by all (4-0).

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the Payroll Reports dated 07/03/25, 07/15/25 and 07/29/25; approved by all (4-0).

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a CS-150 as presented dated 08/04/25; approved by all (4-0).

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the \$1,000 pay increase for Employee A's Lib III title change effective 04/01/25; approved by all (5-0).

Motion made by Trustee Adams, seconded by Trustee McAward to approve quote from JC Broderick for testing water at 203 Blue Point; approved by all (5-0).

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 7:45 p.m.; approved by all (5-0).

Motion made by Trustee Borowski, seconded by Trustee McAward to exit executive session at 8:05 p.m.; approved by all (5-0).

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Heineman, to adjourn the meeting at 8:06 p.m.; approved by all (5-0).

Respectfully submitted,
Wendy Bennett

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

BANK RECONCILIATION FOR JULY 2025

M & T BANK CHECKING GENERAL ACCOUNT

July 1, 2025	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$188,171.57
	RECEIPTS:	
	TAX REVENUE	451,522.86
	ADULT PROGRAMS	4,160.00
	TICKETS SALES	3,280.00
	PASSPORT FEES	980.00
	MUSIC PROGRAMS	850.00
	MAKERSPACE	490.61
	CAFE RENT	250.00
	EV CHARGING STATION	198.79
	FINES	131.00
	FRIENDS/DONATIONS	100.00
	COPIER	92.25
	FAX	24.00
	INTEREST	18.54
	SUFFOLK COUNTY PARKING PASS	5.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(197.19) 461,905.86
	TOTAL(Book Balance + Receipts)	650,077.43
	LESS: JULY DISBURSEMENTS	317,601.36
July 31, 2025	BALANCE PER LIBRARY BOOKS:	<u>\$332,476.07</u>
July 31, 2025	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$353,741.48
	JUNE FINES DEPOSITED IN JULY	0.00
	TOTAL(Bank Bal + O/S deposits)	353,741.48
	LESS: JULY OUTSTANDING CHECKS	21,265.41
July 31, 2025	BALANCE PER BANK:	<u>\$332,476.07</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77349	09/09/2025	A TIME FOR KIDS		
	09/09/2025	A TIME FOR KIDS	JUV PROGRAMS	320.00
TOTAL				320.00
77350	09/09/2025	ALEXANDER WU		
	09/09/2025	ALEXANDER WU	MUSIC PROGRAMS	750.00
TOTAL				750.00
77351	09/09/2025	AMAZON CAPITAL SERVICES		
	09/09/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	173.15
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	206.18
		AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	67.98
		AMAZON CAPITAL SERVICES	JUV BOOKS	25.24
		AMAZON CAPITAL SERVICES	JUV PROGRAMS	436.18
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	702.92
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	18.08
		AMAZON CAPITAL SERVICES	YA BOOKS	118.89
		AMAZON CAPITAL SERVICES	YA PROGRAMS	209.89
TOTAL				1,958.51
77352	09/09/2025	AMERICAN EXPRESS		
	09/09/2025	AMERICAN EXPRESS	ADULT PROGRAMS	31.07
		AMERICAN EXPRESS	CUSTODIAL SUPPLIES	59.26
		AMERICAN EXPRESS	JUV PROGRAMS	291.64
		AMERICAN EXPRESS	MAKERSPACE SUPPLIES	537.87
		AMERICAN EXPRESS	PERIODICALS	283.92
		AMERICAN EXPRESS	POSTAGE	122.83
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	525.00
		AMERICAN EXPRESS	SOFTWARE	178.72
		AMERICAN EXPRESS	YA PROGRAMS	625.33
TOTAL				2,655.64
77353	09/09/2025	Anne Soper -E		
	09/09/2025	Anne Soper -E	ADULT PROGRAMS	364.66
TOTAL				364.66
77354	09/09/2025	BAKER & TAYLOR BOOKS		
	09/09/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	1,099.15

10:20 AM
09/05/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		BAKER & TAYLOR BOOKS	YA BOOKS	540.61
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,167.10
TOTAL				2,806.86
77355	09/09/2025	BEELICIOUS HONEY, INC.		
	09/09/2025	BEELICIOUS HONEY, INC.	ADULT PROGRAMS	270.00
TOTAL				270.00
77356	09/09/2025	CCP SOLUTIONS, LLC		
	09/09/2025	CCP SOLUTIONS, LLC	R/M COPIERS	1,897.27
TOTAL				1,897.27
77357	09/09/2025	DEBORAH SCHMIEDER		
	09/09/2025	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL				100.00
77358	09/09/2025	DIANE ARONSEN		
	09/09/2025	DIANE ARONSEN	ADULT PROGRAMS	750.00
TOTAL				750.00
77359	09/09/2025	DISCOUNT SCHOOL SUPPLY		
	09/09/2025	DISCOUNT SCHOOL SUPPLY	JUV PROGRAMS	101.74
TOTAL				101.74
77360	09/09/2025	DONNA CARUCCI-KRUMM		
	09/09/2025	DONNA CARUCCI-KRUMM	ADULT PROGRAM	400.00
TOTAL				400.00
77361	09/09/2025	ELECTRONIX SYSTEMS		
	09/09/2025	ELECTRONIX SYSTEMS	R/M ALARMS	176.85
TOTAL				176.85
77362	09/09/2025	EMERALD ISLAND		
	09/09/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	1,023.07
TOTAL				1,023.07
77363	09/09/2025	FIRE ISLAND LIGHTHOUSE PRES SOC, INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	09/09/2025	FIRE ISLAND LIGHTHOUSE PRES SOC, IF ADULT PROGRAM		525.00
TOTAL				525.00
77364	09/09/2025	FIREMATIC SUPPLY CO, INC.		
	09/09/2025	FIREMATIC SUPPLY CO, INC.	R/M FIREMATICS	298.00
TOTAL				298.00
77365	09/09/2025	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
	09/09/2025	FRIENDS OF THE BAYPORT-BLUE POINT FRIENDS PASS THROUGH ACCOUNT		32.00
TOTAL				32.00
77366	09/09/2025	GRAINGER		
	09/09/2025	GRAINGER	CUSTODIAL SUPPLIES	134.47
TOTAL				134.47
77367	09/09/2025	GREAT SOUTH BAY LANDSCAPING		
	09/09/2025	GREAT SOUTH BAY LANDSCAPING	LAWN SERVICE	3,191.67
TOTAL				3,191.67
77368	09/09/2025	JENNIFER COLBERT		
	09/09/2025	JENNIFER COLBERT	JUV PROGRAM	120.00
TOTAL				120.00
77369	09/09/2025	JENNIFER FRASCOGNA		
	09/09/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,280.00
TOTAL				1,280.00
77370	09/09/2025	JESSICA REILLY		
	09/09/2025	JESSICA REILLY	ADULT PROGRAMS	210.00
TOTAL				210.00
77371	09/09/2025	JILLIAN CARSON		
	09/09/2025	JILLIAN CARSON	JUV PROGRAM	23.58
TOTAL				23.58
77372	09/09/2025	JOYCE WALKER		

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	09/09/2025	JOYCE WALKER	ADULT PROGRAMS	255.00
TOTAL				255.00
77373	09/09/2025	KELLY SHERIDAN		
	09/09/2025	KELLY SHERIDAN	ADULT PROGRAM	12.00
		KELLY SHERIDAN	ADULT PROGRAM	43.50
		KELLY SHERIDAN	YA PROGRAM	50.00
		KELLY SHERIDAN	YA PROGRAM	245.02
		KELLY SHERIDAN	YA PROGRAM	6.00
TOTAL				356.52
77374	09/09/2025	KIMBERLY HENSON		
	09/09/2025	KIMBERLY HENSON	ADULT PROGRAM	150.00
TOTAL				150.00
77375	09/09/2025	LIL TOTS SPORTS STUDIO		
	09/09/2025	LIL TOTS SPORTS STUDIO	JUV PROGRAM	110.00
TOTAL				110.00
77376	09/09/2025	LINDA BOHMAN		
	09/09/2025	LINDA BOHMAN	ADULT PROGRAMS	210.00
TOTAL				210.00
77377	09/09/2025	MAUREEN HALLIDAY		
	09/09/2025	MAUREEN HALLIDAY	ADULT PROGRAMS	225.00
TOTAL				225.00
77378	09/09/2025	MCJ CLEANING SERVICES CORP.		
	09/09/2025	MCJ CLEANING SERVICES CORP.	R/M CLEANING SERVICE	3,500.00
TOTAL				3,500.00
77379	09/09/2025	MICHAEL GALLAGHER, CPA		
	09/09/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77380	09/09/2025	MIDWEST TAPE		

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	09/09/2025	MIDWEST TAPE	ADULT DVDS	556.53
		MIDWEST TAPE	JUV DVDS	77.86
TOTAL				634.39
77381	09/09/2025	MIDWEST TAPE -HOOPLA		
	09/09/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	815.36
TOTAL				815.36
77382	09/09/2025	MY CLASSY BABY		
	09/09/2025	MY CLASSY BABY	JUV PROGRAMS	250.00
TOTAL				250.00
77383	09/09/2025	NATALIE BOYLE		
	09/09/2025	NATALIE BOYLE	ADULT PROGRAMS	375.00
TOTAL				375.00
77384	09/09/2025	NATIONAL WASTE SERVICES		
	09/09/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	500.00
TOTAL				500.00
77385	09/09/2025	PLAYAWAY PRODUCTS		
	09/09/2025	PLAYAWAY PRODUCTS	JUV MEDIA	904.25
		PLAYAWAY PRODUCTS	JUV MEDIA	74.99
TOTAL				979.24
77386	09/09/2025	QWICK CRAFT, LLC		
	09/09/2025	QWICK CRAFT, LLC	ADULT PROGRAM	440.00
TOTAL				440.00
77387	09/09/2025	ROBERT SCOTT		
	09/09/2025	ROBERT SCOTT	YA PROGRAM	345.00
		ROBERT SCOTT	ADULT PROGRAM	239.00
TOTAL				584.00
77388	09/09/2025	RYAN O'ROURKE		
	09/09/2025	RYAN O'ROURKE	PROFESSIONAL FEES OTHER	50.00
TOTAL				50.00

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BAYPORT - BLUE POINT PUBLIC LIBRARY

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September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77389	09/09/2025	SCLS		
	09/09/2025	SCLS	TICKETS	2,010.00
		SCLS	REF/ONLINE SERVICES	839.81
TOTAL				<u>2,849.81</u>
77390	09/09/2025	SEARLES GRAPHICS, INC.		
	09/09/2025	SEARLES GRAPHICS, INC.	PRINTING	279.00
		SEARLES GRAPHICS, INC.	PRINTING	5,280.00
		SEARLES GRAPHICS, INC.	PRINTING	127.00
TOTAL				<u>5,686.00</u>
77391	09/09/2025	SPROUTS AND FRIENDS, INC.		
	09/09/2025	SPROUTS AND FRIENDS, INC.	JUV PROGRAMS	750.00
TOTAL				<u>750.00</u>
77392	09/09/2025	STERICYCLE, INC.		
	09/09/2025	STERICYCLE, INC.	OFFICE SUPPLIES	247.51
TOTAL				<u>247.51</u>
77393	09/09/2025	THE WHALING MUSEUM		
	09/09/2025	THE WHALING MUSEUM	MUSEUM PASS	50.00
TOTAL				<u>50.00</u>
77394	09/09/2025	THERMAL SOLUTIONS		
	09/09/2025	THERMAL SOLUTIONS	R/M HVAC	4,999.25
		THERMAL SOLUTIONS	R/M HVAC	4,616.25
TOTAL				<u>9,615.50</u>
77395	09/09/2025	TK ELEVATOR CORPORATION		
	09/09/2025	TK ELEVATOR CORPORATION	R/M MISC REPAIRS	900.00
TOTAL				<u>900.00</u>
77396	09/09/2025	W.B.MASON		
	09/09/2025	W.B.MASON	OFFICE SUPPLIES	166.03
		W.B.MASON	OFFICE SUPPLIES	468.30
		W.B.MASON	OFFICE SUPPLIES	73.45

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

September 9, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		W.B.MASON	OFFICE SUPPLIES	280.98
		W.B.MASON	OFFICE SUPPLIES	144.74
TOTAL				1,133.50
77397	09/09/2025	WELLS FARGO FINANCAIL LEASING		
	09/09/2025	WELLS FARGO FINANCAIL LEASING	R/M COPIERS	746.00
TOTAL				746.00
				51,402.15

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09/05/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 13 through September 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77323	08/13/2025	EQUITBLE		
	08/13/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77324	08/13/2025	NET2PHONE, INC.		
	08/13/2025	NET2PHONE, INC.	TELEPHONES	204.31
TOTAL				204.31
77325	08/13/2025	POSTMASTER		
	08/13/2025	POSTMASTER	POSTAGE	110.21
TOTAL				110.21
77326	08/13/2025	T ROWE PRICE		
	08/13/2025	T ROWE PRICE	T. ROWE PAYABLE	25.00
TOTAL				25.00
77327	08/13/2025	POSTMASTER		
	08/13/2025	POSTMASTER	POSTAGE	851.54
TOTAL				851.54
77328	08/21/2025	GUARDIAN		
	08/21/2025	GUARDIAN	GUARDIAN PAYABLE	924.59
TOTAL				924.59
77329	08/21/2025	OPTIMUM		
	08/21/2025	OPTIMUM	TELEPHONES	234.46
TOTAL				234.46
77330	08/21/2025	SUFFOLK COUNTY WATER AUTHORITY		
	08/21/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	287.68
TOTAL				287.68
77331	08/22/2025	SUFFOLK COUNTY WATER AUTHORITY		
	08/22/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	54.93
TOTAL				54.93

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

August 13 through September 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77343	09/04/2025	AFFLAC NEW YORK		
	09/04/2025	AFFLAC NEW YORK	AFLAC PAYABLE	359.52
TOTAL				359.52
77344	09/04/2025	NATIONAL GRID		
	09/04/2025	NATIONAL GRID	UTILITIES	28.85
	09/04/2025	NATIONAL GRID	UTILITIES	313.37
	09/04/2025	NATIONAL GRID	UTILITIES	48.68
TOTAL				390.90
77345	09/04/2025	PSEGLI		
	09/04/2025	PSEGLI	UTILITIES	124.45
TOTAL				124.45
77346	09/04/2025	PSEGLI		
	09/04/2025	PSEGLI	UTILITIES	19.24
TOTAL				19.24
77347	09/04/2025	PSEGLI		
	09/04/2025	PSEGLI	UTILITIES	556.84
TOTAL				556.84
77348	09/04/2025	PSEGLI		
	09/04/2025	PSEGLI	UTILITIES	8,911.09
TOTAL				8,911.09
				13,784.76

Pay Group: 8W

Bayport Blue Point Public Library

Period End Date: 8/9/2025

Check Date: 8/14/2025

Pay Period: 17

Run Date: 8/12/2025

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	7	\$2,465.56	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	50	\$0.00	\$40,546.99
Totals:				57	\$2,465.56	\$40,546.99
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$15,525.80
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
Totals:					\$0.00	\$16,184.66
Total ACH Debit:				Impound Date: 8/13/2025		\$56,731.65
Total Payroll Funding (all items):				\$59,197.21		

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$2,465.56	Total Live Checks	\$2,465.56	Total Live Checks	7	Active Employees Paid	55
Direct Deposits	\$40,546.99	Additional Checks	\$1,905.04	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$43,012.55	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	55
Total Taxes	\$15,525.80	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	69
**** Total Payroll	\$58,538.35	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (50)	\$40,546.99	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	127
**** Adjusted Total	\$58,538.35	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	55
				Zero Net Checks	0	Active Employees this Month	69
						Employees with W2 Data	68
						Active Employees Not Paid	14
						Active (Hired) EEs Not Paid	14

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY PREVIEW	Period Begin Date: 8/10/2025
Pay Group: BW	Bayport Blue Point Public Library	Period End Date: 8/23/2025
Check Date: 8/28/2025		Pay Period: 18
Run Date: 8/26/2025		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	\$3,401.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	53	\$0.00	\$38,548.69
Totals:				61	\$3,401.00	\$38,548.69
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,733.44
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	\$665.25
Totals:					\$0.00	\$15,398.69
Total ACH Debit:					Impound Date: 8/27/2025	\$53,947.38
Total Payroll Funding (all items):						\$57,348.38

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

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,401.00	Total Live Checks	\$3,401.00	Total Live Checks	8	Active Employees Paid	58
Direct Deposits	\$38,548.69	Additional Checks	\$899.66	Additional Checks	1	Inactive Employees Paid	0
**** Total Net Payroll	\$41,949.69	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	\$14,733.44	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	70
**** Total Payroll	\$56,683.13	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (53)	\$38,548.69	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	128
**** Adjusted Total	\$56,683.13	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	63
				Zero Net Checks	0	Active Employees this Month	70
						Employees with W2 Data	69
						Active Employees Not Paid	12
						Active (Hired) EEs Not Paid	12

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 #
APT	Ackerman, Kevin		Custodial Worker I	17.31/hr	17.5 hrs max per wk	08/14/25	24-1162-190
LA	Swan, Christine		Library Clerk	20.06/hr	20 hrs/wk	8/15/25 to 11/2/25	24-1162-101
A T	Ackerman, Brooke		Library Clerk	18.95/hr		8/15/25 to 11/13/25	24-1162-91
TRS	Vatalaro, Kenneth		Custodial Worker I	17.31/hr	10 hrs/wk	08/09/25	24-1162-195
TRS	Castellano, Ian		Custodial Worker I	18.91/hr	10 hrs/wk	08/15/25	24-1162-198
TRS	Walden, Michaela		Page	16.50/hr	10 hrs/wk	08/18/25	24-1162-179
TRS	Mizzi, Gena		Librarian Trainee (Children's Services)	25.46/hr	Not to exceed 17.5 hrs/wk	08/19/25	24-1162-120

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

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 #
APT	Vatalaro, Nicholas		Custodial Worker I	17.31/hr	17.5 hrs max per wk	09/02/25	24-1162-115
TRS	Tucci, Matthew		Custodial Worker I	17.83/hr	10 hrs max per wk	08/22/25	24-1162-197


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