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, October 14, 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, November 4, 2025 7:00 PM

Bayport - Blue Point Public Library

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REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES
09/09/2025

I. CALL TO ORDER
Trustee Devine called the meeting to order at 5:55 p.m. Present were Trustee Devine, Trustee Borowski, Trustee Heineman, and Trustee Adams, Director Mike Firestone, and Assistant Director Wendy Bennett to take the minutes.

II. APPROVAL OF MINUTES
Motion made by Trustee Heineman, seconded by Trustee Borowski to accept the minutes of the August 12, 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 July 2025; approved by all (4-0).

Motion made by Trustee Heineman, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 09/09/2025 **(Check Detail Report)**; approved by all (4-0).

Motion made by Trustee Heineman, seconded by Trustee Borowski, to approve the listed prepays, as presented, that were paid since last board meeting dated August 13, 2025 through September 8, 2025. (Checks between meetings); approved by all (4-0).

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the following pre-pays: PBC Guru \$3,500, Brodart \$26.68, Demco \$49.19, Kanopy \$193, King Kullen \$28.22, USPS \$900, and Petty Cash \$88.91; approved by all (4-0).

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve the Payroll Reports dated 08/14/2025 and 08/28/2025; approved by all (4-0).

IV. PERSONNEL REPORT
Motion made by Trustee Borowski, seconded by Trustee Heineman to approve a CS-150s as presented dated 08/18/2025 and 08/28/2025; approved by all (4-0).

V. DIRECTOR'S REPORT
VI. UNFINISHED BUSINESS
VII. NEW BUSINESS
Motion made by Trustee Adams, seconded by Trustee Borowski to enter executive session to discuss real estate and contracts at 6:32 p.m.; approved by all (4-0).
Motion made by Trustee Heineman, seconded by Trustee Borowski to exit executive session at 6:40 p.m.; approved by all (4-0).
Motion made by Trustee Heineman, seconded by Trustee Adams to amend and update the director's contract, Section 3 and 6F through FY end 2028; approved by all (4-0).
Motion made by Trustee Borowski, seconded by Trustee Adams to approve \$150 for the Bayport-Blue Point Foundation Fundraiser expense; approved by all (4-0).

X. ADJOURNMENT
Motion made by Trustee Borowski, seconded by Trustee Adams to adjourn the meeting at 6:45 p.m.; approved by all (4-0).

Respectfully submitted,
Wendy Bennett

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

BANK RECONCILIATION FOR AUGUST 2025

M & T BANK CHECKING GENERAL ACCOUNT

	BALANCE PER LIBRARY BOOKS:		
August 1, 2025	*BALANCE PER LIBRARY BOOKS:*		$332,476.07
	RECEIPTS:		
	TAX REVENUE	225,761.47	
	LLSA	3,933.90	
	TICKETS SALES	3,682.00	
	ADULT PROGRAMS	2,610.00	
	COPIER	889.99	
	PASSPORT FEES	704.00	
	MUSIC PROGRAMS	700.00	
	MAKERSPACE	448.13	
	CAFE RENT	250.00	
	EV CHARGING STATION	166.75	
	BETTER WORLD BOOKS	160.99	
	FINES	68.00	
	INTEREST	32.86	
	FRIENDS/DONATIONS	20.00	
	SUFFOLK COUNTY PARKING PASS	15.00	
	FAX	11.00	
	FRIENDS PASS THRU	1.75	
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(166.49)	239,289.35
	TOTAL(Book Balance + Receipts)		571,765.42
	LESS: AUGUST DISBURSEMENTS		226,528.81
August 31, 2025	**BALANCE PER LIBRARY BOOKS:**		$345,236.61

August 31, 2025	**BALANCE PER BANK:**	
	BALANCE PER BANK:	$358,031.83
	JULY FINES DEPOSITED IN AUGUST	0.00
	TOTAL(Bank Bal + O/S deposits)	358,031.83
	LESS: AUGUST OUTSTANDING CHECKS	12,795.22
August 31, 2025	**BALANCE PER BANK:**	$345,236.61

BAYPORT - BLUE POINT PUBLIC LIBRARY
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	Num	Date	Source Name	Memo	Paid Amount
	77429	10/14/2025	A TIME FOR KIDS		
		10/14/2025	A TIME FOR KIDS	ADULT PROGRAMS	320.00
TOTAL					320.00
	77430	10/14/2025	ADRIENNE LEBRON		
		10/14/2025	ADRIENNE LEBRON	ADULT PROGRAM	375.00
TOTAL					375.00
	77431	10/14/2025	AMAZON CAPITAL SERVICES		
		10/14/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	455.79
			AMAZON CAPITAL SERVICES	ADULT PROGRAMS	452.72
			AMAZON CAPITAL SERVICES	JUV BOOKS	41.05
			AMAZON CAPITAL SERVICES	JUV PROGRAMS	270.94
			AMAZON CAPITAL SERVICES	MAKERSPACE	667.55
			AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	114.22
			AMAZON CAPITAL SERVICES	YA BOOKS	76.96
			AMAZON CAPITAL SERVICES	YA PROGRAMS	156.95
TOTAL					2,236.18
	77432	10/14/2025	AMERICAN EXPRESS		
		10/14/2025	AMERICAN EXPRESS	ADULT PROGRAMS	25.00
			AMERICAN EXPRESS	JUV PROGRAMS	624.52
			AMERICAN EXPRESS	LIBRARY-MISC	481.89
			AMERICAN EXPRESS	MAKERSPACE SUPPLIES	201.07
			AMERICAN EXPRESS	MUSEUM PASS	600.00
			AMERICAN EXPRESS	OFFICE SUPPLIES	92.00
			AMERICAN EXPRESS	PERIODICALS	557.88
			AMERICAN EXPRESS	POSTAGE	122.83
			AMERICAN EXPRESS	PROF FEES OTHER	2,937.54
			AMERICAN EXPRESS	R/M MISC	746.00
			AMERICAN EXPRESS	SOFTWARE	189.34
			AMERICAN EXPRESS	YA PROGRAMS	443.96
TOTAL					7,022.03
	77433	10/14/2025	AMY VAIL		
		10/14/2025	AMY VAIL	ADULT PROGRAM	350.00
TOTAL					350.00
	77434	10/14/2025	ANGELA MCDERMOTT		

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Num	Date	Source Name	Memo	Paid Amount
	10/14/2025	ANGELA MCDERMOTT	ADULT PROGRAMS	225.00
TOTAL				225.00
77435	10/14/2025	ANNA DAVIS		
	10/14/2025	ANNA DAVIS	HEALTH INSURANCE	1,775.70
TOTAL				1,775.70
77436	10/14/2025	Anne Soper -E ,		
	10/14/2025	Anne Soper -E	ADULT AND JUV PROGRAMS	629.52
TOTAL				629.52
77437	10/14/2025	BAKER & TAYLOR BOOKS		
	10/14/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	525.15
		BAKER & TAYLOR BOOKS	YA BOOKS	47.59
		BAKER & TAYLOR BOOKS	ADULT BOOKS	2,109.91
TOTAL				2,682.65
77438	10/14/2025	BARBARA WILKENS		
	10/14/2025	BARBARA WILKENS	HEALTH INSURANCE	1,110.00
TOTAL				1,110.00
77439	10/14/2025	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
	10/14/2025	BAYPORT-BLUE POINT UNION FREE :	LIBRARY SECURITY GUARD SEPT & OC	4,000.00
TOTAL				4,000.00
77440	10/14/2025	BAYPORT FLOWER HOUSE		
	10/14/2025	BAYPORT FLOWER HOUSE	LIBRARY MISC.	90.00
TOTAL				90.00
77441	10/14/2025	BRI-TECH, INC.		
	10/14/2025	BRI-TECH, INC.	R/M ALARMS	1,022.26
TOTAL				1,022.26
77442	10/14/2025	BRIAN STOLL		
	10/14/2025	BRIAN STOLL	ADULT PROGRAM	250.00
TOTAL				250.00

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	Num	Date	Source Name	Memo	Paid Amount
	77443	10/14/2025	BRINKMAN HARDWARE		
		10/14/2025	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	27.83
TOTAL					27.83
	77444	10/14/2025	BRODART CO.		
		10/14/2025	BRODART CO.	JUV BOOKS	240.00
			BRODART CO.	ADULT BOOKS	31.74
TOTAL					271.74
	77445	10/14/2025	CCP SOLUTIONS, LLC		
		10/14/2025	CCP SOLUTIONS, LLC	R/M COPY MACHINES	690.00
TOTAL					690.00
	77446	10/14/2025	CHARLES DURA		
		10/14/2025	CHARLES DURA	MUSIC PROGRAMS	1,000.00
TOTAL					1,000.00
	77447	10/14/2025	DEBORAH AHEARN		
		10/14/2025	DEBORAH AHEARN	HEALTH INSURANCE	555.00
TOTAL					555.00
	77448	10/14/2025	DEBORAH SCHMIEDER		
		10/14/2025	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL					100.00
	77449	10/14/2025	DIANE ARONSEN		
		10/14/2025	DIANE ARONSEN	ADULT PROGRAMS	450.00
TOTAL					450.00
	77450	10/14/2025	DIANNE TAGGART		
		10/14/2025	DIANNE TAGGART	ADULT PROGRAM	200.00
TOTAL					200.00
	77451	10/14/2025	EMERALD ISLAND		
		10/14/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	1,255.18

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	Num	Date	Source Name	Memo	Paid Amount
TOTAL					1,255.18
	77452	10/14/2025	EMMA LODATO-e		
		10/14/2025	EMMA LODATO-e	JUV PROGRAMS	62.56
TOTAL					62.56
	77453	10/14/2025	FANNY CAKES		
		10/14/2025	FANNY CAKES	JUV PROGRAM	288.00
			FANNY CAKES	YA PROGRAM	216.00
TOTAL					504.00
	77454	10/14/2025	FIRE ISLAND LIGHTHOUSE PRES SOC, INC.		
		10/14/2025	FIRE ISLAND LIGHTHOUSE PRES SO(	MUSEUM PASS	175.00
TOTAL					175.00
	77455	10/14/2025	GAIL SILSBE		
		10/14/2025	GAIL SILSBE	HEALTH INSURANCE	1,110.00
TOTAL					1,110.00
	77456	10/14/2025	GOVCONNECTION, INC.		
		10/14/2025	GOVCONNECTION, INC.	COMPUTER MAINTENANCE & SOFTWAI	2,741.04
TOTAL					2,741.04
	77457	10/14/2025	GREAT SOUTH BAY LANDSCAPING		
		10/14/2025	GREAT SOUTH BAY LANDSCAPING	R/M LANDSCAPING	3,191.67
TOTAL					3,191.67
	77458	10/14/2025	HARTCORN PLUMBING AND HEATING		
		10/14/2025	HARTCORN PLUMBING AND HEATINC	R/M FIREMATICS	980.00
TOTAL					980.00
	77459	10/14/2025	ITALO NACCARATO		
		10/14/2025	ITALO NACCARATO	MUSIC PROGRAM	750.00
TOTAL					750.00
	77460	10/14/2025	J.C. BRODERICK & ASSOCIATES, INC.		

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Num	Date	Source Name	Memo	Paid Amount
	10/14/2025	J.C. BRODERICK & ASSOCIATES, INC.	PROFESSIONAL FEES - OTHER	1,633.50
TOTAL				1,633.50
77461	10/14/2025	J.K.HODGE		
	10/14/2025	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
77462	10/14/2025	JANICE NORTH		
	10/14/2025	JANICE NORTH	HEALTH INSURANCE	555.00
TOTAL				555.00
77463	10/14/2025	JENNIFER COLBERT		
	10/14/2025	JENNIFER COLBERT	JUV PROGRAM	180.00
TOTAL				180.00
77464	10/14/2025	JENNIFER FRASCOGNA		
	10/14/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	880.00
TOTAL				880.00
77465	10/14/2025	JOCELYN MCINTEE		
	10/14/2025	JOCELYN MCINTEE	HEALTH INSURANCE	555.00
TOTAL				555.00
77466	10/14/2025	JOHN JERMAIN MEMORIAL LIBRARY		
	10/14/2025	JOHN JERMAIN MEMORIAL LIBRARY	ADULT BOOKS	13.44
TOTAL				13.44
77467	10/14/2025	JOHN O'HARE		
	10/14/2025	JOHN O'HARE	HEALTH INSURANCE	555.00
TOTAL				555.00
77468	10/14/2025	JOYCE WALKER		
	10/14/2025	JOYCE WALKER	ADULT PROGRAM	170.00
TOTAL				170.00
77469	10/14/2025	JUDY BOSHNACK		

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	Num	Date	Source Name	Memo	Paid Amount
		10/14/2025	JUDY BOSHNACK	ADULT PROGRAMS	450.00
TOTAL					450.00
	77470	10/14/2025	KANOPY, INC.		
		10/14/2025	KANOPY, INC.	REF/ONLINE SERVICES	203.00
TOTAL					203.00
	77471	10/14/2025	KATHLEEN CUNNINGHAM		
		10/14/2025	KATHLEEN CUNNINGHAM	ADULT PROGRAM	286.00
TOTAL					286.00
	77472	10/14/2025	KATHY ROEDER		
		10/14/2025	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL					125.00
	77473	10/14/2025	KEVIN SEAMAN		
		10/14/2025	KEVIN SEAMAN	LEGAL FEES	82.50
TOTAL					82.50
	77474	10/14/2025	KING KULLEN GROCERY CORP, INC.		
		10/14/2025	KING KULLEN GROCERY CORP, INC.	YA PROGRAM	19.14
TOTAL					19.14
	77475	10/14/2025	LAURIE JANOWITZ		
		10/14/2025	LAURIE JANOWITZ	ADULT PROGRAMS	380.00
TOTAL					380.00
	77476	10/14/2025	LIL TOTS SPORTS STUDIO		
		10/14/2025	LIL TOTS SPORTS STUDIO	JUV PROGRAMS	110.00
TOTAL					110.00
	77477	10/14/2025	LINDA BOHMAN		
		10/14/2025	LINDA BOHMAN	ADULT PROGRAMS	280.00
TOTAL					280.00
	77478	10/14/2025	LONG ISLAND LIBRARY RESOURCE COUNCIL		

BAYPORT - BLUE POINT PUBLIC LIBRARY
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	Num	Date	Source Name	Memo	Paid Amount
		10/14/2025	LONG ISLAND LIBRARY RESOURCE C	PROFESSIONAL FEES OTHER	260.00
TOTAL					260.00
	77479	**10/14/2025**	**LUCINDA LAPPANO**		
		10/14/2025	LUCINDA LAPPANO	HEALTH INSURANCE	1,110.00
TOTAL					1,110.00
	77480	**10/14/2025**	**MANGO**		
		10/14/2025	MANGO	REF/ONLINE SERVICES	2,094.00
TOTAL					2,094.00
	77481	**10/14/2025**	**MAUREEN HALLIDAY**		
		10/14/2025	MAUREEN HALLIDAY	ADULT PROGRAM	75.00
TOTAL					75.00
	77482	**10/14/2025**	**MCJ CLEANING SERVICES CORP.**		
		10/14/2025	MCJ CLEANING SERVICES CORP.	R/M CLEANING	3,500.00
TOTAL					3,500.00
	77483	**10/14/2025**	**MEGHAN VANKURIN**		
		10/14/2025	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL					150.00
	77484	**10/14/2025**	**MICHAEL GALLAGHER, CPA**		
		10/14/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL					600.00
	77485	**10/14/2025**	**MIDWEST TAPE**		
		10/14/2025	MIDWEST TAPE	ADULT DVDS	1,379.92
TOTAL					1,379.92
	77486	**10/14/2025**	**MIDWEST TAPE -HOOPLA**		
		10/14/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	944.27
TOTAL					944.27
	77487	**10/14/2025**	**MY CLASSY BABY**		

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	Num	Date	Source Name	Memo	Paid Amount
		10/14/2025	MY CLASSY BABY	JUV PROGRAM	125.00
TOTAL					125.00
	77488	10/14/2025	NATIONAL LEARNING CORP		
		10/14/2025	NATIONAL LEARNING CORP	ADULT BOOKS	123.86
TOTAL					123.86
	77489	10/14/2025	NATIONAL WASTE SERVICES		
		10/14/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	500.00
TOTAL					500.00
	77490	10/14/2025	NICHE ACADEMY		
		10/14/2025	NICHE ACADEMY	REF/ONLINE SERVICES	1,029.00
TOTAL					1,029.00
	77491	10/14/2025	OCLC INC.		
		10/14/2025	OCLC INC.	REF/ONLINE SERVICES	585.18
TOTAL					585.18
	77492	10/14/2025	QUADIENT LEASING		
		10/14/2025	QUADIENT LEASING	POSTAGE	248.55
			QUADIENT LEASING	OFFICE SUPPLIES	151.05
TOTAL					399.60
	77493	10/14/2025	ROBERT SCOTT		
		10/14/2025	ROBERT SCOTT	ADULT PROGRAM	575.00
TOTAL					575.00
	77494	10/14/2025	RYAN O'ROURKE		
		10/14/2025	RYAN O'ROURKE	PROFESSIONAL FEES - OTHER	56.28
TOTAL					56.28
	77495	10/14/2025	SCLS		
		10/14/2025	SCLS	REF/ONLINE SERVICES	18,390.80
			SCLS	SOFTWARE	10,000.00
			SCLS	POSTAGE	14.06
			SCLS	OFFICE SUPPLIES	11.21

BAYPORT - BLUE POINT PUBLIC LIBRARY
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	Num	Date	Source Name	Memo	Paid Amount
TOTAL					28,416.07
	77496	10/14/2025	SCLS-PALS		
		10/14/2025	SCLS-PALS	SCLS-PALS	4,759.97
TOTAL					4,759.97
	77497	10/14/2025	SPROUTS AND FRIENDS, INC.		
		10/14/2025	SPROUTS AND FRIENDS, INC.	JUV PROGRAMS	450.00
TOTAL					450.00
	77498	10/14/2025	STERICYCLE, INC.		
		10/14/2025	STERICYCLE, INC.	OFFICE SUPPLIES	250.38
TOTAL					250.38
	77499	10/14/2025	SUSAN CHANT		
		10/14/2025	SUSAN CHANT	HEALTH INSURANCE	518.00
TOTAL					518.00
	77500	10/14/2025	W.B.MASON		
		10/14/2025	W.B.MASON	OFFICE SUPPLIES	93.66
TOTAL					93.66
	77501	10/14/2025	WENDY BENNETT		
		10/14/2025	WENDY BENNETT	POSTAGE	15.80
TOTAL					15.80
	77502	10/14/2025	WENDY BENNETT - PETTY CASH		
		10/14/2025	WENDY BENNETT - PETTY CASH	ADULT PROGRAMS	142.05
			WENDY BENNETT - PETTY CASH	POSTAGE	4.81
TOTAL					146.86
	77503	10/14/2025	SCLS		
		10/14/2025	SCLS	POSTAGE	22.20
			SCLS	OFFICE SUPPLIES	17.70
TOTAL					39.90
	77504	10/14/2025	GOVCONNECTION, INC.		

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Num	Date	Source Name	Memo	Paid Amount
	10/14/2025	GOVCONNECTION, INC.	COMPUTER MAINTENANCE & SOFTWAI	9,981.24
TOTAL				9,981.24

100,983.93

BAYPORT - BLUE POINT PUBLIC LIBRARY
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September 10 through October 13, 2025

	Num	Date	Source Name	Memo	Paid Amount
	77398	**09/10/2025**	**NYS EMPLOYEE'S HEALTH INSURANCE**		
		09/10/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,260.94
TOTAL					38,260.94
	77399	**09/16/2025**	**BAYPORT-BLUE POINT FOUNDATION**		
		09/16/2025	BAYPORT-BLUE POINT FOUNDATION	LIBRARY OPERATIONS/MISC.	150.00
TOTAL					150.00
	77400	**09/16/2025**	**BRODART CO.**		
		09/09/2025	BRODART CO.	ADULT BOOKS	26.68
TOTAL					26.68
	77401	**09/16/2025**	**DEMCO**		
		09/09/2025	DEMCO	OFFICE SUPPLIES	49.19
TOTAL					49.19
	77402	**09/16/2025**	**EQUITBLE**		
		09/16/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL					730.00
	77403	**09/16/2025**	**FIRST CITIZEN'S BANK & TRUST CO.**		
		09/16/2025	FIRST CITIZEN'S BANK & TRUST CO.	R/M COPIERS	19.24
TOTAL					19.24
	77404	**09/16/2025**	**KANOPY, INC.**		
		09/09/2025	KANOPY, INC.	REF/ONLINE SERVICES	193.00
TOTAL					193.00
	77405	**09/16/2025**	**KING KULLEN GROCERY CORP, INC.**		
		09/09/2025	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAM	4.49
			KING KULLEN GROCERY CORP, INC.	JUV PROGRAM	23.73
TOTAL					28.22
	77406	**09/16/2025**	**NET2PHONE, INC.**		
		09/16/2025	NET2PHONE, INC.	TELEPHONES	204.31

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	Num	Date	Source Name	Memo	Paid Amount
TOTAL					204.31
	77407	09/16/2025	SUFFOLK COUNTY WATER AUTHORITY		
		09/16/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	269.02
TOTAL					269.02
	77408	09/16/2025	T ROWE PRICE		
		09/16/2025	T ROWE PRICE	T. ROWE PAYABLE	33.36
TOTAL					33.36
	77409	09/16/2025	USPS-POC		
		09/09/2025	USPS-POC	POSTAGE	900.00
TOTAL					900.00
	77410	09/16/2025	WENDY BENNETT - PETTY CASH		
		09/09/2025	WENDY BENNETT - PETTY CASH	PETTY CASH REPLENISHMENT	88.91
TOTAL					88.91
	77411	09/23/2025	EQUITBLE		
		09/23/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL					730.00
	77412	09/23/2025	GUARDIAN		
		09/23/2025	GUARDIAN	GUARDIAN PAYABLE	822.35
TOTAL					822.35
	77413	09/23/2025	OPTIMUM		
		09/23/2025	OPTIMUM	TELEPHONE	234.46
TOTAL					234.46
	77414	09/23/2025	PBC GURU		
		09/23/2025	PBC GURU	REF/ONLINE SERVICES	3,500.00
TOTAL					3,500.00
	77415	09/23/2025	SCLS		
		09/23/2025	SCLS	SCLS LOAN REPAYMENT	175,000.00

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
September 10 through October 13, 2025

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					175,000.00
	77416	09/23/2025	T ROWE PRICE		
		09/23/2025	T ROWE PRICE	T. ROWE PAYABLE	29.48
TOTAL					29.48
	77417	09/23/2025	WELLS FARGO FINANCAIL LEASING		
		09/23/2025	WELLS FARGO FINANCAIL LEASING	R/M COPIERS	746.00
TOTAL					746.00
	77418	10/02/2025	OPTIMUM		
		10/02/2025	OPTIMUM	TELEPHONE	498.51
TOTAL					498.51
	77419	10/02/2025	PSEGLI		
		10/02/2025	PSEGLI	UTILITIES	8,502.72
TOTAL					8,502.72
	77420	10/02/2025	T MOBILE		
		10/02/2025	T MOBILE	SOFTWARE	378.95
TOTAL					378.95
	77421	10/02/2025	PSEGLI		
		10/02/2025	PSEGLI	UTILITIES	47.64
TOTAL					47.64
	77422	10/08/2025	AFFLAC NEW YORK		
		10/08/2025	AFFLAC NEW YORK	AFLAC PAYABLE	244.20
TOTAL					244.20
	77423	10/08/2025	EQUITBLE		
		10/08/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL					730.00
	77424	10/08/2025	FIRST CITIZEN'S BANK & TRUST CO.		
		10/08/2025	FIRST CITIZEN'S BANK & TRUST CO.	R/M COPIERS	274.89

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
September 10 through October 13, 2025

Num	Date	Source Name	Memo	Paid Amount
TOTAL				274.89
77425	10/08/2025	NATIONAL GRID		
	10/08/2025	NATIONAL GRID	UTILITIES - 203 BLUE POINT AVE	53.58
		NATIONAL GRID	UTILITIES - 94 BLUE POINT AVE	31.23
		NATIONAL GRID	UTILITIES - 186 MIDDLE RD	311.15
TOTAL				395.96
77426	10/08/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	10/08/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	38,882.04
TOTAL				38,882.04
77427	10/08/2025	SUFFOLK COUNTY WATER AUTHORITY		
	10/08/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES - 186 MIDDLE RD	284.88
TOTAL				284.88
77428	10/08/2025	T ROWE PRICE		
	10/08/2025	T ROWE PRICE	T. ROWE PAYABLE	33.46
TOTAL				33.46
				272,288.41

Client ID: 24BB - Bayport Blue Point Public Library	**PAYROLL SUMMARY PREVIEW**	**Period Begin Date:** 8/24/2025	
Pay Group: BW	Bayport Blue Point Public Library	**Period End Date:** 9/6/2025	
Check Date: 9/11/2025		**Pay Period:** 19	
Run Date: 9/9/2025		**Payroll Type:** Regular Payroll	

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	******2740	9	$2,955.12	$0.00
Direct Deposits	M & T BANK	*****0046	******2740	41	$0.00	$34,912.34
Totals:				**50**	**$2,955.12**	**$34,912.34**
Tax Liabilities	M & T BANK	*****0046	******2740		$0.00	$13,717.44
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	$633.30
Totals:					**$0.00**	**$14,350.74**
Total ACH Debit:					**Impound Date: 9/10/2025**	**$49,263.08**
Total Payroll Funding (all items):						**$52,218.20**

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$2,955.12	Total Live Checks	$2,955.12	Total Live Checks	9	Active Employees Paid	49
Direct Deposits	$34,912.34	Additional Checks	$0.00	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$37,867.46**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	49
Total Taxes	$13,717.44	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	65
****** Total Payroll**	**$51,584.90**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (41)	$34,912.34	Vouchers (Direct Deposit)	40	Terminated Employee Count	64
Payroll Adjustments	$0.00	Total Third Party Pays	$0.00	Total Third Party Payments	0	Total Employee Count	129
****** Adjusted Total**	**$51,584.90**	Total Third Party Void Checks	$0.00	Total Third Party Voids	0	Employees Paid this Month	49
				Zero Net Checks	0	Active Employees this Month	65
						Employees with W2 Data	70
						Active Employees Not Paid	16
						Active (Hired) EEs Not Paid	16

Client ID:	24BB - Bayport Blue Point Public Library	**Period Begin Date:**	9/7/2025
Pay Group:	BW	**Period End Date:**	9/20/2025
Check Date:	9/25/2025	**Pay Period:**	20
Run Date:	9/23/2025	**Payroll Type:**	Regular Payroll

PAYROLL SUMMARY PREVIEW

Bayport Blue Point Public Library

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	******2740	7	$2,260.78	$0.00
Direct Deposits	M & T BANK	*****0046	******2740	46	$0.00	$36,869.89
Totals:				**53**	**$2,260.78**	**$36,869.89**
Tax Liabilities	M & T BANK	*****0046	******2740		$0.00	$14,329.19
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	$633.30
Totals:					**$0.00**	**$14,962.49**
Total ACH Debit:					**Impound Date: 9/24/2025**	**$51,832.38**
Total Payroll Funding (all items):						**$54,093.16**

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$2,260.78	Total Live Checks	$2,260.78	Total Live Checks	7	Active Employees Paid	51
Direct Deposits	$36,869.89	Additional Checks	$1,086.60	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$39,130.67**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	51
Total Taxes	$14,329.19	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	65
****** Total Payroll**	**$53,459.86**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (46)	$36,869.89	Vouchers (Direct Deposit)	45	Terminated Employee Count	64
Payroll Adjustments	$0.00	Total Third Party Pays	$0.00	Total Third Party Payments	0	Total Employee Count	129
****** Adjusted Total**	**$53,459.86**	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	65
						Employees with W2 Data	70
						Active Employees Not Paid	14
						Active (Hired) EEs Not Paid	14

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 9/18/2025

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 #
TRT	LAWLOR, MARCIA		LIBRARY ASSISTANT	$32.77/HR	22.5 HRS/WK	09/12/25	24-1162-122
RL/APT	CARSON, LISA		LIBRARY CLERK	$19.25/HR	MAX 17.5 HRS/WK	09/20/25	24-1162-79

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

CS FORM 150