Bayport-Blue Point Public Library

203 Blue Point Avenue, Blue Point, New York 11715-1217 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, November 4, 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, December 9, 2025 7:00 PM

Bayport - Blue Point Public Library

203 Blue Point Avenue, Blue Point, New York 11715-1217 Phone (631) 363-6133 Fax (631) 868-3520

REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

10/14/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:05 p.m. Present were Trustee Devine, Trustee Borowski, and Trustee McAward, Director Mike Firestone, and Assistant Director Wendy Bennett to take the minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee McAward, seconded by Trustee Borowski to accept the minutes of the September 9, 2025 Regular Meeting of the Board of Trustees; approved by all (3-0).

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 August 2025; approved by all (3-0).

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 10/14/2025 **(Check Detail Report)**; approved by all (3-0).

Motion made by Trustee Borowski, seconded by Trustee McAward, to approve the listed prepays, as presented, that were paid since last board meeting dated September 10, 2025 through October 13, 2025. (Checks between meetings); approved by all (3-0).

Motion made by Trustee McAward, seconded by Trustee Borowski to approve the Payroll Reports dated 09/11/2025 and 09/25/2025; approved by all (3-0).

IV. PERSONNEL REPORT

Motion made by Trustee Borowski, seconded by Trustee McAward to approve a CS-150 as presented dated 09/18/2025; approved by all (3-0).

V. DIRECTOR'S REPORT

Motion made by Trustee McAward, seconded by Trustee Borowski to approve the PALS 2026-2027 Budget; approved by all (3-0).

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee McAward to enter executive session to update the Makerspace policy with price increases to keep up with inflated costs of materials; approved by all (3-0).

Motion made by Trustee McAward, seconded by Trustee Borowski to enter executive session at 7:26 p.m. to discuss personnel issues and contracts; approved by all (3-0).

Motion made by Trustee Borowski, seconded by Trustee McAward to exit executive session at 8:12 p.m.; approved by all (3-0).

X. ADJOURNMENT

Motion made by Trustee Borowski, seconded by Trustee Adams to adjourn the meeting at 8:13 p.m.; approved by all (3-0).

Respectfully submitted,
Wendy Bennett

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

BANK RECONCILIATION FOR SEPTEMBER 2025

M & T BANK CHECKING GENERAL ACCOUNT

	BALANCE PER LIBRARY BOOKS:		
September 1, 2025	BALANCE PER LIBRARY BOOKS:		$343,589.94
	RECEIPTS:		
	TAX REVENUE	225,761.47	
	ADULT PROGRAMS	4,812.50	
	FRIENDS/DONATIONS	1,519.25	
	COPIER	1,082.65	
	PASSPORT FEES	840.00	
	TICKETS SALES	815.00	
	MAKERSPACE	634.58	
	CAFE RENT	250.00	
	EV CHARGING STATION	175.55	
	FINES	67.00	
	GUARDIAN PAYABLE	56.20	
	INTEREST	34.93	
	FAX	18.00	
	FRIENDS PASS THRU	7.50	
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(161.01)	235,913.62
	TOTAL(Book Balance + Receipts)		579,503.56
	LESS: SEPTEMBER DISBURSEMENTS		391,162.19
September 30, 2025	**BALANCE PER LIBRARY BOOKS:**		$188,341.37
September 30, 2025	**BALANCE PER BANK:**		
	BALANCE PER BANK:		$377,385.32
	AUGUST FINES DEPOSITED IN SEPTEMBER		0.00
	TOTAL(Bank Bal + O/S deposits)		377,385.32
	LESS: SEPTEMBER OUTSTANDING CHECKS		189,043.95
September 30, 2025	**BALANCE PER BANK:**		$188,341.37

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
November 4, 2025

	Num	Date	Source Name	Memo	Paid Amount
	77518	**11/04/2025**	**A TIME FOR KIDS**		
		11/04/2025	A TIME FOR KIDS	JUV PROGRAM	160.00
TOTAL					160.00
	77519	**11/04/2025**	**AESTHETIC REALISM FOUNDATION**		
		11/04/2025	AESTHETIC REALISM FOUNDATION	MUSIC PROGRAM	500.00
TOTAL					500.00
	77520	**11/04/2025**	**ALLISON FITZPATRICK**		
		11/04/2025	ALLISON FITZPATRICK	ADULT PROGRAM	200.00
TOTAL					200.00
	77521	**11/04/2025**	**AMAZON CAPITAL SERVICES**		
		11/04/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	1,112.92
			AMAZON CAPITAL SERVICES	ADULT PROGRAMS	36.98
			AMAZON CAPITAL SERVICES	JUV BOOKS	1,327.72
			AMAZON CAPITAL SERVICES	JUV PROGRAMS	205.72
			AMAZON CAPITAL SERVICES	AMERICAN FLAG	59.37
			AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	342.97
			AMAZON CAPITAL SERVICES	YA BOOKS	976.44
			AMAZON CAPITAL SERVICES	YA GAMES	49.91
			AMAZON CAPITAL SERVICES	YA PROGRAMS	21.89
TOTAL					4,133.92
	77522	**11/04/2025**	**AMERICAN EXPRESS**		
		11/04/2025	AMERICAN EXPRESS	ADULT PROGRAMS	359.83
			AMERICAN EXPRESS	CUSTODIAL SUPPLIES	287.07
			AMERICAN EXPRESS	JUV PROGRAMS	261.26
			AMERICAN EXPRESS	MAKERSPACE SUPPLIES	499.99
			AMERICAN EXPRESS	PERIODICALS	213.96
			AMERICAN EXPRESS	POSTAGE	182.83
			AMERICAN EXPRESS	PROF FEES OTHER	606.73
			AMERICAN EXPRESS	SOFTWARE	117.99
			AMERICAN EXPRESS	TELEPHONES	444.21
			AMERICAN EXPRESS	UTILITIES	169.31
			AMERICAN EXPRESS	YA GAMES	707.85
			AMERICAN EXPRESS	YA PROGRAMS	288.65
TOTAL					4,139.68

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
November 4, 2025

	Num	Date	Source Name	Memo	Paid Amount
	77523	11/04/2025	BAKER & TAYLOR BOOKS		
		11/04/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	45.45
			BAKER & TAYLOR BOOKS	YA BOOKS	34.13
			BAKER & TAYLOR BOOKS	ADULT BOOKS	132.66
TOTAL					212.24
	77524	11/04/2025	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
		11/04/2025	BAYPORT-BLUE POINT UNION FREE SCH	SECURITY GUARD	2,000.00
TOTAL					2,000.00
	77525	11/04/2025	BAYPORT FLOWER HOUSE		
		11/04/2025	BAYPORT FLOWER HOUSE	ADULT PROGRAM	45.00
TOTAL					45.00
	77526	11/04/2025	BRI-TECH, INC.		
		11/04/2025	BRI-TECH, INC.	R/M ALARMS	435.00
TOTAL					435.00
	77527	11/04/2025	CHUCK CANNINI		
		11/04/2025	CHUCK CANNINI	PROFESSIONAL FEES - OTHER	97.87
TOTAL					97.87
	77528	11/04/2025	CORNELL COOPERATIVE EXTENSION		
		11/04/2025	CORNELL COOPERATIVE EXTENSION	JUV PROGRAM	300.00
TOTAL					300.00
	77529	11/04/2025	DEBORAH SCHMIEDER		
		11/04/2025	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL					100.00
	77530	11/04/2025	DIANE ARONSEN		
		11/04/2025	DIANE ARONSEN	ADULT PROGRAMS	525.00
TOTAL					525.00
	77531	11/04/2025	DONNA NESTERUK		
		11/04/2025	DONNA NESTERUK	ADULT PROGRAM	250.00

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
November 4, 2025

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					250.00
	77532	11/04/2025	DREYER EXTERMINATING, INC.		
		11/04/2025	DREYER EXTERMINATING, INC.	R/M PEST CONTROL	250.00
TOTAL					250.00
	77533	11/04/2025	EAST WEST BOOKS		
		11/04/2025	EAST WEST BOOKS	YA BOOKS	292.81
TOTAL					292.81
	77534	11/04/2025	ELECTRONIX SYSTEMS		
		11/04/2025	ELECTRONIX SYSTEMS	R/M ALARMS	1,840.00
TOTAL					1,840.00
	77535	11/04/2025	FRANK GIEBFRIED		
		11/04/2025	FRANK GIEBFRIED	ADULT PROGRAM	150.00
TOTAL					150.00
	77536	11/04/2025	GILLIAN JANSEN		
		11/04/2025	GILLIAN JANSEN	PROF FEES - OTHER	130.37
TOTAL					130.37
	77537	11/04/2025	GREAT SOUTH BAY LANDSCAPING		
		11/04/2025	GREAT SOUTH BAY LANDSCAPING	R/M LAWN SERVICE	3,191.67
TOTAL					3,191.67
	77538	11/04/2025	GUARDIAN		
		11/04/2025	GUARDIAN	GUARDIAN PAYABLE	1,112.64
TOTAL					1,112.64
	77539	11/04/2025	JENNIFER COLBERT		
		11/04/2025	JENNIFER COLBERT	JUV PROGRAMS	180.00
TOTAL					180.00
	77540	11/04/2025	JENNIFER FRASCOGNA		
		11/04/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	800.00

BAYPORT - BLUE POINT PUBLIC LIBRARY
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November 4, 2025

Num	Date	Source Name	Memo	Paid Amount
TOTAL				800.00
77541	11/04/2025	JESSICA FURIA		
	11/04/2025	JESSICA FURIA	ADULT PROGRAMS	210.00
TOTAL				210.00
77542	11/04/2025	JOSEPHINE CRISTIANO		
	11/04/2025	JOSEPHINE CRISTIANO	PROF. FEES OTHER	130.37
TOTAL				130.37
77543	11/04/2025	JOYCE WALKER		
	11/04/2025	JOYCE WALKER	ADULT PROGRAMS	255.00
TOTAL				255.00
77544	11/04/2025	KARA THOMAS		
	11/04/2025	KARA THOMAS	ADULT PROGRAM	150.00
TOTAL				150.00
77545	11/04/2025	KING KULLEN GROCERY CORP, INC.		
	11/04/2025	KING KULLEN GROCERY CORP, INC.	MISC. EXPENSE	63.59
	11/04/2025	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAM	56.43
TOTAL				120.02
77546	11/04/2025	LAURA PAESANO		
	11/04/2025	LAURA PAESANO	ADULT PROGRAM	450.00
TOTAL				450.00
77547	11/04/2025	LAURIE JANOWITZ		
	11/04/2025	LAURIE JANOWITZ	ADULT PROGRAM	380.00
TOTAL				380.00
77548	11/04/2025	LIL TOTS SPORTS STUDIO		
	11/04/2025	LIL TOTS SPORTS STUDIO	JUV PROGRAM	110.00
TOTAL				110.00
77549	11/04/2025	LINDA BOHMAN		

BAYPORT - BLUE POINT PUBLIC LIBRARY
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Num	Date	Source Name	Memo	Paid Amount
	11/04/2025	LINDA BOHMAN	ADULT PROGRAMS	210.00
TOTAL				210.00
77550	11/04/2025	LUND VALVE TESTING		
	11/04/2025	LUND VALVE TESTING	R/M MISC. REPAIRS	55.00
TOTAL				55.00
77551	11/04/2025	MCJ CLEANING SERVICES CORP.		
	11/04/2025	MCJ CLEANING SERVICES CORP.	R/M CLEANING SERVICE	3,500.00
TOTAL				3,500.00
77552	11/04/2025	MICHAEL GALLAGHER, CPA		
	11/04/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77553	11/04/2025	MIDWEST TAPE		
	11/04/2025	MIDWEST TAPE	ADULT DVDS	384.14
TOTAL				384.14
77554	11/04/2025	MIDWEST TAPE -HOOPLA		
	11/04/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	973.87
TOTAL				973.87
77555	11/04/2025	MY CLASSY BABY		
	11/04/2025	MY CLASSY BABY	JUV PROGRAMS	250.00
TOTAL				250.00
77556	11/04/2025	NATIONAL LEARNING CORP		
	11/04/2025	NATIONAL LEARNING CORP	ADULT BOOK	43.95
TOTAL				43.95
77557	11/04/2025	NEVAR POLLACK		
	11/04/2025	NEVAR POLLACK	JUV BOOKS	12.00
TOTAL				12.00
77558	11/04/2025	OCLC INC.		

BAYPORT - BLUE POINT PUBLIC LIBRARY
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Num	Date	Source Name	Memo	Paid Amount
	11/04/2025	OCLC INC.	REF/ONLINE SERVICES	427.59
TOTAL				427.59
77559	11/04/2025	QWICK CRAFT, LLC		
	11/04/2025	QWICK CRAFT, LLC	ADULT PROGRAM	320.00
TOTAL				320.00
77560	11/04/2025	ROBERT SCOTT		
	11/04/2025	ROBERT SCOTT	ADULT PROGRAMS	615.00
TOTAL				615.00
77561	11/04/2025	SCLS		
	11/04/2025	SCLS	OFFICE SUPPLIES	234.95
TOTAL				234.95
77562	11/04/2025	SCLS-PALS		
	11/04/2025	SCLS-PALS	SCLS - PALS	1,063.57
TOTAL				1,063.57
77563	11/04/2025	SEARLES GRAPHICS, INC.		
	11/04/2025	SEARLES GRAPHICS, INC.	PRINTING	6,622.00
TOTAL				6,622.00
77564	11/04/2025	SOUTH FORK NATURAL HISTORY MUSEUM		
	11/04/2025	SOUTH FORK NATURAL HISTORY MUSEU	MUSEUM PASS	85.00
TOTAL				85.00
77565	11/04/2025	SPROUTS AND FRIENDS, INC.		
	11/04/2025	SPROUTS AND FRIENDS, INC.	JUV PROGRAMS	750.00
TOTAL				750.00
77566	11/04/2025	STERICYCLE, INC.		
	11/04/2025	STERICYCLE, INC.	OFFICE SUPPLIES	253.44
TOTAL				253.44
77567	11/04/2025	THE COMO BROTHERS		

BAYPORT - BLUE POINT PUBLIC LIBRARY
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Num	Date	Source Name	Memo	Paid Amount
	11/04/2025	THE COMO BROTHERS	MUSIC PROGRAM	800.00
TOTAL				800.00
77568	11/04/2025	THE PATCHOGUE ADVANCE		
	11/04/2025	THE PATCHOGUE ADVANCE	PERIODICALS	40.00
TOTAL				40.00
77569	11/04/2025	THERMAL SOLUTIONS		
	11/04/2025	THERMAL SOLUTIONS	R/M HVAC	303.75
TOTAL				303.75
77570	11/04/2025	VALERIE HARRISON		
	11/04/2025	VALERIE HARRISON	PROF FEES OTHER	97.87
TOTAL				97.87
77571	11/04/2025	W.B.MASON		
	11/04/2025	W.B.MASON	OFFICE SUPPLIES	800.36
		W.B.MASON	OFFICE SUPPLIES	494.42
		W.B.MASON	OFFICE SUPPLIES	18.95
		W.B.MASON	OFFICE SUPPLIES	40.97
TOTAL				1,354.70
77572	11/04/2025	WENDY BENNETT		
	11/04/2025	WENDY BENNETT	PROF. FEES - OTHER	97.87
TOTAL				97.87
77573	11/04/2025	WT COX INFORMATION SERVICES		
	11/04/2025	WT COX INFORMATION SERVICES	PERIODICALS	2,311.25
TOTAL				2,311.25
				44,257.54

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
October 15 through November 3, 2025

	Num	Date	Source Name	Memo	Paid Amount
	77505	**10/15/2025**	**POSTMASTER**		
		10/15/2025	POSTMASTER	POSTAGE	850.98
TOTAL					850.98
	77506	**10/15/2025**	**POSTMASTER**		
		10/15/2025	POSTMASTER	POSTAGE	110.21
TOTAL					110.21
	77507	**10/22/2025**	**EQUITBLE**		
		10/22/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL					730.00
	77508	**10/22/2025**	**NET2PHONE, INC.**		
		10/22/2025	NET2PHONE, INC.	TELEPHONE	205.48
TOTAL					205.48
	77509	**10/22/2025**	**OPTIMUM**		
		10/22/2025	OPTIMUM	TELEPHONE	234.78
TOTAL					234.78
	77510	**10/22/2025**	**REGAN AGENCY**		
		10/22/2025	REGAN AGENCY	BUILDING INSURANCE	10,366.00
TOTAL					10,366.00
	77511	**10/22/2025**	**SUFFOLK COUNTY WATER AUTHORITY**		
		10/22/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES - 94 BLUE POINT AVE	54.33
		10/22/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES - 203 BLUE POINT AVE	114.98
TOTAL					169.31
	77512	**10/22/2025**	**T ROWE PRICE**		
		10/22/2025	T ROWE PRICE	T ROWE PAYABLE	286.97
TOTAL					286.97
	77513	**10/27/2025**	**EQUITBLE**		
		10/27/2025	EQUITBLE	EQUITABLE PAYABLE	730.00

BAYPORT - BLUE POINT PUBLIC LIBRARY
Check Detail
October 15 through November 3, 2025

	Num	Date	Source Name	Memo	Paid Amount
TOTAL					730.00
	77514	10/27/2025	OPTIMUM		
		10/27/2025	OPTIMUM	TELEPHONES	569.85
TOTAL					569.85
	77515	10/27/2025	REGAN AGENCY		
		10/27/2025	REGAN AGENCY	BUILDING INSURANCE	10,366.00
TOTAL					10,366.00
	77516	10/27/2025	T ROWE PRICE		
		10/27/2025	T ROWE PRICE	T. ROWE PAYABLE	286.97
TOTAL					286.97
	77517	10/27/2025	WELLS FARGO FINANCAIL LEASING		
		10/27/2025	WELLS FARGO FINANCAIL LEASING	R/M COPIERS	746.00
TOTAL					746.00
	77574	11/03/2025	MCJ CLEANING SERVICES CORP.		
		11/03/2025	MCJ CLEANING SERVICES CORP.	R/M CLEANING SERVICE	3,500.00
TOTAL					3,500.00
	77575	11/03/2025	NYS AND LOCAL RETIREMENT SYSTEM		
		11/03/2025	NYS AND LOCAL RETIREMENT SYSTEM	NYS RETIREMENT SYSTEM	2,073.39
TOTAL					2,073.39
					31,225.94

Client ID: 24BB - Bayport Blue Point Public Library	**PAYROLL SUMMARY PREVIEW**	**Period Begin Date:** 9/21/2025	
Pay Group: BW	Bayport Blue Point Public Library	**Period End Date:** 10/4/2025	
Check Date: 10/9/2025		**Pay Period:** 21	
Run Date: 10/7/2025		**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	$2,622.76	$0.00
Direct Deposits	M & T BANK	*****0046	******2740	42	$0.00	$34,381.54
Totals:				**51**	**$2,622.76**	**$34,381.54**
Tax Liabilities	M & T BANK	*****0046	******2740		$0.00	$13,424.93
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**	**$14,058.23**
Total ACH Debit:					**Impound Date: 10/8/2025**	**$48,439.77**
Total Payroll Funding (all items):						**$51,062.53**

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$2,622.76	Total Live Checks	$2,622.76	Total Live Checks	9	Active Employees Paid	50
Direct Deposits	$34,381.54	Additional Checks	$0.00	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$37,004.30**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	50
Total Taxes	$13,424.93	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	65
****** Total Payroll**	**$50,429.23**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (42)	$34,381.54	Vouchers (Direct Deposit)	41	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**	**$50,429.23**	Total Third Party Void Checks	$0.00	Total Third Party Voids	0	Employees Paid this Month	50
				Zero Net Checks	0	Active Employees this Month	65
						Employees with W2 Data	70
						Active Employees Not Paid	15
						Active (Hired) EEs Not Paid	15

Client ID: 24BB - Bayport Blue Point Public Library	**PAYROLL SUMMARY PREVIEW**	**Period Begin Date:** 10/5/2025	
Pay Group: BW	Bayport Blue Point Public Library	**Period End Date:** 10/18/2025	
Check Date: 10/23/2025		**Pay Period:** 22	
Run Date: 10/21/2025		**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	$2,438.78	$0.00
Direct Deposits	M & T BANK	*****0046	******2740	49	$0.00	$37,597.94
Totals:				**57**	**$2,438.78**	**$37,597.94**
Tax Liabilities	M & T BANK	*****0046	******2740		$0.00	$14,465.88
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**	**$15,099.18**
Total ACH Debit:					**Impound Date: 10/22/2025**	**$52,697.12**
Total Payroll Funding (all items):						**$55,135.90**

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$2,438.78	Total Live Checks	$2,438.78	Total Live Checks	8	Active Employees Paid	56
Direct Deposits	$37,597.94	Additional Checks	$0.00	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$40,036.72**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	56
Total Taxes	$14,465.88	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	65
****** Total Payroll**	**$54,502.60**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (49)	$37,597.94	Vouchers (Direct Deposit)	48	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**	**$54,502.60**	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	65
						Employees with W2 Data	70
						Active Employees Not Paid	9
						Active (Hired) EEs Not Paid	9

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
10/27/2025

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	ACKERMAN, BROOKE		LIBRARY CLERK	18.95/HR	MAX 17.5 HOURS PER WEEK	10/20/25	24-1162-91
TRS	ACKERMAN, BROOKE		LIBRARY CLERK	18.95/HR	MAX 17.5 HOURS PER WEEK	10/21/25	24-1162-91
TRS	MALLIMO, JENNA		LIBRARIAN I (CHILDREN'S SERVICES)	30.89/HR	MAX 17.5 HOURS PER WEEK	10/24/25	24-1162-145

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