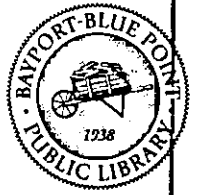


Bayport - Blue Point Public Library

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, December 9, 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

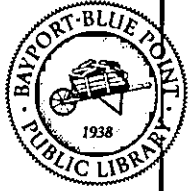
- IX. Director's Report
- X. Committee Reports
- XI. Old Business

- XII. New Business
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

Next meeting **Tuesday, January 13, 2026 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



SPECIAL MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

11/24/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 6:15 p.m. Present were Trustee Devine, Trustee Borowski, Trustee McAward,

II. NEW BUSINESS

Motion made by Trustee McAward, seconded by Trustee Borowski to appoint Robert Draffin to the library board to fill the unexpired term of Stephanie Heineman, until the next general election in April of 2026; approved by all.

X. ADJOURNMENT

Motion was made by Trustee Borowski seconded by Trustee McAward to adjourn the meeting at 6:25 p.m.; approved by all.

Respectfully submitted,
Mike Firestone

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

11/04/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:03 p.m. Present were Trustee Devine, Trustee Borowski, Trustee McAward, and Trustee Adams, 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 October 14, 2025 Regular Meeting of the Board of Trustees; approved by all (4-0).

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Adams seconded by Trustee Borowski to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated September 2025; approved by all (4-0).

Motion made by Trustee Borowski, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 11/04/2025 (**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 October 15, 2025 through November 3, 2025. (Checks between meetings); approved by all (4-0).

Motion made by Trustee Borowski, seconded by Trustee Adams to approve the Payroll Reports dated 10/09/2025 and 10/23/2025; approved by all (4-0).

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Borowski to approve a CS-150 as presented dated 10/27/2025; approved by all (4-0).

V. DIRECTOR'S REPORT

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Suffolk Cooperative Library System's 2025 Budget and vote for our zone representative; approved by all (4-0).

Motion made by Trustee McAward, seconded by Trustee Borowski to approve the payment/reimbursement to the seven employees who had their identity stolen from the library mail fraud incident in October 2025, for life of employment or up to five years; approved by all (4-0).

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee Adams to enter executive session at 7:42 p.m. to discuss contracts; approved by all (4-0).

Motion made by Trustee McAward, seconded by Trustee Borowski to exit executive session at 8:15 p.m.; approved by all (4-0).

X. ADJOURNMENT

Motion made by Trustee Borowski, seconded by Trustee Adams to adjourn the meeting at 8:15 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 OCTOBER 2025

M & T BANK CHECKING GENERAL ACCOUNT

October 1, 2025	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$188,341.37
	RECEIPTS:	
	TAX REVENUE	225,761.47
	ADULT PROGRAMS	1,873.00
	FRIENDS/DONATIONS	1,642.00
	COPIER	525.00
	PASSPORT FEES	505.47
	TICKETS SALES	250.00
	SUFFOLK COUNTY PARKING PASS	246.00
	MAKERSPACE	179.41
	CAFE RENT	151.15
	EV CHARGING STATION	150.00
	FINES	119.43
	MUSIC PROGRAMS	106.00
	GUARDIAN PAYABLE	98.16
	INTEREST	55.00
	FAX	36.94
	ECOMMERCE	24.25
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(72.58)
		<u>231,650.70</u>
	TOTAL(Book Balance + Receipts)	419,992.07
	LESS: OCTOBER DISBURSEMENTS	<u>267,603.71</u>
October 31, 2025	BALANCE PER LIBRARY BOOKS:	<u><u>\$152,388.36</u></u>
October 31, 2025	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$347,766.48
	SEPTEMBER FINES DEPOSITED IN OCTOBER	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	347,766.48
	LESS: OCTOBER OUTSTANDING CHECKS	<u>195,378.12</u>
October 31, 2025	BALANCE PER BANK:	<u><u>\$152,388.36</u></u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 4, 2025

Num	Date	Source Name	Memo	Paid Amount
77601	12/04/2025	A TIME FOR KIDS		
	12/09/2025	A TIME FOR KIDS	JUV PROGRAM	160.00
TOTAL				160.00
77602	12/04/2025	AMAZON CAPITAL SERVICES		
	12/09/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	1,671.59
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	385.52
		AMAZON CAPITAL SERVICES	JUV BOOKS	1,694.12
		AMAZON CAPITAL SERVICES	JUV PROGRAMS	351.52
		AMAZON CAPITAL SERVICES	LIBRARY MISC	435.61
		AMAZON CAPITAL SERVICES	MAKERSPACE	1,437.74
		AMAZON CAPITAL SERVICES	YA BOOKS	208.99
		AMAZON CAPITAL SERVICES	YA PROGRAMS	205.74
TOTAL				6,390.83
77603	12/04/2025	AMERICAN EXPRESS		
	12/09/2025	AMERICAN EXPRESS	ADULT PROGRAMS	36.00
		AMERICAN EXPRESS	COPY MACHINES	851.39
		AMERICAN EXPRESS	JUV MEDIA	276.94
		AMERICAN EXPRESS	JUV PROGRAMS	197.26
		AMERICAN EXPRESS	MAKERSPACE	383.95
		AMERICAN EXPRESS	PERIODICALS	589.88
		AMERICAN EXPRESS	POSTAGE	122.83
		AMERICAN EXPRESS	PROF FEES OTHER	585.73
		AMERICAN EXPRESS	SOFTWARE	142.99
		AMERICAN EXPRESS	YA PROGRAMS	491.63
TOTAL				3,678.60
77604	12/04/2025	BAKER & TAYLOR BOOKS		
	12/09/2025	BAKER & TAYLOR BOOKS	ADULT BOOKS	17.86
TOTAL				17.86
77605	12/04/2025	BAYPORT-BLUE POINT CHAMBER OF COMMERCE		
	12/09/2025	BAYPORT-BLUE POINT CHAMBER OF C LIBRARY MISC		275.00
TOTAL				275.00
77606	12/04/2025	BAYPORT-BLUE POINT H.S. ACTIVITIES FUND		
	12/09/2025	BAYPORT-BLUE POINT H.S. ACTIVITIES LIBRARY MISC		40.00

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

December 4, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					40.00
	77607	12/04/2025	BAYPORT-BLUE POINT UNION FREE SCHOOL DIST		
		12/09/2025	BAYPORT-BLUE POINT UNION FREE SC SECURITY SALARIES		2,000.00
TOTAL					2,000.00
	77608	12/04/2025	BRIAN ADWAR		
		12/09/2025	BRIAN ADWAR	ADULT PROGRAM	440.00
TOTAL					440.00
	77609	12/04/2025	BRIARCLIFF SPRINKLERS		
		12/09/2025	BRIARCLIFF SPRINKLERS	R/M SPRINKLERS	140.00
TOTAL					140.00
	77610	12/04/2025	BRODART CO.		
		12/09/2025	BRODART CO.	JUV BOOKS	36.57
TOTAL					36.57
	77611	12/04/2025	CCP SOLUTIONS, LLC		
		12/09/2025	CCP SOLUTIONS, LLC	R/M COPIERS	1,056.97
TOTAL					1,056.97
	77612	12/04/2025	CHIEF-MEN ENTERPRISES, LLC		
		12/09/2025	CHIEF-MEN ENTERPRISES, LLC	PROF FEES - OTHER	480.00
TOTAL					480.00
	77613	12/04/2025	CHRISTINA KIELY		
		12/09/2025	CHRISTINA KIELY	SALARIES	247.61
TOTAL					247.61
	77614	12/04/2025	DANTE PIANO SERVICE		
		12/09/2025	DANTE PIANO SERVICE	R/M PIANO	225.00
TOTAL					225.00
	77615	12/04/2025	DEBORAH SCHMIEDER		
		12/09/2025	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00

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BAYPORT - BLUE POINT PUBLIC LIBRARY

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December 4, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					100.00
	77616	12/04/2025	DEMCO		
		12/09/2025	DEMCO	OFFICE SUPPLIES	229.46
TOTAL					229.46
	77617	12/04/2025	DIANA CONKLIN		
		12/09/2025	DIANA CONKLIN	ADULT PROGRAMS	1,220.00
TOTAL					1,220.00
	77618	12/04/2025	DIANE ARONSEN		
		12/09/2025	DIANE ARONSEN	ADULT PROGRAMS	1,030.00
TOTAL					1,030.00
	77619	12/04/2025	ELECTRONIX SYSTEMS		
		12/09/2025	ELECTRONIX SYSTEMS	R/M ALARMS	176.85
TOTAL					176.85
	77620	12/04/2025	EMERALD ISLAND		
		12/09/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	995.84
TOTAL					995.84
	77621	12/04/2025	FANNY CAKES		
		12/09/2025	FANNY CAKES	JUV PROGRAM	450.00
			FANNY CAKES	YA PROGRAM	216.00
TOTAL					666.00
	77622	12/04/2025	FRIENDS OF THE BAYPORT-BLUE POINT PUB LIB		
		12/09/2025	FRIENDS OF THE BAYPORT-BLUE POIN FRIENDS PASS THROUGH		299.25
TOTAL					299.25
	77623	12/04/2025	GRAINGER		
		12/09/2025	GRAINGER	CUSTODIAL SUPPLIES	134.47
TOTAL					134.47
	77624	12/04/2025	GREAT SOUTH BAY LANDSCAPING		

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December 4, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
		12/09/2025	GREAT SOUTH BAY LANDSCAPING	R/M LANDSCAPING	3,191.67
TOTAL					3,191.67
	77625	12/04/2025	HOME HEALTH AND SPIRIT CO.		
		12/09/2025	HOME HEALTH AND SPIRIT CO.	ADULT PROGRAM	470.00
TOTAL					470.00
	77626	12/04/2025	J.K.HODGE		
		12/09/2025	J.K.HODGE	MUSIC PROGRAMS	1,125.00
TOTAL					1,125.00
	77627	12/04/2025	JENNIFER FRASCOGNA		
		12/09/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,280.00
TOTAL					1,280.00
	77628	12/04/2025	JENNIFER ITZKIN		
		12/09/2025	JENNIFER ITZKIN	YA PROGRAM	19.96
			JENNIFER ITZKIN	PROF FEES OTHER	15.00
TOTAL					34.96
	77629	12/04/2025	JENNIFER MARTINS		
		12/09/2025	JENNIFER MARTINS	JUV PROGRAM	180.00
TOTAL					180.00
	77630	12/04/2025	JESSICA FURIA		
		12/09/2025	JESSICA FURIA	ADULT PROGRAMS	140.00
TOTAL					140.00
	77631	12/04/2025	JOYCE WALKER		
		12/09/2025	JOYCE WALKER	ADULT PROGRAMS	340.00
TOTAL					340.00
	77632	12/04/2025	KANOPY, INC.		
		12/09/2025	KANOPY, INC.	REF/ONLINE SERVICES	362.00
TOTAL					362.00
	77633	12/04/2025	KATHY ROEDER		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	12/09/2025	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				125.00
77634	12/04/2025	KELLY SHERIDAN		
	12/09/2025	KELLY SHERIDAN	YA PROGRAMS	257.27
		KELLY SHERIDAN	MAKERSPACE SUPPLIES	227.85
		KELLY SHERIDAN	ADULT PROGRAMS	30.25
		KELLY SHERIDAN	PROF FEES - OTHER	875.00
TOTAL				1,390.37
77635	12/04/2025	KEVIN SEAMAN		
	12/09/2025	KEVIN SEAMAN	LEGAL FEES	220.00
TOTAL				220.00
77636	12/04/2025	KIMBERLY HENSON		
	12/09/2025	KIMBERLY HENSON	ADULT PROGRAM	200.00
TOTAL				200.00
77637	12/04/2025	KING KULLEN GROCERY CORP, INC.		
	12/09/2025	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAMS	111.12
		KING KULLEN GROCERY CORP, INC.	YA PROGRAMS	18.82
		KING KULLEN GROCERY CORP, INC.	LIBRARY MISC	63.59
TOTAL				193.53
77638	12/04/2025	LAURIE JANOWITZ		
	12/09/2025	LAURIE JANOWITZ	ADULT PROGRAM	10.00
TOTAL				10.00
77639	12/04/2025	LIL TOTS SPORTS STUDIO		
	12/09/2025	LIL TOTS SPORTS STUDIO	JUV PROGRAM	110.00
TOTAL				110.00
77640	12/04/2025	LINDA BOHMAN		
	12/09/2025	LINDA BOHMAN	ADULT PROGRAM	210.00
TOTAL				210.00
77641	12/04/2025	LONG ISLAND LIBRARY RESOURCE COUNCIL		

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	12/09/2025	LONG ISLAND LIBRARY RESOURCE CO PROF FEES OTHER		865.00
TOTAL				865.00
77642	12/04/2025	LT MICHAEL P. MURPHY NAVY SEAL MUSEUM		
	12/09/2025	LT MICHAEL P. MURPHY NAVY SEAL ML MUSEUM PASS		200.00
TOTAL				200.00
77643	12/04/2025	MCJ CLEANING SERVICES CORP.		
	12/09/2025	MCJ CLEANING SERVICES CORP.	R/M CLEANING SERVICE	3,500.00
TOTAL				3,500.00
77644	12/04/2025	MEGHAN VANKURIN		
	12/09/2025	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
77645	12/04/2025	MICHAEL GALLAGHER, CPA		
	12/09/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
77646	12/04/2025	MIDWEST TAPE		
	12/09/2025	MIDWEST TAPE	ADULT MEDIA	1,025.79
		MIDWEST TAPE	JUV MEDIA	108.88
TOTAL				1,134.67
77647	12/04/2025	MIDWEST TAPE -HOOPLA		
	12/09/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	951.96
TOTAL				951.96
77648	12/04/2025	MY CLASSY BABY		
	12/09/2025	MY CLASSY BABY	JUV PROGRAM	125.00
TOTAL				125.00
77649	12/04/2025	NASSAU COUNTY LIBRARY ASSOC		
	12/09/2025	NASSAU COUNTY LIBRARY ASSOC	ADULT BOOKS	80.95
TOTAL				80.95

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77650	12/04/2025	NATIONAL WASTE SERVICES		
	12/09/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	500.00
TOTAL				500.00
77651	12/04/2025	OCLC INC.		
	12/09/2025	OCLC INC.	REF/ONLINE SERVICES	126.77
TOTAL				126.77
77652	12/04/2025	PLAYAWAY PRODUCTS		
	12/09/2025	PLAYAWAY PRODUCTS	JUV MEDIA	33.98
TOTAL				33.98
77653	12/04/2025	ROBERT SCOTT		
	12/09/2025	ROBERT SCOTT	YA PROGRAM	345.00
	12/09/2025	ROBERT SCOTT	ADULT PROGRAM	110.00
TOTAL				455.00
77654	12/04/2025	ROBYN ROMANOFF		
	12/09/2025	ROBYN ROMANOFF	ADULT PROGRAM	500.00
TOTAL				500.00
77655	12/04/2025	SCLS		
	12/09/2025	SCLS	REF/ONLINE SERVICES	1,405.00
		SCLS	PROF FEES OTHER	365.00
		SCLS	TICKETS	1,340.00
		SCLS	POSTAGE	21.46
		SCLS	OFFICE SUPPLIES	17.11
		SCLS	POSTAGE	14.80
		SCLS	OFFICE SUPPLIES	11.80
TOTAL				3,175.17
77656	12/04/2025	SEBCO BOOKS		
	12/09/2025	SEBCO BOOKS	YA BOOKS	1,421.09
TOTAL				1,421.09
77657	12/04/2025	SPROUTS AND FRIENDS, INC.		
	12/09/2025	SPROUTS AND FRIENDS, INC.	JUV PROGRAMS	300.00

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	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					300.00
	77658	12/04/2025	STERICYCLE, INC.		
		12/09/2025	STERICYCLE, INC.	OFFICE SUPPLIES	253.44
TOTAL					253.44
	77659	12/04/2025	SUFFOLK COUNTY HISTORICAL SOCIETY		
		12/09/2025	SUFFOLK COUNTY HISTORICAL SOCIETY	PROF FEES OTHER	50.00
TOTAL					50.00
	77660	12/04/2025	TBS CONTRACTING LTD.		
		12/09/2025	TBS CONTRACTING LTD.	R/M MISC.	4,725.00
TOTAL					4,725.00
	77661	12/04/2025	THE TRADITIONS		
		12/09/2025	THE TRADITIONS	MUSIC PROGRAM	850.00
TOTAL					850.00
	77662	12/04/2025	THERMAL SOLUTIONS		
		12/09/2025	THERMAL SOLUTIONS	R/M HVAC	3,882.50
TOTAL					3,882.50
	77663	12/04/2025	TRAF-SYS		
		12/09/2025	TRAF-SYS	SOFTWARE	280.00
TOTAL					280.00
	77664	12/04/2025	VALERIE HARRISON		
		12/09/2025	VALERIE HARRISON	PROFESSIONAL FEES OTHER	30.00
TOTAL					30.00
	77665	12/04/2025	VANESA HOLZHAUSER		
		12/09/2025	VANESA HOLZHAUSER	ADULT PROGRAM	350.00
TOTAL					350.00
	77666	12/04/2025	W.B.MASON		
		12/09/2025	W.B.MASON	OFFICE SUPPLIES	110.11

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BAYPORT - BLUE POINT PUBLIC LIBRARY

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	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					110.11
					54,273.48

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BAYPORT - BLUE POINT PUBLIC LIBRARY
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Prepays

November 5 through December 3, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77576	11/05/2025	AFFLAC NEW YORK		
	11/05/2025	AFFLAC NEW YORK	AFLAC PAYABLE	244.20
TOTAL				244.20
77577	11/05/2025	BAKER & TAYLOR BOOKS		
	11/05/2025	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
77578	11/05/2025	FIRST CITIZEN'S BANK & TRUST CO.		
	11/05/2025	FIRST CITIZEN'S BANK & TRUST CO.	R/M COPIERS	274.89
TOTAL				274.89
77579	11/05/2025	PSEGLI		
	11/05/2025	PSEGLI	UTILITIES - 203 BLUE PT AVE	241.85
		PSEGLI	UTILITIES - 94 BLUE PT AVE	51.06
TOTAL				292.91
77580	11/05/2025	T MOBILE		
	11/05/2025	T MOBILE	TELEPHONES	378.96
TOTAL				378.96
77581	11/05/2025	PSEGLI		
	11/05/2025	PSEGLI	UTILITIES - 186 MIDDLE RD	6,540.39
TOTAL				6,540.39
77582	11/07/2025	EQUITBLE		
	11/07/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77583	11/07/2025	NATIONAL GRID		
	11/07/2025	NATIONAL GRID	UTILITIES - 94 BLUE PT AVE	41.18
		NATIONAL GRID	UTILITIES - 203 BLUE PT AVE	52.61
		NATIONAL GRID	UTILITIES - 186 MIDDLE RD	212.04
TOTAL				305.83

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BAYPORT - BLUE POINT PUBLIC LIBRARY

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November 5 through December 3, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77584	11/07/2025	SHELTERPOINT LIFE		
	11/07/2025	SHELTERPOINT LIFE	HEALTH INSURANCE	1,965.00
TOTAL				1,965.00
77585	11/07/2025	T ROWE PRICE		
	11/07/2025	T ROWE PRICE	T. ROWE PAYABLE	542.02
TOTAL				542.02
77586	11/13/2025	NET2PHONE, INC.		
	11/13/2025	NET2PHONE, INC.	TELEPHONES	205.48
TOTAL				205.48
77587	11/13/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	11/13/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	41,598.26
TOTAL				41,598.26
77588	11/13/2025	SUFFOLK COUNTY WATER AUTHORITY		
	11/13/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	225.17
TOTAL				225.17
77589	11/19/2025	EQUITBLE		
	11/19/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77590	11/19/2025	OPTIMUM		
	11/19/2025	OPTIMUM	TELEPHONES	234.78
TOTAL				234.78
77591	11/19/2025	T ROWE PRICE		
	11/19/2025	T ROWE PRICE	T ROWE PAYABLE	536.58
TOTAL				536.58
77592	11/21/2025	GUARDIAN		
	11/21/2025	GUARDIAN	GUARDIAN PAYABLE	912.12
TOTAL				912.12

12:47 PM
12/04/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

November 5 through December 3, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
77593	11/21/2025	WELLS FARGO FINANCAIL LEASING		
	11/21/2025	WELLS FARGO FINANCAIL LEASING	R/M COPY MACHINES	746.00
TOTAL				746.00
77594	12/03/2025	AFFLAC NEW YORK		
	12/03/2025	AFFLAC NEW YORK	AFLAC PAYABLE	244.20
TOTAL				244.20
77595	12/03/2025	EQUITBLE		
	12/03/2025	EQUITBLE	EQUITABLE PAYABLE	730.00
TOTAL				730.00
77596	12/03/2025	NATIONAL GRID		
	12/03/2025	NATIONAL GRID	UTILITIES - 186 MIDDLE RD	236.09
		NATIONAL GRID	UTILITIES - 94 BLUE PT	152.50
TOTAL				388.59
77597	12/03/2025	PSEGLI		
	12/03/2025	PSEGLI	UTILITIES - GARAGE	38.87
		PSEGLI	UTILITIES - 203 BLUE PT	659.72
		PSEGLI	UTILITIES - 94 BLUE PT	95.10
TOTAL				793.69
77598	12/03/2025	T MOBILE		
	12/03/2025	T MOBILE	SOFTWARE	378.96
TOTAL				378.96
77599	12/03/2025	T ROWE PRICE		
	12/03/2025	T ROWE PRICE	T. ROWE PAYABLE	606.43
TOTAL				606.43
77600	12/03/2025	PSEGLI		
	12/03/2025	PSEGLI	UTILITIES - 186 MIDDLE RD	7,854.17
TOTAL				7,854.17
				70,141.28

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	7	\$2,153.52	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	48	\$0.00	\$38,674.99
Totals:				55	\$2,153.52	\$38,674.99
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$15,190.27
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	\$15,823.57
Total ACH Debit:				Impound Date: 11/5/2025		\$54,498.56
Total Payroll Funding (all items):				\$56,652.08		

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$2,153.52	Total Live Checks	\$2,153.52	Total Live Checks	7	Active Employees Paid	51
Direct Deposits	\$38,674.99	Additional Checks	\$4,532.99	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,828.51	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	\$15,190.27	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	65
**** Total Payroll	\$56,018.78	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (48)	\$38,674.99	Vouchers (Direct Deposit)	47	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	\$56,018.78	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	51
				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

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 11/15/2025

Check Date: 11/20/2025

Pay Period: 24

Run Date: 11/18/2025

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	\$1,966.16	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	48	\$0.00	\$40,614.01
Totals:				56	\$1,966.16	\$40,614.01
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$15,709.96
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	\$16,343.26
Total ACH Debit:						Impound Date: 11/19/2025 \$56,957.27
Total Payroll Funding (all items):						\$58,923.43

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$1,966.16	Total Live Checks	\$1,966.16	Total Live Checks	8	Active Employees Paid	53
Direct Deposits	\$40,614.01	Additional Checks	\$3,809.13	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$42,580.17	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	53
Total Taxes	\$15,709.96	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	65
**** Total Payroll	\$58,290.13	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (48)	\$40,614.01	Vouchers (Direct Deposit)	47	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	\$58,290.13	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	12
						Active (Hired) EEs Not Paid	12

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
11/13/2025

Bayport-Blue Point Public Library

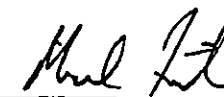
ACTION	NAME	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	FOR PART TIME or AT/CI INCLUDE: # OF HOURS PER WEEK OR PROJECTED ANNUAL SALARY	EFFECTIVE DATE	POSITION CONTROL # and/or DUTIES STATEMENT #
A T	CARSON, JILLIAN		LIBRARIAN TRAINEE (CHILDREN'S SERVICES)	\$26.22/HR		11/17/25- 02/14/26	24-1162-162
RL/APT	McALLISTER, SARAH		LIBRARIAN TRAINEE	\$25.46/HR	NOT TO EXCEED 17.5 HRS/WK	11/16/25	24-1162-130

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