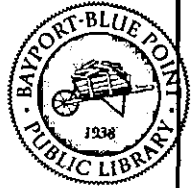


Bayport - Blue Point Public Library

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, February 11, 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
 - a. 2025-2026 Budget & Trustee Election Date

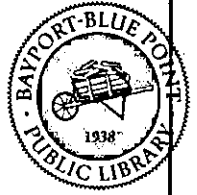
- XII. New Business

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

Next meeting **Tuesday, March 11, 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

01/14/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:04 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Heineman Trustee Adams, Director Mike Firestone, Wendy Bennett and Linda McCrosson to take minutes.

II. APPROVAL OF MINUTES

Motion made by Trustee Adams, seconded by Trustee McAward to accept the minutes of the December 10, 2024 Regular Meeting of the Board of Trustees; approved by all

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Heineman, seconded by Trustee Borowski to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated November 2024; approved by all.

Motion made by Trustee McAward, seconded by Trustee Adams, to approve the Operating Fund Schedule of Claims dated 01/14/2025 (**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 December 11, 2024 through January 13, 2025. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee Heineman to approve prepaids to SCLS PALS for \$4,759.97, Junkluggers for \$2978.00 and Chargepoint for \$3700.00; approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams to approve the Payroll Reports dated 12/19/24 and 01/02/25; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Borowski to approve a CS-150 dated 12/19/2024; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee McAward to approve adding Wendy Bennett as a Petty Cash Custodian for the rest of the 20244-2025 fiscal year; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski to enter executive session for Real Estate, Contracts and Personnel at 7:31 p.m.; approved by all.

Motion made by Trustee Adams, seconded by Trustee Borowski to exit executive session at 7:49 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Borowski, to adjourn the meeting at 7:50 p.m.; approved by all.

Respectfully submitted,
Michael Firestone

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

BANK RECONCILIATION FOR DECEMBER 2024

M & T BANK CHECKING GENERAL ACCOUNT

December 1, 2024	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$152,653.52
	RECEIPTS:	
	TAX REVENUE	511,443.42
	FRIENDS/DONATIONS	130.00
	ADULT PROGRAMS	803.50
	FRIEND PASS THROUGH DONATION	51.75
	TICKETS SALES	715.00
	PASSPORT FEES	665.00
	CAFE RENT	400.00
	COPIER	194.10
	MAKERSPACE	467.65
	EV CHARGING STATION	191.26
	FINES	50.00
	JUVENILE PROGRAMS	120.00
	INTEREST	28.03
	FAX	12.25
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(66.36) 515,205.60
	TOTAL(Book Balance + Receipts)	667,859.12
	LESS: DECEMBER DISBURSEMENTS	410,173.71
December 31, 2024	BALANCE PER LIBRARY BOOKS:	<u>\$257,685.41</u>
December 31, 2024	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$271,468.13
	DECEMBER FINES DEPOSITED IN JANUARY	0.00
	TOTAL(Bank Bal + O/S deposits)	271,468.13
	LESS: DECEMBER OUTSTANDING CHECKS	13,782.72
December 31, 2024	BALANCE PER BANK:	<u>\$257,685.41</u>

BAYPORT - BLUE POINT PUBLIC LIBRARY

Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
4000 · TAX REVENUE	1,790,051.93	3,068,660.00	-1,278,608.07	58.3%
4010 · TAX REVENUE FOR BONDS	601,823.04	1,203,538.00	-601,714.96	50.0%
4020 · ISLIP PILOT INCOME	0.00	0.00	0.00	0.0%
4100 · FINES AND FEES	458.14	725.00	-266.86	63.2%
4110 · COPIER FEES	2,503.43	4,500.00	-1,996.57	55.6%
4115 · FAX FEES	66.35	500.00	-433.65	13.3%
4120 · ADULT PROGRAM	19,189.61	0.00	19,189.61	100.0%
4130 · JUVENILE PROGRAM	170.00	0.00	170.00	100.0%
4140 · YA PROGRAM	11.00	0.00	11.00	100.0%
4150 · MUSIC PROGRAM	1,225.00	0.00	1,225.00	100.0%
4200 · BOOK SALES	225.97	0.00	225.97	100.0%
4250 · SALE USED EQUIPMENT	0.00	0.00	0.00	0.0%
4300 · DONATIONS	13,355.65	5,000.00	8,355.65	267.1%
4400 · LLSA (SCLS)	3,843.00	4,000.00	-157.00	96.1%
4450 · TICKET SALES	10,678.00	0.00	10,678.00	100.0%
4500 · E-RATE	0.00	6,000.00	-6,000.00	0.0%
4550 · MAKER SPACE	2,409.40	0.00	2,409.40	100.0%
4600 · INTEREST - MM	0.00	0.00	0.00	0.0%
4601 · INTEREST - M&T	125.71	3,000.00	-2,874.29	4.2%
4700 · GRANTS	0.00	0.00	0.00	0.0%
4725 · CAFE RENT/VOTING FEES	2,400.00	8,000.00	-5,600.00	30.0%
4750 · PASSPORT FEES	4,235.00	7,500.00	-3,265.00	56.5%
4775 · EV CHARGING STATION	1,280.93	2,000.00	-719.07	64.0%
4800 · MISC INCOME	45.33	0.00	45.33	100.0%
4900 · CAPITAL	0.00	0.00	0.00	0.0%
Total Income	2,454,097.49	4,313,423.00	-1,859,325.51	56.9%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	2,454,097.49	4,313,423.00	-1,859,325.51	56.9%
Expense				
5000 · SALARIES AND WAGES				
5010 · PROFESSIONAL SALARIES	462,601.45	776,338.00	-313,736.55	59.6%
5020 · CLERICAL/CUSTODIAL SALARIES	295,314.46	641,945.00	-346,630.54	46.0%
5030 · SECURITY SALARIES	20,000.00	0.00	20,000.00	100.0%
5000 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5000 · SALARIES AND WAGES	777,915.91	1,418,283.00	-640,367.09	54.8%
5200 · EMPLOYEE BENEFITS				
5210 · FICA	54,927.46	108,499.00	-53,571.54	50.6%
5220 · NYS RETIREMENT	0.00	186,000.00	-186,000.00	0.0%
5230 · HEALTH INSURANCE	236,797.78	469,770.00	-232,972.22	50.4%

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76797	02/11/2025	A TIME FOR KIDS		
	02/11/2025	A TIME FOR KIDS	JUV PROGRAM	320.00
TOTAL				320.00
76798	02/11/2025	AESTHETIC REALISM FOUNDATION		
	02/11/2025	AESTHETIC REALISM FOUNDATION	MUSIC PROGRAM	500.00
TOTAL				500.00
76799	02/11/2025	AMAZON CAPITAL SERVICES		
	02/11/2025	AMAZON CAPITAL SERVICES	JUV PROGRAM	335.92
		AMAZON CAPITAL SERVICES	MAKER SPACE SUPPLIES	478.40
		AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	341.33
		AMAZON CAPITAL SERVICES	YA PROGRAM SUPPLIES	104.01
		AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	79.50
		AMAZON CAPITAL SERVICES	ADULT BOOKS	136.50
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	126.45
TOTAL				1,602.11
76800	02/11/2025	AMERICAN EXPRESS		
	02/11/2025	AMERICAN EXPRESS	ADULT PROGRAM	108.96
		AMERICAN EXPRESS	PERIODICALS	1,044.10
		AMERICAN EXPRESS	OTHER PROF FEES	4,534.70
		AMERICAN EXPRESS	MUSEUM PASSES	994.00
		AMERICAN EXPRESS	POSTAGE	231.71
		AMERICAN EXPRESS	ADULT BOOKS	2,899.99
		AMERICAN EXPRESS	SOFTWARE	116.99
		AMERICAN EXPRESS	JUV PROGRAM	90.88
		AMERICAN EXPRESS	YA PROGRAM	120.97
		AMERICAN EXPRESS	YA MEDIA	1,068.69
		AMERICAN EXPRESS	MISC	32.04
TOTAL				11,243.03
76801	02/11/2025	BAKER & TAYLOR BOOKS		
	02/11/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	1,215.81
		BAKER & TAYLOR BOOKS	YA BOOKS	38.49
		BAKER & TAYLOR BOOKS	ADULT BOOKS	1,692.17
TOTAL				2,946.47
76802	02/11/2025	BALDESSARI & COSTER LLP		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

Num	Date	Source Name	Memo	Paid Amount
	02/11/2025	BALDESSARI & COSTER LLP	ACCOUNTING FEES	428.12
TOTAL				428.12
76803	02/11/2025	BAYPORT-BLUE POINT CHAMBER OF COMMERCE		
	02/11/2025	BAYPORT-BLUE POINT CHAMBER OF COM IRISH GAZETTE AD		275.00
TOTAL				275.00
76804	02/11/2025	BRODART CO.		
	02/11/2025	BRODART CO.	ADULT BOOKS	31.48
		BRODART CO.	JUV BOOKS	24.69
TOTAL				56.17
76805	02/11/2025	CCP SOLUTIONS, LLC		
	02/11/2025	CCP SOLUTIONS, LLC	RM/COPIER	1,997.35
TOTAL				1,997.35
76806	02/11/2025	COLLEEN VANN		
	02/11/2025	COLLEEN VANN	JUV PROGRAM - MASON JAR LAN	42.30
TOTAL				42.30
76807	02/11/2025	DANIELLE KOZIKOWSKI		
	02/11/2025	DANIELLE KOZIKOWSKI	ADULT PROGRAM	9.99
TOTAL				9.99
76808	02/11/2025	DEBORAH SCHMIEDER		
	02/11/2025	DEBORAH SCHMIEDER	ADULT PROGRAM	100.00
TOTAL				100.00
76809	02/11/2025	DEMCO		
	02/11/2025	DEMCO	OFFICE SUPPLIES	26.13
TOTAL				26.13
76810	02/11/2025	DIANE ARONSEN		
	02/11/2025	DIANE ARONSEN	ADULT PROGRAM	450.00
TOTAL				450.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

Num	Date	Source Name	Memo	Paid Amount
76811	02/11/2025	DIANNE TAGGART		
	02/11/2025	DIANNE TAGGART	ADULT PROGRAM	200.00
TOTAL				200.00
76812	02/11/2025	EMERALD ISLAND		
	02/11/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	758.85
TOTAL				758.85
76813	02/11/2025	EMMA LODATO-e		
	02/11/2025	EMMA LODATO-e	JUVENILE PROGRAM - DOLLAR T	39.37
TOTAL				39.37
76814	02/11/2025	FIRST-CITIZENS BANK & TRUSTCO.		
	02/11/2025	FIRST-CITIZENS BANK & TRUSTCO.	COPIERS	294.13
TOTAL				294.13
76815	02/11/2025	GREAT SOUTH BAY LANDSCAPING		
	02/11/2025	GREAT SOUTH BAY LANDSCAPING	RM / LAWN SERVICE	3,191.67
TOTAL				3,191.67
76816	02/11/2025	ISLANDWIDE WEATHER GUYS		
	02/11/2025	ISLANDWIDE WEATHER GUYS	ADULT PROGRAM	400.00
TOTAL				400.00
76817	02/11/2025	J.K.HODGE		
	02/11/2025	J.K.HODGE	ADULT PROGRAM	175.00
TOTAL				175.00
76818	02/11/2025	JENNIFER COLBERT		
	02/11/2025	JENNIFER COLBERT	JUV PROGRAM	120.00
TOTAL				120.00
76819	02/11/2025	JENNIFER FRASCOGNA		
	02/11/2025	JENNIFER FRASCOGNA	ADULT PROGRAM	960.00
TOTAL				960.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

Num	Date	Source Name	Memo	Paid Amount
76820	02/11/2025	JESSICA REILLY		
	02/11/2025	JESSICA REILLY	ADULT PROGRAM	70.00
TOTAL				70.00
76821	02/11/2025	JILL CARSON		
	02/11/2025	JILL CARSON	JUV PROGRAM SUPPLIES - SUCC	32.59
TOTAL				32.59
76822	02/11/2025	JOHN P. BRISOTTI		
	02/11/2025	JOHN P. BRISOTTI	MUSIC PROGRAM 2/2/25	750.00
TOTAL				750.00
76823	02/11/2025	JOYCE WALKER		
	02/11/2025	JOYCE WALKER	ADULT PROGRAM - CHAIR YOGA	170.00
TOTAL				170.00
76824	02/11/2025	KANOPY, INC.		
	02/11/2025	KANOPY, INC.	REF/ONLINE SERVICES	112.00
TOTAL				112.00
76825	02/11/2025	KATHY ROEDER		
	02/11/2025	KATHY ROEDER	JUV PROGRAM	125.00
TOTAL				125.00
76826	02/11/2025	KELLY SHERIDAN		
	02/11/2025	KELLY SHERIDAN	MAKER SPACE SUPPLIES	299.00
		KELLY SHERIDAN	YA PROGRAM SUPPLIES	52.94
TOTAL				351.94
76827	02/11/2025	KEVIN SEAMAN		
	02/11/2025	KEVIN SEAMAN	LEGAL FEES	550.00
TOTAL				550.00
76828	02/11/2025	LARSON'S SEASONAL ENTERPRISES INC.		
	02/11/2025	LARSON'S SEASONAL ENTERPRISES INC.	SNOW REMOVAL	1,192.00
TOTAL				1,192.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76829	02/11/2025	LAURA O'SHEA		
	02/11/2025	LAURA O'SHEA	ADULT PROGRAM - ZUMBA 2/3 &	150.00
TOTAL				150.00
76830	02/11/2025	LAURIE JANOWITZ		
	02/11/2025	LAURIE JANOWITZ	ADULT PROGRAM	380.00
TOTAL				380.00
76831	02/11/2025	LINDA KEYES		
	02/11/2025	LINDA KEYES	ADULT PROGRAM - SEWING WIT	200.00
TOTAL				200.00
76832	02/11/2025	LUND VALVE TESTING		
	02/11/2025	LUND VALVE TESTING	RM/MISC	110.00
TOTAL				110.00
76833	02/11/2025	MCJ CLEANING SERVICES CORP.		
	02/11/2025	MCJ CLEANING SERVICES CORP.	CLEANING SERVICES	3,500.00
TOTAL				3,500.00
76834	02/11/2025	MEGHAN VANKURIN		
	02/11/2025	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
76835	02/11/2025	MICHAEL GALLAGHER, CPA		
	02/11/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
76836	02/11/2025	MIDWEST TAPE		
	02/11/2025	MIDWEST TAPE	ADULT MEDIA	340.60
TOTAL				340.60
76837	02/11/2025	MIDWEST TAPE -HOOPLA		
	02/11/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	806.06
TOTAL				806.06

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

Num	Date	Source Name	Memo	Paid Amount
76838	02/11/2025	NATIONAL WASTE SERVICES		
	02/11/2025	NATIONAL WASTE SERVICES	REFUSE REMOVAL	750.00
TOTAL				750.00
76839	02/11/2025	POSTMASTER		
	02/11/2025	POSTMASTER	POSTAGE	782.92
TOTAL				782.92
76840	02/11/2025	RYAN SAPOLIN		
	02/11/2025	RYAN SAPOLIN	LOST/PAID BOOKS REFUND	46.00
TOTAL				46.00
76841	02/11/2025	SCLS		
	02/11/2025	SCLS	POSTAGE	15.18
		SCLS	OFFICE SUPPLIES	14.08
		SCLS	REF/ONLINE SERVICES	1,189.65
	02/11/2025	SCLS	TICKET SALES	3,350.00
TOTAL				4,568.91
76842	02/11/2025	SMITHTOWN LIBRARY-COMMACK BRANCH		
	02/11/2025	SMITHTOWN LIBRARY-COMMACK BRANCH	PERIODICALS	68.93
TOTAL				68.93
76843	02/11/2025	SPROUTS AND FRIENDS, INC.		
	02/11/2025	SPROUTS AND FRIENDS, INC.	JUV PROGRAM	450.00
TOTAL				450.00
76844	02/11/2025	STERICYCLE, INC.		
	02/11/2025	STERICYCLE, INC.	SHREDDING SERVICES	234.20
TOTAL				234.20
76845	02/11/2025	SUSAN CHANT		
	02/11/2025	SUSAN CHANT	JUV PROGRAM	29.68
TOTAL				29.68
76846	02/11/2025	T MOBILE		

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02/06/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	02/11/2025	T MOBILE	HOT SPOTS	387.56
TOTAL				387.56
76847	02/11/2025	VALERIE HARRISON		
	02/11/2025	VALERIE HARRISON	ADULT PROGRAM	25.69
TOTAL				25.69
76848	02/11/2025	W.B.MASON		
	02/11/2025	W.B.MASON	OFFICE SUPPLIES	102.18
		W.B.MASON	CUSTODIAL SUPPLIES	147.94
TOTAL				250.12
76849	02/11/2025	WELLS FARGO FINANCIAL LEASING		
	02/11/2025	WELLS FARGO FINANCIAL LEASING	RM/COPIERS	629.00
TOTAL				629.00
76850	02/11/2025	CCP SOLUTIONS, LLC		
	02/11/2025	CCP SOLUTIONS, LLC	COPIERS	1,217.64
TOTAL				1,217.64
76851	02/11/2025	POSTMASTER		
	02/11/2025	POSTMASTER	POSTAGE MAR/APR NEWSLETTE	106.05
TOTAL				106.05
76852	02/11/2025	SCLS		
	02/11/2025	SCLS	POSTAGE	23.46
		SCLS	OFFICE	21.76
TOTAL				45.22
76853	02/11/2025	ZOOBEAN INC.		
	02/11/2025	ZOOBEAN INC.	REF/ONLINE SERVICES	1,031.10
TOTAL				1,031.10
76854	02/11/2025	SCLS		
	02/11/2025	SCLS	SCLS MEMBERSHIP	26,626.00
TOTAL				26,626.00

Check Detail

February 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
				72,974.90

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 15 through February 10, 2025

Num	Date	Source Name	Memo	Paid Amount
76782	01/21/2025	CHARGEPOINT, INC.		
	01/21/2025	CHARGEPOINT, INC.	PROF FEES - OTHER	3,700.00
TOTAL				3,700.00
76783	01/21/2025	EQUITBLE		
	01/21/2025	EQUITBLE	EQUITABLE PAYABLE	720.00
TOTAL				720.00
76784	01/21/2025	NATIONAL GRID		
	01/21/2025	NATIONAL GRID	UTILITIES	2,517.43
TOTAL				2,517.43
76785	01/21/2025	NET2PHONE, INC.		
	01/21/2025	NET2PHONE, INC.	TELEPHONE	204.49
TOTAL				204.49
76786	01/21/2025	OPTIMUM		
	01/21/2025	OPTIMUM	TELEPHONE	204.95
TOTAL				204.95
76787	01/21/2025	SCLS-PALS		
	01/21/2025	SCLS-PALS	SCLS PALS MAINTENANCE & ACC	4,759.97
TOTAL				4,759.97
76788	01/21/2025	SUFFOLK COUNTY WATER AUTHORITY		
	01/21/2025	SUFFOLK COUNTY WATER AUTH UTILITIES		74.67
	01/21/2025	SUFFOLK COUNTY WATER AUTH UTILITIES		161.33
TOTAL				236.00
76789	01/21/2025	T ROWE PRICE		
	01/21/2025	T ROWE PRICE	T. ROWE PAYABLE	530.35
TOTAL				530.35
76790	02/03/2025	AFFLAC NEW YORK		
	02/03/2025	AFFLAC NEW YORK	AFLAC PAYABLE	373.20

Prepaid

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02/06/25

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

January 15 through February 10, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					373.20
	76791	02/03/2025	EQUITBLE		
		02/03/2025	EQUITBLE	EQUITABLE PAYABLE	720.00
TOTAL					720.00
	76792	02/03/2025	OPTIMUM		
		02/03/2025	OPTIMUM	TELEPHONES	509.73
TOTAL					509.73
	76793	02/03/2025	PSEGLI		
		02/03/2025	PSEGLI	UTILITIES	819.45
TOTAL					819.45
	76794	02/03/2025	T ROWE PRICE		
		02/03/2025	T ROWE PRICE	T ROWE PAYABLE	583.54
TOTAL					583.54
	76795	02/03/2025	PSEGLI		
		02/03/2025	PSEGLI	UTILITIES	13,031.10
TOTAL					13,031.10
	76796	02/03/2025	T ROWE PRICE		
		02/03/2025	T ROWE PRICE	T. ROWE PAYABLE	534.82
TOTAL					534.82
					29,445.03

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 1/11/2025

Check Date: 1/16/2025

Pay Period: 2

Run Date: 1/14/2025

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	\$2,769.13	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	51	\$0.00	\$36,887.19
Totals:				61	\$2,769.13	\$36,887.19
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,062.30
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	\$1,253.35
Totals:					\$0.00	\$15,315.65
Total ACH Debit:				Impound Date: 1/15/2025		\$52,202.84
Total Payroll Funding (all items):				\$54,971.97		

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$2,769.13	Total Live Checks	\$2,769.13	Total Live Checks	10	Active Employees Paid	59
Direct Deposits	\$36,887.19	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$39,656.32	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	59
Total Taxes	\$14,062.30	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	66
**** Total Payroll	\$53,718.62	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (51)	\$36,887.19	Vouchers (Direct Deposit)	49	Terminated Employee Count	56
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	122
**** Adjusted Total	\$53,718.62	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	66
						Employees with W2 Data	61
						Active Employees Not Paid	7
						Active (Hired) EEs Not Paid	7

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 1/25/2025

Check Date: 1/30/2025

Pay Period: 3

Run Date: 1/28/2025

Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****2740	11	\$3,808.18	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	52	\$0.00	\$36,384.88
Totals:				63	\$3,808.18	\$36,384.88
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,285.84
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	\$762.25
Totals:					\$0.00	\$15,048.09
Total ACH Debit:					Impound Date: 1/29/2025	\$51,432.97
Total Payroll Funding (all items):						\$55,241.15

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,808.18	Total Live Checks	\$3,808.18	Total Live Checks	11	Active Employees Paid	61
Direct Deposits	\$36,384.88	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,193.06	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	61
Total Taxes	\$14,285.84	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	67
**** Total Payroll	\$54,478.90	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (52)	\$36,384.88	Vouchers (Direct Deposit)	50	Terminated Employee Count	56
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	123
**** Adjusted Total	\$54,478.90	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	67
						Employees with W2 Data	63
						Active Employees Not Paid	6
						Active (Hired) EEs Not Paid	6

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **1-16-25**

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 #
APT	Mallimo, Jenna		Librarian I (Children's Services)	29.99/hr	not to exceed 17.5/hr	01/16/25	20-01820 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

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 1-23-25

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	Rivera-Alicea, Jescielys		Library Assistant	21.00 hr	Not to exceed 17.5 hrs per week	01/25/25	19-00751 24- 1162-171

<p>DID YOU:</p> <ol style="list-style-type: none"> 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? <p>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)</p> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED AS NOTED </p>	<p>The above changes are hereby certified as being in accordance with Civil Service Requirements.</p> <p align="center"><i>Muel Lit</i></p> <p align="center">Signature of Appointing Authority</p>
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REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

1-28-25

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 #
AT	Carson, Jillian		Librarian Trainee (Children's Services)	\$25.46		1/8/25- 4/7/25	20-01820 24- 1162-162

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.

M. L. Lutz

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

01-28-2025

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 #
APT	CHIRCO, ZANE		PAGE	16.50/HOU R	10 HRS PER WK 8,580.00	02/04/25	19-01532 24- 1162-173

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?

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☐ APPROVED ☐ DISAPPROVED
☐ APPROVED AS NOTED

The above changes are hereby certified as being in accordance with Civil Service Requirements.

Neil L...

Signature of Appointing Authority