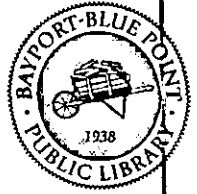


Bayport - Blue Point Public Library

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, March 11, 2025 at 7:00pm in the Library

AGENDA

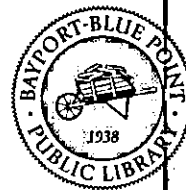
- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence
- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report

- IX. Director's Report
- X. Committee Reports
- XI. Old Business
 - a. 2025-2026 Trustee Election & Budget Vote
- XII. New Business
- XIII. Public comment
- XIV. Executive Session
 - a. Personnel
- XV. Adjournment

Next meeting **Tuesday, March 25, 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 02/11/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:01 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 McAward, seconded by Trustee Heineman to accept the minutes of the January 14, 2025 Regular Meeting of the Board of Trustees; approved by all

III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

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

Motion made by Trustee Heineman, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 02/11/2025 (**Check Detail Report**); approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the listed prepaids, as presented, that were paid since last board meeting dated January 12, 2025 through February 10, 2025. (Checks between meetings); approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve prepaids to Brinkman's for \$21.12, King Kullen for \$40.03 and WT Cox for \$2090.30; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve the Payroll Reports dated 01/16/25 and 01/30/25; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a CS-150's as presented, dated 1/16, 1/23, 1/28 and 1/28/25; approved by all.

V. DIRECTOR'S REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman, to approve TKE Elevator service contract for \$300.00 per month; approved by all.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee McAward, seconded by Trustee Borowski to enter executive session at 7:21 p.m for contracts and real estate.; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to exit executive session at 8:02 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee Borowski, seconded by Trustee McAward, to adjourn the meeting at 8:04 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 JANUARY 2025

M & T BANK CHECKING GENERAL ACCOUNT

January 1, 2025	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$257,685.41
	RECEIPTS:	
	SCLS LOAN	175,000.00
	ERATE REFUND	5,167.80
	ADULT PROGRAMS	4,999.00
	VOTING FEE	2,800.00
	PASSPORT FEES	1,855.00
	FRIENDS/DONATIONS	1,221.64
	TICKETS SALES	569.00
	MAKERSPACE	458.16
	LLSA10% 2024	427.00
	CAFE RENT	250.00
	FRIEND PASS THROUGH DONATION	227.61
	EV CHARGING STATION	185.93
	FINES	137.70
	COPIER	135.15
	JUVENILE PROGRAMS	50.00
	INTEREST	20.36
	FAX	17.00
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(183.12)
		<u>193,338.23</u>
	TOTAL(Book Balance + Receipts)	451,023.64
	LESS: JANUARY DISBURSEMENTS	<u>434,440.43</u>
January 31, 2025	BALANCE PER LIBRARY BOOKS:	<u><u>\$16,583.21</u></u>
January 31, 2025	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$33,466.43
	JANUARY FINES DEPOSITED IN FEBRUARY	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	33,466.43
	LESS: JANUARY OUTSTANDING CHECKS	<u>16,883.22</u>
January 31, 2025	BALANCE PER BANK:	<u><u>\$16,583.21</u></u>

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76871	03/11/2025	A TIME FOR KIDS		
	03/11/2025	A TIME FOR KIDS	JUV PROGRAM	320.00
TOTAL				320.00
76872	03/11/2025	AFFLAC NEW YORK		
	03/11/2025	AFFLAC NEW YORK	EMPLOYEE PAYMENTS	373.20
TOTAL				373.20
76873	03/11/2025	AMERICAN EXPRESS		
	03/11/2025	AMERICAN EXPRESS	PERIODICALS	540.88
		AMERICAN EXPRESS	YA PROGRAM	370.17
		AMERICAN EXPRESS	JUV PROGRAM	429.44
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	1,321.70
		AMERICAN EXPRESS	POSTAGE	221.71
		AMERICAN EXPRESS	LIBRARY MISCELLANEOUS	171.42
		AMERICAN EXPRESS	SOFTWARE	284.87
TOTAL				3,340.19
76874	03/11/2025	ANNE SOPER		
	03/11/2025	ANNE SOPER	ADULT PROGRAMS	305.78
TOTAL				305.78
76875	03/11/2025	ANNE TAFFEL		
	03/11/2025	ANNE TAFFEL	MUSIC PROGRAM	700.00
TOTAL				700.00
76876	03/11/2025	BAKER & TAYLOR BOOKS		
	03/11/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	1,200.07
		BAKER & TAYLOR BOOKS	YA BOOKS	668.79
		BAKER & TAYLOR BOOKS	ADULT BOOKS	3,237.34
TOTAL				5,106.20
76877	03/11/2025	BOOK PAGE		
	03/11/2025	BOOK PAGE	PERIODICALS	420.00
TOTAL				420.00
76878	03/11/2025	BRODART CO.		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 11, 2025

Num	Date	Source Name	Memo	Paid Amount
	03/11/2025	BRODART CO.	JUV BOOKS	8.22
TOTAL				8.22
76879	03/11/2025	CYNTHIA GERARD	REPLACEMENT CHECK	
	03/11/2025	CYNTHIA GERARD	ADULT PROGRAM	60.00
TOTAL				60.00
76880	03/11/2025	DEBBIE SCHMIEDER		
	03/11/2025	DEBBIE SCHMIEDER	ADULT PROGRAM	100.00
TOTAL				100.00
76881	03/11/2025	DEMCO		
	03/11/2025	DEMCO	OFFICE SUPPLIES	374.47
TOTAL				374.47
76882	03/11/2025	DIANE ARONSEN		
	03/11/2025	DIANE ARONSEN	ADULT PROGRAMS	675.00
TOTAL				675.00
76883	03/11/2025	DONNA CARUCCI-KRUMM		
	03/11/2025	DONNA CARUCCI-KRUMM	ADULT PROGRAM	300.00
TOTAL				300.00
76884	03/11/2025	DONNA NESTERUK		
	03/11/2025	DONNA NESTERUK	ADULT PROGRAM	250.00
TOTAL				250.00
76885	03/11/2025	DRIVERS LICENSE GUIDE COMPANY		
	03/11/2025	DRIVERS LICENSE GUIDE COI OFFICE SUPPLIES		33.95
TOTAL				33.95
76886	03/11/2025	ELECTRONIX SYSTEMS		
	03/11/2025	ELECTRONIX SYSTEMS	RM/ALARMS	176.85
	03/11/2025	ELECTRONIX SYSTEMS	ALARM	395.00
TOTAL				571.85

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76887	03/11/2025	EMERALD ISLAND		
	03/11/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	656.68
	03/11/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	395.00
TOTAL				<u>1,051.68</u>
76888	03/11/2025	FIRST-CITIZENS BANK & TRUSTCO.		
	03/11/2025	FIRST-CITIZENS BANK & TRUS COPIERS		274.89
TOTAL				<u>274.89</u>
76889	03/11/2025	GREAT SOUTH BAY LANDSCAPING		
	03/11/2025	GREAT SOUTH BAY LANDSCA LAWN SERVICE		3,191.67
TOTAL				<u>3,191.67</u>
76890	03/11/2025	HARTCORN PLUMBING AND HEATING		
	03/11/2025	HARTCORN PLUMBING AND HRM/FIREMATIC		980.00
TOTAL				<u>980.00</u>
76891	03/11/2025	HOWARD ROSENBERG		
	03/11/2025	HOWARD ROSENBERG	ADULT PROGRAM	250.00
TOTAL				<u>250.00</u>
76892	03/11/2025	JEFF ALLEGUE		
	03/11/2025	JEFF ALLEGUE	MUSIC PROGRAMS	800.00
TOTAL				<u>800.00</u>
76893	03/11/2025	JENNIFER COLBERT		
	03/11/2025	JENNIFER COLBERT	JUV PROGRAM	60.00
TOTAL				<u>60.00</u>
76894	03/11/2025	JENNIFER FRASCOGNA		
	03/11/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,280.00
TOTAL				<u>1,280.00</u>
76895	03/11/2025	JESSICA REILLY		
	03/11/2025	JESSICA REILLY	ADULT PROGRAMS	210.00
TOTAL				<u>210.00</u>

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76896	03/11/2025	JOYCE WALKER		
	03/11/2025	JOYCE WALKER	ADULT PROGRAMS	340.00
TOTAL				340.00
76897	03/11/2025	KANOPY, INC.		
	03/11/2025	KANOPY, INC.	REF/ONLINE SERVICES	110.00
TOTAL				110.00
76898	03/11/2025	KELLY SHERIDAN		
	03/11/2025	KELLY SHERIDAN	JUV PROG	53.46
		KELLY SHERIDAN	YA PROG	45.30
TOTAL				98.76
76899	03/11/2025	LARSON'S SEASONAL ENTERPRISES INC.		
	03/11/2025	LARSON'S SEASONAL ENTERPRISES	SNOW REMOVAL	2,384.00
TOTAL				2,384.00
76900	03/11/2025	MCJ CLEANING SERVICES CORP.		
	03/11/2025	MCJ CLEANING SERVICES CO	RM/CLEANING SERVICE	3,500.00
TOTAL				3,500.00
76901	03/11/2025	MEGHAN VANKURIN		
	03/11/2025	MEGHAN VANKURIN	JUV PROGRAM	150.00
TOTAL				150.00
76902	03/11/2025	MICHAEL GALLAGHER, CPA		
	03/11/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
76903	03/11/2025	MIDWEST TAPE		
	03/11/2025	MIDWEST TAPE	ADULT MEDIA	689.53
TOTAL				689.53
76904	03/11/2025	MIDWEST TAPE -HOOPLA		
	03/11/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	741.19

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BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 11, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					741.19
	76905	03/11/2025	MY CLASSY BABY		
		03/11/2025	MY CLASSY BABY	JUV PROGRAM	125.00
TOTAL					125.00
	76906	03/11/2025	NASSAU LIBRARY SYSTEM		
		03/11/2025	NASSAU LIBRARY SYSTEM	ADULT BOOKS	197.20
TOTAL					197.20
	76907	03/11/2025	NATIONAL WASTE SERVICES		
		03/11/2025	NATIONAL WASTE SERVICES	REFUSE REMOVAL	500.00
TOTAL					500.00
	76908	03/11/2025	OCLC INC.		
		03/11/2025	OCLC INC.	REF/ONLINE SERVICES	120.67
TOTAL					120.67
	76909	03/11/2025	PSEGLI		
		03/11/2025	PSEGLI	ELECTRIC	707.11
TOTAL					707.11
	76910	03/11/2025	ROBERT SCOTT		
		03/11/2025	ROBERT SCOTT	ADULT PROGRAM	745.00
TOTAL					745.00
	76911	03/11/2025	SCLS		
		03/11/2025	SCLS	REF/ONLINE SERVICES	978.40
			SCLS	TICKETS	2,710.00
			SCLS	JUV PROG	25.00
			SCLS	LICENSE	266.98
TOTAL					3,980.38
	76912	03/11/2025	SEARLES GRAPHICS, INC.		
		03/11/2025	SEARLES GRAPHICS, INC.	PRINTING NEWSLETTER	5,280.00
TOTAL					5,280.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 11, 2025

Num	Date	Source Name	Memo	Paid Amount
76913	03/11/2025	SPROUTS AND FRIENDS, INC.		
	03/11/2025	SPROUTS AND FRIENDS, INC. JUV PROGRAM		750.00
TOTAL				750.00
76914	03/11/2025	STERICYCLE, INC.		
	03/11/2025	STERICYCLE, INC. OFFICE SUPPLIES		251.54
TOTAL				251.54
76915	03/11/2025	SUFFOLK COUNTY PLDA		
	03/11/2025	SUFFOLK COUNTY PLDA PROFESSIONAL FEES		65.00
TOTAL				65.00
76916	03/11/2025	SUSAN CHANT		
	03/11/2025	SUSAN CHANT JUV PROGRAM		46.97
TOTAL				46.97
76917	03/11/2025	TAKEFORM		
	03/11/2025	TAKEFORM MISC EXP		50.19
TOTAL				50.19
76918	03/11/2025	THERMAL SOLUTIONS		
	03/11/2025	THERMAL SOLUTIONS RM/HVAC		3,825.00
TOTAL				3,825.00
76919	03/11/2025	ULINE		
	03/11/2025	ULINE ADULT PROGRAM		120.28
TOTAL				120.28
76920	03/11/2025	W.B.MASON		
	03/11/2025	W.B.MASON OFFICE SUPPLIES		572.58
TOTAL				572.58
76921	03/11/2025	WELLS FARGO FINANCAIL LEASING		
	03/11/2025	WELLS FARGO FINANCAIL LE COPIERS		629.00
TOTAL				629.00

BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 11, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76922	03/11/2025	AMAZON CAPITAL SERVICES		
	03/11/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	257.73
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	119.96
		AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	29.35
		AMAZON CAPITAL SERVICES	JUV PROGRAM	352.86
		AMAZON CAPITAL SERVICES	MAKERSPACE SUPPLIES	513.02
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	46.30
		AMAZON CAPITAL SERVICES	YA BOOKS	51.79
		AMAZON CAPITAL SERVICES	YA PROGRAM	218.85
TOTAL				1,589.86
76923	03/11/2025	JUDY BOSHACK		
	03/11/2025	JUDY BOSHACK	ADULT PROGRAM	420.00
TOTAL				420.00
76924	03/11/2025	KELLY SHERIDAN		
	03/11/2025	KELLY SHERIDAN	PROFESSIONAL FEES - OTHER	850.00
TOTAL				850.00
76925	03/11/2025	KEVIN SEAMAN		
	03/11/2025	KEVIN SEAMAN	LEGAL FEES	1,100.00
TOTAL				1,100.00
76926	03/11/2025	MEGAN WATERS		
	03/11/2025	MEGAN WATERS	ADULT PROGRAM	50.00
TOTAL				50.00
76927	03/11/2025	OCLC INC.		
	03/11/2025	OCLC INC.	REF/ONLINE SERVICES	125.56
TOTAL				125.56
76928	03/11/2025	PLAYAWAY PRODUCTS		
	03/11/2025	PLAYAWAY PRODUCTS	JUV MEDIA	1,409.73
TOTAL				1,409.73
76929	03/11/2025	PSEGLI		
	03/11/2025	PSEGLI	UTILITIES	12,236.51

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BAYPORT - BLUE POINT PUBLIC LIBRARY

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March 11, 2025

	<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL					12,236.51
	76930	03/11/2025	RYAN O'ROURKE		
		03/11/2025	RYAN O'ROURKE	AFTER HOURS ALARM	50.00
TOTAL					50.00
	76931	03/11/2025	SCLS		
		03/11/2025	SCLS	POSTAGE	18.63
			SCLS	OFFICE SUPPLIES	17.28
TOTAL					35.91
					65,484.07

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 12 through March 10, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76855	02/18/2025	BRINKMAN HARDWARE		
	02/18/2025	BRINKMAN HARDWARE	CUSTODIAL SUPPLIES	21.12
TOTAL				21.12
76856	02/18/2025	CCP SOLUTIONS, LLC		
	02/18/2025	CCP SOLUTIONS, LLC	RM/COPIERS	866.05
TOTAL				866.05
76857	02/18/2025	EQUITBLE		
	02/18/2025	EQUITBLE	EQUITABLE PAYABLE	720.00
TOTAL				720.00
76858	02/18/2025	KING KULLEN GROCERY CORP, INC.		
	02/18/2025	KING KULLEN GROCERY CORP, INC.	ADULT PROGRAM	40.03
TOTAL				40.03
76859	02/18/2025	METLIFE		
	02/18/2025	METLIFE	METLIFE PAYABLE	1,065.01
TOTAL				1,065.01
76860	02/18/2025	NATIONAL GRID		
	02/18/2025	NATIONAL GRID	UTILITIES	1,057.68
TOTAL				1,057.68
76861	02/18/2025	NET2PHONE, INC.		
	02/18/2025	NET2PHONE, INC.	UTILITIES	204.49
TOTAL				204.49
76862	02/18/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	02/18/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	39,943.60
TOTAL				39,943.60
76863	02/18/2025	REGAN AGENCY		
	02/18/2025	REGAN AGENCY	BUILDING INSURANCE	12,486.71
TOTAL				12,486.71

Prepays

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

February 12 through March 10, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76864	02/18/2025	SUFFOLK COUNTY WATER AUTHORITY		
	02/18/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	84.59
TOTAL				84.59
76865	02/18/2025	T ROWE PRICE		
	02/18/2025	T ROWE PRICE	T. ROWE PAYABLE	537.53
TOTAL				537.53
76866	02/18/2025	WT COX INFORMATION SERVICES		
	02/18/2025	WT COX INFORMATION SERVICES	PERIODICALS	2,090.30
TOTAL				2,090.30
76867	03/03/2025	EQUITBLE		
	03/03/2025	EQUITBLE	EQUITABLE PAYABLE	720.00
TOTAL				720.00
76868	03/03/2025	OPTIMUM		
	03/03/2025	OPTIMUM	TELEPHONES	498.40
	03/03/2025	OPTIMUM	TELEPHONES	234.51
TOTAL				732.91
76869	03/03/2025	T MOBILE		
	03/03/2025	T MOBILE	SOFTWARE	378.95
TOTAL				378.95
76870	03/03/2025	T ROWE PRICE		
	03/03/2025	T ROWE PRICE	T. ROWE PAYABLE	535.32
TOTAL				535.32
				61,484.29

Client ID: 2488 - Bayport Blue Point Public Library	PAYROLL SUMMARY PREVIEW	Period Begin Date: 1/26/2025
Pay Group: BW	Bayport-Blue Point Public Library	Period End Date: 2/8/2025
Check Date: 2/13/2025		Pay Period: 4
Run Date: 2/11/2025		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	\$3,254.29	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	51	\$0.00	\$37,405.71
Totals:				61	\$3,254.29	\$37,405.71
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,414.76
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	\$616.15
Totals:					\$0.00	\$15,030.91

Total ACH Debit:	Impound Date: 2/12/2025	\$52,436.62
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Total Payroll Funding (all items):	\$55,690.91
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***** PAYROLL TOTALS *****

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,254.29	Total Live Checks	\$3,254.29	Total Live Checks	10	Active Employees Paid	59
Direct Deposits	\$37,405.71	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,660.00	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	\$14,414.76	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$55,074.76	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (51)	\$37,405.71	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	124
**** Adjusted Total	\$55,074.76	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	59
				Zero Net Checks	0	Active Employees this Month	68
						Employees with W2 Data	64
						Active Employees Not Paid	9
						Active (Hired) EEs Not Paid	9

Pay Group: BW

Bayport Blue Point Public Library

Period End Date: 2/22/2025

Check Date: 2/27/2025

Pay Period: 5

Run Date: 2/25/2025

Run Number: 29

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	\$3,037.59	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	52	\$0.00	\$37,761.65
Totals:				61	\$3,037.59	\$37,761.65
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,479.94
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	\$616.15
Totals:					\$0.00	\$15,096.09
Total ACH Debit:				Impound Date: 2/26/2025		\$52,857.74
Total Payroll Funding (all items):				\$55,895.33		

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,037.59	Total Live Checks	\$3,037.59	Total Live Checks	9	Active Employees Paid	59
Direct Deposits	\$37,761.65	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$40,799.24	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	\$14,479.94	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$55,279.18	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (52)	\$37,761.65	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	124
**** Adjusted Total	\$55,279.18	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	68
						Employees with W2 Data	64
						Active Employees Not Paid	9
						Active (Hired) EEs Not Paid	9

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED

2-10-24

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	Harrison, Valerie		Librarian I	29.99/hr	25 hrs/wk \$38,987.00	02/09/25	20-01821 24- 1162-137

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