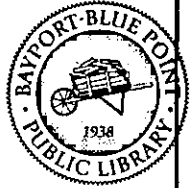


Bayport - Blue Point Public Library

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, April 8, 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

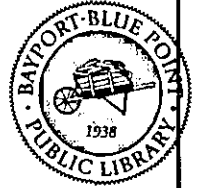
- XII. New Business

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

Next meeting Tuesday, May 13, 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

03/11/2025

I. CALL TO ORDER

Trustee Devine called the meeting to order at 6:05 p.m. Present were Trustee Devine, Trustee McAward, Trustee Borowski, Trustee Heineman, Director Mike Firestone and Wendy Bennett.

II. APPROVAL OF MINUTES

Motion made by Trustee Borowski, seconded by Trustee Heineman to accept the minutes of the February 11, 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 Heineman to approve the **Bank Reconciliation & Financial Report for Operating Fund** dated January 2025; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski, to approve the Operating Fund Schedule of Claims dated 03/11/2025 (**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 February 12, 2025 through March 10, 2025. (Checks between meetings); approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman to approve prepaids to USPS for \$842.50 and \$75.48 for newsletter postage; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to approve the Payroll Reports dated 02/13/25 and 02/27/25; approved by all.

IV. PERSONNEL REPORT

Motion made by Trustee Borowski, seconded by Trustee McAward to approve a CS-150 as presented dated 2/10/2025; approved by all.

V. DIRECTOR'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

Motion made by Trustee Borowski, seconded by Trustee McAward to adopt the 2025/2026 Annual Budget; approved by all.

Motion made by Trustee Heineman, seconded by Trustee McAward to approve a Librarian III position with Duty Statement # 03112025-1; approved by all.

Motion made by Trustee McAward, seconded by Trustee Borowski to approve time off for employee Kelly Sheridan that will extend past two weeks; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to enter executive session at 6:38 p.m.; approved by all.

Motion made by Trustee Borowski, seconded by Trustee McAward to exit executive session at 7:23 p.m.; approved by all.

X. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Borowski, to adjourn the meeting at 7:23 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 FEBRUARY 2025

M & T BANK CHECKING GENERAL ACCOUNT

February 1, 2025	<u>BALANCE PER LIBRARY BOOKS:</u>	
	BALANCE PER LIBRARY BOOKS:	\$16,583.21
	RECEIPTS:	
	TAX REVENUE	255,721.71
	ADULT PROGRAMS	1,989.00
	TICKETS SALES	1,820.00
	PASSPORT FEES	1,610.00
	COPIER	1,011.75
	MAKERSPACE	264.80
	CAFE RENT	250.00
	EV CHARGING STATION	215.70
	SALES OF USED BOOKS	139.91
	FINES	130.30
	FRIENDS/DONATIONS	70.19
	INTEREST	9.07
	FAX	8.50
	SQUARE/PAYFLOW FEES/MISC EXPENSE	(121.28) 263,119.65
	TOTAL(Book Balance + Receipts)	279,702.86
	LESS: FEBRAURY DISBURSEMENTS	260,814.75
February 28, 2025	BALANCE PER LIBRARY BOOKS:	<u>\$18,888.11</u>
February 28, 2025	<u>BALANCE PER BANK:</u>	
	BALANCE PER BANK:	\$31,625.59
	FEBRAURY FINES DEPOSITED IN MARCH	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	31,625.59
	LESS: FEBRAURY OUTSTANDING CHECKS	<u>12,737.48</u>
February 28, 2025	BALANCE PER BANK:	<u>\$18,888.11</u>

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76944	04/08/2025	A TIME FOR KIDS		
	04/08/2025	A TIME FOR KIDS	JUVENILE PROGRAMS	320.00
TOTAL				320.00
76945	04/08/2025	AFFLAC NEW YORK		
	04/08/2025	AFFLAC NEW YORK	AFLAC PAYABLE	373.20
TOTAL				373.20
76946	04/08/2025	AMAZON CAPITAL SERVICES		
	04/08/2025	AMAZON CAPITAL SERVICES	ADULT BOOKS	198.61
		AMAZON CAPITAL SERVICES	ADULT PROGRAMS	369.52
		AMAZON CAPITAL SERVICES	JUV BOOKS	50.22
		AMAZON CAPITAL SERVICES	JUV PROGRAMS	359.45
		AMAZON CAPITAL SERVICES	MAKERSPACE	274.95
		AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	13.84
		AMAZON CAPITAL SERVICES	YA BOOKS	66.57
		AMAZON CAPITAL SERVICES	YA PROGRAMS	185.55
TOTAL				1,518.71
76947	04/08/2025	AMERICAN EXPRESS		
	04/08/2025	AMERICAN EXPRESS	ADULT PROGRAMS	68.51
		AMERICAN EXPRESS	JUV PROGRAMS	49.44
		AMERICAN EXPRESS	JUV BOOKS	2,403.34
		AMERICAN EXPRESS	MAKERSPACE SUPPLIES	50.25
		AMERICAN EXPRESS	PERIODICALS	684.88
		AMERICAN EXPRESS	POSTAGE	231.74
		AMERICAN EXPRESS	SOFTWARE	3,886.77
		AMERICAN EXPRESS	YA PROGRAMS	238.91
		AMERICAN EXPRESS	PROFESSIONAL FEES OTHER	752.73
TOTAL				8,366.57
76948	04/08/2025	ANNA DAVIS		
	04/08/2025	ANNA DAVIS	HEALTH INSURANCE	1,775.70
TOTAL				1,775.70
76949	04/08/2025	ANNE SOPER		
	04/08/2025	ANNE SOPER	JUVENILE PROGRAMS	50.00
TOTAL				50.00

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76950	04/08/2025	BAKER & TAYLOR BOOKS		
	04/08/2025	BAKER & TAYLOR BOOKS	JUV BOOKS	1,121.43
		BAKER & TAYLOR BOOKS	YA BOOKS	334.78
		BAKER & TAYLOR BOOKS	A BOOKS	2,593.94
TOTAL				4,050.15
76951	04/08/2025	BARBARA WILKENS		
	04/08/2025	BARBARA WILKENS	HEALTH INSURANCE	1,110.00
TOTAL				1,110.00
76952	04/08/2025	BONNIE SCHWARTZ		
	04/08/2025	BONNIE SCHWARTZ	ADULT PROGRAMS	360.00
TOTAL				360.00
76953	04/08/2025	BRI-TECH, INC.		
	04/08/2025	BRI-TECH, INC.	RM/ALARMS	144.76
TOTAL				144.76
76954	04/08/2025	BRODART CO.		
	04/08/2025	BRODART CO.	JUVENILE BOOKS	11.72
TOTAL				11.72
76955	04/08/2025	DEBORAH AHEARN		
	04/08/2025	DEBORAH AHEARN	HEALTH INSURANCE	555.00
TOTAL				555.00
76956	04/08/2025	DEBORAH SCHMIEDER		
	04/08/2025	DEBORAH SCHMIEDER	ADULT PROGRAMS	100.00
TOTAL				100.00
76957	04/08/2025	DEMCO		
	04/08/2025	DEMCO	OFFICE & LIBRARY SUPPLIES	208.45
TOTAL				208.45
76958	04/08/2025	DIANE ARONSEN		

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 8, 2025

Num	Date	Source Name	Memo	Paid Amount
	04/08/2025	DIANE ARONSEN	ADULT PROGRAMS	975.00
TOTAL				975.00
76959	04/08/2025	ELLA SPAGNOLO		
	04/08/2025	ELLA SPAGNOLO	MUSIC PROGRAMS	700.00
TOTAL				700.00
76960	04/08/2025	EMERALD ISLAND		
	04/08/2025	EMERALD ISLAND	CUSTODIAL SUPPLIES	212.10
TOTAL				212.10
76961	04/08/2025	ENVISIONWARE		
	04/08/2025	ENVISIONWARE	COMPUTER MAINTENANCE & SOFTWARE	595.00
TOTAL				595.00
76962	04/08/2025	GAIL SILSBE		
	04/08/2025	GAIL SILSBE	HEALTH INSURANCE	1,110.00
TOTAL				1,110.00
76963	04/08/2025	GREAT SOUTH BAY LANDSCAPING		
	04/08/2025	GREAT SOUTH BAY LANDSCAPING	RM/LAWN SERVICE	3,191.67
TOTAL				3,191.67
76964	04/08/2025	HOME HEALTH AND SPIRIT CO.		
	04/08/2025	HOME HEALTH AND SPIRIT CO.	ADULT PROGRAMS	500.00
TOTAL				500.00
76965	04/08/2025	J.K.HODGE		
	04/08/2025	J.K.HODGE	ADULT PROGRAMS	175.00
TOTAL				175.00
76966	04/08/2025	JANICE NORTH		
	04/08/2025	JANICE NORTH	HEALTH INSURANCE	555.00
TOTAL				555.00
76967	04/08/2025	JENNIFER COLBERT		

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BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/08/2025	JENNIFER COLBERT	JUVENILE PROGRAMS	60.00
TOTAL				60.00
76968	04/08/2025	JENNIFER FRASCOGNA		
	04/08/2025	JENNIFER FRASCOGNA	ADULT PROGRAMS	1,280.00
TOTAL				1,280.00
76969	04/08/2025	JESSICA REILLY		
	04/08/2025	JESSICA REILLY	ADULT PROGRAMS	140.00
TOTAL				140.00
76970	04/08/2025	JIM WARD		
	04/08/2025	JIM WARD	ADULT PROGRAMS	200.00
TOTAL				200.00
76971	04/08/2025	JOCELYN MCINTEE		
	04/08/2025	JOCELYN MCINTEE	HEALTH INSURANCE	555.00
TOTAL				555.00
76972	04/08/2025	JOHN O'HARE		
	04/08/2025	JOHN O'HARE	HEALTH INSURANCE	555.00
TOTAL				555.00
76973	04/08/2025	JOYCE WALKER		
	04/08/2025	JOYCE WALKER	ADULT PROGRAMS	170.00
TOTAL				170.00
76974	04/08/2025	KANOPY, INC.		
	04/08/2025	KANOPY, INC.	REF/ONLINE SERVICES	143.00
TOTAL				143.00
76975	04/08/2025	KATHLEEN CUNNINGHAM		
	04/08/2025	KATHLEEN CUNNINGHAM	ADULT PROGRAMS	165.00
TOTAL				165.00
76976	04/08/2025	KATHY ROEDER		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/08/2025	KATHY ROEDER	JUVENILE PROGRAMS	125.00
TOTAL				125.00
76977	04/08/2025	KELLY SHERIDAN		
	04/08/2025	KELLY SHERIDAN	YA PROGRAMS	173.02
		KELLY SHERIDAN	MAKERSPACE SUPPLIES	21.97
TOTAL				194.99
76978	04/08/2025	KEVIN SEAMAN		
	04/08/2025	KEVIN SEAMAN	LEGAL FEES	990.00
TOTAL				990.00
76979	04/08/2025	KING KULLEN GROCERY CORP, INC.		
	04/08/2025	KING KULLEN GROCERY CORP, INC.	YA PROGRAMS	18.46
TOTAL				18.46
76980	04/08/2025	LIBRARICA LLC		
	04/08/2025	LIBRARICA LLC	SOFTWARE	521.25
TOTAL				521.25
76981	04/08/2025	LUCINDA LAPPANO		
	04/08/2025	LUCINDA LAPPANO	HEALTH INSURANCE	1,110.00
TOTAL				1,110.00
76982	04/08/2025	MARY ELLEN WAYMAN		
	04/08/2025	MARY ELLEN WAYMAN	ADULT PROGRAMS	145.00
TOTAL				145.00
76983	04/08/2025	MCJ CLEANING SERVICES CORP.		
	04/08/2025	MCJ CLEANING SERVICES CORP.	MAINTENANCE & REPAIRS	3,500.00
TOTAL				3,500.00
76984	04/08/2025	MICHAEL EBERT		
	04/08/2025	MICHAEL EBERT	ADULT PROGRAMS	100.00
TOTAL				100.00
76985	04/08/2025	MICHAEL GALLAGHER, CPA		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/08/2025	MICHAEL GALLAGHER, CPA	ACCOUNTING FEES	600.00
TOTAL				600.00
76986	04/08/2025	MIDWEST TAPE		
	04/08/2025	MIDWEST TAPE	ADULT MEDIA	346.36
		MIDWEST TAPE	JUV MEDIA	126.64
TOTAL				473.00
76987	04/08/2025	MIDWEST TAPE -HOOPLA		
	04/08/2025	MIDWEST TAPE -HOOPLA	REF/ONLINE SERVICES	957.65
TOTAL				957.65
76988	04/08/2025	MY CLASSY BABY		
	04/08/2025	MY CLASSY BABY	JUVENILE PROGRAMS	125.00
TOTAL				125.00
76989	04/08/2025	NAELA'S ORGANICS INC.		
	04/08/2025	NAELA'S ORGANICS INC.	ADULT PROGRAMS	575.00
TOTAL				575.00
76990	04/08/2025	NASSAU LIBRARY SYSTEM		
	04/08/2025	NASSAU LIBRARY SYSTEM	ADULT BOOKS	197.20
TOTAL				197.20
76991	04/08/2025	NATALIE BOYLE		
	04/08/2025	NATALIE BOYLE	ADULT PROGRAMS	250.00
TOTAL				250.00
76992	04/08/2025	NATIONAL WASTE SERVICES		
	04/08/2025	NATIONAL WASTE SERVICES	R/M REFUSE REMOVAL	650.00
TOTAL				650.00
76993	04/08/2025	OPTIMUM		
	04/08/2025	OPTIMUM	TELEPHONES	508.59
TOTAL				508.59

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April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76994	04/08/2025	PAIGE PATTERSON		
	04/08/2025	PAIGE PATTERSON	MUSIC PROGRAMS	750.00
TOTAL				750.00
76995	04/08/2025	PATRICIA SUMMERS		
	04/08/2025	PATRICIA SUMMERS	ADULT PROGRAMS	200.00
TOTAL				200.00
76996	04/08/2025	PROFORMA		
	04/08/2025	PROFORMA	ADULT PROGRAMS	389.51
		PROFORMA	JUV PROGRAMS	389.51
TOTAL				779.02
76997	04/08/2025	PSEGLI		
	04/08/2025	PSEGLI	UTILITIES	610.75
TOTAL				610.75
76998	04/08/2025	QUADIENT LEASING		
	04/08/2025	QUADIENT LEASING	POSTAGE	248.55
TOTAL				248.55
76999	04/08/2025	QWICK CRAFT, LLC		
	04/08/2025	QWICK CRAFT, LLC	ADULT PROGRAMS	220.00
TOTAL				220.00
77000	04/08/2025	ROBERT SCOTT		
	04/08/2025	ROBERT SCOTT	YA PROGRAMS	345.00
TOTAL				345.00
77001	04/08/2025	SCLS		
	04/08/2025	SCLS	MPL VIDEO LICENSE	97.99
		SCLS	YA PROGRAMS	262.50
	04/08/2025	SCLS	POSTAGE	24.15
		SCLS	OFFICE SUPPLIES	22.40
TOTAL				407.04
77002	04/08/2025	SCLS-PALS		

BAYPORT - BLUE POINT PUBLIC LIBRARY

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April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/08/2025	SCLS-PALS	PALS	4,759.97
TOTAL				4,759.97
77003	04/08/2025	SEARLES GRAPHICS, INC.		
	04/08/2025	SEARLES GRAPHICS, INC.	PRINTING	2,049.00
TOTAL				2,049.00
77004	04/08/2025	SPROUTS AND FRIENDS, INC.		
	04/08/2025	SPROUTS AND FRIENDS, INC.	JUVENILE PROGRAMS	450.00
TOTAL				450.00
77005	04/08/2025	STERICYCLE, INC.		
	04/08/2025	STERICYCLE, INC.	OFFICE SUPPLIES	250.39
TOTAL				250.39
77006	04/08/2025	SUSAN CHANT		
	04/08/2025	SUSAN CHANT	JUVENILE PROGRAMS	28.41
TOTAL				28.41
77007	04/08/2025	SUSAN FINNEGAN		
	04/08/2025	SUSAN FINNEGAN	YA PROGRAMS	200.00
TOTAL				200.00
77008	04/08/2025	T MOBILE		
	04/08/2025	T MOBILE	SOFTWARE	378.95
TOTAL				378.95
77009	04/08/2025	TK ELEVATOR CORPORATION		
	04/08/2025	TK ELEVATOR CORPORATION	BUILDING MAINTENACE & REPAIRS - M	900.00
TOTAL				900.00
77010	04/08/2025	W.B.MASON		
	04/08/2025	W.B.MASON	OFFICE SUPPLIES	1,379.32
TOTAL				1,379.32
77011	04/08/2025	WELLS FARGO FINANCAIL LEASING		

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April 8, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	04/08/2025	WELLS FARGO FINANCAIL LEASING	RM/COPIERS	629.00
TOTAL				629.00
77012	04/08/2025	PSEGLI		
	04/08/2025	PSEGLI	UTILITIES	8,578.47
TOTAL				8,578.47
				64,431.04

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 12 through April 7, 2025

Num	Date	Source Name	Memo	Paid Amount
76932	03/13/2025	EQUITBLE		
	03/13/2025	EQUITBLE	EQUITABLE PAYABLE	720.00
TOTAL				720.00
76933	03/13/2025	NATIONAL GRID		
	03/13/2025	NATIONAL GRID	UTILITIES	928.85
TOTAL				928.85
76934	03/13/2025	NYS EMPLOYEE'S HEALTH INSURANCE		
	03/13/2025	NYS EMPLOYEE'S HEALTH INSURANCE	HEALTH INSURANCE	39,943.60
TOTAL				39,943.60
76935	03/13/2025	POSTMASTER		
	03/13/2025	POSTMASTER	POSTAGE	841.39
TOTAL				841.39
76936	03/13/2025	SUFFOLK COUNTY WATER AUTHORITY		
	03/13/2025	SUFFOLK COUNTY WATER AUTHORITY	UTILITIES	80.98
TOTAL				80.98
76937	03/13/2025	T ROWE PRICE		
	03/13/2025	T ROWE PRICE	T. ROWE PAYABLE	568.28
TOTAL				568.28
76938	03/13/2025	POSTMASTER		
	03/13/2025	POSTMASTER	POSTAGE	75.19
TOTAL				75.19
76939	03/27/2025	EQUITBLE		
	03/27/2025	EQUITBLE	EMPLOYEE CONTRIBUTIONS	730.00
TOTAL				730.00
76940	03/27/2025	METLIFE		
	03/27/2025	METLIFE	EMPLOYEE PAYMENTS	1,065.01
TOTAL				1,065.01

Prepays

BAYPORT - BLUE POINT PUBLIC LIBRARY

Check Detail

March 12 through April 7, 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
76941	03/27/2025	NET2PHONE, INC.		
	03/27/2025	NET2PHONE, INC.	TELEPHONES	204.49
TOTAL				204.49
76942	03/27/2025	OPTIMUM		
	03/27/2025	OPTIMUM	OPTIMUM	234.51
TOTAL				234.51
76943	03/27/2025	T ROWE PRICE		
	03/27/2025	T ROWE PRICE	EMPLOYEE CONTRIBUTIONS	605.95
TOTAL				605.95
				45,998.25

Client ID: 2488 - Bayport Blue Point Public Library
 Pay Group: BW
 Check Date: 3/13/2025
 Run Date: 3/11/2025

PAYROLL SUMMARY PREVIEW
 Bayport Blue Point Public Library

Period Begin Date: 2/23/2025
 Period End Date: 3/8/2025
 Pay Period: 6
 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	\$3,674.79	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	52	\$0.00	\$37,344.01
Totals:				62	\$3,674.79	\$37,344.01
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$14,596.90
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	\$626.15
Totals:					\$0.00	\$15,223.05
Total ACH Debit:				Impound Date: 3/12/2025		\$52,567.06
Total Payroll Funding (all items):				\$56,241.85		

***** PAYROLL TOTALS *****

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$3,674.79	Total Live Checks	\$3,674.79	Total Live Checks	10	Active Employees Paid	60
Direct Deposits	\$37,344.01	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$41,018.80	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	60
Total Taxes	\$14,596.90	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$55,615.70	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (52)	\$37,344.01	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	\$55,615.70	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	60
				Zero Net Checks	0	Active Employees this Month	68
						Employees with W2 Data	64
						Active Employees Not Paid	8
						Active (Hired) EEs Not Paid	8

Client ID: 2488 - Bayport Blue Point Public Library
 Pay Group: BW
 Check Date: 3/27/2025
 Run Date: 3/25/2025

PAYROLL SUMMARY PREVIEW

Bayport Blue Point Public Library

Period Begin Date: 3/9/2025
 Period End Date: 3/22/2025
 Pay Period: 7
 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	\$4,147.93	\$0.00
Direct Deposits	M & T BANK	*****0046	*****2740	53	\$0.00	\$38,762.62
Totals:				63	\$4,147.93	\$38,762.62
Tax Liabilities	M & T BANK	*****0046	*****2740		\$0.00	\$15,032.06
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	\$626.15
Totals:					\$0.00	\$15,658.21
Total ACH Debit:				Impound Date: 3/26/2025		\$54,420.83
Total Payroll Funding (all items):				\$58,568.76		

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$4,147.93	Total Live Checks	\$4,147.93	Total Live Checks	10	Active Employees Paid	61
Direct Deposits	\$38,762.62	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
**** Total Net Payroll	\$42,910.55	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	\$15,032.06	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	68
**** Total Payroll	\$57,942.61	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (53)	\$38,762.62	Vouchers (Direct Deposit)	51	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	\$57,942.61	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	62
				Zero Net Checks	0	Active Employees this Month	68
						Employees with W2 Data	64
						Active Employees Not Paid	7
						Active (Hired) EEs Not Paid	7

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
3/27/25

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 #
RE/APT	Carson, Jillian		Librarian Trainee (Children's Services)	\$25.46	Not to exceed 17.5 hrs per week	04/08/25	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.

Mind Lt
 Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED **3-27-25**

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 #
TRS	Theiling, Lonna		Librarian I	33.62/hr	Max 171/2hrs/week	03/24/25	20-01821 24- 1162-140

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