

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 15, 2022

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES
- D. CORRESPONDENCE
- E. DIRECTOR'S REPORT
 - 1. DIRECTOR'S REPORT
 - 2. PERSONNEL REPORT
 - 3. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 2/17/2022 & 3/3/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. ANNUAL BUDGET VOTE & TRUSTEE ELECTION 2022/2023 – ELECTION WORKERS
 - 2. OTHER
- L. NEW BUSINESS
 - 1. 2021 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES – REVIEW & ACCEPTANCE
 - 2. PROPOSED POLICY REVISION – PUBLIC PARTICIPATION AT BOARD MEETINGS
 - 3. BUDGET TRANSFERS
 - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 5. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
FEBRUARY 23, 2022

President DeStefano called the meeting to order at 6:05 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee McCrary
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on January 18, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee McCrary, seconded by Trustee Olson, to accept the Director's Report dated February 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated February 15, 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the 2021 Personnel Sick Leave Report. Discussion followed. Approved unanimously.

The library's COVID-19 status was referenced in the Director's Report.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee Spence, to accept the Financial Reports for the period ending December 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 2/22/1, dated February 15, 2022, in the amount of \$128,516.72. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for January 20, 2022 (\$118,547.40) and February 3, 2022 (\$120,343.82). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt Proposal B of the 2022/2023 FT Retirement Incentive and PT Voluntary Separation Incentive Programs, as presented by the Director, and authorized it be communicated to eligible employees. Payments for the 2022/2023 FT Retirement Incentive will be in the form of a non-elective employer contribution to the employee's 403(b) account, up to the maximum allowed limit. Any amount above the maximum allowed limit will be paid in the employee's paycheck. If an employee does not have a 403(b) account, one will be established for them. Payments for the 2022/2023 PT Voluntary Separation Incentive will be paid in the employee's paycheck. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the salary schedule Proposal #1 recommendations of the Personnel Committee for fiscal year 2022-2023 as presented. Discussion followed. Approved unanimously.

RESOLVED, that Library Board President DeStefano is authorized to execute the Agreement between the Comsewogue Public Library and Debra Engelhardt providing for the continuation of terms and benefits of employment to be enjoyed by the Director for the period July 1, 2022 through June 30, 2027.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve and adopt the Agreement resolution. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the proposed budget of \$6,360,894 with \$3,124,048 of that to be raised by taxes for fiscal year 2022-2023. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to approve the parental leave of absence of Brooke Robitsek, effective January 20, 2022 to April 15, 2022. Discussion followed. Approved unanimously.

The Library Board reviewed the dates of upcoming regular board meetings and schedule of Audit of Claims by Trustee.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 7:16 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

March 2022

Personnel

We have investigated amending the plan document for the 403(b) and I will share more information on that at the board meeting.

Operations

Library Visits - The community is returning to the Library in even larger numbers for events, computer use, studying, etc.

Save the Date – June 4 – 10am – community reception (1 hour) acknowledging, in the Library's 55th year, the original committee of citizens who formed to carry out the required steps to establish Comsewogue Public Library. A commemorative plaque will be "unveiled", with relatives of some of the original committee members present, as well as other community representatives.

Nothing new received from NYS re: next steps in charter amendment process

Building & Grounds

Replacement skylight could take 6 months to procure; initial quotes indicate project will surpass cost threshold/necessitate public bidding process; working with architect and will provide additional information

Nothing new received from NYS re: boiler replacement project approval

A multi-phased, necessary LED conversion project is underway, which will be undertaken in small batches over a long time period and involve using existing fixtures that are retro-fitted by an electrician using parts the Library procures.

Professional Activities

- 2/22 Directors' Roundtable re: HR Topics, SCLS
- 2/24 Advocacy Day 101, SCLS (online)
- 2/28 Beyond the Great Resignation: How to Attract and Retain Talent in the New Normal, (online)
- 2/28 Mental Health at Work: Fostering a Healthier Workplace, SHRM (online)
- 3/1 Directors' Zone Mtg., Center Moriches Library (w/new onsite Hamptons Coffee Company Café)
- 3/2 NYLA Advocacy Day (Assembly)
- 3/3 NYLA Advocacy Day (Senate)
- 3/10 De-escalation Skills Training (online)

Community Activities

Working with Sound Symphony re: housing music library

Comsewogue Public Library

Personnel Report

March 15, 2022

New Appointment(s):

Holly Lauther, Page (PT), effective February 16, 2022. Salary \$15.00 hr.

Analisa Bailes, Page (PT), effective February 23, 2022. Salary \$15.00 hr.

Sophia Arredondo, Page (PT), effective February 28, 2022. Salary \$15.00 hr.

Dylan Daube, Custodial Worker I (PT), effective March 15, 2022. Salary \$18.50 hr.

Comsewogue Public Library
Statistical Report 2021/2022

E-3

February 2022

	February 2022	Feb 2021	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	58	19	205.26%	8,637	8,925	-3.23%
2	Juvenile	14	3	366.67%	2,914	3,051	-4.49%
3	Total	72	22	227.27%	11,551	11,976	-3.55%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	24	12	100.00%	4,438	4,556	-2.59%
5	Port Jefferson Library	8	6	33.33%	1,654	1,725	-4.12%
Miller Place Borrower Registration:							
6	Comsewogue Library	34	13	161.54%	4,467	4,649	-3.91%
7	Port Jefferson Library	4	6	-33.33%	2,043	2,287	-10.67%
8	Total CPL Members	130	47	176.60%	20,456	21,181	-3.42%
9	Library Visits *	7,405	4,398	68.37%	60,091	37,549	60.03%
10	Curbside Pick Up	26	76	-65.79%	293	1,545	-81.04%
Transactions							
11	Circulation of Physical Items:	22,545	21,589	4.43%	198,588	191,129	3.90%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	7,687	8,555	-10.15%	63,654	55,521	14.65%
13	Hoopla	785	1,119	-29.85%	6,817	8,162	-16.48%
14	Kanopy	172	198	-13.13%	1,545	1,362	13.44%
Circulation Other:**							
15	Museum Passes	52	3	n/a	288	26	n/a
16	Library of Things	76		n/a	135		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	628	353	77.90%	5,240	3,219	62.78%
18	Public Wireless Sessions	1,191	557	113.82%	12,650	5,541	128.30%
Interlibrary Loan:							
19	Items Loaned	894	1,240	-27.90%	8,993	10,367	-13.25%
20	Items Borrowed	1,376	1,471	-6.46%	12,031	12,531	-3.99%

*Estimated due to door counter malfunction 12/22/21- 1/20/22 Door Counter since replaced

**Prior to Aug 2021 stats did not include "Print on Demand" museum passes

Adult Programming: February 2022

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<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
AARP Tax Preparation	4	8,8,8,12	9,12,10,18
ONLINE Breathe Together	4	37	5,6,6,7
ONLINE New English Speakers (Zoom)	4	n/a	4,5,5,6
ONLINE Uncovering African-American Roots (Zoom)	1	5	5
		views	8 (4-7day)
Everyday Matinees	2	16,9	12,8
Crystal Bowl Meditation	1	13	11
Medicaid Enrollment Assistance	1	n/a	4
ONLINE DSLR Photography Part 2 (Zoom)	1	40	8
		views	21 (18-7day)
ONLINE Sun-Style Tai Chi (Zoom)	2	13	4,2
		views	8(5-7d), 7(7-7d)
ONLINE What's In The News (Zoom)	1	19	9
ONLINE Concert: Copperline (Facebook/YouTube)	1	13	31
		redirect clicks	9
ONLINE Rob Scott Cooking Demo Videos (YouTube)	3	redirect clicks	72,56,36
		views	211,177,101
iPhone & iPad Basics	1	15	9
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
ONLINE Winter Seed Sowing (Zoom)	1	26	6
Knit & Crochet	1	8	3
ONLINE Trivia	3	24,18,n/a	52,45,39
Rob Scott In-Person	2	17,11	15,10
ONLINE American Sign Language (Zoom)	2	25	13,9
ONLINE Shopping, Safety & Security (Zoom)	1	4	9
		views	11 (9-7day)
ONLINE Relax & Connect (Zoom)	1	n/a	1
ONLINE Keep Your Brain Healthy As You Age (Zoom)	1	22	10

Adult Programming: Summary

ONLINE Write This Way (Zoom)	1	18	12
Defensive Driving	1	22	20
ONLINE Tasty Thai Cuisine (Zoom/Facebook Live) (7 on Zoom; 7 on Facebook)	1	12	14
Fairy Lit Wine Bottles \$10pp (plus 4 Kits sold)	1	24	23
ONLINE Eating Disorder Awareness (Zoom)	1	9	2
ONLINE Winter Food Festival - Rob Scott (Facebook Live) Shared with other libraries around the country	1	views	16 (16-7day)
Alternative Medicine: CBD & Chiropractic	1	engagements	18
One-on-One Appointments	unlimited	redirect clicks	3
TOTALS	45	471	674

* View counts as of 3/3/2022

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
February 2022	45	471	674
YTD 2022	81	787	1234
February 2021	43	411	790
YTD 2021	85	790	1529

Children and Teen Services Department

February 2022 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Anna & Elsa Visit All ages w/caregiver	37	3	53	47		100
Take & Make Chocolate Meltdown Cookies All ages w/caregiver	30	1	30	30		60
Take Your Child to the Library Day All ages w/caregiver		1	28	22		50
Lullaby Together Time: Cozy Valentine Birth-12 mon, w/caregiver	9	1	6	7		13
Bala Baby Birth-17 mon, w/caregiver	12	1	10	10		20
Mother Goose on the Loose Birth-35mon, w/caregiver	28	2	24	23		47
Come Play with PlayHooray Birth-Prek, w/caregiver	24	2	15	14		29
Fun With Toddlers 12-35 mon, w/caregiver	15	1	12	12		24
A Time for Kids: Valentine's Day 18 mon-prek, w/caregiver	24	2	18	18		36
Tales for Tots: Be My Valentine 2.5 year-prek, w/caregiver	10	1	8	8		16
ClubHouse Kids 3 years -prek, w/caregiver	11	1	8	8		16
Stuffed Animal Workshop 3.5 years-prek	25	2	23			23
Black History Month Quiz Grades K and up		1	42			42
No Sew Emoji Pillows Grades K-5	45	2	30			30
Polar Bear Pond Grades K-5	46	2	36			36
Stuffed Animal Workshop Grades K-5	71	3	60			60

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
SUMMARY OF STATISTICS	Feb '22	Feb '21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	43	46	84	89		
TOTAL # OF CHILDREN	418	801	882	1,416		
TOTAL # OF ADULTS	199	122	338	247		
TOTAL # OF TEENS	193	178	329	339		
TOTAL # OF PATRONS	810	1,101	1549	2,002		

**** Sessions are sequential. Patrons register once and attend all listed sessions.**

***** Entire family registers with one library card.**

Comsewogue Public Library 2021/2022 Tax Receipts

COMSEWOGUE LIBRARY DIST. (US. Bank, Trustee)

Town of Brookhaven	Payment Date	Total \$ Town Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Notes / Amount Retained for Bonds
1	12/30/2021	126,832.80	12/30/2021	126,832.80	0.00
2	1/6/2022	180,340.39	1/10/2022	180,340.39	0.00
3	1/18/2022	574,711.13	1/18/2022	402,297.79	172,413.34
4	1/24/2022	388,425.45	1/24/2022	271,894.81	116,530.64
5	1/31/2022	275,464.99	1/31/2022	247,405.59	28,059.40
6	2/7/2022	138,723.38	2/7/2022	138,723.38	0.00
7	2/14/2022	73,325.21	2/14/2022	73,325.21	0.00
8	2/28/2022	45,580.54	2/28/2022	45,580.54	0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
16					0.00
17					0.00
18					0.00
19 *					0.00

TOTAL AMOUNT TAXES TO BE RAISED: \$3,063,393.00

Total Payments From Town of Brk	\$1,803,403.89		
Payments CPL Received		\$1,486,400.51	
Payments US Bank Retained for Bonds			\$317,003.38
Interest Received*			
Remaining Balance - Uncollected Taxes		\$1,259,989.11	
Total Payments (including interest)	\$1,803,403.89	\$1,486,400.51	

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Comsewogue Public Library 2021/2022 PILOT Receipts

PILOTS received from Brookhaven Town / US Bank, Trustee

	Industrial Development Agency Payment Date	Total \$ Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Name of Project(s)
1	1/25/2022	1,881.35	1/27/2022	1,881.35	Vistas of PJ
2	2/3/2022	326.53	2/14/2022	326.53	Rail Realty
3	2/16/2022	1,243.23	2/24/2022	1,243.23	Brightview & PJ Crossing
4					
5					
6					
7					

Total Payments From Industrial Dev Agency	\$3,451.11			
Payments CPL Received			\$3,451.11	
Interest Received*				

Total PILOT Payments (including interest) 3,451.11

PILOTS Received from School Distrctis

From	Date Received	Check #	Amount

Total PILOTS received directly: 0.00

GRAND TOTAL ALL PILOTS RECEIVED:	3,451.11
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{3311}

2/25/2022

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of January 31, 2022

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,270.04
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	3,129,478.77
1110 · Savings-Capital Improvements	780,057.26
1114 · Savings-Termination Pay	233,833.04
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 4,190,789.11

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	11,231.40
1154 · PREPAID EXPENSES	8,500.00

Total Other Current Assets 19,731.40

Total Current Assets 4,210,520.51

TOTAL ASSETS 4,210,520.51

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Health Ins - enrollee contrib	2,298.04
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	371.64
2188 · AFLAC - Accident Ins	142.84
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	39,519.64
2194 · Aflac - Hospital	262.20

Total Other Current Liabilities 42,869.52

Total Current Liabilities 42,869.52

Total Liabilities 42,869.52

Equity

2200 · General Fund Balance	3,598,706.69
2201 · Capital Improvement Fund	792,444.10
2202 · Termination Payment Fund	271,797.75
Net Income	<u>-495,297.55</u>

Total Equity 4,167,650.99

TOTAL LIABILITIES & EQUITY 4,210,520.51

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending January 31, 2022

	<u>January 22</u>	<u>July 21 - January 22</u>
Revenue		
3301 · Tax Revenues	1,418,941.96	1,545,774.76
3302 · Fines	48.07	270.24
3304 · Interest Earned	221.51	1,967.41
3305 · Unclassified rev.-Copies	901.00	6,757.04
3306 · Unclassified rev.-Books	338.28	2,558.83
3307 · Unclassified rev.-Other	8.50	71.46
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	1,881.35	22,075.67
3312 · Local Sponsor Aid	0.00	6,106.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	802,051.47	802,051.47
3319 · Services - Mount Sinai	653,619.34	653,619.34
Total Revenue	<u>2,878,011.48</u>	<u>3,051,252.22</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending January 31, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	JANUARY	JULY - JANUARY		
4401 · Computer Supplies	1,376.04	5,892.63	12,000.00	-6,107.37
4402 · Computer Equipment/Parts	0.00	2,251.58	15,000.00	-12,748.42
4403 · Furniture & Equipment	0.00	1,496.78	23,000.00	-21,503.22
4404 · Salaries-Professional	148,359.40	1,050,890.35	1,967,760.00	-916,869.65
4405 · Salaries-Clerical	56,128.28	401,659.68	881,223.00	-479,563.32
4406 · Salaries-Custodial	4,343.72	36,698.95	70,008.00	-33,309.05
4407 · Salaries-Guard	1,530.75	12,664.63	67,101.00	-54,436.37
4410 · Library Books	11,399.26	66,551.23	125,600.00	-59,048.77
4412 · Audio Video	2,669.53	13,879.19	38,000.00	-24,120.81
4413 · Periodicals	188.25	14,366.96	15,600.00	-1,233.04
4414 · Computer Software	1,578.60	3,126.03	9,000.00	-5,873.97
4415 · Electronic Data Base	1,988.01	47,885.33	235,000.00	-187,114.67
4417 · OTHER THINGS LENDING	3,200.00	14,010.55	17,500.00	-3,489.45
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	2,288.69	27,458.61	60,000.00	-32,541.39
4421B · Children/Teen	2,748.00	23,837.00	60,000.00	-36,163.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	416.95	1,758.72	9,000.00	-7,241.28
4422B · Children/Teen	326.80	12,512.19	14,000.00	-1,487.81
4428 · Conferences	40.00	4,211.69	12,000.00	-7,788.31
4429 · Circulation	7,403.52	45,480.73	61,000.00	-15,519.27
4430 · Office & Library Supplies	1,951.64	6,884.10	17,000.00	-10,115.90
4431 · Telecommunications	778.88	5,452.16	10,000.00	-4,547.84
4432 · Cartage	193.50	1,354.50	3,600.00	-2,245.50
4433 · Postage	0.00	5,738.53	13,000.00	-7,261.47
4434 · Publicity and Printing	0.00	20,017.22	36,000.00	-15,982.78
4435 · Annual Election	0.00	17.99	4,000.00	-3,982.01
4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
4437 · Accounting and Legal	17,349.26	62,639.50	82,500.00	-19,860.50
4438 · Membership Dues	0.00	1,210.00	3,000.00	-1,790.00
4439 · Equipment/Blding Maint & Repair	4,499.55	86,963.14	178,550.00	-91,586.86
4440 · Snow Removal	0.00	0.00	12,500.00	-12,500.00
4441 · Building Security	4,187.40	40,263.34	75,000.00	-34,736.66
4450 · Utilities	9,334.67	71,342.35	116,000.00	-44,657.65
4451 · Custodial Supplies	949.95	7,319.97	16,000.00	-8,680.03
4453 · Employees Assistance Program	0.00	3,102.50	3,300.00	-197.50
4454 · Insurance - Library	0.00	58,287.61	61,000.00	-2,712.39
4456 · Rental Expenses	1,519.72	11,104.29	20,000.00	-8,895.71
4471 · Workers Compensation Insurance	0.00	26,192.00	27,250.00	-1,058.00
4472 · Life Insurance	0.00	3,346.53	6,600.00	-3,253.47
4473 · Dental Insurance	0.00	20,003.25	41,000.00	-20,996.75
4474 · VISION INS	0.00	2,311.56	6,600.00	-4,288.44
4476 · 9020.8 Retirement Expense	0.00	417,060.00	407,000.00	10,060.00
4477 · 9030.8 Social Security Expense	15,766.59	110,094.90	224,000.00	-113,905.10
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	74,133.12	416,614.87	765,000.00	-348,385.13
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	27,375.00	-27,375.00
4482 · Bond Principal	317,003.38	317,003.38	265,000.00	52,003.38
4483 · Bond Administrative	0.00	131.25	763.00	-631.75
Total Expense	693,653.46	3,546,549.77	6,182,292.00	-2,635,742.23

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 03/22/1 - March 15, 2022

Date	Num	Name	Account	Debit
03/15/2022	24564	1000Bulbs.com	1102 · Checking Account	
		1000Bulbs.com	4403 · Furniture & Equipment	251.51
		1000Bulbs.com	4439 · Equipment/Blding Maint & ...	85.14
				336.65
03/15/2022	24565	A Time For Kids, Inc.	1102 · Checking Account	
		A Time For Kids, Inc.	4421B · Children/Teen	275.00
				275.00
03/15/2022	24566	Advanced Plant Care, Inc.	1102 · Checking Account	
		Advanced Plant Care, Inc.	4439 · Equipment/Blding Maint & ...	175.00
				175.00
03/15/2022	24567	Algios, Rosemary	1102 · Checking Account	
		Algios, Rosemary	4421A · Adult	300.00
				300.00
03/15/2022	24568	American Express	1102 · Checking Account	
		American Express	4414 · Computer Software	132.77
		American Express	4417 · OTHER THINGS LENDING	635.92
		American Express	4422A · Adult	38.00
		American Express	4422B · Children/Teen	456.70
		American Express	4430 · Office & Library Supplies	849.76
		American Express	4433 · Postage	120.00
				2,233.15
03/15/2022	24569	B&H Photo-Video	1102 · Checking Account	
		B&H Photo-Video	4402 · Computer Equipment/Parts	119.15
		B&H Photo-Video	4429 · Circulation	92.67
		B&H Photo-Video	4430 · Office & Library Supplies	32.28
				244.10
03/15/2022	24570	Baker & Taylor	1102 · Checking Account	
		Baker & Taylor	4410 · Library Books	69.64
		Baker & Taylor	4410 · Library Books	1,469.09
				1,538.73
03/15/2022	24571	Benter, Doris J.	1102 · Checking Account	
		Benter, Doris J.	4421B · Children/Teen	550.00
				550.00
03/15/2022	24572	Brodart Company	1102 · Checking Account	
		Brodart Company	4410 · Library Books	4,168.77
		Brodart Company	4410 · Library Books	3,380.51
				7,549.28
03/15/2022	24573	Clair, Andrew	1102 · Checking Account	
		Clair, Andrew	4421A · Adult	150.00
				150.00
03/15/2022	24574	Cornell Cooperative Extension, S...	1102 · Checking Account	
		Cornell Cooperative Extension, S...	4421B · Children/Teen	18.00
				18.00
03/15/2022	24575	Cornell Cooperative Extension, S...	1102 · Checking Account	
		Cornell Cooperative Extension, S...	4421A · Adult	350.00
				350.00
03/15/2022	24576	De Lage Landen Financial Servic...	1102 · Checking Account	
		De Lage Landen Financial Servic...	4456 · Rental Expenses	1,519.72
				1,519.72
03/15/2022	24577	Drum Industrial Sales Corp.	1102 · Checking Account	
		Drum Industrial Sales Corp.	4451 · Custodial Supplies	850.79
				850.79
03/15/2022	24578	Ellison	1102 · Checking Account	
		Ellison	4430 · Office & Library Supplies	81.98
				81.98

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 03/22/1 - March 15, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				81.98
03/15/2022	24579	Findaway World LLC Findaway World LLC	1102 · Checking Account 4410 · Library Books	56.99
				56.99
03/15/2022	24580	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	111.74
				111.74
03/15/2022	24581	GovConnection, Inc. GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies 4402 · Computer Equipment/Parts	1,115.00 16,863.00
				17,978.00
03/15/2022	24582	Griffith, Ingrid Griffith, Ingrid	1102 · Checking Account 4421A · Adult	550.00
				550.00
03/15/2022	24583	Grigg, Cheryl Grigg, Cheryl	1102 · Checking Account 4421A · Adult	250.00
				250.00
03/15/2022	24584	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Health Ins - enrollee contrib	405.75 2,339.94 291.64 53.06
				3,090.39
03/15/2022	24585	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	200.00
				200.00
03/15/2022	24586	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	310.00
				310.00
03/15/2022	24587	Holocaust Mem & Tolerance Ctr-... Holocaust Mem & Tolerance Ctr-...	1102 · Checking Account 4417 · OTHER THINGS LENDING	200.00
				200.00
03/15/2022	24588	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	54.66
				54.66
03/15/2022	24589	Intrepid Museum Foundation Intrepid Museum Foundation	1102 · Checking Account 4417 · OTHER THINGS LENDING	500.00
				500.00
03/15/2022	24590	Island Elevator Island Elevator	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	670.00
				670.00
03/15/2022	24591	JK Tech Solutions, Inc DBA Shar... JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account 4421A · Adult	380.00
				380.00
03/15/2022	24592	JoAnn Stores, LLC JoAnn Stores, LLC	1102 · Checking Account 4415 · Electronic Data Base	1,000.00
				1,000.00
03/15/2022	24593	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	402.00
				402.00
03/15/2022	24594	Long Island Science Center Long Island Science Center	1102 · Checking Account 4417 · OTHER THINGS LENDING	350.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 03/22/1 - March 15, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				350.00
03/15/2022	24595	MCJ Cleaning Services	1102 · Checking Account	
		MCJ Cleaning Services	4439 · Equipment/Blding Maint & ...	3,650.00
				3,650.00
03/15/2022	24596	MD Design Studio	1102 · Checking Account	
		MD Design Studio	4421A · Adult	792.00
				792.00
03/15/2022	24597	MetrolineDirect	1102 · Checking Account	
		MetrolineDirect	4403 · Furniture & Equipment	82.90
				82.90
03/15/2022	24598	Midwest Tape	1102 · Checking Account	
		Midwest Tape	4412 · Audio Video	1,406.81
		Midwest Tape	4415 · Electronic Data Base	1,310.98
				2,717.79
03/15/2022	24599	Minard, Danielle	1102 · Checking Account	
		Minard, Danielle	4428 · Conferences	13.68
				13.68
03/15/2022	24600	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	22.00
				22.00
03/15/2022	24601	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	55.20
				55.20
03/15/2022	24602	NYS Employees' Health Ins Pend...	1102 · Checking Account	
		NYS Employees' Health Ins Pend...	4479 · 9060.8 Health Insurance	57,279.22
		NYS Employees' Health Ins Pend...	2185 · Health Ins - enrollee contrib	3,002.98
				60,282.20
03/15/2022	24603	Olsen, Deborah	1102 · Checking Account	
		Olsen, Deborah	4428 · Conferences	20.00
				20.00
03/15/2022	24604	Ozkaya, Charyl	1102 · Checking Account	
		Ozkaya, Charyl	4421A · Adult	100.00
				100.00
03/15/2022	24605	P.J.S. Post Office - Bulk	1102 · Checking Account	
		P.J.S. Post Office - Bulk	4433 · Postage	2,019.26
				2,019.26
03/15/2022	24606	PAYCHEX	1102 · Checking Account	
		PAYCHEX	4437 · Accounting and Legal	160.31
				160.31
03/15/2022	24607	Paychex of New York	1102 · Checking Account	
		Paychex of New York	4437 · Accounting and Legal	140.00
				140.00
03/15/2022	24608	Paychex of New York LLC	1102 · Checking Account	
		Paychex of New York LLC	4437 · Accounting and Legal	1,212.29
				1,212.29
03/15/2022	24609	Posillico, Michele	1102 · Checking Account	
		Posillico, Michele	4421A · Adult	400.00
				400.00
03/15/2022	24610	Quadient Finance USA, Inc.	1102 · Checking Account	
		Quadient Finance USA, Inc.	4433 · Postage	700.00
		Quadient Finance USA, Inc.	4430 · Office & Library Supplies	39.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 03/22/1 - March 15, 2022

Date	Num	Name	Account	Debit
				739.00
03/15/2022	24611	Quadient Leasing USA, Inc. Quadient Leasing USA, Inc.	1102 · Checking Account 4456 · Rental Expenses	238.56
				238.56
03/15/2022	24612	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00
03/15/2022	24613	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	67.00
				67.00
03/15/2022	24614	Raimondo, Joyce Raimondo, Joyce	1102 · Checking Account 4421A · Adult	270.00
				270.00
03/15/2022	24615	Retriev Technologies Inc. Retriev Technologies Inc.	1102 · Checking Account 4421A · Adult	355.00
				355.00
03/15/2022	24616	Rhode Island Novelty Rhode Island Novelty	1102 · Checking Account 4422B · Children/Teen	81.79
				81.79
03/15/2022	24617	Royal Princess Prep Party Comp... Royal Princess Prep Party Comp...	1102 · Checking Account 4421B · Children/Teen	1,350.00
				1,350.00
03/15/2022	24618	Ruggles, Marie Ruggles, Marie	1102 · Checking Account 4421A · Adult	250.00
				250.00
03/15/2022	24619	SAV-ON Printing SAV-ON Printing	1102 · Checking Account 4434 · Publicity and Printing	300.00
				300.00
03/15/2022	24620	Schwaab, Inc. Schwaab, Inc.	1102 · Checking Account 4430 · Office & Library Supplies	248.41
				248.41
03/15/2022	24621	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	1,373.00
				1,373.00
03/15/2022	24622	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4434 · Publicity and Printing	9,671.00
				9,671.00
03/15/2022	24623	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	13,366.55
				13,366.55
03/15/2022	24624	Seed Savers Exchange Seed Savers Exchange	1102 · Checking Account 4422B · Children/Teen	214.76
				214.76
03/15/2022	24625	Spector- Wiener, Debra Spector- Wiener, Debra	1102 · Checking Account 4421A · Adult	250.00
				250.00
03/15/2022	24626	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
03/15/2022	24627	St. George Living History Product... St. George Living History Product...	1102 · Checking Account 4421 · Program Contractors	200.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 03/22/1 - March 15, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				200.00
03/15/2022	24628	Staples Business Credit	1102 · Checking Account	
		Staples Business Credit	4422A · Adult	139.47
		Staples Business Credit	4422B · Children/Teen	68.21
		Staples Business Credit	4430 · Office & Library Supplies	332.85
				<u>540.53</u>
03/15/2022	24629	Suffolk Cooperative Library System	1102 · Checking Account	
		Suffolk Cooperative Library System	4429 · Circulation	73.20
		Suffolk Cooperative Library System	4415 · Electronic Data Base	162,157.00
				<u>162,230.20</u>
03/15/2022	24630	Theresa's Programs LLC	1102 · Checking Account	
		Theresa's Programs LLC	4421A · Adult	870.00
		Theresa's Programs LLC	4421B · Children/Teen	350.00
				<u>1,220.00</u>
03/15/2022	24631	Thomas Klise/Crimson Multimedia	1102 · Checking Account	
		Thomas Klise/Crimson Multimedia	4412 · Audio Video	372.18
				<u>372.18</u>
03/15/2022	24632	Times Beacon Record Newspapers	1102 · Checking Account	
		Times Beacon Record Newspapers	4413 · Periodicals	59.00
				<u>59.00</u>
03/15/2022	24633	Top Tier Test Prep	1102 · Checking Account	
		Top Tier Test Prep	4421B · Children/Teen	1,200.00
				<u>1,200.00</u>
03/15/2022	24634	TRANE US INC.	1102 · Checking Account	
		TRANE US INC.	4437 · Accounting and Legal	2,156.00
		TRANE US INC.	4439 · Equipment/Blding Maint & ...	3,741.00
				<u>5,897.00</u>
03/15/2022	24635	U.S. Bank	1102 · Checking Account	
		U.S. Bank	4483 · Bond Administrative	500.00
				<u>500.00</u>
03/15/2022	24636	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	256.30
				<u>256.30</u>
03/15/2022	24637	VerifiedFirst	1102 · Checking Account	
		VerifiedFirst	4437 · Accounting and Legal	58.00
				<u>58.00</u>
03/15/2022	24638	Vivas, Chris	1102 · Checking Account	
		Vivas, Chris	4421B · Children/Teen	250.00
				<u>250.00</u>
03/15/2022	24639	W.B. Mason Co., Inc.	1102 · Checking Account	
		W.B. Mason Co., Inc.	4430 · Office & Library Supplies	559.90
				<u>559.90</u>
03/15/2022	24640	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	193.50
				<u>193.50</u>
TOTAL				<u><u>316,475.49</u></u>

11:41 AM

02/16/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
February 17, 2022

02/17/2022 Payroll
Check Register

I-1

Date	Num	Name	Account	Debit
02/17/2022	24555	Equitable Financial Equitable Financial	1102 - Checking Account 2184 - Annuity	4,567.00 4,567.00 ✓
02/17/2022	24556	NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst...	1102 - Checking Account 2186 - Retirement 2186 - Retirement 2186 - Retirement	2,591.05 117.30 602.00 3,310.35 ✓
02/17/2022	24557	Optimum Optimum	1102 - Checking Account 4431 - Telecommunications	623.11 623.11 ✓
TOTAL				8,500.46

* Checks #24542 - #24554 Voided - printing error (signature)

02/17/2022 Payroll Warrant

Payroll Warrant	\$ 8,500.46
Paychex Payroll	\$ 104,913.29
TOTAL	\$ 113,413.75

APPROVED
FEB 22 2022
(signature)

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

March 3, 2022

3/03/2022 Payroll
Check Register

I-2

Date	Num	Name	Account	Debit
03/03/2022	24558	Aflac	1102 · Checking Account	371.84
		Aflac	2187 · AFLAC - Cancer Care	142.84
		Aflac	2188 · AFLAC - Accident Ins	275.16
		Aflac	2190 · AFLAC - Short Term Disabil...	262.20
		Aflac	2194 · Aflac - Hospital	<u>1,051.84</u> ✓
03/03/2022	24559	AT&T AT&T	1102 · Checking Account	52.86
			4431 · Telecommunications	<u>52.86</u> ✓
03/03/2022	24560	Equitable Financial Equitable Financial	1102 · Checking Account	4,617.00
			2184 · Annuity	<u>4,617.00</u> ✓
03/03/2022	24561	National Grid National Grid	1102 · Checking Account	3,318.95
			4450 · Utilities	<u>3,318.95</u> ✓
03/03/2022	24562	PSEGLI PSEGLI	1102 · Checking Account	5,382.16
			4450 · Utilities	<u>5,382.16</u> ✓
03/03/2022	24563	Verizon Verizon	1102 · Checking Account	97.13
			4431 · Telecommunications	<u>97.13</u> ✓
TOTAL				<u><u>14,519.94</u></u>

3/03/2022 Payroll Warrant

Payroll Warrant	\$ 14,519.94
<u>Paychex Payroll</u>	<u>\$ 100,130.72</u>
TOTAL	\$ 114,650.66

APPROVED
MAR 01 2022
John J. E. [Signature]

K-1

Comsewogue Public Library
Budget Vote & Trustee Election
Election Workers

Tuesday, April 5, 2022, 9 AM – 9:30 PM

Ms. Carol Fazio	(Head teller)	\$15.50
Ms. Lisa Spinazzola		\$15.00
Ms. Eileen Wrenn		\$15.00
TBD		\$15.00



COMSEWOGUE PUBLIC LIBRARY PUBLIC PARTICIPATION AT BOARD MEETINGS

L-2

Public Library board meetings are open to the public, though there is no statutory or regulatory *requirement* that members of the public be allowed to speak at Library board meetings.

The Comsewogue Public Library Board of Trustees *encourages* public expression at its regular Board meetings, providing at least one period for public expression at each regular meeting of the Board.

During this period, the Board President, who is responsible for the orderly conduct of the meeting (or, in the President's absence, the Presiding Officer) will solicit comments from audience members wanting to speak. The Board will actively listen and consider each speaker's comments. Items may then be referred to the Director or to Counsel, who will then report findings and may make recommendations to the Board.

Members of the public will:

- Be treated equally during this fair and orderly process
- Be granted 3 minutes to speak during a 15-minute total period for public expression
- Face and address the Board when speaking
- Keep comments direct and to-the-point
- Avoid speaking on matters involving privacy issues, including disclosing information about or complaining/levelling charges against particular individuals*
- Be permitted to speak more than once on the same topic (within the allotted total time) once others have been heard

Members of the public will be requested to state their name, district of residence, group or organization affiliation (if any), and identify the agenda item/Comsewogue Public Library matter on which they will comment.

(While the Board acknowledges that a person may not be required to provide his or her name or other identifiers in order for them to attend, speak during, or otherwise communicate in relation to a regular Board meeting, the Board does request this information.)

The Board President will recognize speakers prior to their speaking and rule on such matters as the:

- Total time permitted for period of public expression
- Relevance of topic presented to the meeting agenda and to Comsewogue Public Library matters
- Repetitive and/or inappropriate/defamatory/abusive/offensive (as opposed to simply negative or critical) nature of remarks (speaking privilege may be terminated)

The Library Board will, with the support of security staff and law enforcement, as needed, ensure public order on Library property is maintained.

The Library Board meeting may be photographed or filmed by the Library or members of the public and these recordings may be shared.

Visual displays brought to the meeting by the public may not obstruct attendees' views, violate fire code, or contain obscene language, including abbreviations denoting obscene language.

**Charges, complaints, or challenges regarding individual employees or trustees must be presented in writing to the Library Director and signed by the complainant.*

Note: The process for challenging an item in the Library's collection is outlined in the Collection Development Policy and is initiated via the complainant's completion of a Request for Reconsideration of a Library Resource form (policy and form at www.cplib.org)

Comsewogue Public Library
Budget Transfers
March 15, 2022

From:

To:

<u>Budget Line</u>	<u>Amount</u>
(4401) Computer Supplies	3,000.00
(4404) Salaries-Professional	40,688.38
(4414) Computer Software	3,000.00
(4421B) Program Contractors - Childrens	8,000.00

<u>Budget Line</u>	<u>Amount</u>
(4402) Computer Equipment/Parts	6,000.00
(4422B) Program Supplies - Childrens	8,000.00
(4450) Utilities	6,000.00
(4476) Retirement	10,060.00
(4481) Bond Interest	9,375.00
(4482) Bond Principal	15,253.38

Total transfer out

54,688.38

Total transfers in

54,688.38

APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																					
					1	2																																																																																					
3 Ramadan begins	4	5	6	7	8	9																																																																																					
10	11	12	13	14	15 Good Friday	16 Passover																																																																																					
17 Easter	18	19	20	21	22	23																																																																																					
24	25	26	27	28	29	30																																																																																					
		March 2022 <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>			Sa	M	Tu	W	Th	F	Sa		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			May 2022 <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sa	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print.
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MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1	2	3	4	5	6	7		
8 Mother's Day	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30 Memorial Day	31						
		April 2022 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		June 2022 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print.		

JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Father's Day	20	21	22	23	24	25
26	27	28	29	30		
		May 2022 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		July 2022 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print.