

COMSEWOGUE PUBLIC LIBRARY  
ORGANIZATIONAL MEETING  
JULY 19, 2022

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. OATH OF OFFICE
- D. NOMINATION OF OFFICERS
  - 1. PRESIDENT
  - 2. VICE PRESIDENT
  - 3. SECRETARY
  - 4. FISCAL OFFICER
- E. ELECTION OF OFFICERS
- F. LEGAL ADVISOR APPOINTMENT
- G. LIBRARY DISTRICT TREASURER APPOINTMENT
- H. LIBRARY INDEPENDENT EXTERNAL AUDITOR APPOINTMENT
- I. INSURANCE AGENT APPOINTMENT
- J. OFFICIAL NEWSPAPER DESIGNATION
- K. RECORDS ACCESS/MANAGEMENT OFFICER APPOINTMENT
- L. SEXUAL HARASSMENT PREVENTION COMPLIANCE OFFICER APPOINTMENT
- M. TIME AND PLACE OF REGULAR BOARD MEETINGS
- N. DESIGNATION OF DEPOSITORY ACCOUNTS
- O. POSTAGE DEPOSIT ACCOUNTS
  - 1. BULK MAILING - \$3,100
  - 2. POSTAGE METER- \$700
- P. PETTY CASH FUNDS
  - 1. CASH REGISTER FUND - \$210
  - 2. PETTY CASH FUND - \$150
  - 3. COPIER/PRINTER FUND - \$150
  - 4. CASH ON HAND FUND - \$350

**Q. SIGNATORIES FOR SAVINGS AND CHECKING ACCOUNTS**

**R. REVIEW/REAFFIRMATION**

1. DEFENSE AND INDEMNIFICATION OF OFFICERS AND EMPLOYEES POLICY
2. CODE OF ETHICS
3. OPEN MEETING LAW STATEMENT
4. FREEDOM OF INFORMATION POLICY
5. BY-LAWS (PROPOSED REVISION)
6. PROCUREMENT POLICY
7. WORKPLACE VIOLENCE POLICY

**S. OTHER**

1. PAYMENT OF CLAIMS IN ADVANCE OF AUDIT
2. AUTHORIZATION OF FACSIMILE SIGNATURE FOR PAYROLL CHECKS
3. MILEAGE REIMBURSEMENT RATE

**T. ADJOURNMENT**



Comsewogue Public Library  
Defense and Indemnification of Officers and  
Employees Policy

The Comsewogue Public Library Board of Trustees confers on library employees the benefits contained in *NYS Public Officers Law, Section 18: Defense and indemnification of officers and employees of public entities*.

Public Officers Law §18 is the principal defense and indemnification statute for employees of public entities.

Section 18 generally requires a "public entity" that has adopted the provisions of that section to provide for the defense and indemnification of its "employees" in any civil action or proceeding arising out of any alleged act or omission which occurred or allegedly occurred while the officer or employee was acting within the scope of his or her public employment or duties (Public Officers Law, '18[2]-[4]).

The term "employee" is defined to include any person holding a position by election, appointment or employment "in the service of a public entity ..." (Public Officers Law §18[1][b]).



## COMSEWOGUE PUBLIC LIBRARY

### CODE OF ETHICS

#### Section 1. Purpose.

Officers and employees of the Comsewogue Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Comsewogue Public Library recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Under the terms of this policy, rules of conduct considered to be of a nature within the bounds of ethical practices are promulgated for officers and employees of the Comsewogue Public Library. These rules are to be considered as a guide for conduct.

These rules are not to be in conflict with, or to propose superscription of New York State Law.

#### Section 2. Definitions.

- (a) The term "municipal officer or employee" shall apply to any officer or employee of the Library, whether paid or unpaid, including the members of any committees established by the Library's Board of Directors.
- (b) "Board" means the governing board of the Comsewogue Public Library.
- (c) "Code" means this code of ethics.
- (d) "Interest" means a direct or indirect financial or material benefit accruing to a municipal officer or employee as the result of a business or professional transaction relating to the Library which the officer or employee serves. Interest does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Library, or a lawful class of such residents or taxpayers. A Trustee or employee is deemed to have an interest when he or she, his or her spouse, or a member of his or her household, is a director, trustee/officer, or employee. For the purpose of this policy, a trustee or employee shall be deemed to have an interest in the affairs of (1) a spouse, minor children or dependents; (2) a firm, partnership or association of which he/she is a member or employee; (3) a corporation of which he/she is an officer, director or employee; and (4) a corporation any stock of which is owned or controlled directly by him/her.
- (e) "Library" means Comsewogue Public Library.
- (f) "Library Trustee or employee" means an unpaid Trustee or paid employee of the Comsewogue Public Library.

- (g) "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, grandparent, grandchild, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a Trustee or employee, and individuals having any of these relationships to the spouse of the Trustee or employee.

### **Section 3. Applicability.**

This code of ethics applies to the Trustees and employees of the Comsewogue Public Library, and shall supersede any prior Library code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Comsewogue Public Library.

### **Section 4. Prohibition on use of municipal position for personal or private gain.**

No Trustee or employee shall use his or her Library position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

### **Section 5. Disclosure of interest in legislation and other matters.**

- (a) Whenever a matter requiring the exercise of discretion comes before a Trustee or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the Trustee or employee shall disclose in writing the nature and extent of the interest. A matter requiring the exercise of discretion where the disposition of the matter could result in a direct or indirect financial or material benefit involves but is not limited to any relationship by blood or marriage with any person or persons under consideration for appointment or hiring, including contractors, suppliers, or other vendors seeking to contract with the Library,
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the Trustee or employee, or when the Trustee or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the Library. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Library Director or Board of Trustees having the power to appoint to the person's position. In addition, in the case of a person serving on a Library board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

## **Section 6. Recusal and abstention.**

- (a) No Trustee or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a Trustee or employee from exercising or performing a power or duty:
  - (1) if the power or duty is vested in a Trustee as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
  - (2) if the power or duty that is vested in a Trustee individually, then the power or duty shall be exercised or performed by another person to whom the officer may lawfully delegate the function.
  - (3) if the power or duty is vested in an employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

## **Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.**

- (a) This code's prohibition on use of a Library position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:
  - (1) adoption of the Library's annual budget;
  - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
    - (i) all Trustees or employees;
    - (ii) all residents or taxpayers of the Library or an area served by the Library; or
    - (iii) the general public; or
  - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
  - (1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;
  - (2) which comes before a Trustee when the Trustee would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

## **Section 8. Investments in conflict with official duties.**

- (a) No Trustee or employee may acquire the following investments:
  - (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
  - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Trustee or employee from acquiring any other investments or the following assets:
  - (1) real property located within the Library District and used as his or her personal residence;
  - (2) less than five percent of the stock of a publicly traded corporation; or
  - (3) bonds or notes issued by the Library and acquired more than one year after the date on which the bonds or notes were originally issued.

## **Section 9. Private employment in conflict with official duties.**

No Trustee or employee, during his or her tenure as a Trustee or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the Library in connection with litigation, negotiations or any other matter to which the municipality is a party.

§ 805-a. 1.c. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee; or d. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

## **Section 10. Future employment.**

- (a) No Trustee or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Trustee or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No Trustee or employee, for the two-year period after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Library, board, department or comparable organizational unit for which he or she serves.
- (c) No Trustee or employee, at any time after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Trustee or employee.

## **Section 11. Personal representations and claims permitted.**

This code shall not be construed as prohibiting a Trustee or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the Library; or
- (b) asserting a claim against the Library on his or her own behalf, or on behalf of his or her spouse or minor children.

## **Section 12. Use of Library Resources**

- (a) Library resources shall be used for lawful Library purposes. Library resources include, but are not limited to, Library personnel, and the Library's money, equipment, materials, supplies or other property.
- (b) No Trustee or employee may use or permit the use of Library resources for personal or private purposes, but this provision shall not be construed as prohibiting:
  - (1) any use of Library resources authorized by law or Library policy;
  - (2) the use of Library resources for personal or private purposes when provided to a Trustee or employee as part of his or her compensation; or
  - (3) the occasional and incidental use during the business day of Library telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Trustee or employee shall cause the Library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.



### **Section 13. Interests in Contracts.**

- (a) No Trustee or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

#### **§ 801. Conflicts of interest prohibited.**

Except as provided in section eight hundred two of this chapter, (1) no municipal officer or employee shall have an interest in any contract with the municipality of which he is an officer or employee, when such officer or employee, individually or as a member of a board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder (b) audit bills or claims under the contract, or (c) appoint an officer or employee who has any of the powers or duties set forth above and (2) no chief fiscal officer, treasurer, or his deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the municipality of which he is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any municipal officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

- (b) Every Trustee and employee shall disclose interests in contracts with the Library at the time and in the manner required by section 803 of the General Municipal Law.

#### **§ 803. Disclosure of interest.**

1. Any municipal officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the municipality of which he is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

2. Notwithstanding the provisions of subdivision one of this section, disclosure shall not be required in the case of an interest in a contract described in subdivision two of section eight hundred two hereof.

### **Section 14. Nepotism.**

Except as otherwise required by law:

- (a) To avoid the reality or appearance of improper influence or favor, no Trustee or employee, either individually or as a member of a board, may recommend for employment or participate in any decision specifically to appoint, hire, promote, discipline or discharge any relative through blood or marriage for any position at, for or within the Library or the Library board. For the purpose of this policy, the term "relative" shall include: parent, sibling, child, step relative, spouse, adopted or foster child, mother or father-in-law, daughter or son-in-law, grandparent, grandchild, aunt or uncle, niece or nephew, or any person whose relationship is similar to that of persons who are related by blood or marriage.
- (b) No Trustee or employee may supervise a relative in the performance of the relative's official powers or duties.

### **Section 15. Political Solicitations.**

- (a) No Trustee or employee shall directly or indirectly compel or induce a Trustee or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Trustee or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Trustee or employee, or an applicant for a position as a Trustee or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

### **Section 16. Confidential Information.**

No Trustee or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

§ 805-a. 1.b. [Certain action prohibited. 1. No municipal officer or employee shall:] disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interests.

### **Section 17. Gifts.**

- (a) No Trustee or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Trustee or employee may directly or indirectly solicit any gift.
- (c) No Trustee or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
  - (1) the gift reasonably appears to be intended to influence the Trustee or employee in the exercise or performance of his or her official powers or duties;
  - (2) the gift could reasonably be expected to influence the Trustee or employee in the exercise or performance of his or her official powers or duties; or
  - (3) the gift is intended as a reward for any official action on the part of the Trustee or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments,

entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a Trustee or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks action involving the exercise of discretion by or with the participation of the Trustee or employee.

(2) A gift to a Trustee or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the Library;

(2) gifts from a person with a family or personal relationship with the Trustee or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Trustee or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a Trustee or employee, or other service to the community; or

(6) meals and refreshments provided when a Trustee or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

(7) gifts of plants/flowers and food, which belong to the entire staff even if addressed to a single employee and will be placed in the staff lounge so all employees may enjoy. Under no circumstances may an employee take such gifts home.

Exception: gifts from relatives in honor of an employee's birthday or other occasion.

§ 805-a. Certain action prohibited. 1. No municipal officer or employee shall: a. directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

## **Section 18. Board of Ethics.**

- (a) There is hereby established a board of ethics for the Library. The board of ethics shall consist of three members, a majority of whom shall not be Trustees or employees of the Library, but at least one of whom must be a Trustee or employee. The members of such board of ethics shall be appointed by the Board of Trustees of the Comsewogue Public Library, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics. In determining who shall serve, the Board will act under the advice of legal counsel.
- (b) The board of ethics shall render advisory opinions to the Trustees and employees of the Comsewogue Public Library with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such Trustee or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the Library's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Board of Trustees of the Comsewogue Public Library.

## ***Section 19: Filing of Damage Suit***

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against this Library, or any agency thereof, on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

## **Section 20: Penalties**

In addition to any penalty contained in any other provision by law, any person who shall knowingly or intentionally violate any of the provisions of this Code may be fined, suspended, or removed from the office or employment, as the case may be, in the manner provided by law.  
(§805-a. 2.)

## **Section 21: Relationships with Fellow Board Members**

Members of the Board of the Comsewogue Public Library recognize that:

- (a) a Library Board is legally empowered to act only at a public meeting through a majority of its members;
- (b) it is in the best interests of the community that Board actions be based on an honest exchange of views among board members based on all the information available concerning any specific matter; and

- (c) it is the function of the Board to establish broad policy mandates and goals, and to address itself to categories of concern rather than individual difficulties.

## **Section 22: Personal Responsibilities**

In view of the foregoing considerations, it shall be the constant endeavor of each member of the Board:

- (a) to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points at issue;
- (b) to present to all members of the Board any information which may assist the Board in the discharge of its duties;
- (c) to base personal decisions upon all available facts in each situation; to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by the final majority decision of the Board;
- (d) to remember at all times that an individual has no legal authority outside the meetings of the Board, and to conduct relationships with staff, local citizenry, and all media of communication on the basis of fact;
- (e) to resist temptations and outside pressures to use the position as a Board member for personal benefit or to benefit any other individual or agency apart from the total interest of the Library;
- (f) to issue formal directives or orders to the district on the authorization of the Board only;
- (g) never to neglect personal and legal obligations to the community, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, to have a moral and civic obligation to the community.

## **Section 23. Posting and distribution.**

- (a) The Director of the Comsewogue Public Library must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the Library's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.
- (b) The Director of the Comsewogue Public Library must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes a Trustee and employee of the Comsewogue Public Library.
- (c) Every Trustee or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Senior Administrative Assistant, who must maintain such acknowledgments as a public record.

- (d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a Trustee or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

**Section 24. Enforcement.**

Any Trustee or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

**Section 25. Effective date.**

This code takes effect on October 21, 2014.

**COMSEWOGUE PUBLIC LIBRARY**

**ACKNOWLEDGMENT OF CODE OF ETHICS**

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult my supervisor, and he/she/we will consult with members of Administration, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

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Name

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Signature

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Date

**COMSEWOGUE PUBLIC LIBRARY - TRUSTEE**

**ACKNOWLEDGMENT OF CODE OF ETHICS**

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult the Library Board President and the Library Director, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

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Name

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Signature

-----  
Date

*Complete and return this copy to Comsewogue Public Library's Administration Office.*





Comsewogue Public Library  
Open Meeting Law – Statement

As it is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the community be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy, the Comsewogue Public Library adheres to *NYS Public Meeting Law, Art. 7, Sec. 100-111*.



## Comsewogue Public Library

### Freedom of Information Policy

Public access to public library records is guaranteed through New York State's Freedom of Information Law (FOIL) as found in NYS Public Officers Law Sec. 87 et. seq.

Comsewogue Public Library strictly adheres to FOIL dictates and best practices.

The Library Director serves as the Library's Records Access Officer.

Information about FOIL and the process for requesting records is found at [cplib.org](http://cplib.org).

## COMSEWOGUE PUBLIC LIBRARY

### BY-LAWS

#### ARTICLE I

The Comsewogue Public Library operates under an Absolute Charter granted September 26, 1969, by the Board of Regents for and on behalf of the New York State Education Department and later amended April 12, 2022. (A Provisional Charter was granted November 18, 1966 to the Port Jefferson Station-Terryville Public Library.)

The Library is governed under the terms of Article 5 of the New York State Education Law.

#### ARTICLE II

The Comsewogue Public Library's mission statement is to provide high-quality library services at a reasonable cost to community residents.

#### ARTICLE III

The Comsewogue Public Library shall be governed by a Board of Trustees, hereafter referred to as the "Board," consisting of five members, each elected for a five-year term. The term of office of one trustee shall expire each year. A separate petition, signed by at least twenty-five qualified voters of the Comsewogue School District shall be required to nominate a candidate. Said candidate must be a qualified voter of the Comsewogue School District. Each petition shall state the residence of each signer, and shall state the name and residence of the candidate. Each newly elected trustee is required to take office at the regular monthly meeting of the Board, in July. An oath of office will also be administered to a newly elected or appointed trustee and filed with the Suffolk County Clerk.

Vacancies due to causes other than expiration of terms shall be filled by appointment of the Board through the date of the next Annual Trustee Election. The balance of any unexpired term will be filled by an elected Trustee to serve immediately following his/her/their election. Should there be more than one vacancy, the candidate(s) receiving the highest number of votes will fill full-term seat(s) and the candidate(s) receiving the next highest number of votes will fill the partial term seat(s)/unexpired term(s).

## Proposed Revision

### ARTICLE IV

Officers of the Board shall be elected annually by a majority vote of the members of the Board at their organizational meeting in July, and shall be as follows:

President, Vice-President, Secretary, Fiscal Officer

No officer shall serve in the same elective office for more than two consecutive terms. After a lapse of one year a trustee may be elected again to the office he/she already held.

Officers and trustees serve without remuneration.

### ARTICLE V

The President shall conduct the meetings of the Board and appoint with the approval of the Board committees and committee chairpersons.

The Vice-President shall preside over meetings in the President's absence.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. The Secretary shall preside over meetings in both the President's and Vice-President's absence.

The Fiscal Officer shall be the financial officer of the Board.

### ARTICLE VI

The authority of the Board is vested in the Board as an entity. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the government of the library as may be necessary and in conformity with the law. The Board shall hire a Library Director who shall be considered the executive and administrative officer of the library under the direction and review of the Board. The Director shall be held responsible for the care of the library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; for public relations; and for the operation of the library under the financial conditions set forth in the annual budget. The Director attends and participates without vote in all meetings of the Board.

### ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.
4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.

## Proposed Revision

5. Special meetings may be called by the President, or at the request of any three members of the Board.
6. Three trustees shall constitute a quorum.
7. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, he / she shall be deemed to have resigned.
8. Standing committees shall be a By-Laws committee and a Personnel committee.
9. Robert's Rules of Order shall govern all proceedings of the Board of Trustees.
10. The order of business at the regular meetings of the Board shall be as follows:

Call to Order  
Pledge of Allegiance  
Approval of Minutes of the previous meeting  
Correspondence  
Director's Report  
Questions and Statements from the public  
Financial Report  
Approval of Bills  
Reports from Standing Committees  
Old Business  
New Business  
Questions and Statements from the public  
Adjournment

## ARTICLE VIII

Amendments to these by-laws may be made by majority vote at any regular meeting at which a quorum is present providing that the changes shall have been submitted in writing at the preceding regular meeting.

Adopted by Board: January 16, 2007  
Revised July 19, 2022



# Comsewogue Public Library

## Procurement Policy

This policy sets forth the principles and procedures of the Comsewogue Public Library to meet the requirements of General Municipal Law, Section 104-b.

### 1. Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the Board of Trustees of the Comsewogue Public Library hereby adopts internal policies and procedures governing all procurements of goods and services which are not required to be obtained pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or any other general, special or local law.

### 2. Determining Whether Procurements are Subject to Formal Bidding

- a. All purchase contracts for commodities or services which can reasonably be expected to exceed TWENTY THOUSAND DOLLARS (\$20,000) during a given fiscal year shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- b. All contracts for public work which can reasonably be expected to exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000) shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- c. The following types of procurements are not required to be competitively bid under Section 103 of General Municipal Law:
  - i. Purchases made directly from a qualified contract held by: the New York State Office of General Services; any Suffolk County agency; any preferred source, as defined by the State Finance Law; any other qualified Public Authority or qualified Public Benefit Corporation.
  - ii. Work or services of public utilities regulated by the New York State Public Service Commission, for which the rates charged to consumers have been tariffed in accordance with the provisions of Public Service Law.
  - iii. Procurement of professional services. For the purposes of this section, professional services shall mean those services involving a relationship of trust and confidence that require specialized skills, use of expert judgment, and/or a high degree of creativity.
  - iv. Operating Leases. Documentation shall include written quotations and a cost-benefit analysis of leasing versus purchasing.

- v. Insurance. Documentation shall include specifications, awarding resolution, and documented quotations.
- vi. Second-Hand Equipment from Other Governments. Documentation shall include market price comparisons.

### 3. Statutory Exceptions from these Policies and Procedures

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contracts), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), Corrections Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by the use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

### 4. Non-Bid Procurements

- a. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued at ONE THOUSAND DOLLARS (\$1,000) or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.
- b. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued between ONE THOUSAND DOLLARS (\$1,000) and FIVE THOUSAND DOLLARS (\$5,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least one other documented quotation is received.
- c. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND (\$10,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- d. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of TEN THOUSAND DOLLARS (\$10,000) but less than TWENTY THOUSAND DOLLARS (\$20,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- e. The Library Director, or such designee as may be appointed by the Library Director, is authorized to enter into public work contracts on behalf of the Library valued at TWENTY THOUSAND DOLLARS (\$20,000) or more but less than THIRTY-FIVE THOUSAND DOLLARS (\$35,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least three (3) other documented quotations are received.

## 5. Documentation Needed for Non-Bid Procurements

- a. **Verbal Quotations:** The record should include at a minimum the date of the quotation, item or service desired, price quoted, name of vendor, and name of vendor's representative.
- b. **Written Quotations:** Vendors should provide at a minimum the date of the quotation, description of items or details of services to be provided, price quotation, and name of contact. Quotations transmitted by fax and email are acceptable provided such transmissions include the aforementioned information.
- c. **Requests for Proposals:** The Library shall award contracts for professional services only after three professionals are contacted directly asking for the submission of written proposals. Requests for proposals and evaluations of proposals may consider price and other factors such as experience, knowledge of library and municipal law, continuity and suitability for the Library's needs.

## 6. Awards to Other than the Lowest Dollar Offerer

- a. Whenever any award is made to other than the lowest dollar offerer, the reasons such an award is to an offerer other than the lowest dollar offerer should be documented as follows:
  - i. A memorandum to the file that details how the award meets the statutory criteria for awards to other than the lowest dollar offerer.
  - ii. Record of vendors contacted and price quotations received.
- b. Any purchase of more than ONE THOUSAND DOLLARS (\$1,000) awarded to other than the lowest dollar offerer shall be made only with the prior approval of the Library's Board of Trustees.

## 7. Items Excepted from Policies and Procedures by Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in its sole discretion, the solicitation of alternative proposals or quotations will not be in the best interest of the Comsewogue Public Library:

- a. An emergency where time is a crucial factor
- b. Procurements for which there is no possibility of competition
- c. Procurements valued at ONE THOUSAND DOLLARS (\$1,000) or less
- d. Procurements for which the appropriate number of documented quotations are requested and not received.



**8. Annual Review**

The Board of Trustees shall annually, at its reorganizational meeting, review these policies and procedures. The Library Director shall be responsible for conducting an annual review of the procurement policy and the internal control structure established to ensure compliance with the procurement policy each July.

**9. Unintentional Failure to Comply**

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void an action taken or give rise to a cause of action against the Comsewogue Public Library or any officer or employee thereof.

**10. Best Value Award**

The Governing Board of the Comsewogue Public Library authorizes the use of a Best Value Award methodology, in the competitive bidding process, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law). Contract may be awarded on the basis of best value, as authorized by section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law.

*Board Approved Resolution (#10) – December 17, 2013*

**11. "Piggybacking" – an Exception to Competitive Bidding**

Pursuant to NY General Municipal Law Section 103 (16) the Library adopts the subject statutory prerogative to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state, or any other political subdivision or district therein; such procurement to be effected under the terms of the Guidance Memorandum issued in November of 2012 by the Office of the State Comptroller.

*Board Approved Resolution (#11) – April 15, 2014*

*Board Approved – October 15, 2013*

*Board Approved Additions – December 17, 2013 & April 15, 2014*

*Board Reviewed & Reaffirmed - July 21, 2020*

*Revised & Board adopted – March 16, 2021*

*Board Reviewed & Reaffirmed – July 20, 2021*



## **Comsewogue Public Library Workplace Violence Policy**

Most important to Comsewogue Public Library is the safety and security of its employees. Threats, threatening behavior, and/or acts of violence against other employees, visitors, guests or other individuals by anyone on Comsewogue Public Library property will not be tolerated.

Comsewogue Public Library will provide training for all employees on workplace violence prevention measures and other information contained within the Library's written program as part of the onboarding process and annually thereafter. An annual employer-conducted risk evaluation will take place using the CPL Risk Evaluation Forms: *Evaluation of the Physical Environment* and *List of Risks and Mitigation Efforts*.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Comsewogue Public Library property will be removed from the premises as quickly as safety permits and shall remain off Comsewogue Public Library premises pending the outcome of an investigation.

Comsewogue Public Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Comsewogue Public Library personnel are responsible for notifying the contact person designated below of any threats they have witnessed or received, and/or of any threats they have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on an organizationally-controlled site. Reports are to be made using the *Workplace Violence Incident Report Form*.

An employee who applies for or obtains a protective or restraining order that lists Library locations as protected areas must provide a copy of the petition and declarations used to seek the order, as well as a copy of any temporary or permanent protective or restraining order that was granted.

The Comsewogue Public Library, at the request of an employee or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on library property unless necessary to transact library-related business. This policy particularly applies in cases where the employee suspects an act of violence will result from encounter with said individual(s).

To the extent possible, the Library shall maintain the confidentiality of investigations of workplace violence. The Library will act on the basis of anonymous complaints where it has a reasonable basis to believe there has been a violation of the policy and that the safety and welfare of Library employees would be served by such action.

### **Designated Contact Person:**

Debra Engelhardt  
Library Director  
Administration

debbie@cplib.org  
631/928-1212, ext. 112



## Comsewogue Public Library

### Payment of Claims in Advance of Audit

RESOLVED that, in accordance with NYS Education Law, Section 1724, the Comsewogue Public Library Board of Trustees authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, water, sewer and telephone services.

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 19, 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 – 6/23/2022 & 7/7/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. OBSOLETE/DAMAGED BEYOND REPAIR EQUIPMENT
  - 2. PERSONNEL CHANGES
  - 3. POLICY REVIEW – PROPOSED POLICY REVISION:
    - A. CATASTROPHIC LEAVE POLICY
    - B. NEPOTISM POLICY
  - 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  
JUNE 21, 2022

President DeStefano called the meeting to order at 6:01 p.m.

PRESENT: Trustee DeStefano  
Trustee Olson  
Trustee Rossini (departed at 6:50 p.m.)  
Trustee Spence  
Director Engelhardt

ABSENT WITH NOTIFICATION:  
Trustee McCrary

GUEST(S): John Tanzi, Library Architect

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Rossini, seconded by Trustee Olson, to advance to section K-1 of the agenda (Boiler Replacement Project). Discussion followed. Approved unanimously.

Mr. Tanzi left after his presentation and discussion with the Board regarding his recommendations for the Boiler Replacement Project.

MOTION by Trustee Rossini, seconded by Trustee Olson, to award the contract for the Boiler Replacement Project to Best Climate Control, Corp. for the Base Bid amount of \$ 356,980 (lowest bidder) and Alternate I (Add) amount of \$57,490, as per the recommendation of John Tanzi, Architect. The total cost is not to exceed \$ 414,470 and will be funded by the Capital Improvement Fund designation and increase the 2022 - 2023 operating budget by the same amount. Discussion followed. Approved Unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to return to the regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on May 24, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the Director's Report dated June 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Personnel Report dated June 21, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the period ending April 30, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve warrant 6/22/1, dated June 21, 2022, in the amount of \$140,105.55. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the payroll and payroll warrants for May 26, 2022 (\$114,281.14) and June 9, 2022 (\$114,104.06). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the budget transfers in the amount of \$65,600 for fiscal year 2021-2022, as detailed on the attachment. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the resignations of Catherine Ferguson (effective June 16, 2022) and Selay Gasteiger (effective June 8, 2022) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the revised Bereavement Leave Policy with an edit. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the revised Vacation Policy – PT Professional & PT Clerical Staff Members. 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 7:04 P.M. Approved unanimously.

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Secretary, Board of Trustees

## Director's Report

July 2022

### Personnel

- Interviews for the Assistant Library Director position begin on 7/25.
- Conducted oral history interview with former CPL Director Brandon Pantorno as part of 55<sup>th</sup> anniversary year activities and for library's local history collection

### Operations

- As of this month, a Board may, by resolution, provide for the terms under which a Board trustee can participate in board meetings by videoconference. It is not mandatory that a Board adopt such as resolution. A Board member would need to present an "extraordinary circumstance" for doing so such as disability, illness, caregiving responsibilities, etc. The Library must offer streaming capabilities and directions for the public on accessing the meeting. The meeting must be broadly announced as a videoconference. The physical location(s) where the public can attend in-person must also be stated. The Board would operate in-person as the norm. until a Board member(s) suffers an extraordinary circumstance causing the resolution and regulation to be implemented. Vacationing would not be considered an extraordinary circumstance in the nature of a significant or unexpected event so as to warrant the triggering of videoconferencing. It's for Library administration to determine whether the Library will embark on this initiative, as it is not a requirement.

### Building & Grounds

- Tree work was completed site-wide.
- The shop drawings were reviewed and the skylight is on-order; ETA still early December
- Best Climate Control has returned the Notice of Award and Notice to Proceed re: the boiler project; AIA contract to be signed this week; BCC is securing bonds and insurance; we should see a submittal from BCC re: the equipment this week and if all looks good, the equipment will be ordered, then BCC will submit a preliminary construction schedule
- Replacement flooring (vinyl tile) for the staff lounge was selected and ordered via NYS contract

### Professional Activities

6/29 Webinar: Dismantling Gender

7/12 Active Shooter Response Training (had to leave early), SCLS

7/13 EV Charger Information Meeting, Suffolk County

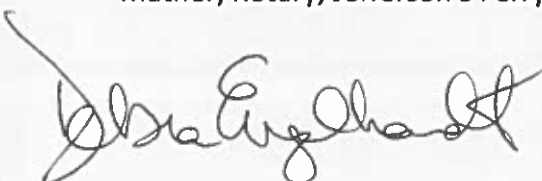
7/14 Brookhaven Directors Zone Meeting, Patchogue

7/18 Workplace Wellness Webinar (I was one of three presenters)

7/19 Webinar: Collection Policies

### Community Activities

Mather, Rotary, Jefferson's Ferry, Decision Women



Comsewogue Public Library  
Highlights/Director's Self-Evaluation  
January 2022 – June 2022

**Personnel**

- Staff successfully weathered a public desk staffing shortage (January)
- 403(b) document amended to allow PT staff to participate
- National Library Week (with staff activities) (April)
- Earth Day Staff Celebration (April)
- Online Staff Meetups

**Operations**

- Library names a 2021 4-Star Library by Library Journal
- Library achieved Sustainability Certification through New York Library Association
- 55<sup>th</sup> Library Anniversary Ceremony and Reception was held, oral history interviews with the Library's first and second directors were conducted and will be available via website
- Library Charter amendment process completed
- NYS bullet aid grant received through Assemblyman Englebright's office
- Exploring EV charging opportunities via Suffolk County and PSEGLI
- Bought software to facilitate date-specific Library of Things reservations

**Building & Grounds**

- Board awarded boiler project to lowest bidder
- Board awarded skylight project to lowest bidder
- LED conversion underway (small batches)
- Community garden planning substantially complete; implementation delays due to COVID-related vendor challenges
- Girl Scouts' pollinator garden installed
- Old Town Blooms donated and planted 600 bulbs at the Library

**Professional Activities**

- Advocacy
- Continuing education re: active shooter response, gender, diversity/equity/inclusion, risk management, placemaking, leadership, sustainability, wellness, recruitment/retention, de-escalation, positive habits
- Worked closely with SCLS and Sustainable Libraries Initiative

**Community Activities**

- Strengthened relationship with Comsewogue School District
- Library new home of Sound Symphony Music Library
- Board roles with Mather Hospital , Jefferson's Ferry, Port Jefferson Rotary and Decision Women





Comsewogue Public Library

*Personnel Report*

July 19, 2022

*New Appointments/Reclassifications/Promotions:*

Peter Giery. Custodial Worker III (FT), effective July 3, 2022. Salary \$1,819 biweekly.  
{promotion from Custodial Worker I}

Mackenzie Lederer, Page (PT), effective June 27, 2022. Salary \$15.34 hr.

*Resignation(s):*

\*Leon Shek, Page (PT), effective July 15, 2022.

*Reinstate Appointment - Return from Leave of Absence/Parental Leave:*

Christina Heaney, Librarian III (FT)– Children’s Services, effective June 28, 2022. Salary \$3,477 biweekly.

*Comsewogue Public Library*  
*Statistical Report 2021/2022*

E-3

June 2022

	June 2022	June 2021	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
<b>Patron Registration</b>							
<b>Comsewogue Borrower Registration:</b>							
1	Adult	67	53	26.42%	8,498	8,728	-2.64%
2	Juvenile	55	25	120.00%	2,884	2,965	-2.73%
3	Total	122	78	56.41%	11,382	11,693	-2.66%
<b>Mount Sinai Borrower Registration:</b>							
4	Comsewogue Library	53	35	51.43%	4,500	4,614	-2.47%
5	Port Jefferson Library	25	34	-26.47%	1,424	1,767	-19.41%
<b>Miller Place Borrower Registration:</b>							
6	Comsewogue Library	35	40	-12.50%	4,529	4,713	-3.90%
7	Port Jefferson Library	29	10	190.00%	2,028	2,293	-11.56%
8	<b>Total CPL Members</b>	210	153	37.25%	20,411	21,020	-2.90%
9	Library Visits *	10,087	6,982	44.47%	96,460	61,077	57.93%
10	Curbside Pick Up	38	43	-11.63%	450	1,803	-75.04%
<b>Transactions</b>							
11	Circulation of <b>Physical</b> Items:	24,905	23,335	6.73%	295,633	281,612	4.98%
Circulation of <b>Electronic</b> Items:							
12	Over Drive-Audio/eBooks	7,925	7,506	5.58%	95,564	78,351	21.97%
13	Hoopla	822	800	2.75%	9,967	11,568	-13.84%
14	Kanopy	169	218	-22.48%	2,171	2,147	1.12%
Circulation Other:**							
15	Museum Passes	63	6	n/a	518	56	n/a
16	Library of Things	110		n/a	489		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	708	547	29.43%	8,096	5,231	54.77%
18	Public Wireless Sessions	1,613	1,509	6.89%	19,227	9,560	101.12%
Interlibrary Loan:							
19	Items Loaned	972	1,142	-14.89%	13,152	15,133	-13.09%
20	Items Borrowed	1,840	1,587	15.94%	18,478	18,737	-1.38%

\*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: June 2022

E-4

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Scrimshaw Art \$5pp	2	6,9	6,8
Medicaid Enrollment Assistance	1	n/a	1
Everyday Matinee	2	17,17	11,11
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	<i>redirect clicks</i>	35,24,34,29
		<i>views</i>	49,86,46,125
Sensory-Friendly Film	1	0	15
Mah-Jongg & More	2	10	6,4
Annual Plant Swap	1	15	10
ONLINE Breathe Together	4	40	7,6,6,6
ONLINE New English Speakers (Zoom)	4	n/a	4,3,4,6
Air-frying Like You've Never Imagined	2	20,20	19,18
First-Time Homebuyer Seminar	1	10	8
Knit & Crochet	2	6	6,6
Defensive Driving	1	26	22
ONLINE Trivia	2	n/a,16	28,25
Keeping Up With Social Media	1	10	8
Senior Advocate	appt	1	3
All About Canva	1	10	4
Genealogy: Your Immigrant Ancestors	1	11	5
Write This Way	1	12	9
OUTDOOR Concert: Pure Joy Paige Patterson	1	73	74
ONLINE One-on-One Genealogy (Zoom)	appt	4	4

# Adult Programming: Summary

Natural Solutions for Better Mental Health	2	8	7,3
Going Green While Saving Green	1	5	2
OUTDOOR Zumba on the Lawn	1	23	16
One-on-One Appointments	unlimited	3	1
Career Counselor Appointments	unlimited	3	3
Social Work Student Intern Appointments	unlimited	10	9
<b>TOTALS</b>	<b>38</b>	<b>385</b>	<b>516</b>

*\* View counts as of 7/8/22*

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
June 2022	38	385	516
YTD 2022	277	2512	4341
June 2021	38	278	406
YTD 2021	263	2299	4613

## Children and Teen Services Department

### June 2022 Statistics

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Maker Faire of Long Island Off Site All ages		1	350			350
Pet Parade*** All ages w/caregiver	35	1	29	26		55
Take & Make: Pretzels for Dad*** All ages w/caregiver	30	1	30	30		60
Baby Start Birth-17 mon, w/caregiver	18	1	11	11		22
Lullaby Together Time: Fish Wish Birth-17 mon, w/caregiver	13	1	10	11		21
Zumbini Birth-35 mon, w/caregiver	26	2	20	18		38
Come Play with PlayHooray Birth-prek, w/caregiver	54	3	40	40		80
Construction Zone 12mon-prek, w/caregiver		1	14	14		28
Kidnastics 12mon-prek, w/caregiver	52	3	36	39		75
A Time for Kids: Summer Sail Boat 18-prek, w/caregiver	54	3	36	33		69
Shiver Me Timbers 3 years-prek, w/caregiver	20	1	18	20		38
Narwhal Party 3.5 years-prek	10	1	6			6
Coral Reef Sponge Painting Grades K-2	24	1	16			16
School Visit: Norwood Grades K-2		3	442	18		460
Skoblicki's Scientists: Penguin Adventure Grades K-2	21	1	17			17

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Under the Sea Crafts Grades K-2	27	1	20			20
Gift for Teacher Grades K-5	44	2	37			37
Marine Reptiles and Their Land Buddies Grades K-5	60	2	42			42
Oceans Aglow Grades K-5	26	1	24			24
Independence Day Lights Grades 3-5	20	1	11			11
School Visit: Boyle Road Grades 3-5		2	442	20		462
School Visit: Terryville Road Grades 3-5		2	656	24		680
X Marks the Spot Grades 3-5	18	1	11			11
School Visit: JFK Middle School Grade 6		1		10	275	285
Battle of the Books Informational Meetings Grades 6-9	33	3			14	14
Agents of Change Grades 6-12	11	1			9	9
Beach Terrariums Grades 6-12	22	1			21	21
Birdhouse for the Community Grades 6-12	24	1			18	18
Boat Float Workshop Grades 6-12	12	1			8	8
Celebrate Pride Grades 6-12	6	1			5	5
Dream Catchers Grades 6-12	25	1			16	16
Fourth of July Lanterns Grades 6-12	24	1			19	19

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Kindness Exchange Grades 6-12	10	1			8	8
Mermaid Cupcakes Grades 6-12	20	1			14	14
Remote Community Service Grades 6-12		5			11	11
<b>Totals</b>	<b>739</b>	<b>54</b>	<b>2318</b>	<b>314</b>	<b>418</b>	<b>3050</b>
<b><u>SUMMARY OF STATISTICS</u></b>	<b>June '22</b>	<b>June '21</b>	<b>YTD '22</b>	<b>YTD '21</b>		
<b>TOTAL # OF SESSIONS</b>	<b>54</b>	<b>54</b>	<b>295</b>	<b>287</b>		
<b>TOTAL # OF CHILDREN</b>	<b>2,318</b>	<b>1,949</b>	<b>5,068</b>	<b>6,000</b>		
<b>TOTAL # OF ADULTS</b>	<b>314</b>	<b>364</b>	<b>1,656</b>	<b>1,213</b>		
<b>TOTAL # OF TEENS</b>	<b>418</b>	<b>184</b>	<b>1,133</b>	<b>1,200</b>		
<b>TOTAL # OF PATRONS</b>	<b>3,050</b>	<b>2,497</b>	<b>7,857</b>	<b>8,405</b>		

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

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

Language other than English

# 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	3/14/2022	27,744.68	3/14/2022	27,744.68	0.00
10	3/28/2022	21,799.39	3/28/2022	21,799.39	0.00
11	4/11/2022	17,835.86	4/11/2022	17,835.86	0.00
12	4/25/2022	17,835.86	4/25/2022	17,835.86	0.00
13	5/9/2022	25,762.91	5/9/2022	25,762.91	0.00
14	5/16/2022	43,598.78	5/16/2022	43,598.78	0.00
15	5/23/2022	71,343.45	5/23/2022	71,343.45	0.00
16	5/31/2022	91,161.08	5/31/2022	91,161.08	0.00
17	6/6/2022	471,659.48	6/6/2022	471,659.48	0.00
18	6/13/2022	362,662.54	6/13/2022	362,662.54	0.00
19	6/21/2022	108,751.60	6/24/2022	108,751.60	0.00
20 *					0.00

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

**Total Payments From Town of Brk \$3,063,559.52**

**Payments CPL Received \$2,746,556.14**

**Payments US Bank Retained for Bonds \$317,003.38**

**Interest Received\***

**Remaining Balance - Uncollected Taxes \$0.00 \$0.00**

**Total Payments (including interest) \$3,063,559.52 \$2,746,556.14**



E-7

# Comsewogue Public Library 2021/2022 PILOT Receipts

(PILOT = Payment In Lieu Of Taxes)

## 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	6/2/2022	756.00	6/24/2022	756.00	Rail Realty & PJ Crossing
5					
6					
7					

Total Payments From Industrial Dev Agency	\$4,207.11	
Payments CPL Received		\$4,207.11
Interest Received*		

Total PILOT Payments (including interest) 4,207.11

## PILOTS Received from School Districts

From	Date Received	Check #	Amount
Total PILOTs received directly:			0.00

<b>GRAND TOTAL ALL PILOTS RECEIVED:</b>	<b>4,207.11</b>
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6/27/2022

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**COMSEWOGUE PUBLIC LIBRARY**

**BALANCE SHEET - CASH BASIS**

As of May 31, 2022

**ASSETS**

**Current Assets**

**Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,856.48
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,930,862.33
1110 · Savings-Capital Improvements	780,281.69
1114 · Savings-Termination Pay	233,986.84
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** 2,993,137.34

**Other Current Assets**

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	6,900.65
1154 · PREPAID EXPENSES	8,500.00

**Total Other Current Assets** 15,400.65

**Total Current Assets** 3,008,537.99

**TOTAL ASSETS** 3,008,537.99

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	194.53
2186 · Retirement	110.67
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** 40,876.68

**Total Current Liabilities** 40,876.68

**Total Liabilities** 40,876.68

**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	-1,695,287.23

**Total Equity** 2,967,661.31

**TOTAL LIABILITIES & EQUITY** 3,008,537.99

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending May 31, 2022

	<u>May 22</u>	<u>July 21 - May 22</u>
<b>Revenue</b>		
3301 · Tax Revenues	231,866.22	2,120,485.90
3302 · Fines	57.79	499.20
3304 · Interest Earned	256.10	2,828.76
3305 · Unclassified rev.-Copies	1,076.00	10,094.04
3306 · Unclassified rev.-Books	84.74	3,434.61
3307 · Unclassified rev.-Other	36.50	194.45
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	133.20	29,163.63
3312 · Local Sponsor Aid	0.00	6,784.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	802,051.47
3319 · Services - Mount Sinai	0.00	653,619.34
<b>Total Revenue</b>	<u>233,510.55</u>	<u>3,639,155.40</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending May 31, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	MAY	JULY - MAY		
4401 · Computer Supplies	500.04	7,507.67	9,000.00	-1,492.33
4402 · Computer Equipment/Parts	2,222.14	22,360.87	21,000.00	1,360.87
4403 · Furniture & Equipment	0.00	3,025.17	23,000.00	-19,974.83
4404 · Salaries-Professional	141,422.42	1,687,600.44	1,927,072.00	-239,471.56
4405 · Salaries-Clerical	60,399.92	671,996.52	881,223.00	-209,226.48
4406 · Salaries-Custodial	7,489.30	64,441.77	70,008.00	-5,566.23
4407 · Salaries-Guard	2,154.75	21,800.38	67,101.00	-45,300.62
4410 · Library Books	10,622.64	109,542.68	125,600.00	-16,057.32
4412 · Audio Video	2,086.02	22,615.48	38,000.00	-15,384.52
4413 · Periodicals	77.20	14,809.96	15,600.00	-790.04
4414 · Computer Software	14.27	3,899.95	6,000.00	-2,100.05
4415 · Electronic Data Base	1,705.50	222,027.31	235,000.00	-12,972.69
4417 · OTHER THINGS LENDING	500.00	17,806.47	17,500.00	306.47
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	8,673.50	53,204.32	60,000.00	-6,795.68
4421B · Children/Teen	4,610.00	44,415.00	52,000.00	-7,585.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	559.27	3,738.63	9,000.00	-5,261.37
4422B · Children/Teen	2,388.47	19,214.57	22,000.00	-2,785.43
4428 · Conferences	1,841.14	8,782.76	12,000.00	-3,217.24
4429 · Circulation	130.20	53,618.56	61,000.00	-7,381.44
4430 · Office & Library Supplies	922.65	13,742.80	17,000.00	-3,257.20
4431 · Telecommunications	771.92	8,543.57	10,000.00	-1,456.43
4432 · Cartage	226.40	2,161.40	3,600.00	-1,438.60
4433 · Postage	2,287.13	12,765.93	13,000.00	-234.07
4434 · Publicity and Printing	10,589.00	40,577.22	36,000.00	4,577.22
4435 · Annual Election	55.00	4,536.32	4,000.00	536.32
4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
4437 · Accounting and Legal	1,691.65	77,793.23	82,500.00	-4,706.77
4438 · Membership Dues	1,062.50	2,272.50	3,000.00	-727.50
4439 · Equipment/Blding Maint & Repair	7,690.87	131,471.56	178,550.00	-47,078.44
4440 · Snow Removal	0.00	14,550.00	12,500.00	2,050.00
4441 · Building Security	7,036.80	70,936.09	75,000.00	-4,063.91
4450 · Utilities	0.00	108,205.31	122,000.00	-13,794.69
4451 · Custodial Supplies	921.63	10,910.24	16,000.00	-5,089.76
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	3,047.47	18,953.48	20,000.00	-1,046.52
4471 · Workers Compensation Insurance	0.00	26,192.00	27,250.00	-1,058.00
4472 · Life Insurance	400.80	5,469.33	6,600.00	-1,130.67
4473 · Dental Insurance	2,416.34	32,039.01	41,000.00	-8,960.99
4474 · VISION INS	292.99	3,771.37	6,600.00	-2,828.63
4476 · 9020.8 Retirement Expense	0.00	417,060.00	417,060.00	0.00
4477 · 9030.8 Social Security Expense	15,893.48	181,120.31	224,000.00	-42,879.69
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	55,218.25	654,475.71	765,000.00	-110,524.29
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	36,750.00	-36,750.00
4482 · Bond Principal	0.00	317,003.38	280,253.00	36,750.38
4483 · Bond Administrative	0.00	631.25	763.00	-131.75
<b>Total Expense</b>	<b>357,921.66</b>	<b>5,334,442.63</b>	<b>6,182,292.00</b>	<b>-847,849.37</b>

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	24923	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	 525.00 <u>525.00</u>
07/19/2022	24924	Adamko, Patricia Adamko, Patricia	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24925	Adamko, Walter Adamko, Walter	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24926	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	 175.00 <u>175.00</u>
07/19/2022	24927	Albanese, Catherine Albanese, Catherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24928	American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 3309 · Video Books 4412 · Audio Video 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4430 · Office & Library Supplies	 32.53 72.78 13.87 473.59 112.56 109.13 431.21 <u>1,245.67</u>
07/19/2022	24929	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	 785.76 116.34 <u>902.10</u>
07/19/2022	24930	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen	 475.00 <u>475.00</u>
07/19/2022	24931	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	 3,262.42 6,604.37 <u>9,866.79</u>

**COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/01- July 19, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	24932	Collaborative Summer Library Program Collaborative Summer Library Program	1102 · Checking Account 4422A · Adult	 658.50 <u>658.50</u>
07/19/2022	24933	Comsewogue Public Library Comsewogue Public Library Comsewogue Public Library Comsewogue Public Library	1102 · Checking Account 4422B · Children/Teen 4451 · Custodial Supplies 4430 · Office & Library Supplies	 5.63 16.59 6.00 <u>28.22</u>
07/19/2022	24934	Cornell University Cornell University	1102 · Checking Account 4422A · Adult	 130.00 <u>130.00</u>
07/19/2022	24935	DeFigueiredo, Anna DeFigueiredo, Anna	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24936	Demco Demco	1102 · Checking Account 4430 · Office & Library Supplies	 65.90 <u>65.90</u>
07/19/2022	24937	DeRosalia, Angela DeRosalia, Angela	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24938	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	 1,480.13 <u>1,480.13</u>
07/19/2022	24939	Forkin, Donna Forkin, Donna	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24940	Forkin, James Forkin, James	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24941	Fort, Brenda Fort, Brenda	1102 · Checking Account 4479 · 9060.8 Health Insurance	 510.30 <u>510.30</u>
07/19/2022	24942	Fun Express, LLC	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
		Fun Express, LLC	4417 · OTHER THINGS LENDING	195.98
				<u>195.98</u>
07/19/2022	24943	Gilmore, Barbara	1102 · Checking Account	
		Gilmore, Barbara	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24944	Gilmore, Frederick	1102 · Checking Account	
		Gilmore, Frederick	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24945	Gomer, Regina	1102 · Checking Account	
		Gomer, Regina	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24946	GovConnection, Inc.	1102 · Checking Account	
		GovConnection, Inc.	4402 · Computer Equipment/Parts	213.71
				<u>213.71</u>
07/19/2022	24947	Gutmann, Sarah	1102 · Checking Account	
		Gutmann, Sarah	4421A · Adult	350.00
				<u>350.00</u>
07/19/2022	24948	Hall, Dianne	1102 · Checking Account	
		Hall, Dianne	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24949	Hall, Erik	1102 · Checking Account	
		Hall, Erik	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24950	Ingram Library Services	1102 · Checking Account	
		Ingram Library Services	4410 · Library Books	32.63
				<u>32.63</u>
07/19/2022	24951	Iovino, Daniel	1102 · Checking Account	
		Iovino, Daniel	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24952	Iovino, Maria	1102 · Checking Account	
		Iovino, Maria	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	24953	Jaffe, Karen Jaffe, Karen	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
07/19/2022	24954	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	<u>365.00</u> 365.00
07/19/2022	24955	Kerr, Maria Kerr, Maria	1102 · Checking Account 4421A · Adult	<u>700.00</u> 700.00
07/19/2022	24956	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	<u>750.00</u> 750.00
07/19/2022	24957	King, George King, George	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
07/19/2022	24958	King, Katherine King, Katherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
07/19/2022	24959	Koch Tree Services, Inc. Koch Tree Services, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<u>3,675.00</u> 3,675.00
07/19/2022	24960	Lusak, Richard Lusak, Richard	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
07/19/2022	24961	McHugh, Joan McHugh, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
07/19/2022	24962	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	<u>1,848.72</u> <u>1,505.30</u> 3,354.02
07/19/2022	24963	Minard, Danielle	1102 · Checking Account	



COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
		Minard, Danielle	4428 · Conferences	5.49
				5.49
07/19/2022	24964	Nagel, Lauren	1102 · Checking Account	
		Nagel, Lauren	4421B · Children/Teen	500.00
				500.00
07/19/2022	24965	SEE H-2 (JULY BILLS) - NYS Employees' Health Ins		
07/19/2022	24966	O'Connell, Carol	1102 · Checking Account	
		O'Connell, Carol	4479 · 9060 8 Health Insurance	1,632.90
				1,632.90
07/19/2022	24967	O'Neil, Mary Ellen	1102 · Checking Account	
		O'Neil, Mary Ellen	4479 · 9060 8 Health Insurance	510.30
				510.30
07/19/2022	24968	O'Toole, Chasadee	1102 · Checking Account	
		O'Toole, Chasadee	4421B · Children/Teen	240.00
				240.00
07/19/2022	24969	Pantorno, Brandon	1102 · Checking Account	
		Pantorno, Brandon	4428 · Conferences	714.30
				714.30
07/19/2022	24970	Parker-Morales, Christine	1102 · Checking Account	
		Parker-Morales, Christine	4428 · Conferences	14.63
				14.63
07/19/2022	24971	Patterson, Paige	1102 · Checking Account	
		Patterson, Paige	4421 · Program Contractors	950.00
				950.00
07/19/2022	24972	Pavone, Lisa	1102 · Checking Account	
		Pavone, Lisa	4421B · Children/Teen	330.00
				330.00
07/19/2022	24973	Paychex of New York LLC	1102 · Checking Account	
		Paychex of New York LLC	4437 · Accounting and Legal	1,140.43
				1,140.43
07/19/2022	24974	Popielaski, Joan	1102 · Checking Account	

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
		Popielaski, Joan	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24975	Popielaski, William	1102 · Checking Account	
		Popielaski, William	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
07/19/2022	24976	Quigley, Deborah A.	1102 · Checking Account	
		Quigley, Deborah A.	4421A · Adult	200.00
				<u>200.00</u>
07/19/2022	24977	R.C. Gluck Associates LLC	1102 · Checking Account	
		R.C. Gluck Associates LLC	4421A · Adult	201.00
				<u>201.00</u>
07/19/2022	24978	Randisi, JoAnna	1102 · Checking Account	
		Randisi, JoAnna	4421A · Adult	300.00
				<u>300.00</u>
07/19/2022	24979	Retriev Technologies Inc.	1102 · Checking Account	
		Retriev Technologies Inc.	4421A · Adult	290.00
				<u>290.00</u>
07/19/2022	24980	Rotorpro	1102 · Checking Account	
		Rotorpro	4439 · Equipment/Blding Maint & Repair	1,220.00
				<u>1,220.00</u>
07/19/2022	24981	Securitas Security Serv. USA	1102 · Checking Account	
		Securitas Security Serv. USA	4441 · Building Security	4,159.80
				<u>4,159.80</u>
07/19/2022	24982	Sessa, Sheryl	1102 · Checking Account	
		Sessa, Sheryl	4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
07/19/2022	24983	Skoblicki, Michelle A.	1102 · Checking Account	
		Skoblicki, Michelle A.	4421B · Children/Teen	175.00
				<u>175.00</u>
07/19/2022	24984	Staples Business Credit	1102 · Checking Account	
		Staples Business Credit	4430 · Office & Library Supplies	243.96
		Staples Business Credit	4422B · Children/Teen	47.99
				<u>291.95</u>

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	24985	Suffolk Cooperative Library System	1102 · Checking Account	
		Suffolk Cooperative Library System	4415 · Electronic Data Base	3,519.00
		Suffolk Cooperative Library System	4429 · Circulation	169.20
				<u>3,688.20</u>
07/19/2022	24986	Suffolk County Board of Elections	1102 · Checking Account	
		Suffolk County Board of Elections	4435 · Annual Election	11.46
				<u>11.46</u>
07/19/2022	24987	Theresa's Programs LLC	1102 · Checking Account	
		Theresa's Programs LLC	4421A · Adult	825.00
				<u>825.00</u>
07/19/2022	24988	Turtle & Hughes Inc.	1102 · Checking Account	
		Turtle & Hughes Inc.	4402 · Computer Equipment/Parts	265.80
				<u>265.80</u>
07/19/2022	24989	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	116.50
				<u>116.50</u>
07/19/2022	24990	Utica National Insurance Co.	1102 · Checking Account	
		Utica National Insurance Co.	4471 · Workers Compensation Insurance	1,212.00
				<u>1,212.00</u>
07/19/2022	24991	Vamos, Michelle	1102 · Checking Account	
		Vamos, Michelle	4421B · Children/Teen	925.00
				<u>925.00</u>
07/19/2022	24992	Vivas, Chris	1102 · Checking Account	
		Vivas, Chris	4421B · Children/Teen	225.00
				<u>225.00</u>
07/19/2022	24993	Whaling Museum	1102 · Checking Account	
		Whaling Museum	4421B · Children/Teen	350.00
				<u>350.00</u>
07/19/2022	24994	Washburn, Elizabeth	1102 · Checking Account	
		Washburn, Elizabeth	4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
07/19/2022	24995	Washburn, John	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/01- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
		Washburn, John	4479 - 9060.8 Health Insurance	714.30
				714.30
				<u>59,052.91</u>

\*\* check number 24965 is out of order as it was printed with H-1 bills but should have been with H-2.

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
Warrant 07/22/02- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	24996	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	<u>150.00</u> 150.00
07/19/2022	24997	Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books	<u>2,024.91</u> 2,024.91
07/19/2022	24998	Brookhaven Locksmiths Inc. Brookhaven Locksmiths Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<u>216.00</u> 216.00
07/19/2022	24999	Bush, Debra Bush, Debra	1102 · Checking Account 4428 · Conferences	<u>16.25</u> 16.25
07/19/2022	25000	County Wide Ice Cream County Wide Ice Cream	1102 · Checking Account 4422B · Children/Teen	<u>369.72</u> 369.72
07/19/2022	25001	De Lage Landen Financial Services, Inc. De Lage Landen Financial Services, Inc.	1102 · Checking Account 4456 · Rental Expenses	<u>1,519.72</u> 1,519.72
07/19/2022	25002	Dono, Kimberly Dono, Kimberly	1102 · Checking Account 4428 · Conferences	<u>16.25</u> 16.25
07/19/2022	25003	Fire Island Lighthouse Preserv. Scty Inc Fire Island Lighthouse Preserv. Scty Inc	1102 · Checking Account 4417 · OTHER THINGS LENDING	<u>150.00</u> 150.00
07/19/2022	25004	Giaquinto and Company Giaquinto and Company	1102 · Checking Account 4437 · Accounting and Legal	<u>7,500.00</u> 7,500.00
07/19/2022	25005	Giery, Peter Giery, Peter	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<u>57.94</u> 57.94
07/19/2022	25006	Glory Global Solutions Inc. Glory Global Solutions Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<u>474.71</u> 474.71

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/02- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	25007	Guardian	1102 - Checking Account	
		Guardian	4473 - Dental Insurance	2,508.22
		Guardian	4472 - Life Insurance	465.15
		Guardian	4474 - VISION INS	310.99
		Guardian	2185 - Employee Ins - enrollee contrib	51.71
				<u>3,336.07</u>
07/19/2022	25008	Johnson Controls Fire Protection LP	1102 - Checking Account	
		Johnson Controls Fire Protection LP	4439 - Equipment/Blding Maint & Repair	11,478.15
				<u>11,478.15</u>
07/19/2022	25009	Maria's Mexican Cooking	1102 - Checking Account	
		Maria's Mexican Cooking	4421A - Adult	500.00
				<u>500.00</u>
07/19/2022	25010	McGuigan, Jennifer	1102 - Checking Account	
		McGuigan, Jennifer	4428 - Conferences	16.25
				<u>16.25</u>
07/19/2022	25011	MCJ Cleaning Services	1102 - Checking Account	
		MCJ Cleaning Services	4439 - Equipment/Blding Maint & Repair	3,700.00
				<u>3,700.00</u>
07/19/2022	25012	Metropolitan Data Solutions Management C	1102 - Checking Account	
		Metropolitan Data Solutions Management C	4401 - Computer Supplies	966.60
				<u>966.60</u>
07/19/2022	25013	Midwest Tape	1102 - Checking Account	
		Midwest Tape	4412 - Audio Video	17.49
				<u>17.49</u>
07/19/2022	25014	Neary, Karen	1102 - Checking Account	
		Neary, Karen	4428 - Conferences	16.25
				<u>16.25</u>
07/19/2022	25015	New York Times	1102 - Checking Account	
		New York Times	4413 - Periodicals	22.00
				<u>22.00</u>
07/19/2022	25016	New York Times	1102 - Checking Account	
		New York Times	4413 - Periodicals	55.20
				<u>55.20</u>

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/02- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
07/19/2022	24965 **	NYS Employees' Health Ins Pending Accou	1102 · Checking Account	
		NYS Employees' Health Ins Pending Accou	4479 · 9060.8 Health Insurance	58,358.66
		NYS Employees' Health Ins Pending Accou	2185 · Employee Ins - enrollee contrib	4,533.45
				<u>62,892.11</u>
07/19/2022	25017	Old Westbury Gardens	1102 · Checking Account	
		Old Westbury Gardens	4417 · OTHER THINGS LENDING	350.00
				<u>350.00</u>
07/19/2022	25018	Olsen, Deborah	1102 · Checking Account	
		Olsen, Deborah	4428 · Conferences	20.00
				<u>20.00</u>
07/19/2022	25019	Patron Point, Inc.	1102 · Checking Account	
		Patron Point, Inc.	4434 · Publicity and Printing	8,000.00
				<u>8,000.00</u>
07/19/2022	25020	PAYCHEX	1102 · Checking Account	
		PAYCHEX	4437 · Accounting and Legal	174.09
				<u>174.09</u>
07/19/2022	25021	Paychex of New York	1102 · Checking Account	
		Paychex of New York	4437 · Accounting and Legal	140.00
				<u>140.00</u>
07/19/2022	25022	Port Jeff Rotary Club	1102 · Checking Account	
		Port Jeff Rotary Club	4438 · Membership Dues	325.00
				<u>325.00</u>
07/19/2022	25023	Quadient Finance USA, Inc.	1102 · Checking Account	
		Quadient Finance USA, Inc.	4433 · Postage	700.00
				<u>700.00</u>
07/19/2022	25024	Quadient Leasing USA, Inc.	1102 · Checking Account	
		Quadient Leasing USA, Inc.	4456 · Rental Expenses	238.56
				<u>238.56</u>
07/19/2022	25025	Ray-Block Stationery Co., Inc	1102 · Checking Account	
		Ray-Block Stationery Co., Inc	4456 · Rental Expenses	2.18
				<u>2.18</u>
07/19/2022	25026	Rizzo, Laura	1102 · Checking Account	
		Rizzo, Laura	4428 · Conferences	16.25
				<u>16.25</u>

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
Warrant 07/22/02- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				16.25
07/19/2022	25027	Romanoff, Robyn Romanoff, Robyn	1102 · Checking Account 4421A · Adult	570.00 <u>570.00</u>
07/19/2022	25028	SCLS - PALS SCLS - PALS	1102 · Checking Account 4429 · Circulation	17,679.13 <u>17,679.13</u>
07/19/2022	25029	SCLS Telecommunications SCLS Telecommunications	1102 · Checking Account 4429 · Circulation	12,200.00 <u>12,200.00</u>
07/19/2022	25030	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421B · Children/Teen	275.00 <u>275.00</u>
07/19/2022	25031	Seaman, Kevin A. Seaman, Kevin A.	1102 · Checking Account 4437 · Accounting and Legal	8,500.00 <u>8,500.00</u>
07/19/2022	25032	Sensational Playtime Inc. Sensational Playtime Inc.	1102 · Checking Account 4421B · Children/Teen	500.00 <u>500.00</u>
07/19/2022	25033	Skoblicki, Michelle A. Skoblicki, Michelle A.	1102 · Checking Account 4421B · Children/Teen	350.00 <u>350.00</u>
07/19/2022	25034	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00 <u>20.00</u>
07/19/2022	25035	Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4436 · SCLS Contract Fee	63,978.00 <u>63,978.00</u>
07/19/2022	25036	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	825.00 350.00 <u>1,175.00</u>
07/19/2022	25037	TRANE US INC.	1102 · Checking Account	



COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
Warrant 07/22/02- July 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
		TRANE US INC.	4439 · Equipment/Blding Maint & Repair	<u>3,910.00</u> 3,910.00
07/19/2022	25038	West Islip Business Machines Inc.	1102 · Checking Account	
		West Islip Business Machines Inc.	4439 · Equipment/Blding Maint & Repair	<u>315.00</u> 315.00
07/19/2022	25039	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	<u>226.40</u> 226.40
07/19/2022	25040	WT COX Information Services	1102 · Checking Account	
		WT COX Information Services	4413 · Periodicals	<u>10,532.40</u> <u>10,532.40</u>
				<u><u>225,692.63</u></u>

\*\* check number 24965 is out of order as it was printed with H-1 bills but should have been with H-2.

2:38 PM  
06/21/22

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
June 23, 2022

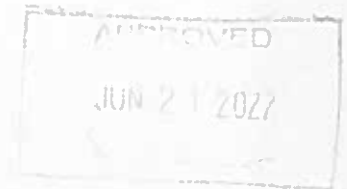
06/23/2022 Payroll  
Check Register

I-1

Date	Num	Name	Account	Debit
06/23/2022	24913	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,422.00 4,422.00 ✓
06/23/2022	24914	NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst...	1102 · Checking Account 2186 · Retirement 2186 · Retirement	2,629.48 602.00 3,231.48 ✓
06/23/2022	24915	Suffolk County Water Authority Suffolk County Water Authority	1102 · Checking Account 4450 · Utilities	302.35 302.35 ✓
<b>TOTAL</b>				<b>7,955.83</b>

06/23/2022 Payroll Warrant

Payroll Warrant \$ 7,955.83  
Paychex Payroll \$ 104,866.91  
TOTAL \$ 112,822.74



3:24 PM  
07/05/22

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
July 7, 2022

07/07/2022 Payroll  
Check Register

I-2

Date	Num	Name	Account	Debit
07/07/2022	24916	Aflac	1102 - Checking Account	
		Aflac	2187 - AFLAC - Cancer Care	371.64
		Aflac	2188 - AFLAC - Accident Ins	142.84
		Aflac	2190 - AFLAC - Short Term Disabil...	275.16
		Aflac	2194 - Aflac - Hospital	262.20
				1,051.84
07/07/2022	24917	AT&T	1102 - Checking Account	
		AT&T	4431 - Telecommunications	50.34
				50.34
07/07/2022	24918	Equitable Financial	1102 - Checking Account	
		Equitable Financial	2184 - Annuity	4,957.00
				4,957.00
07/07/2022	24919	National Grid	1102 - Checking Account	
		National Grid	4450 - Utilities	686.66
				686.66
07/07/2022	24920	Optimum	1102 - Checking Account	
		Optimum	4431 - Telecommunications	627.64
				627.64
07/07/2022	24921	PSEGLI	1102 - Checking Account	
		PSEGLI	4450 - Utilities	9,454.94
				9,454.94
07/07/2022	24922	Verizon	1102 - Checking Account	
		Verizon	4431 - Telecommunications	98.33
				98.33
<b>TOTAL</b>				<b>16,926.75</b>

07/07/2022 Payroll Warrant

Payroll Warrant	\$ 16,926.75
Paychex Payroll	\$ 103,552.66
<b>TOTAL</b>	<b>\$ 120,479.41</b>

APPROVED  
 JUL 05 2022

## Comsewogue Public Library

L-1

Obsolete or Damaged Beyond Repair Equipment  
 Fiscal Year Ending 6/30/2022  
 7/8/2022

**Computers**

	Brand	Model	Serial#	Inv#	Year/ACQ
1	Hewlett Packard	XL510AV (8200)	2UA152132G	177	2011
2	Hewlett Packard	XL510AV (8200)	2UA152132H	176	2011
3	Hewlett Packard	XL510AV (8200)	2UA152132C	179	2011
4	Hewlett Packard	XL510AV (8200)	2UA152132D	178	2011
5	Hewlett Packard	AY032AV (8100)	2UA1282N0X	216	2010
6	Hewlett Packard	AY032AV (8100)	2UA042IH86	218	2010
7	Hewlett Packard	AY032AV (8100)	2UA042IH80	219	2010
8	Hewlett Packard	AY032AV (8100)	2UA1521722	217	2010
9	Hewlett Packard	AY032AV (8100)	2UA1282N0Y	91	2010
10	Hewlett Packard	AY032AV (8100)	2UA0421723	1	2010
11	Hewlett Packard	AY032AV (8100)	2UA0421727	54	2010
12	Hewlett Packard	AY032AV (8100)	2UA0421H85	49	2010
13	Hewlett Packard	QV996AV (8300)	2UA3280KHB	52	2013
14	Hewlett Packard	QV996AV (8300)	2UA3280KH8	51	2013
15	Hewlett Packard	QV996AV (8300)	2UA3280KH9	50	2013
16	Hewlett Packard	AY032AV (8100)	2UA1282N0W	232	2010
17	Hewlett Packard	AY032AV (8100)	2UA1282N0V	231	2010
18	Hewlett Packard	AY032AV (8100)	2UA0421H84	233	2010
19	Hewlett Packard	XL510AV (8200)	2UA152132F	23	2011
20	Hewlett Packard	AY032AV(8100)	2UA1282N0T	56	2010
21	Hewlett Packard	AY032AV(8100)	2UA0421H7Z	57	2010

**Printers**

	Brand	Model	Serial#		Year/ACQ
22	Brother	PT9500PC	U60726-E6G450758	n/a	2006
23	Brother	PT9500PC	U60726-A6J536353	n/a	2006
24	Hewlett Packard	1160	CNJ1D49647	n/a	2005

**Other**

	Brand	Model	Serial#		Year/ACQ
25	Microsoft	XBOX 360	421492615105	n/a	2012
26	Microsoft	XBOX 360	419001614405	n/a	2012
27	Open Mesh	MR-1750	AC867445BBC0	n/a	2015
28	Open Mesh	MR-1750	AC867445BB80	n/a	2015
29	Open Mesh	MR-1750	AC867445BBA0	n/a	2015
30	Open Mesh	MR-1750	AC867445BB60	n/a	2015
31	Open Mesh	MR-1750	AC867445BB40	n/a	2015
32	Open Mesh	MR-1750	AC867445d1C0	n/a	2015



# Comsewogue Public Library

## Catastrophic Leave Policy

Catastrophic Leave is designed to assist employees in times of a pandemic\* or epidemic\*. The purpose is to lift the financial burden off Library employees in either of these above scenarios.

The Library will grant up to two weeks of paid leave, without having to use their accrued leave, to any employee who is diagnosed, provides positive test results and is under mandatory isolation or is under a mandatory quarantine order. from a medical physician.

Employees are allowed up to three paid Catastrophic Leaves in a twelve-month period. Only the first Catastrophic Leave in a twelve-month period may be for an order of quarantine due to exposure. All other Catastrophic Leaves must be the result of the employee's positive test result.

Employees who have not been diagnosed or under mandatory isolation/quarantine order but are symptomatic may use their accrued time. If diagnosed or quarantined isolated by a medical physician, the employee would then be entitled to Catastrophic Leave.

If employee is quarantined due to non-work travel or other voluntary situation, they are not eligible for this Leave.

Catastrophic Leave for part-time employees who are not already on the schedule would be calculated at their "regular schedule" (based on a pattern of the previous three months of scheduled hours).

An employee who has exhausted leave eligibility should contact the Administration Office to review eligibility and options. Exceptions may be considered by the Director on a case-by-case basis.

**\*Epidemic:** An outbreak of disease that attacks many peoples at about the same time and may spread through one or several communities. **Pandemic:** When an epidemic spreads throughout the world.

Board approved March 16, 2020



## Comsewogue Public Library

### Nepotism Policy

The employment of family members of employees or Trustees of the Library Board can result in conflicts of interest, division and less diversity. The Library hires and promotes people based on their knowledge, abilities and potential.

To avoid the possibility and/or perception of improper influence or favor the members of the Comsewogue Public Library Board of Trustees and Library employees shall not recommend for employment, hire, contract or appoint any family member through blood or marriage. Family members of sitting Board members shall not be hired in formal roles at the Library while a relative is on the Board.

To eliminate the possibility of conflict of interest, no two or more family members shall be employed by the Comsewogue Public Library simultaneously.

#### **Definition of employment**

For the purpose of this policy, employment is defined as: a person paid as an employee of Comsewogue Public Library, intern (paid or unpaid), or sub-contractor (programmer).

#### **Definition of Family Members**

For the purpose of this policy, family member is defined as : parent, sibling, child, spouse/partner, adopted or foster child, grandparent, grandchild, aunt or uncle, niece or nephew, cousins, or any person whose relationship is similar to that of persons who are related by blood or marriage. "In-laws" (or partner's family) and "steps" are also considered family. Other relationships can be considered on a case-by-case basis.

#### **When Relationships Change**

The Library understands that family relationships can change throughout employment. If a new relationship results in a violation of the nepotism policy, report the change or potential change to Administration (Human Resources) immediately in order for Administration to determine an appropriate approach.

# AUGUST 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	20
21	22	23	24	25	26	27
28	29	30	31			
		<b>July 2022</b> 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		<b>September 2022</b> 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.

# SEPTEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Rosh Hashanah	27	28	29	30	
		<b>August 2022</b> 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		<b>October 2022</b> 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.



# OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Yom Kippur	6	7	8
9	10 Columbus Day	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	<b>September 2022</b> 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		<b>November 2022</b> 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.