

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 16, 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 – 7/21/2022 & 8/4/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. POLICY REVIEW – PROPOSED REVISION: CATASTROPHIC LEAVE POLICY
 - 2. 2022-2023 RETIREMENT/VOLUNTARY SEPARATION INCENTIVES
 - 3. OTHER
- L. NEW BUSINESS
 - 1. PERSONNEL CHANGES
 - 2. POLICY REVIEW – PROPOSED REVISION: CREDIT CARD POLICY
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 19, 2022

CALL TO ORDER by Chairperson Engelhardt at 6:00 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee McCrary
Trustee Rossini

Director Engelhardt conducted the Pledge of Allegiance.

Library Director Engelhardt was administered the Oath of Office by a Notary Public on July 19, 2022. Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee Olson. Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 20, 2022. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate Christopher McCrary as President of the Library Board for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to nominate John Rossini as Vice President of the Library Board for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to nominate Kevin Spence as Secretary of the Library Board for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Lisa Olson as Fiscal Officer of the Library Board for fiscal year 2022-2023. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2022-2023. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee DeStefano, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, Seconded by Trustee Spence, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee Olson, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2022-2023 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee Olson, to designate People's United Bank and/or First National Bank of Long Island and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2022-2023 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to set the bulk mailing account at \$3,100 and the postage meter account at \$700 for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to establish the cash register fund at \$210, the petty cash fund at \$150, the copier/printer fund at \$150 and the cash on hand fund at \$350 for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, that the signatories for the Library's savings and checking accounts for fiscal year 2022-2023 are Board President Christopher McCrary, Fiscal Officer Lisa Olson, Library Director Debra L. Engelhardt and Library District Treasurer Joseph Giaquinto. Library procedures require two signatures for accounts payable warrants and supplemental (payroll) warrants and one signature for transfers and payroll. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson seconded by Trustee Spence, to reaffirm the library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to reaffirm the Freedom of Information Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adopt the revised By-Laws. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to reaffirm the Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the revised Workplace Violence Policy. Discussion followed. Approved unanimously.

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, gas, water, sewer and telephone services.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the Resolution for Payment of Claims in Advance of Audit. Discussion followed. Approved unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes the use of a facsimile signature of the Library District Treasurer on payroll checks which are processed by an outside payroll processing company.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Spence, seconded by Trustee DeStefano, to set the mileage reimbursement rate in accordance with the current Internal Revenue Service-specified rate. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 6:16 P.M. Approved unanimously.

Secretary, Board of Trustees

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).

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.
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.



**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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 19, 2022

President DeStefano called the meeting to order at 6:18 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee McCrary
Trustee Rossini

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on June 21, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Highlights Report, January 2022 to June 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated July 19, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Financial Reports for the periods ending May 31, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve warrant 7/22/1, dated July 19, 2022, in the amount of \$59,052.91. Discussion followed. Approved unanimously

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 7/22/2, dated July 19, 2022, in the amount of \$225,692.63. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for June 23, 2022 (\$112,822.74) and July 7, 2022 (\$120,479.41). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to approve the resignation of Leon Shek (effective July 15, 2022) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to table the discussion regarding the revision of the Catastrophic Leave Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adopt the revised Nepotism Policy. 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 DeStefano, to adjourn the meeting at 7:27 P.M. Approved unanimously.

Secretary, Board of Trustees

Comsewogue Public Library					
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)	2UA1282NOX	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)	2UA1282NOY	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)	2UA1282NOW	232	2010
17	Hewlett Packard	AY032AV (8100)	2UA1282NOV	231	2010
18	Hewlett Packard	AY032AV (8100)	2UA0421H84	233	2010
19	Hewlett Packard	XL510AV (8200)	2UA152132F	23	2011
20	Hewlett Packard	AY032AV(8100)	2UA1282NOT	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

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.

Director's Report

August 2022

Personnel

- Recruitment process re: Assistant Director is underway

Operations

- Window closed re: employee retirement incentive opt-in

Building & Grounds

8/11 Ribbon-Cutting – Girl Scouts Pollinator Garden

8/11 Little Free Pantry nearing installation – Girl Scouts primed the unit

Boiler:

- 8/9 onsite visit (architect with Best Climate Control) to review existing conditions
- Construction/Installation Schedule available soon
- Anticipating September 2022 start and October 2022 installation

Skylight:

- Anticipating December installation
- Awaiting proposal re: skylight soffit sheetrock repair and painting; painter reviews scope as next step
- Architect soliciting proposal from electrician re: LED lighting for skylight

Professional Activities

7/20 PALS Directors Meeting (Partnership of Automated Libraries of Suffolk)

7/21 Spreadsheets Webinar

7/22 LILRC Grants Information Session

7/27 Effective Business Practices in Workplace Mental Health

7/27 *Healthy Libraries Meeting*

7/28 Blood Pressure Loaner Kit Meeting

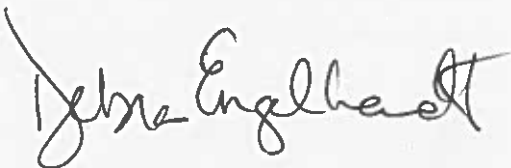
8/4 Sustainable Libraries Meetup

8/10 Advocating for Community Change/Affirmation

Community Activities

7/26 PJST Civic Association Meeting

8/9 Meeting with Executive Director of Agape Meals for Kids



Comsewogue Public Library

Personnel Report

August 16, 2022

New Appointments:

Amanda Lotito, Librarian I (PT) – Adult Services, effective July 28, 2022. Salary \$30.76 hr.

Emily Zarcone, Librarian I (PT) – Children’s Services, effective August 4, 2022. Salary \$30.76 hr.

Erika Paz Millan, Library Clerk Spanish Speaking (FT) – Circulation, effective August 8, 2022.

Salary \$1,671 biweekly.

Jennifer Zwolak, Librarian I (PT) – Adult Services, effective August 9, 2022. Salary \$30.76 hr.

Resignation(s):

*Katharine Bear, Librarian I (PT) – Adult Services, effective July 28, 2022.

*Alexandria DiGiovanna, Page (PT), effective July 28, 2022.

*Karen Neary, Librarian I (PT) – Children’s Services, effective August 5, 2022.

Comsewogue Public Library
Statistical Report 2022/2023

E-3

July 2022

	July 2022	July 2021	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	86	56	53.57%	8,331	8,789	-5.21%
2	Juvenile	46	31	48.39%	2,974	2,988	-0.47%
3	Total	132	87	51.72%	11,305	11,777	-4.01%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	74	48	54.17%	4,581	4,678	-2.07%
5	Port Jefferson Library	52	23	126.09%	1,479	1,783	-17.05%
Miller Place Borrower Registration:							
6	Comsewogue Library	57	28	103.57%	4,602	4,742	-2.95%
7	Port Jefferson Library	35	8	337.50%	2,073	2,298	-9.79%
8	Total CPL Members	263	163	61.35%	20,488	21,197	-3.34%
9	Library Visits *	10,878	8,482	28.25%	10,878	8,482	28.25%
10	Curbside Pick Up	28	42	-33.33%	28	42	-33.33%
Transactions							
11	Circulation of Physical Items:	26,788	28,847	-7.14%	26,788	28,847	-7.14%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,632	8,351	3.36%	8,632	8,351	3.36%
13	Hoopla	793	815	-2.70%	793	815	-2.70%
14	Kanopy	216	246	-12.20%	216	246	-12.20%
Circulation Other:**							
15	Museum Passes	116	12	n/a	116	12	n/a
16	Library of Things	110		n/a	110		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	716	584	22.60%	716	584	22.60%
18	Public Wireless Sessions	1,627	1,769	-8.03%	1,627	1,769	-8.03%
Interlibrary Loan:							
19	Items Loaned	1,112	1,193	-6.79%	1,112	1,193	-6.79%
20	Items Borrowed	1,670	1,533	8.94%	1,670	1,533	8.94%

*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: July 2022

E-4

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	<i>redirect clicks</i>	48,46,38,25
		<i>views</i>	38,51,41,62
Mah-Jongg & More	2	13	6,6
ONLINE Trivia	2	x,18,18,x	35,23,45,66
ONLINE Breathe Together	4	38	5,6,6,5
Making Tortillas	2	16,13	12,7
Job Fair: Resume & Cover Letter Workshop	1	n/a	5
OUTDOOR Zumba on the Lawn	3	25	11,8,7
Medicaid Enrollment Assistance	1	n/a	1
Knit & Crochet	2	6	5,5
Seaglass Jewelry \$5pp	2	11,7	8,7
Calming Art Club	1	19	17
Beach Blanket Bingo	1	19	15
Job Fair	1	n/a	43
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
Everyday Matinees	1	20	6
OUTDOOR Meditation on the Lawn	3	24	12,5,11
Write This Way	1	16	10
AARP Smart Driver Course	2	24	24,24
Retirement 101	1	15	13
Tech Support	2	6,6	3,5
Long Island Ducks Game \$13pp	1	66	61

Adult Programming: Summary

Defensive Driving	1	29	24
ONLINE Food Festival - Rob Scott (Facebook Live) Shared with other libraries around the country	1	<i>engagements</i>	16
ONLINE Video Vacation: Go West (YouTube)	1	<i>views</i>	12
OUTDOOR Concert: Sound Symphony Orchestra	1	70	100
ONLINE Rob Scott Live (Zoom/Facebook Live) (5 on Zoom; 12 on Facebook)	1	n/a	17
ONLINE Art Around the World: The Frick (Zoom)	1	<i>views</i>	101 (101-7day)
What's In The News?	1	15	15
One-on-One Appointments	unlimited	2	2
Career Counselor Appointments	unlimited	1	1
Seed Library - 1251 seed packets taken			
TOTALS	44	511	885

* View counts as of 8/4/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
July 2022	44	511	885
YTD 2022	321	3023	5226
July 2021	39	371	538
YTD 2021	302	2670	5151

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of June 30, 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		3,978,836.44
1110 · Savings-Capital Improvements		780,573.55
1114 · Savings-Termination Pay		234,025.30
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		<u>5,041,441.77</u>
Other Current Assets		
1150 · ACCOUNTS RECEIVABLE - YEAR END		0.00
1153 · PATRON ACCOUNTS-DISC TICKETS		17,640.65
1154 · PREPAID EXPENSES		8,500.00
Total Other Current Assets		<u>26,140.65</u>
Total Current Assets		<u>5,067,582.42</u>
TOTAL ASSETS		<u><u>5,067,582.42</u></u>
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2184 · Annuity		0.00
2185 · Employee Ins - enrollee contrib		191.66
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		<u>40,873.81</u>
Total Current Liabilities		<u>40,873.81</u>
Total Liabilities		<u>40,873.81</u>
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		363,760.07
Total Equity		<u>5,026,708.61</u>
TOTAL LIABILITIES & EQUITY		<u><u>5,067,582.42</u></u>

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending June 30, 2022

	<u>June 22</u>	<u>July 21 - June 22</u>
Revenue		
3301 · Tax Revenues	943,073.62	3,063,559.52
3302 · Fines	52.10	551.30
3304 · Interest Earned	476.18	3,304.94
3305 · Unclassified rev.-Copies	981.00	11,075.04
3306 · Unclassified rev.-Books	242.53	3,677.14
3307 · Unclassified rev.-Other	56.90	251.35
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	756.00	29,919.63
3312 · Local Sponsor Aid	0.00	6,784.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	808,888.61	1,610,940.08
3319 · Services - Mount Sinai	657,887.55	1,311,506.89
Total Revenue	<u>2,412,414.49</u>	<u>6,051,569.89</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending June 30, 2022

Expense		ACTUAL		Budget	\$ Over Budget
		JUNE	JULY - JUNE		
	4401 · Computer Supplies	3,487.94	10,995.61	12,000.00	-1,004.39
	4402 · Computer Equipment/Parts	267.80	22,628.67	24,000.00	-1,371.33
	4403 · Furniture & Equipment	0.00	3,025.17	23,000.00	-19,974.83
	4404 · Salaries-Professional	139,463.86	1,827,064.30	1,927,072.00	-100,007.70
	4405 · Salaries-Clerical	57,426.72	729,104.80	846,273.00	-117,168.20
	4406 · Salaries-Custodial	6,427.75	70,869.52	74,108.00	-3,238.48
	4407 · Salaries-Guard	2,291.25	24,091.63	53,601.00	-29,509.37
	4410 · Library Books	7,497.29	117,039.97	125,600.00	-8,560.03
	4412 · Audio Video	1,705.89	24,321.37	38,000.00	-13,678.63
	4413 · Periodicals	2,269.77	17,079.73	17,200.00	-120.27
	4414 · Computer Software	1,527.03	5,426.98	6,000.00	-573.02
	4415 · Electronic Data Base	1,760.48	223,787.79	235,000.00	-11,212.21
	4417 · OTHER THINGS LENDING	66.00	17,872.47	18,500.00	-627.53
	4420 · Library Programs	0.00	0.00	0.00	0.00
	4421 · Program Contractors	0.00	0.00	0.00	0.00
	4421A · Adult	4,686.75	57,891.07	60,000.00	-2,108.93
	4421B · Children/Teen	4,049.38	48,464.38	52,000.00	-3,535.62
	4422 · Program Supplies	0.00	0.00	0.00	0.00
	4422A · Adult	2,096.27	5,834.90	8,000.00	-2,165.10
	4422B · Children/Teen	3,154.90	22,369.47	24,000.00	-1,630.53
	4428 · Conferences	322.63	9,105.39	12,000.00	-2,894.61
	4429 · Circulation	423.20	54,041.76	55,500.00	-1,458.24
	4430 · Office & Library Supplies	1,643.54	15,386.34	17,000.00	-1,613.66
	4431 · Telecommunications	774.43	9,318.00	10,000.00	-682.00
	4432 · Cartage	226.40	2,387.80	3,600.00	-1,212.20
	4433 · Postage	0.00	12,765.93	13,500.00	-734.07
	4434 · Publicity and Printing	443.00	41,020.22	41,200.00	-179.78
	4435 · Annual Election	0.00	4,536.32	4,550.00	-13.68
	4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
	4437 · Accounting and Legal	1,610.45	79,722.12	82,500.00	-2,777.88
	4438 · Membership Dues	0.00	2,272.50	3,000.00	-727.50
	4439 · Equipment/Blding Maint & Repair	21,386.39	152,857.95	215,550.00	-62,692.05
	4440 · Snow Removal	0.00	14,550.00	14,550.00	0.00
	4441 · Building Security	5,314.25	76,250.34	80,400.00	-4,149.66
	4450 · Utilities	8,029.58	116,234.89	122,000.00	-5,765.11
	4451 · Custodial Supplies	0.00	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	0.00	18,953.48	20,000.00	-1,046.52
	4471 · Workers Compensation Insurance	0.00	26,192.00	27,450.00	-1,258.00
	4472 · Life Insurance	415.65	5,884.98	6,600.00	-715.02
	4473 · Dental Insurance	2,508.22	34,547.23	41,000.00	-6,452.77
	4474 · VISION INS	310.99	4,082.36	6,600.00	-2,517.64
	4476 · 9020.8 Retirement Expense	0.00	417,060.00	417,060.00	0.00
	4477 · 9030.8 Social Security Expense	15,445.42	196,565.73	224,000.00	-27,434.27
	4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
	4479 · 9060.8 Health Insurance	56,202.71	710,678.42	754,350.00	-43,671.58
	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	131.25	762.50	763.00	-0.50
	Total Expense	353,367.19	5,687,809.82	6,182,292.00	-494,482.18

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 08/22/01 - August 16, 2022

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Date	Num	Name	Account	Debit
08/16/2022	25050	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	1,050.00 <hr/> 1,050.00
08/16/2022	25051	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00 <hr/> 175.00
08/16/2022	25052	American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4428 · Conferences 4430 · Office & Library Supplies 4439 · Equipment/Blding Maint & ...	35.38 5,155.00 112.86 836.37 900.00 1,198.17 20.47 <hr/> 8,258.25
08/16/2022	25053	American Security Cabinets American Security Cabinets	1102 · Checking Account 4403 · Furniture & Equipment	7,081.60 <hr/> 7,081.60
08/16/2022	25054	B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4401 · Computer Supplies	246.10 <hr/> 246.10
08/16/2022	25055	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	831.92 69.69 <hr/> 901.61
08/16/2022	25056	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen	1,995.00 <hr/> 1,995.00
08/16/2022	25057	BK Fire Suppression & Security ... BK Fire Suppression & Security ...	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	19.00 <hr/> 19.00
08/16/2022	25058	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	3,770.23 1,644.57 <hr/> 5,414.80
08/16/2022	25059	Cayea, Michele Cayea, Michele	1102 · Checking Account 4421A · Adult	300.00 <hr/> 300.00
08/16/2022	25060	CLASC, Inc. CLASC, Inc.	1102 · Checking Account 4428 · Conferences	255.00 <hr/> 255.00
08/16/2022	25061	Cornell Cooperative Extension, S... Cornell Cooperative Extension, S...	1102 · Checking Account 4421B · Children/Teen	350.00 <hr/> 350.00
08/16/2022	25062	CYA Action Funwear LTD CYA Action Funwear LTD	1102 · Checking Account 4422B · Children/Teen	177.50 <hr/> 177.50
08/16/2022	25063	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	1,519.72 <hr/> 1,519.72
08/16/2022	25064	Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen	119.54 <hr/> 119.54

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 08/22/01 - August 16, 2022

Date	Num	Name	Account	Debit
08/16/2022	25065	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	1,137.21 1,137.21
08/16/2022	25066	Eastern Suffolk BOCES Eastern Suffolk BOCES	1102 · Checking Account 4453 · Employees Assistance Pro...	3,102.50 3,102.50
08/16/2022	25067	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	62.90 62.90
08/16/2022	25068	GAME ON! LONG ISLAND INC. GAME ON! LONG ISLAND INC.	1102 · Checking Account 4421B · Children/Teen	664.00 664.00
08/16/2022	25069	Glery, Peter Glery, Peter	1102 · Checking Account 4451 · Custodial Supplies	38.21 38.21
08/16/2022	25070	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies	1,071.00 1,071.00
08/16/2022	25071	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	930.00 930.00
08/16/2022	25072	HomeStyle Landscaping & Desig... HomeStyle Landscaping & Desig...	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	5,764.00 5,764.00
08/16/2022	25073	Industrial Appraisal Company Industrial Appraisal Company	1102 · Checking Account 4454 · Insurance - Library	420.00 420.00
08/16/2022	25074	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	23.38 23.38
08/16/2022	25075	JanWay Company USA, Inc. JanWay Company USA, Inc.	1102 · Checking Account 4422A · Adult	475.44 475.44
08/16/2022	25076	JK Tech Solutions, Inc DBA Shar... JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account 4421A · Adult	440.00 440.00
08/16/2022	25077	John Tanzi Architect John Tanzi Architect	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	16,600.00 16,600.00
08/16/2022	25078	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	488.00 488.00
08/16/2022	25079	Koch Tree Services, Inc. Koch Tree Services, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	225.00 225.00
08/16/2022	25080	Long Island Chess Nuts Associat... Long Island Chess Nuts Associat...	1102 · Checking Account 4421B · Children/Teen	400.00 400.00
08/16/2022	25081	Magnolia Journal Magnolia Journal	1102 · Checking Account 4413 · Periodicals	30.00 30.00

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 08/22/01 - August 16, 2022

Date	Num	Name	Account	Debit
08/16/2022	25082	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	3,700.00 <hr/> 3,700.00
08/16/2022	25083	Merenda, John Merenda, John	1102 · Checking Account 4421A · Adult	100.00 <hr/> 100.00
08/16/2022	25084	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	1,404.28 1,389.05 <hr/> 2,793.33
08/16/2022	25085	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	11.74 <hr/> 11.74
08/16/2022	25086	Morton, Linda A. Morton, Linda A.	1102 · Checking Account 4421A · Adult	400.00 <hr/> 400.00
08/16/2022	25087	National Audubon Society National Audubon Society	1102 · Checking Account 4413 · Periodicals	20.00 <hr/> 20.00
08/16/2022	25088	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	22.00 <hr/> 22.00
08/16/2022	25089	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20 <hr/> 55.20
08/16/2022	25090	NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee con...	65,236.51 3,708.41 <hr/> 68,944.92
08/16/2022	25091	OCLC Inc OCLC Inc	1102 · Checking Account 4414 · Computer Software	566.50 <hr/> 566.50
08/16/2022	25092	Olsen, Deborah Olsen, Deborah	1102 · Checking Account 4428 · Conferences	20.00 <hr/> 20.00
08/16/2022	25093	OverDrive, Inc OverDrive, Inc	1102 · Checking Account 4415 · Electronic Data Base	3,750.00 <hr/> 3,750.00
08/16/2022	25094	Pavone, Lisa Pavone, Lisa	1102 · Checking Account 4421B · Children/Teen	330.00 <hr/> 330.00
08/16/2022	25095	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	177.04 <hr/> 177.04
08/16/2022	25096	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	877.36 <hr/> 877.36
08/16/2022	25097	Printed Solid Inc Printed Solid Inc	1102 · Checking Account 4402 · Computer Equipment/Parts	201.94 <hr/> 201.94
08/16/2022	25098	Quadient, Inc Quadient, Inc	1102 · Checking Account 4430 · Office & Library Supplies	15.13 <hr/> 15.13

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 08/22/01 - August 16, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				15.13
08/16/2022	25099	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	67.00
				67.00
08/16/2022	25100	Randisi, JoAnna Randisi, JoAnna	1102 · Checking Account 4421A · Adult	525.00
				525.00
08/16/2022	25101	Ray-Block Stationery Co., Inc Ray-Block Stationery Co., Inc	1102 · Checking Account 4456 · Rental Expenses	9.44
				9.44
08/16/2022	25102	Royal Princess Prep Party Comp... Royal Princess Prep Party Comp...	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
08/16/2022	25103	S & S Worldwide, Inc. S & S Worldwide, Inc.	1102 · Checking Account 4422B · Children/Teen	141.81
				141.81
08/16/2022	25104	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	6,692.53
				6,692.53
08/16/2022	25105	Schuck, Jason T. Schuck, Jason T.	1102 · Checking Account 4421A · Adult	150.00
				150.00
08/16/2022	25106	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	314.00
				314.00
08/16/2022	25107	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
08/16/2022	25108	Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies	570.73
				570.73
08/16/2022	25109	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4437 · Accounting and Legal 4415 · Electronic Data Base	2,200.00 6,184.00
				8,384.00
08/16/2022	25110	That's Great News That's Great News	1102 · Checking Account 4434 · Publicity and Printing	282.70
				282.70
08/16/2022	25111	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	1,325.00 350.00
				1,675.00
08/16/2022	25112	Times Beacon Record Newspapers Times Beacon Record Newspapers	1102 · Checking Account 4434 · Publicity and Printing	168.22
				168.22
08/16/2022	25113	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	3,910.00
				3,910.00
08/16/2022	25114	Trophy Hut Trophy Hut	1102 · Checking Account 4434 · Publicity and Printing	135.00
				135.00

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 08/22/01 - August 16, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
08/16/2022	25115	Turtle & Hughes Inc. Turtle & Hughes Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	165.00 <hr/> 165.00
08/16/2022	25116	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	174.75 <hr/> 174.75
08/16/2022	25117	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	212.76 <hr/> 212.76
08/16/2022	25118	W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4430 · Office & Library Supplies	29.94 <hr/> 29.94
08/16/2022	25119	William J. Powell Associates, L.L... William J. Powell Associates, L.L...	1102 · Checking Account 4428 · Conferences	1,750.00 <hr/> 1,750.00
08/16/2022	25120	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	226.40 <hr/> 226.40
TOTAL				<u>168,074.20</u>

11:07 AM
07/19/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
July 21, 2022

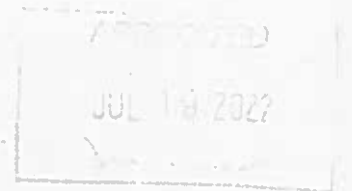
07/21/2022 Payroll
Check Register

I-1

Date	Num	Name	Account	Debit
07/21/2022	25041	Equitable Financial	1102 - Checking Account	
		Equitable Financial	2184 - Annuity	4,957.00
				<u>4,957.00</u>
07/21/2022	25042	NYS Employees Retirement Syst...	1102 - Checking Account	
		NYS Employees Retirement Syst...	2186 - Retirement	2,868.31
		NYS Employees Retirement Syst...	2186 - Retirement	43.06
		NYS Employees Retirement Syst...	2186 - Retirement	602.00
				<u>3,513.37</u>
TOTAL				<u>8,470.37</u>

07/21/2022 Payroll Warrant

Payroll Warrant \$ 8,470.37
Paychex Payroll \$ 113,702.27
TOTAL \$ 122,172.64



COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 Supplemental Payroll Warrant - August 4, 2022

I-2
 08/04/2022 Payroll
 Check Register

Date	Num	Name	Account	Debit
08/04/2022	25043	AT&T AT&T	1102 · Checking Account 4431 · Telecommunications	53.97
				53.97
08/04/2022	25044	Aflac Aflac Aflac Aflac Aflac	1102 · Checking Account 2187 · AFLAC - Cancer Care 2188 · AFLAC - Accident Ins 2190 · AFLAC - Short Term Disabil... 2194 · Aflac - Hospital	371.64 142.84 275.16 262.20
				1,051.84
08/04/2022	25045	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,957.00
				4,957.00
08/04/2022	25046	National Grid National Grid	1102 · Checking Account 4450 · Utilities	375.54
				375.54
08/04/2022	25047	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	627.64
				627.64
08/04/2022	25048	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	12,856.61
				12,856.61
08/04/2022	25049	Verizon Verizon	1102 · Checking Account 4431 · Telecommunications	99.13
				99.13
TOTAL				20,021.73

08/04/2022 Payroll Warrant

Payroll Warrant	\$ 20,021.73
<u>Paychex Payroll</u>	<u>\$ 110,925.10</u>
TOTAL	\$ 130,946.83



Comsewogue Public Library

~~Catastrophic Leave Policy~~

Health Emergency Policy

{formerly Catastrophic Leave Policy}

~~Catastrophic Leave~~ *The Health Emergency Policy* is designed to assist employees in times of a pandemic* or epidemic*. The purpose is to lift the financial burden off our Library employees in either of the above these scenarios by having Quarantine Leave available.

~~The Library will grant up to two weeks of paid leave, without having to use their accrued time, to any employee who is diagnosed or is under a mandatory quarantine from a medical physician. Employees who have not been diagnosed or quarantined but are symptomatic may use their accrued time. If diagnosed or quarantined from a medical physician, they would then be entitled to this paid 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).~~

The Board empowers Administration to implement necessary, related procedures/guidelines, in compliance with Centers of Disease Control and Prevention (CDC) and/or NYS or local Departments of Health. Administration will convey these procedures/guidelines to employees using the most appropriate means.

***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

K-2

August 1, 2022

Comsewogue Public Library
2022-23 Retirement / Voluntary Separation Incentive
Acceptance - Effective Dates

FT Incentive:

<u>Employee</u>	<u>Department</u>	<u>Position</u>	<u>Retirement Date</u>	<u>Last Day Active on Payroll</u>
D. Olsen	Administration	Associate Administrator	October 28, 2022	October 27, 2022

PT Incentive:

<u>Employee</u>	<u>Department</u>	<u>Position</u>	<u>Resignation</u>	<u>Last Day Active on Payroll</u>
M. Haussner	Adult	Librarian	December 23, 2022	December 22, 2022



Comsewogue Public Library Credit Card Policy

The Library shall possess two ~~American Express~~ credit cards linked to one account; one in the Director's name and one in the ~~Administrative Assistant's~~ name of a **Business Office employee**, as designated by the Director.

The Library Director and the **designated Business Office employee** shall maintain physical possession of the **respective** ~~American Express~~ credit cards.

The Director and the ~~Administrative Assistant~~ **designated employee**, as the only authorized users, are responsible for the use, issuance, and account monitoring of the Library credit cards.

The Library Director may authorize the issuance of additional ~~American Express~~ cards and designate specific employees as authorized users, as deemed appropriate by Director.

The credit cards will be used prudently, for only **those** goods and services related to official Library business.

Any benefits derived from the use of the credit card are the property of the Library.

Library credit card purchases exceeding \$1,000 require the Library Director's prior written approval.

Documentation, including itemized receipts detailing the goods and services purchased, must be immediately submitted to the Business Office.

The full balance due on the ~~American Express~~ **credit** card account is paid at the board meeting following receipt of the monthly statement.

The Director and the ~~Administrative Assistant~~ **designated staff** must immediately surrender the ~~American Express~~ credit card(s) upon separation from the Library.

Library employees may be issued, with the Library Director's approval, vendor/store-specific credit cards. Any such card, other than those issued to the Library Director, must be physically maintained by the Business Office.

Employees must request vendor/store-specific cards from the Business Office and return the card immediately after use.

The ~~Administrative Assistant~~ **Business Office** shall maintain an up-to-date list of all credit cards.

Each employee authorized to use a Library credit card must agree in writing to accept full financial responsibility for any use deemed by the Library Director to be inappropriate and/or non-Library related.

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	
		August 2022 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		October 2022 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print.

OCTOBER 2022

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