

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 20, 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
 - 1. REVISED – AS OF JUNE 30, 2022
 - 2. AS OF JULY 31, 2022
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 8/18/2022 & 9/1/2022 & 9/15/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. POLICY REVIEW – PROPOSED REVISION: PROGRAM FEE POLICY
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. 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
AUGUST 16, 2022

President McCrary called the meeting to order at 6:03 p.m.

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

ABSENT WITH NOTIFICATION:

Trustee Rossini

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the Organizational Meeting held on July 19, 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on July 19, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated August 16, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Financial Reports for the periods ending June 30, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 8/22/1, dated August 16, 2022, in the amount of \$168,074.20. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the payroll and payroll warrants for July 21, 2022 (\$122,172.64) and August 4, 2022 (\$130,946.83). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the revised Health Emergency Policy (formerly Catastrophic Leave Policy). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Letter of Intent to Retire, under the provisions previously approved for the 2022-23 Retirement Incentive, for Deborah Olsen, effective retirement date October 28, 2022. The Board offers its thanks for the many years of dedicated service. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Notice of Intent to Resign, under the provisions previously approved for the 2022-23 Voluntary Separation Incentive, for Madelyn Haussner, effective December 22, 2022. The Board offers its thanks for the many years of dedicated service. Discussion followed. Approved unanimously.

MOTION by Trustee Spence seconded by Trustee DeStefano, to approve the resignations of Katharine Bear (effective July 28, 2022), Alexandria DiGiovanna (effective July 28, 2022) and Karen Neary (effective August 5, 2022) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the revised Credit Card 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 Olson, to adjourn the meeting at 6:54 P.M. Approved unanimously.

Secretary, Board of Trustees



Comsewogue Public Library

Health Emergency Policy

{formerly Catastrophic Leave Policy}

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 Library employees in either of these scenarios by having Quarantine Leave available.

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 spread throughout the world.



Comsewogue Public Library

Credit Card Policy

The Library shall possess two credit cards linked to one account; one in the Director's name and one in the 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 credit cards.

The Director and the 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 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 credit card account is paid at the board meeting following receipt of the monthly statement.

The Director and the designated staff must immediately surrender the 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 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.

Director's Report

September 2022

Personnel

- Andrea Malchiodi, selected to be CPL's next Assistant Library Director, is set to begin employment on 9/26.

Operations

- The Library Audit is scheduled for presentation at the Library's October Board Meeting

Building & Grounds

- Construction Grant application being filed on CPL's behalf by John Tanzi this week re: Boiler Project; D. Engelhardt signed and received all relevant documents, and J. Tanzi reviewed all application materials with DE.
- Contractor to assess/plan on 9/14 with pipefitter re: boiler project, with boilers still expected to be available for October's install, where the bringing in of the units and other materials is expected to be the only aspect of the job temporarily disrupting operations (low-impact)
- Skylight replacement still expected for mid-December, with removal and replacement work to take place on the roof. Inside ceiling work will take place after the skylight replacement is complete.

Professional Activities

- Conference Presentation on Library Project with Mather Hospital on changing stigmatic perceptions, *Social & Structural Determinants of Health* Conference, Council for the Advancement of Nursing Science, Washington, DC, 9/15-17

Community Activities

- 9/20 PJST Civic Meeting (following Library Board Meeting)
- Board participation with Mather, Jefferson's Ferry, Decision Women; Member of Rotary



Comsewogue Public Library

Personnel Report
September 20, 2022

New Appointments/Reclassifications/Promotions:

Kasandra Lozano, Librarian Trainee (PT) – Children’s Services, effective September 12, 2022.
Salary \$24.31 hr.
{previously a Library Clerk (PT)}

Comsewogue Public Library
Statistical Report 2022/2023

E-3

August 2022

	Aug 2022	Aug 2021	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	113	62	82.26%	8,746	8,840	-1.06%
2	Juvenile	48	39	23.08%	3,011	3,011	0.00%
3	Total	161	101	59.41%	11,757	11,851	-0.79%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	65	51	27.45%	4,642	4,721	-1.67%
5	Port Jefferson Library	20	32	-37.50%	1,491	1,806	-17.44%
Miller Place Borrower Registration:							
6	Comsewogue Library	60	52	15.38%	4,654	4,791	-2.86%
7	Port Jefferson Library	41	16	156.25%	2,101	2,308	-8.97%
8	Total CPL Members	286	204	40.20%	21,053	21,363	-1.45%
9	Library Visits *	11,488	8,274	38.84%	22,366	16,756	33.48%
10	Curbside Pick Up	34	34	0.00%	62	76	-18.42%
Transactions							
11	Circulation of Physical Items:	29,515	29,139	1.29%	56,303	57,986	-2.90%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,856	8,619	2.75%	17,488	16,970	3.05%
13	Hoopla	788	893	-11.76%	1,581	1,708	-7.44%
14	Kanopy	146	159	-8.18%	362	405	-10.62%
Circulation Other:**							
15	Museum Passes	115	58	n/a	231	70	n/a
16	Library of Things	130		n/a	240		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	834	683	22.11%	1,550	1,267	22.34%
18	Public Wireless Sessions	1,762	1,886	-6.57%	3,389	3,655	-7.28%
Interlibrary Loan:							
19	Items Loaned	1,081	1,099	-1.64%	2,193	2,292	-4.32%
20	Items Borrowed	1,913	1,575	21.46%	3,583	3,108	15.28%

*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: August 2022

E-4

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
DIY Beach Tote \$5pp	2	8,3	6,3
ONLINE Breathe Together	5	36	6,5,5,5,6
Everyday Matinees	2	28,13	20,11
Medicaid Enrollment Assistance	1	n/a	1
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	<i>redirect clicks</i>	58,53,61,52
		<i>views</i>	147,46,57,38
Sensory-Friendly Film	1	0	10
Mah-Jongg & More	2	13	7,6
Defensive Driving	1	26	24
ONLINE Trivia	3	16,x,12	47,23,29
Gentle Fitness	3	24	11,13,11
AARP Smart Driver Course	2	24	22,22
Senior Advocate	appt	1	1
Knit & Crochet	2	7	5,5
Balsamic Bruschetta Chicken & Chickpea Salad	2	14,20	12,14
ONLINE One-on-One Genealogy (zoom)	appt	4	4
ONLINE What's It Worth?	1	20	8
Write This Way	1	16	9
One-on-One Appointments	unlimited	3	2
Career Counselor Appointments	unlimited	3	3
Social Work Intern	unlimited	17	17
Tech It Out	1	n/a	136
TOTALS	33	308	733

* View counts as of 9/8/22

Adult Programming: Summary

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
August 2022	33	308	733
YTD 2022	360	3350	6026
August 2021	36	230	423
YTD 2021	338	2900	5574

Children and Teen Services Department

July 2022 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
Moana Visits the Library All ages w/caregiver	45	3	46	41		87
Storytime Under the Stars All ages w/caregiver	12	1	4	4		8
Take & Make: 4th of July Cupcakes All ages	30	1	30	30		60
Babies & Books Birth-17 mon, w/caregiver	13	1	13	15		28
Baby Bop Birth-17 mon, w/caregiver	18	1	11	11		22
Baby Start Birth-17 mon, w/caregiver	18	1	14	15		29
Come Play with PlayHooray Birth-prek, w/caregiver	56	3	40	35		75
Sensational Playtime 18-25 mon, w/caregiver	29	2	24	22		46
Magnet Madness 12 mon-prek, w/caregiver	drop-in	1	21	16		37
Shake & Make Music 18 -35 mon, w/caregiver	18	1	5	5		10
A Time for Kids: Sea Turtles 18-prek, w/caregiver	53	3	35	35		70
Tot's Night Out 18-prek, w/caregiver	19	1	15	16		31
Fishy Tales 2.5 years-prek, w/caregiver	16	1	15	11		26
Planting a Garden Storytime 2.5 years-prek, w/caregiver	18	1	16	20		36
Skoblicki's Scientists: Explore Sharks 3 years-prek, w/caregiver	18	1	9	9		18
Stuffed Animal Sleepover 3 years-prek, w/caregiver	17	1	7	7		14

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
Aquarium in a Jar Grades 1&2	21	1	13			13
A Pirate's Life for Me Grades 1&2	24	1	15			15
Skoblicki's Scientists: Amazing Octopus Grades 1&2	24	1	17			17
Chess Club** Grades 1-5	12	3	28			28
Royal Nail Salon Grades 1-5	43	1	34			34
STEM Workshop Grades 1-5	16	1	16			16
Stuffed Animal Workshop Grades 1-5	17	1	7	7		14
Goldfish Storytime Grades 3-5	23	1	9			9
Narwhal Plushie Grades 3-5	28	1	18			18
Cover to Cover: Stranded Grades 4-5	25	1	8			8
Battle of the Books Grades 6-9	12	3			29	29
Agents of Change Grades 6-12	14	1			10	10
Chess Club Buddies Volunteers Grades 6-12	12	3			28	28
Flower Crowns for Shelter Pets Grades 6-12	24	1			20	20
Jumbo Speed-Stacking Competition Grades 6-12	15	1			12	12
Nacho Dip Cups Grades 6-12	20	1			14	14
Narwhal Pillow Grades 6-12	28	1			21	21

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			Totals
	Total	Sessions	Children	Adults	Teens	
Royal Nail Salon Helpers Grades 6-12	18	1			9	9
Sea Turtle Pebble Art Grades 6-12	22	1			18	18
STEM Workshop: DIY Buzzing Game Grades 6-12	20	1			10	10
Table-Top Game Night Grades 6-12	20	1			16	16
Teen Talk Grades 6-12	12	1			4	4
Totals	830	51	470	299	191	960
<u>SUMMARY OF STATISTICS</u>	July '22	July '21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	51	52	346	338		
TOTAL # OF CHILDREN	470	1,155	5,538	7,175		
TOTAL # OF ADULTS	299	173	1,955	1,406		
TOTAL # OF TEENS	191	211	1,324	1,411		
TOTAL # OF PATRONS	960	1,539	8,817	9,992		

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

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

Language other than English

E-6

**Children's Summer Reading Club 2022
(Oceans of Possibilities)
PreK-Grade 5**

	Total Registered	Total Completed	% Completed
Oceans of Possibilities	753	503	66.8%

Percentage of Registered Students by School District

Comsewogue	Miller Place	Mt. Sinai	Other*	None
44.7%	15.41%	16.2%	15.14%	8.5%

Count of Registered Students by School

Comsewogue – Boyle Rd. Elementary (Gr 3-5)	96
Comsewogue – Clinton Ave. Elementary (Gr K-2)	90
Comsewogue – Norwood Ave. Elementary (Gr K-2)	72
Comsewogue – Terryville Rd. Elementary (Gr 3-5)	78
Miller Place – Andrew Muller Primary School (Gr K-2)	60
Laddie A. Decker Sound Beach School (Gr 3-5)	56
Mt. Sinai Elementary (Gr K-4)	110

There were **38** new sign-ups for 1000 Books Before Kindergarten during Summer Reading Club time period, **6/7 – 8/12, 2022.**

*Patrons sign up their grand kids, niece or nephew, or kids they babysit from out of district.

Children and Teen Services Department

August 2022 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
Family Sidewalk Chalk All ages w/caregiver	17	1	15	15		30
Folktale Fun: The Magic Fish All ages w/caregiver	13	1	11	9		20
Summer Reading Club Outdoor Movie Night: Luca All ages w/caregiver		1	100	60		160
Take & Make: Pink Lemonade Cookies All ages	30	1	30	30		60
Baby Start Birth-17 mon, w/caregiver	19	1	17	17		34
Bilingual Rhyme Time Birth-35 mon, w/caregiver	15	1	14	15		29
Zumbini Birth-35 mon, w/caregiver	20	2	19	19		38
Come Play with Play Hooray Birth-prek, w/caregiver	59	3	44	39		83
Kidnastics 12 mon-prek, w/caregiver	58	3	57	50		107
A Time for Kids :Big Fish Kite 18 mon-prek, w/caregiver	42	3	29	28		57
Tots Night Out 18 mon-prek, w/caregiver	17	1	10	10		20
Craft Time: Ocean Animals 3 years-prek, w/caregiver	20	1	14	14		28
Preschool Seashore Safari 3 years-prek, w/caregiver	25	1	22	22		44
Stuffed Animal Workshop 3 years-prek, w/caregiver	43	2	29			29
Summer Fun Crafts Grades 1&2	24	1	10			10
Chess Club Grades 1-5	18	1	5			5

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Game on Long Island Grades 1-5	42	2	35			35
Seashore Safari Grades 1-5	52	2	36			36
Star Lab Grades 1-5	40	2	30			30
Tree House Fun Grades 3-5	24	1	22			22
Teen Battle of the Books Grades 6-9	12	3			30	30
Teen Battle of the Books Final Challenge Grades 6-9		1		2	10	12
3D Pen Creation Grades 6-12	20	2			13	13
Agents of Change Grades 6-12	14	1			10	10
CD Scratch Art Grades 6-12	15	1			10	10
Chess Buddies Volunteers Grades 6-12	16	1			5	5
Coupons for Troops Grades 6-12	25	1			14	14
Night Sky Star Lab Grades 6-12	20	1			12	12
Remote Community Service Grades 6-12		5			5	5
Sea Monsters You Should Know Grades 6-12	19	1			14	14
Sidewalk Chalk	19	1			9	9
Teen Challenge After Dark Grades 6-12	110	2			91	91
Teen Shark Tank Grades 6-12	7	1			6	6

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Video Game Night	36	2			27	27
Grades 6-12						
Totals	891	54	549	330	256	1135
<u>SUMMARY OF STATISTICS</u>	Aug '22	Aug '21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	54	43	400	381		
TOTAL # OF CHILDREN	549	1,290	6,087	8,425		
TOTAL # OF ADULTS	330	421	2,285	1,826		
TOTAL # OF TEENS	256	239	1,580	1,650		
TOTAL # OF PATRONS	1,135	1,950	9,952	11,901		

**** 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 *	8/15/2022	46.72	8/15/2022	46.72	0.00

TOTAL AMOUNT TAXES TO BE RAISED:

\$3,063,393.00

Total Payments From Town of Brk

\$3,063,606.24

Payments CPL Received

\$2,746,602.86

Payments US Bank Retained for Bonds

\$317,003.38

Interest Received*

46.72

Remaining Balance - Uncollected Taxes

\$0.00

\$0.00

Total Payments (including interest)

\$3,063,652.96

\$2,746,649.58

8/18/2022

G-1

Revised Final YE
with YE adjustments

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET
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 5,041,441.77

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	17,640.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 18,140.65

Total Current Assets 5,059,582.42

TOTAL ASSETS 5,059,582.42

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2173 · Accrued Payroll	88,774.11
2178 · ACCOUNTS PAYABLE - YEAR END	59,052.91
2180 · FICA-Payable	6,538.95
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 - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	262.20

Total Other Current Liabilities 234,485.88

Total Current Liabilities 234,485.88

Total Liabilities 234,485.88

Equity

2200 · General Fund Balance	3,570,863.59
2201 · Capital Improvement Fund	780,573.55
2202 · Termination Payment Fund	272,265.30
Net Income	201,394.10

Total Equity 4,825,096.54

TOTAL LIABILITIES & EQUITY 5,059,582.42

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	24.37	218.82
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>2,412,381.96</u>	<u>6,051,537.36</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	747.31	23,108.18	24,000.00	-891.82
4403 · Furniture & Equipment	0.00	3,025.17	23,000.00	-19,974.83
4404 · Salaries-Professional	199,651.75	1,887,252.19	1,927,072.00	-39,819.81
4405 · Salaries-Clerical	82,546.07	754,224.15	846,273.00	-92,048.85
4406 · Salaries-Custodial	9,188.44	73,630.21	74,108.00	-477.79
4407 · Salaries-Guard	2,997.43	24,797.81	53,601.00	-28,803.19
4410 · Library Books	18,298.81	127,841.49	125,600.00	2,241.49
4412 · Audio Video	3,627.39	26,242.87	38,000.00	-11,757.13
4413 · Periodicals	2,269.77	17,079.73	17,200.00	-120.27
4414 · Computer Software	1,540.90	5,440.85	6,000.00	-559.15
4415 · Electronic Data Base	7,149.78	229,177.09	235,000.00	-5,822.91
4417 · OTHER THINGS LENDING	735.57	18,542.04	18,500.00	42.04
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	8,502.75	61,707.07	60,000.00	1,707.07
4421B · Children/Teen	8,544.38	52,959.38	52,000.00	959.38
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	2,997.33	6,735.96	8,000.00	-1,264.04
4422B · Children/Teen	3,317.65	22,532.22	24,000.00	-1,467.78
4428 · Conferences	1,057.05	9,839.81	12,000.00	-2,160.19
4429 · Circulation	708.90	54,327.46	55,500.00	-1,172.54
4430 · Office & Library Supplies	2,390.61	16,133.41	17,000.00	-866.59
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	8,443.00	49,020.22	41,200.00	7,820.22
4435 · Annual Election	11.46	4,547.78	4,550.00	-2.22
4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
4437 · Accounting and Legal	2,750.88	80,862.55	82,500.00	-1,637.45
4438 · Membership Dues	0.00	2,272.50	3,000.00	-727.50
4439 · Equipment/Blding Maint & Repair	26,456.39	157,927.95	215,550.00	-57,622.05
4440 · Snow Removal	0.00	14,550.00	14,550.00	0.00
4441 · Building Security	9,474.05	80,410.14	80,400.00	10.14
4450 · Utilities	8,029.58	116,234.89	122,000.00	-5,765.11
4451 · Custodial Supplies	1,496.72	12,406.96	16,000.00	-3,593.04
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	1,212.00	27,404.00	27,450.00	-46.00
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	21,984.37	203,104.68	224,000.00	-20,895.32
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	71,715.41	726,191.12	754,350.00	-28,158.88
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	36,750.00	36,750.00	36,750.00	0.00
4482 · Bond Principal	-37,003.38	280,000.00	280,253.00	-253.00
4483 · Bond Administrative	384.63	1,015.88	763.00	252.88
Total Expense	515,700.63	5,850,143.26	6,182,292.00	-332,148.74

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of July 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	3,457,878.27
1110 · Savings-Capital Improvements	781,104.09
1114 · Savings-Termination Pay	234,065.05
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 4,521,053.89

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	13,835.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 14,335.65

Total Current Assets 4,535,389.54

TOTAL ASSETS 4,535,389.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	188.79
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	78,765.74
2194 · Aflac - Hospital	262.20

Total Other Current Liabilities 80,117.04

Total Current Liabilities 80,117.04

Total Liabilities 80,117.04

Equity

2200 · General Fund Balance	3,772,257.69
2201 · Capital Improvement Fund	780,573.55
2202 · Termination Payment Fund	272,265.30
Net Income	-369,824.04

Total Equity 4,455,272.50

TOTAL LIABILITIES & EQUITY 4,535,389.54

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending July 31, 2022

	<u>July 22</u>	<u>July 22 - July 22</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	124.15	124.15
3304 · Interest Earned	718.54	718.54
3305 · Unclassified rev.-Copies	882.00	882.00
3306 · Unclassified rev.-Books	579.10	579.10
3307 · Unclassified rev.-Other	34.24	34.24
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	5.00	5.00
3312 · Local Sponsor Aid	0.00	0.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
Total Revenue	<u>2,343.03</u>	<u>2,343.03</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending July 31, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	JULY	JULY - JULY		
4401 · Computer Supplies	966.60	966.60	13,000.00	-12,033.40
4402 · Computer Equipment/Parts	0.00	0.00	28,000.00	-28,000.00
4403 · Furniture & Equipment	0.00	0.00	52,000.00	-52,000.00
4404 · Salaries-Professional	88,712.84	88,712.84	2,134,860.00	-2,046,147.16
4405 · Salaries-Clerical	36,905.52	36,905.52	865,153.00	-828,247.48
4406 · Salaries-Custodial	4,263.27	4,263.27	105,814.00	-101,550.73
4407 · Salaries-Guard	1,247.94	1,247.94	30,070.00	-28,822.06
4410 · Library Books	2,024.91	2,024.91	125,000.00	-122,975.09
4412 · Audio Video	17.49	17.49	33,000.00	-32,982.51
4413 · Periodicals	10,609.60	10,609.60	15,000.00	-4,390.40
4414 · Computer Software	0.00	0.00	8,000.00	-8,000.00
4415 · Electronic Data Base	0.00	0.00	240,000.00	-240,000.00
4417 · OTHER THINGS LENDING	500.00	500.00	17,500.00	-17,000.00
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	1,228.52	1,228.52	62,000.00	-60,771.48
4421B · Children/Teen	1,625.00	1,625.00	62,000.00	-60,375.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	82.84	82.84	7,000.00	-6,917.16
4422B · Children/Teen	369.72	369.72	22,000.00	-21,630.28
4428 · Conferences	97.40	97.40	11,000.00	-10,902.60
4429 · Circulation	29,679.88	29,679.88	60,000.00	-30,320.12
4430 · Office & Library Supplies	0.00	0.00	16,000.00	-16,000.00
4431 · Telecommunications	776.31	776.31	9,800.00	-9,023.69
4432 · Cartage	226.40	226.40	3,000.00	-2,773.60
4433 · Postage	700.00	700.00	13,000.00	-12,300.00
4434 · Publicity and Printing	8,000.00	8,000.00	36,000.00	-28,000.00
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	63,978.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	16,314.09	16,314.09	82,500.00	-66,185.91
4438 · Membership Dues	325.00	325.00	2,920.00	-2,595.00
4439 · Equipment/Blding Maint & Repair	20,151.80	20,151.80	178,000.00	-157,848.20
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	0.00	0.00	76,552.00	-76,552.00
4450 · Utilities	10,141.60	10,141.60	120,000.00	-109,858.40
4451 · Custodial Supplies	0.00	0.00	16,000.00	-16,000.00
4453 · Employees Assistance Program	0.00	0.00	3,250.00	-3,250.00
4454 · Insurance - Library	0.00	0.00	63,380.00	-63,380.00
4456 · Rental Expenses	1,760.46	1,760.46	19,400.00	-17,639.54
4471 · Workers Compensation Insurance	0.00	0.00	27,000.00	-27,000.00
4472 · Life Insurance	465.15	465.15	5,600.00	-5,134.85
4473 · Dental Insurance	2,462.28	2,462.28	33,000.00	-30,537.72
4474 · VISION INS	301.99	301.99	4,300.00	-3,998.01
4476 · 9020.8 Retirement Expense	0.00	0.00	311,000.00	-311,000.00
4477 · 9030.8 Social Security Expense	9,873.80	9,873.80	230,000.00	-220,126.20
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	58,358.66	58,358.66	822,439.00	-764,080.34
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	22,500.00	-22,500.00
4482 · Bond Principal	0.00	0.00	290,000.00	-290,000.00
4483 · Bond Administrative	0.00	0.00	679.00	-679.00
Total Expense	372,167.07	372,167.07	6,360,895.00	-5,988,727.93

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 09/22/01 - September 20, 2022

Date	Num	Name	Account	Debit
09/20/2022	25131	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	150.00
				150.00
09/20/2022	25132	Ace Hardware Ace Hardware	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	18.51
				18.51
09/20/2022	25133	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00
				175.00
09/20/2022	25134	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 4430 · Office & Library Supplies	14.83 66.00 62.97 410.69 310.65
				865.14
09/20/2022	25135	Audio Video Invasion Audio Video Invasion	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	525.00
				525.00
09/20/2022	25136	B&H Photo-Video B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4402 · Computer Equipment/Parts 4401 · Computer Supplies	168.27 275.84
				444.11
09/20/2022	25137	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	633.30 350.45
				983.75
09/20/2022	25138	Benter, Doris J. Benter, Doris J.	1102 · Checking Account 4421B · Children/Teen	275.00
				275.00
09/20/2022	25139	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	722.88 6,116.68
				6,839.56
09/20/2022	25140	Chicago Distribution Center Chicago Distribution Center	1102 · Checking Account 4430 · Office & Library Supplies	136.44
				136.44
09/20/2022	25141	Cornell Cooperative Extension, S... Cornell Cooperative Extension, S...	1102 · Checking Account 4421B · Children/Teen	525.00
				525.00
09/20/2022	25142	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	1,519.72
				1,519.72
09/20/2022	25143	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	2,032.00
				2,032.00
09/20/2022	25144	Engelhardt, Debra Engelhardt, Debra	1102 · Checking Account 4428 · Conferences	524.46
				524.46
09/20/2022	25145	Faronics Technologies USA Inc. Faronics Technologies USA Inc.	1102 · Checking Account 4414 · Computer Software	906.03
				906.03
09/20/2022	25146	Findaway World LLC	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 09/22/01 - September 20, 2022

Date	Num	Name	Account	Debit
		Findaway World LLC	4410 · Library Books	149.99
				149.99
09/20/2022	25147	Fitness Figures NY Inc. Fitness Figures NY Inc.	1102 · Checking Account 4421A · Adult	240.00
				240.00
09/20/2022	25148	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	284.63
				284.63
09/20/2022	25149	Giery, Peter Giery, Peter	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	76.02
				76.02
09/20/2022	25150	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies	603.00
				603.00
09/20/2022	25151	Grey House Publishing Grey House Publishing	1102 · Checking Account 4410 · Library Books	295.70
				295.70
09/20/2022	25152	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Employee Ins - enrollee con...	938.58 4,915.56 587.10 103.42
				6,544.66
09/20/2022	25153	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	400.00
				400.00
09/20/2022	25154	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	465.00
				465.00
09/20/2022	25155	Home Health and Spirit Corporati... Home Health and Spirit Corporati...	1102 · Checking Account 4421A · Adult	300.00
				300.00
09/20/2022	25156	HomeStyle Landscaping & Desig... HomeStyle Landscaping & Desig...	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	1,657.00
				1,657.00
09/20/2022	25157	HRDirect HRDirect	1102 · Checking Account 4430 · Office & Library Supplies	78.38
				78.38
09/20/2022	25158	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	84.81
				84.81
09/20/2022	25159	Island Elevator Island Elevator	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	690.00
				690.00
09/20/2022	25160	Ivankovich, Michael Ivankovich, Michael	1102 · Checking Account 4421A · Adult	250.00
				250.00
09/20/2022	25161	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	339.00
				339.00
09/20/2022	25162	Kelly-Edmunds, Anne Kelly-Edmunds, Anne	1102 · Checking Account 4421A · Adult	450.00

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 09/22/01 - September 20, 2022

Date	Num	Name	Account	Debit
09/20/2022	25163	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	450.00
				750.00
09/20/2022	25164	Koch Tree Services, Inc. Koch Tree Services, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	750.00
				450.00
09/20/2022	25165	Kunze, Kim W. Kunze, Kim W.	1102 · Checking Account 4421B · Children/Teen	450.00
				425.00
09/20/2022	25166	Long Island Explorium Long Island Explorium	1102 · Checking Account 4417 · OTHER THINGS LENDING	425.00
				250.00
09/20/2022	25167	Long Island Museum Long Island Museum	1102 · Checking Account 4417 · OTHER THINGS LENDING	250.00
				300.00
09/20/2022	25168	Longo, Donald J. Longo, Donald J.	1102 · Checking Account 4421A · Adult	300.00
				250.00
09/20/2022	25169	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	250.00
				3,700.00
09/20/2022	25170	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	3,700.00
				1,591.96
				1,327.46
				2,919.42
09/20/2022	25171	Museum of the City of New York Museum of the City of New York	1102 · Checking Account 4417 · OTHER THINGS LENDING	250.00
				250.00
09/20/2022	25172	New York Hall of Science New York Hall of Science	1102 · Checking Account 4417 · OTHER THINGS LENDING	250.00
				750.00
09/20/2022	25173	New York Irrigation, Inc. New York Irrigation, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	750.00
				300.00
09/20/2022	25174	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	300.00
				55.20
09/20/2022	25175	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				22.00
09/20/2022	25176	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...	22.00
				59,709.03
				3,708.41
				63,417.44
09/20/2022	25177	Olsen, Deborah Olsen, Deborah	1102 · Checking Account 4428 · Conferences	63,417.44
				20.00
09/20/2022	25178	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	20.00
				200.00
				200.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 09/22/01 - September 20, 2022

Date	Num	Name	Account	Debit
09/20/2022	25179	P.J.S. Post Office - Bulk P.J.S. Post Office - Bulk	1102 · Checking Account 4433 · Postage	2,280.71
				2,280.71
09/20/2022	25180	Pavone, Lisa Pavone, Lisa	1102 · Checking Account 4421B · Children/Teen	330.00
				330.00
09/20/2022	25181	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	174.09
				174.09
09/20/2022	25182	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00
				140.00
09/20/2022	25183	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	1,243.15
				1,243.15
09/20/2022	25184	Quadient Leasing USA, Inc. Quadient Leasing USA, Inc.	1102 · Checking Account 4456 · Rental Expenses	238.56
				238.56
09/20/2022	25185	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	396.00
				396.00
09/20/2022	25186	Randisi, JoAnna Randisi, JoAnna	1102 · Checking Account 4421A · Adult	625.00
				625.00
09/20/2022	25187	Ray-Block Stationery Co., Inc Ray-Block Stationery Co., Inc	1102 · Checking Account 4456 · Rental Expenses	17.08
				17.08
09/20/2022	25188	Scholastic Library Publishing Scholastic Library Publishing	1102 · Checking Account 4415 · Electronic Data Base	831.00
				831.00
09/20/2022	25189	School Specialty School Specialty	1102 · Checking Account 4422A · Adult	17.91
				17.91
09/20/2022	25190	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	1,580.00
				1,580.00
09/20/2022	25191	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4434 · Publicity and Printing	10,589.00
				10,589.00
09/20/2022	25192	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	6,365.62
				6,365.62
09/20/2022	25193	Shake 'N Make Music LLC Shake 'N Make Music LLC	1102 · Checking Account 4421B · Children/Teen	300.00
				300.00
09/20/2022	25194	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
09/20/2022	25195	Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies	224.79
				224.79

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 09/22/01 - September 20, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
09/20/2022	25196	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4429 · Circulation 4415 · Electronic Data Base	308.40 17,445.92 <hr/> 17,754.32
09/20/2022	25197	Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult	675.00 <hr/> 675.00
09/20/2022	25198	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	169.76 <hr/> 169.76
09/20/2022	25199	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	3,910.00 <hr/> 3,910.00
09/20/2022	25200	UNFCU Fin Svc - dba Industrial ... UNFCU Fin Svc - dba Industrial ...	1102 · Checking Account 4454 · Insurance - Library	7,400.00 <hr/> 7,400.00
09/20/2022	25201	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	93.20 <hr/> 93.20
09/20/2022	25202	Utica National Insurance Co. Utica National Insurance Co. Utica National Insurance Co.	1102 · Checking Account 4454 · Insurance - Library 4471 · Workers Compensation Ins...	53,188.41 26,606.00 <hr/> 79,794.41
09/20/2022	25203	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	218.16 <hr/> 218.16
09/20/2022	25204	W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4430 · Office & Library Supplies	648.28 <hr/> 648.28
09/20/2022	25205	Whaling Museum Whaling Museum	1102 · Checking Account 4417 · OTHER THINGS LENDING	200.00 <hr/> 200.00
09/20/2022	25206	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	226.40 <hr/> 226.40
TOTAL				<hr/> 239,349.41

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3:05 PM
08/16/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
August 18, 2022

08/18/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
08/18/2022	25121	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,957.00
				<u>4,957.00</u>
08/18/2022	25122	NYS Employees Retirement Syst...	1102 · Checking Account	
		NYS Employees Retirement Syst...	2186 · Retirement	2,929.41
		NYS Employees Retirement Syst...	2186 · Retirement	602.00
				<u>3,531.41</u>
TOTAL				<u><u>8,488.41</u></u>

08/18/2022 Payroll Warrant

Payroll Warrant	\$ 8,488.41
Paychex Payroll	\$ 114,504.21
TOTAL	\$ 122,992.62

AUG 18 2022

11:44 AM
08/30/22

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
September 1, 2022**

I-2
09/01/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
09/01/2022	25123	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
				<hr/> 1,051.84 ✓
09/01/2022	25124	AT&T	1102 · Checking Account	
		AT&T	4431 · Telecommunications	56.06
				<hr/> 56.06 ✓
09/01/2022	25125	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	5,067.00
				<hr/> 5,067.00 ✓
09/01/2022	25126	National Grid	1102 · Checking Account	
		National Grid	4450 · Utilities	283.88
				<hr/> 283.88 ✓
09/01/2022	25127	PSEGLI	1102 · Checking Account	
		PSEGLI	4450 · Utilities	13,660.82
				<hr/> 13,660.82 ✓
09/01/2022	25128	Verizon	1102 · Checking Account	
		Verizon	4431 · Telecommunications	99.52
				<hr/> 99.52 ✓
TOTAL				<hr/> 20,219.12

09/01/2022 Payroll Warrant

Payroll Warrant	\$ 20,219.12
<u>Paychex Payroll</u>	<u>\$ 113,334.33</u>
TOTAL	\$ 133,553.45



10:43 AM
09/13/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
September 15, 2022

I-3
09/15/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
09/15/2022	25129	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	5,067.00 5,067.00 ✓
09/15/2022	25130	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	627.64 627.64
TOTAL				5,694.64

09/15/2022 Payroll Warrant

Payroll Warrant \$ 5,694.64
Paychex Payroll \$ 110,189.38
TOTAL \$ 115,884.02





Comsewogue Public Library Program Fee Policy

Adult Services Department hands-on classes that require materials such as, but not limited to, crafts and hands-on cooking will require a materials fee which covers patron payment for the materials used in the classes. These payments offset the overall cost to the community and allow the library to offer classes that would otherwise be cost-prohibitive. The fee, payable to the library, will be determined by the programmer upon booking (material indicated on Program Contract) and can be paid by a patron when registering or within three days of Program registration. The library has the right to cancel a patron's registration if they fail to pay within three days of registration. The materials fee is non-refundable and non-transferable. The library will, when possible, hold non-perishable materials for seven days (beginning the day after the class) for registrants who miss a class.

OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	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	September 2022 S M T 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		November 2022 S M T 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 © 2019 Vertex42 LLC. Free to print.
		2022 Calendars		2023 Calendars		

NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Veterans Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30			

October 2022

S	M	T	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					

December 2022

S	M	T	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

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[2022 Calendars](#) [2023 Calendars](#)

DECEMBER 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 Christmas Eve
25 Christmas Day	26	27	28	29	30	31

November 2022							January 2023						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30	31				

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