

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 21, 2023

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. PERSONNEL SICK LEAVE REPORT - 2022
  - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 01/19/2023 & 02/02/2023 & 02/16/2023
- J. REPORTS FROM STANDING COMMITTEES
  - 1. PERSONNEL COMMITTEE
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. PROPOSED BUDGET 2023/2024
  - 2. 2022 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES – REVIEW & ACCEPTANCE
  - 3. PERSONNEL CHANGES
  - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
  - 5. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

*As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.*

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
JANUARY 17, 2023

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

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

ABSENT WITH NOTIFICATION:

ALSO PRESENT: A member of the public.

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on December 20, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Director's Report dated January 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Personnel Report dated January 17, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Financial Reports for the periods ending November 15, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve warrant 01/23/1, dated January 17, 2023, in the amount of \$171,857.09. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the payroll and payroll warrants for December 22, 2022 (\$125,337.69) and January 05, 2023 (\$134,939.14) Discussion followed. Approved unanimously.

There are no reports from standing committees.

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 Rossini, to adjourn the meeting at 6:45 P.M.  
Approved unanimously.

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Secretary, Board of Trustees

## Director's Report February 2023

### Personnel

- 1/26 Safety Committee Meeting (A. Malchiodi)  
2/15 Staff Longevity Recognition Event

Four staff members will represent the Library in Albany on Library Advocacy Day on 2/28

### Operations

- Proposed operating budget planning is underway
- The Personnel Committee met on 2/2 and 2/10
- Budget vote and trustee election preparations are underway
- *Library of Things* collection procedures being updated
- DE organized a meeting for the libraries located in his district with newly-elected Assemblymember Ed Flood; meeting to be held at CPL on 2/21, with Board President McCrary attending at DE's request
- Planning work around "Blue Sky Thinking" and Values took place with the Leadership Action Team and will be distributed to the Board as a supplemental handout
- DE will discuss with the Board upcoming trustee education opportunities in conjunction with NYS mandated library trustee education

### Building & Grounds

2/7 Meeting with John Tanzi re: updating *Proposed Facility Upgrades* document (previous edition: 2016)

**Boiler Replacement Project** continuing: planning tie-in of bldg. management system, installing power and control wiring, testing new boiler 2 prior to decommissioning old boiler 1; awaiting delivery of pumps, anticipating project closeout in April.

**Skylight Replacement Project** – mobilization expected in early March (weather-permitting) with job anticipated to take 10-12 days

### Professional Activities

- 1/17 *Your Compensation Philosophy* (LILRC, Joshua Bienstock, online)  
1/23 Regional Technology & Media Committee (LILRC, HHL Library) (AM attended)  
1/25 *Healthy Libraries* Meetup (SCLS, online)  
2/1 Technology Advisory Committee (Partnership of Automated Libraries of Suffolk) (online; AM)  
2/2 Sustainable Libraries Initiative Meetup (DE is mentor & evaluator) (online)  
2/3 Effectively Communicate & Manage Difficult Conversations & Personalities in the Workplace (online; AM)  
2/6 Sustainable Libraries Initiative – Mentor Meetup; online)  
2/14 Nassau/Suffolk Public Library Directors' Diversity Committee (online)  
2/14 *Taking Risks in A Changing Economy* (online)  
2/17 Brookhaven Zone Public Library Directors Meeting, Lake Grove

### Community Activities

- 1/24 PJST Civic Meeting (A. Malchiodi)  
1/24 *Networking for Nonprofits*, Miller Business Center, Middle Country Public Library  
1/24 Joint Rotary Meeting (Port Jefferson/Rocky Point Clubs)  
1/31 Rotary Evening Meeting/Fundraiser Preparations (DE & AM)  
2/1 Board Meeting, Jefferson's Ferry (Continuing Care Retirement Community)

*Debra Engelland*

## Comsewogue Public Library

*Personnel Report*  
February 21, 2023*New Appointments:*

Jay Giuffrida, Librarian Trainee (PT) – Children’s Services, effective January 11, 2023. Salary \$26.77 hr.

Tiffany Russo-Malone, Librarian I (PT) – Children’s Services, effective February 6, 2023. Salary \$30.76 hr.

*Reinstate Appointment - Return from Leave of Absence:*

Lisa Randall, Librarian I (PT) – Children’s Services, effective January 31, 2023. Salary \$30.76 hr.

*Resignations:*

\*Madelyn Haussner, Librarian I (PT) – Adult Services, effective December 22, 2022.

\*Stacey Furey, Librarian I (PT) – Children’s Services, effective January 23, 2023.

\*Denise Ruestow, Page (PT), effective February 10, 2023.

\*Requires Board Motion

## Personnel Sick Leave Report – 2022

| FT<br>Employee | Annual<br>1/1/2022 | + | Accrued<br>1/1/2022 | - | Used<br>Sick | + | Unused<br>Personal | = | Accrued Hours<br>1/1/2023 |
|----------------|--------------------|---|---------------------|---|--------------|---|--------------------|---|---------------------------|
| 1              | 84                 | + | 42                  | - | 62           | + | 9                  | = | 73                        |
| 2              | 84                 | + | 654.5               | - | 142          | + | 2                  | = | 598.5                     |
| 3              | 84                 | + | 91                  | - | 16           | + | 0                  | = | 159                       |
| 4              | 63                 | + | 231                 | - | 294          | + | 0                  | = | 0                         |
| 5              | 84                 | + | 1382.5              | - | 27.5         | + | 1                  | = | 1440                      |
| 6              | 59.5               | + | 73.5                | - | 126          | + | 0                  | = | 7                         |
| 7              | 84                 | + | 374.5               | - | 80.5         | + | 3                  | = | 381                       |
| 8              | 84                 | + | 133                 | - | 25           | + | 9                  | = | 201                       |
| 9              | 84                 | + | 1438.5              | - | 119          | + | 3.5                | = | 1407                      |
| 10             | 84                 | + | 287                 | - | 35           | + | 21                 | = | 357                       |
| 11             | 84                 | + | 549.5               | - | 26           | + | 6                  | = | 613.5                     |
| 13             | 70                 | + | 0                   | - | 0            | + | 16.5               | = | 86.5                      |
| 14             | 84                 | + | 1232                | - | 31.5         | + | 14                 | = | 1298.5                    |
| 15             | 84                 | + | 147                 | - | 145.5        | + | 11                 | = | 96.5                      |
| 16             | 21                 | + | 0                   | - | 18.5         | + | 4                  | = | 6.5                       |
| 17             | 84                 | + | 241.5               | - | 53           | + | 13.5               | = | 286                       |
| 18             | 84                 | + | 199.5               | - | 54.5         | + | 0                  | = | 229                       |
| 19**           | 35                 | + | 0                   | - | 36.5         | + | 0                  | = | -1.5                      |
| 20             | 84                 | + | 255.5               | - | 49           | + | 7                  | = | 297.5                     |
| 21             | 84                 | + | 56                  | - | 31.5         | + | 14                 | = | 122.5                     |
| 22             | 84                 | + | 157.5               | - | 101.5        | + | 1.5                | = | 141.5                     |
| 23             | 84                 | + | 24.5                | - | 18.5         | + | 20                 | = | 110                       |

\* All PTO is reflected in hours - effective April 2022

\*\*Borrowed 1.5 sick hours from 2023

1/31/2023

*Comsewogue Public Library*  
*Statistical Report 2022/2023*

E-4

**January 2023**

|  | Jan 2023                              | Jan 2022 | % Change | To Date- 2022/23 | To Date- 2021/22 | To Date - % Change |         |
|--|---------------------------------------|----------|----------|------------------|------------------|--------------------|---------|
| <b>Patron Registration</b>   |                                       |          |          |                  |                  |                    |         |
| <b>Comsewogue Borrower Registration:</b>                                       |                                       |          |          |                  |                  |                    |         |
| 1  | Adult                                 | 56       | 42       | 33.33%           | 8,845            | 8,651              | 2.24%   |
| 2  | Juvenile                              | 27       | 10       | 170.00%          | 2,964            | 2,928              | 1.23%   |
| 3  | Total                                 | 83       | 52       | 59.62%           | 11,809           | 11,579             | 1.99%   |
| <b>Mount Sinai Borrower Registration:</b>                                      |                                       |          |          |                  |                  |                    |         |
| 4  | Comsewogue Library                    | 41       | 11       | 272.73%          | 4,295            | 4,411              | -2.63%  |
| 5  | Port Jefferson Library                | 24       | 14       | 71.43%           | 1,548            | 1,642              | -5.72%  |
| <b>Miller Place Borrower Registration:</b>                                     |                                       |          |          |                  |                  |                    |         |
| 6  | Comsewogue Library                    | 22       | 17       | 29.41%           | 4,309            | 4,437              | -2.88%  |
| 7  | Port Jefferson Library                | 23       | 25       | -8.00%           | 1,924            | 2,041              | -5.73%  |
| 8  | <b>Total CPL Members</b>              | 146      | 80       | 82.50%           | 20,413           | 20,427             | -0.07%  |
| 9  | Library Visits *                      | 8,074    | 6,730    | 19.97%           | 64,597           | 52,686             | 22.61%  |
| 10   | Curbside Pick Up                      | 23       | 33       | -30.30%          | 195              | 267                | -26.97% |
| <b>Transactions</b>  |                                       |          |          |                  |                  |                    |         |
| 11   | Circulation of <b>Physical</b> Items: | 22,079   | 21,497   | 2.71%            | 173,013          | 176,043            | -1.72%  |
| Circulation of <b>Electronic</b> Items:  |                                       |          |          |                  |                  |                    |         |
| 12   | Over Drive-Audio/eBooks               | 9,046    | 8,659    | 4.47%            | 58,045           | 55,967             | 3.71%   |
| 13   | Hoopla                                | 801      | 991      | -19.17%          | 5,301            | 6,032              | -12.12% |
| 14   | Kanopy                                | 195      | 250      | -22.00%          | 1,151            | 1,373              | -16.17% |
| Circulation Other:**   |                                       |          |          |                  |                  |                    |         |
| 15   | Museum Passes                         | 37       | 18       | 105.56%          | 485              | 236                | 105.51% |
| 16   | Library of Things                     | 81       | 59       | 37.29%           | 635              |                    | n/a     |
| Library of Things include devices, games, tools, etc. Reporting started 1/2022 |                                       |          |          |                  |                  |                    |         |
| 17   | Public Computer Sessions              | 739      | 589      | 25.47%           | 4,989            | 4,612              | 8.17%   |
| 18   | Public Wireless Sessions              | 1,806    | 1,469    | 22.94%           | 11,967           | 11,459             | 4.43%   |
| Interlibrary Loan:   |                                       |          |          |                  |                  |                    |         |
| 19   | Items Loaned                          | 1,160    | 1,175    | -1.28%           | 7,497            | 8,099              | -7.43%  |
| 20   | Items Borrowed                        | 1,507    | 1,568    | -3.89%           | 11,181           | 10,655             | 4.94%   |

\*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: January 2023

E-5

| <u>Program Name</u>                                  | <u>Sessions</u> | <u>Registered</u>      | <u>Attended</u> |
|--|-----------------|------------------------|-----------------|
| ONLINE Breathe Together                              | 5               | 51                     | 8,8,8,8,7       |
| ONLINE New English Speakers (Zoom)                   | 5               | n/a                    | 4,6,7,7,11      |
| Chess Club   | 5               | n/a                    | 2,8,4,4,4       |
| Medicaid ABD Enrollment                              | 1               | n/a                    | 2               |
| ONLINE Winter Birding on Long Island (Zoom)          | 1               | 24                     | 12              |
|  |                 | <i>views</i>           | 40              |
| Mah-Jongg & More                                     | 2               | 13                     | 8,10            |
| Everyday Matinee                                     | 2               | 20,26                  | 11,16           |
| ONLINE Smart Home Devices (Zoom)                     | 1               | 12                     | 8               |
|  |                 | <i>views</i>           | 295             |
| ONLINE One-on-One Genealogy (Zoom)                   | Appt            | 4                      | 4               |
| Rob Scott Pan-Seared Chicken Two Ways                | 2               | 20,20                  | 19,15           |
| ONLINE DSLR Photography Accessories (Zoom)           | 1               | 15                     | 5               |
|  |                 | <i>views</i>           | 46              |
| Knit & Crochet                                       | 1               | 12                     | 3               |
| Defensive Driving                                    | 1               | 32                     | 28              |
| ONLINE The Dutch Golden Age of Painting (Zoom)       | 1               | 18                     | 10              |
| ONLINE Rob Scott Cooking Demo Videos (YouTube)       | 1               | <i>redirect clicks</i> | 65              |
|  |                 | <i>views</i>           | 110             |
| ONLINE Write This Way (Zoom)                         | 1               | 18                     | 8               |
| Tech Support   | Appt            | 1                      | 1               |
| ONLINE Trivia (Email)                                | 2               | 15,n/a                 | 38,9            |
| ONLINE Hatha Yoga (Zoom)                             | 2               | 13                     | 8,7             |
|  |                 | <i>views</i>           | 37,24           |
| ONLINE Intuitive Eating (Zoom)                       | 1               | 17                     | 9               |
|  |                 | <i>views</i>           | 37              |
| Quilled Flowers \$5                                  | 2               | 19,20                  | 16,13           |
| ONLINE Caring for Yourself in Stressful Times (Zoom) | 1               | 15                     | 6               |



# Adult Programming: Summary

|   |           |              |            |
|---|-----------|--------------|------------|
| ONLINE Block Island Seafood (Facebook Live; Zoom) | 1         | n/a          | 4          |
|   |           | <i>views</i> | <i>91</i>  |
| Tasty Chinese Cuisine                             | 2         | 30,27        | 25,23      |
| One-on-One Appointments                           | unlimited | 3            | 1          |
| Social Work Intern Appointments                   | unlimited | 8            | 8          |
| <b>TOTALS</b>                                     | <b>41</b> | <b>453</b>   | <b>488</b> |

*\* View counts as of 2/13/23*

|              | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|--------------|-----------------|-------------------|-----------------|
| January 2023 | 41              | 453               | 488             |
| YTD 2023     | 41              | 453               | 488             |
| January 2022 | 36              | 316               | 560             |
| YTD 2022     | 36              | 316               | 560             |



## January 2023 Program Statistics: Birth - Prek

| Program Title  | Platform  | ESOL | DIG. LIT. | Registered | Attendance |        | Attendance/Session TOTAL by Type |                      |                |   |
|--|-----------|------|-----------|------------|------------|--------|----------------------------------|----------------------|----------------|---|
|  |           |      |           |            | Children   | Adults | Child-focused Sess.              | Parent-focused Sess. | Combined Sess. |   |
| Lullaby Together Time: Bells<br>Birth-12 mon w/caregiver | in person | Y    |           | 3          | 1          | 1      |                                  |                      | 2              | 1 |
| Baby Start<br>Birth-17 mon w/caregiver                   | in person |      |           | 16         | 7          | 8      |                                  |                      | 15             | 1 |
| Mother Goose on the Loose<br>Birth-35 mon w/caregiver    | in person |      |           | 44         | 27         | 31     |                                  |                      | 58             | 2 |
| Come Play with PlayHooray<br>Birth-PreK, w/caregiver     | in person |      |           | 54         | 40         | 41     |                                  | 3                    |                |   |
| Fun With Toddlers<br>12-35 mon, w/caregiver              | in person |      |           | 53         | 153        | 157    |                                  | 10                   |                |   |
| Construction Zone<br>12 mon-PreK, w/caregiver            | in person |      |           |            | 18         | 17     |                                  | 1                    |                |   |
| Crafty Kids<br>12 mon-PreK, w/caregiver                  | in person |      |           |            | 5          | 6      |                                  | 1                    |                |   |
| Kidnastics<br>12 mon-PreK, w/caregiver                   | in person |      |           | 64         | 41         | 43     |                                  | 3                    |                |   |
| Tot's Night Out<br>18 mon-PreK, w/caregiver              | in person |      |           | 22         | 18         | 16     |                                  | 1                    |                |   |
| Time for Kids: Dinosaur<br>18 mon-PreK, w/caregiver      | in person |      |           | 55         | 41         | 41     |                                  | 3                    |                |   |



## January 2023 Program Statistics: Grades K-5

| Program Title                                  | Platform  | ESOL | DIG.<br>LIT. | Sessions | Registered | Attendance |        | Attendance TOTAL |
|--|-----------|------|--------------|----------|------------|------------|--------|------------------|
|  |           |      |              |          |            | Children   | Adults |                  |
| Let it Snow<br>Grades K-2                      | in person |      |              | 1        | 24         | 20         |        | 20               |
| Miller Place Schools STEAM Night<br>Grades K-2 | off site  |      |              | 1        |            | 250        |        | 250              |
| Snow Slime<br>Grades K-2                       | in person |      |              | 1        | 18         | 17         |        | 17               |
| STEM Workshop<br>Grades K-2                    | in person |      |              | 1        | 19         | 18         |        | 18               |
| Winter Fun Storytime<br>Grades K-2             | in person |      |              | 1        | 24         | 11         |        | 11               |
| Winter Yoga<br>Grades K-2                      | in person |      |              | 1        | 20         | 11         |        | 11               |
| Chess Club<br>Grades K-5                       | in person |      |              | 2        | 23         | 15         |        | 15               |
| Chocolate Covered Everything<br>Grades K-5     | in person |      |              | 2        | 41         | 33         |        | 33               |
| Girl Scout Troop 962 Visit<br>Grades 3         | in person |      |              | 1        |            | 5          | 5      | 10               |
| Author's Spotlight<br>Grades 3-5               | in person |      |              | 1        | 12         | 9          |        | 9                |



## January 2023 Program Statistics: Grades 6-12

| Program Title                        | Platform  | ESOL | DIG.<br>LIT. | Sessions | Registered | Attendance |        | Attendance TOTAL |
|--------------------------------------|-----------|------|--------------|----------|------------|------------|--------|------------------|
|                                      |           |      |              |          |            | Teens      | Adults |                  |
| Agents of Change<br>Grades 6-12      | in person |      |              | 1        | 8          | 6          |        | 6                |
| Chess Buddies<br>Grades 6-12         | in person |      |              | 2        | 6          | 4          |        | 4                |
| Fleece Hats<br>Grades 6-12           | in person |      |              | 1        | 25         | 18         |        | 18               |
| Let's Chat Books<br>Grades 6-12      | in person |      |              | 1        | 5          | 2          |        | 2                |
| Remote Opportunity<br>Grades 6-12    |           |      |              | 5        |            | 9          |        | 9                |
| Slime Science<br>Grades 6-12         | in person |      |              | 1        | 19         | 10         |        | 10               |
| Teen STEM Workshop<br>Grades 6-12    | in person |      |              | 1        | 15         | 12         |        | 12               |
| Teen Talk<br>Grades 6-12             | in person |      |              | 1        | 6          | 3          |        | 3                |
| Tote Bags for Seniors<br>Grades 6-12 | in person |      |              | 1        | 23         | 17         |        | 17               |
| Wood Quote Sign<br>Grades 6-12       | in person |      |              | 1        | 22         | 22         |        | 22               |

| Pre-Licensing Course | in person |  | 1         | 11         | 9          | 9          |
|----------------------|-----------|--|-----------|------------|------------|------------|
| Grades 6-12          |           |  |           |            |            |            |
|                      |           |  |           |            |            |            |
|                      |           |  |           |            |            |            |
| <b>Totals</b>        |           |  | <b>16</b> | <b>140</b> | <b>112</b> | <b>112</b> |
| <b>tot sess 16</b>   |           |  |           |            |            |            |
| <b>tot att 112</b>   |           |  |           |            |            |            |



## January 2023 - J/YA Program Statistic Summary

|                                 | Jan '23 | Jan '22 | YTD '23 | YTD '22 |
|---------------------------------|---------|---------|---------|---------|
| <b>Family:</b>                  |         |         |         |         |
| Total # of Sessions             | 1       | 2       | 1       | 2       |
| Total # of Attendees            | 18      | 83      | 18      | 83      |
| <b>Birth-PreK:</b>              |         |         |         |         |
| Total # of Sessions             | 34      | 12      | 34      | 12      |
| Total # of Attendees            | 826     | 173     | 826     | 173     |
| <b>Grades K-5:</b>              |         |         |         |         |
| Total # of Sessions             | 17      | 13      | 17      | 13      |
| Total # of Attendees            | 656     | 347     | 656     | 347     |
| <b>Grades 6-12:</b>             |         |         |         |         |
| Total # of Sessions             | 16      | 14      | 16      | 14      |
| Total # of Attendees            | 112     | 136     | 112     | 136     |
| <b>TOTAL # of ALL Sessions</b>  | 68      | 41      | 68      | 41      |
| <b>TOTAL # of ALL Attendees</b> | 1,612   | 739     | 1,612   | 739     |

# Comsewogue Public Library 2022/2023 Tax Receipts

## COMSEWOGUE LIBRARY DIST. (US. Bank, Trustee)

| Town of Brookhaven | Payment Date | Total \$ Town<br>Remittance to US<br>Bank | Date \$<br>Received by<br>CPL | Total \$<br>Remittance to<br>CPL | Notes / Amount Retained<br>for Bonds |
|--------------------|--------------|---|-------------------------------|----------------------------------|--------------------------------------|
| 1                  | 12/30/2022   | 147,758.24                                | 12/30/2022                    | 147,758.24                       |                                      |
| 2                  | 1/9/2023     | 157,608.78                                | 1/9/2023                      | 110,326.15                       | 47,282.63                            |
| 3                  | 1/17/2023    | 537,839.98                                | 1/17/2023                     | 376,487.99                       | 161,351.99                           |
| 4                  | 1/23/2023    | 468,886.14                                | 1/23/2023                     | 365,020.76                       | 103,865.38                           |
| 5                  | 1/30/2023    | 273,845.26                                | 1/30/2023                     | 273,845.26                       |                                      |
| 6                  | 2/6/2023     | 141,847.91                                | 2/6/2023                      | 141,847.91                       |                                      |
| 7                  | 2/13/2023    | 72,894.06                                 | 2/13/2023                     | 72,894.06                        |                                      |
| 8                  |              |   |                               |                                  |                                      |
| 9                  |              |   |                               |                                  |                                      |
| 10                 |              |   |                               |                                  |                                      |
| 11                 |              |   |                               |                                  |                                      |
| 12                 |              |   |                               |                                  |                                      |
| 13                 |              |   |                               |                                  |                                      |
| 14                 |              |   |                               |                                  |                                      |
| 15                 |              |   |                               |                                  |                                      |
| 16                 |              |   |                               |                                  |                                      |
| 17                 |              |   |                               |                                  |                                      |
| 18                 |              |   |                               |                                  |                                      |
| 19                 |              |   |                               |                                  |                                      |
| 20 *               |              |   |                               |                                  |                                      |

**TOTAL AMOUNT TAXES TO BE RAISED: \$3,124,048.00**

|  |                       |                       |              |
|--|-----------------------|-----------------------|--------------|
| Total Payments From Town of Brk            | \$1,800,680.37        |                       |              |
| Payments CPL Received                      |                       | \$1,488,180.37        |              |
| Payments US Bank Retained for Bonds        |                       |                       | \$312,500.00 |
| Interest Received*                         |                       | 0.00                  |              |
| Remaining Balance - Uncollected Taxes      |                       | \$1,635,867.63        |              |
| <b>Total Payments (including interest)</b> | <b>\$1,800,680.37</b> | <b>\$1,488,180.37</b> |              |

# Comsewogue Public Library 2022/2023 PILOT Receipts

(PILOT = Payment In Lieu Of Taxes)

## PILOTS received from Brookhaven Town / US Bank, Trustee

| Industrial Development Agency<br>Payment Date    | Total \$<br>Remittance to<br>US Bank | Date \$<br>Received by<br>CPL | Total \$<br>Remittance to<br>CPL | Name of Project(s)   |
|--|--------------------------------------|-------------------------------|----------------------------------|----------------------|
| 1 1/26/2023                                      | 1,158.66                             | 1/29/2023                     | 1,158.66                         | Brightview PJ & Rail |
| 2  |                                      |                               |                                  |                      |
| 3  |                                      |                               |                                  |                      |
| 4  |                                      |                               |                                  |                      |
| 5  |                                      |                               |                                  |                      |
| 6  |                                      |                               |                                  |                      |
| 7  |                                      |                               |                                  |                      |
| <b>Total Payments From Industrial Dev Agency</b> |                                      | <b>\$1,158.66</b>             |                                  |                      |
| <b>Payments CPL Received</b>                     |                                      |                               | <b>\$1,158.66</b>                |                      |
| <b>Interest Received*</b>                        |                                      |                               |                                  |                      |
| <b>Total PILOT Payments (including interest)</b> |                                      |                               | <b>1,158.66</b>                  |                      |

## PILOTS Received from School Districts

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

**GRAND TOTAL ALL PILOTS RECEIVED:**

**1,158.66**

{3313}

2/7/2023

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**COMSEWOGUE PUBLIC LIBRARY**

**BALANCE SHEET - CASH BASIS**

As of December 31, 2022

**ASSETS**

**Current Assets**

**Checking/Savings**

|                                      |            |
|--------------------------------------|------------|
| 1101 · Credit Card Bank Acct-Peoples | 50.00      |
| 1102 · Checking Account              | 9,351.50   |
| 1106 · Cash on Hand Fund             | 350.00     |
| 1109 · Savings Account               | 866,330.17 |
| 1110 · Savings-Capital Improvements  | 785,318.32 |
| 1114 · Savings-Termination Pay       | 234,261.35 |
| 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** 1,934,411.34

**Other Current Assets**

|                                       |          |
|---------------------------------------|----------|
| 1150 · ACCOUNTS RECEIVABLE - YEAR END | 0.00     |
| 1153 · PATRON ACCOUNTS-DISC TICKETS   | 6,129.65 |
| 1154 · PREPAID EXPENSES               | 500.00   |

**Total Other Current Assets** 6,629.65

**Total Current Assets** 1,941,040.99

**TOTAL ASSETS** 1,941,040.99

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

|  |           |
|--|-----------|
| 2184 · Annuity                         | 0.00      |
| 2185 · Employee Ins - enrollee contrib | 187.88    |
| 2186 · Retirement                      | 110.67    |
| 2187 · AFLAC - Cancer Care             | 206.64    |
| 2188 · AFLAC - Accident Ins            | 67.60     |
| 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                | 120.60    |

**Total Other Current Liabilities** 79,734.29

**Total Current Liabilities** 79,734.29

**Total Liabilities** 79,734.29

**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                      | -2,963,789.84 |

**Total Equity** 1,861,306.70

**TOTAL LIABILITIES & EQUITY** 1,941,040.99

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending December 31, 2022

|                                 | <u>December 22</u> | <u>July 22 - December 22</u> |
|---------------------------------|--------------------|------------------------------|
| Revenue                         |                    |                              |
| 3301 · Tax Revenues             | 147,758.24         | 147,804.96                   |
| 3302 · Fines                    | 36.65              | 326.95                       |
| 3304 · Interest Earned          | 1,330.23           | 5,782.69                     |
| 3305 · Unclassified rev.-Copies | 702.01             | 4,128.01                     |
| 3306 · Unclassified rev.-Books  | 266.29             | 2,143.47                     |
| 3307 · Unclassified rev.-Other  | 8.90               | 131.98                       |
| 3308 · State Aid                | 10,000.00          | 10,000.00                    |
| 3310 · Grants Received          | 0.00               | 0.00                         |
| 3311 · Miscellaneous Income     | 41.00              | 51.00                        |
| 3312 · Local Sponsor Aid        | 0.00               | 6,287.00                     |
| 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>160,143.32</u>  | <u>176,656.06</u>            |

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending December 31, 2022

| Expense                                | <u>ACTUAL</u>     |                     | Budget              | \$ Over Budget       |
|--|-------------------|---------------------|---------------------|----------------------|
|  | DECEMBER          | JULY - DECEMBER     |                     |                      |
| 4401 · Computer Supplies               | 0.00              | 7,382.25            | 13,000.00           | -5,617.75            |
| 4402 · Computer Equipment/Parts        | 7,489.43          | 7,969.85            | 28,000.00           | -20,030.15           |
| 4403 · Furniture & Equipment           | 104,206.39        | 134,430.43          | 52,000.00           | 82,430.43            |
| 4404 · Salaries-Professional           | 160,176.44        | 954,079.16          | 2,134,860.00        | -1,180,780.84        |
| 4405 · Salaries-Clerical               | 62,702.34         | 435,285.07          | 865,153.00          | -429,867.93          |
| 4406 · Salaries-Custodial              | 11,783.47         | 53,169.66           | 105,814.00          | -52,644.34           |
| 4407 · Salaries-Guard                  | 2,233.28          | 14,009.54           | 30,070.00           | -16,060.46           |
| 4410 · Library Books                   | 10,954.62         | 47,074.76           | 125,000.00          | -77,925.24           |
| 4412 · Audio Video                     | 2,598.59          | 9,902.33            | 33,000.00           | -23,097.67           |
| 4413 · Periodicals                     | 77.20             | 11,045.60           | 15,000.00           | -3,954.40            |
| 4414 · Computer Software               | 737.13            | 3,939.62            | 8,000.00            | -4,060.38            |
| 4415 · Electronic Data Base            | 11,940.03         | 47,043.97           | 240,000.00          | -192,956.03          |
| 4417 · OTHER THINGS LENDING            | 3,599.00          | 13,935.00           | 17,500.00           | -3,565.00            |
| 4420 · Library Programs                | 0.00              | 0.00                | 0.00                | 0.00                 |
| 4421 · Program Contractors             | 0.00              | 0.00                | 0.00                | 0.00                 |
| 4421A · Adult                          | 6,013.25          | 27,868.70           | 62,000.00           | -34,131.30           |
| 4421B · Children/Teen                  | 10,480.00         | 36,494.00           | 62,000.00           | -25,506.00           |
| 4422 · Program Supplies                | 0.00              | 0.00                | 0.00                | 0.00                 |
| 4422A · Adult                          | 505.77            | 1,876.49            | 7,000.00            | -5,123.51            |
| 4422B · Children/Teen                  | 765.26            | 7,602.86            | 22,000.00           | -14,397.14           |
| 4428 · Conferences                     | 1,704.04          | 7,249.23            | 11,000.00           | -3,750.77            |
| 4429 · Circulation                     | 1,713.45          | 39,043.80           | 60,000.00           | -20,956.20           |
| 4430 · Office & Library Supplies       | 1,848.53          | 6,699.63            | 16,000.00           | -9,300.37            |
| 4431 · Telecommunications              | 779.28            | 4,675.28            | 9,800.00            | -5,124.72            |
| 4432 · Cartage                         | 226.40            | 1,358.40            | 3,000.00            | -1,641.60            |
| 4433 · Postage                         | 2,404.51          | 6,085.22            | 13,000.00           | -6,914.78            |
| 4434 · Publicity and Printing          | 10,589.00         | 29,897.92           | 36,000.00           | -6,102.08            |
| 4435 · Annual Election                 | 0.00              | 0.00                | 3,700.00            | -3,700.00            |
| 4436 · SCLS Contract Fee               | 0.00              | 63,978.00           | 63,978.00           | 0.00                 |
| 4437 · Accounting and Legal            | 1,419.98          | 47,149.27           | 82,500.00           | -35,350.73           |
| 4438 · Membership Dues                 | 50.00             | 1,210.00            | 2,920.00            | -1,710.00            |
| 4439 · Equipment/Blding Maint & Repair | 15,363.69         | 97,688.99           | 178,000.00          | -80,311.01           |
| 4440 · Snow Removal                    | 0.00              | 0.00                | 13,500.00           | -13,500.00           |
| 4441 · Building Security               | 10,170.96         | 36,399.41           | 76,552.00           | -40,152.59           |
| 4450 · Utilities                       | 8,908.98          | 69,745.18           | 120,000.00          | -50,254.82           |
| 4451 · Custodial Supplies              | 3,071.20          | 7,747.16            | 16,000.00           | -8,252.84            |
| 4453 · Employees Assistance Program    | 0.00              | 3,168.26            | 3,250.00            | -81.74               |
| 4454 · Insurance - Library             | 0.00              | 61,008.41           | 63,380.00           | -2,371.59            |
| 4456 · Rental Expenses                 | 1,807.22          | 9,935.59            | 19,400.00           | -9,464.41            |
| 4471 · Workers Compensation Insurance  | 1,817.00          | 28,423.00           | 27,000.00           | 1,423.00             |
| 4472 · Life Insurance                  | 469.29            | 2,836.35            | 5,600.00            | -2,763.65            |
| 4473 · Dental Insurance                | 2,584.62          | 14,702.76           | 33,000.00           | -18,297.24           |
| 4474 · VISION INS                      | 330.68            | 1,791.64            | 4,300.00            | -2,508.36            |
| 4476 · 9020.8 Retirement Expense       | 294,405.00        | 294,405.00          | 311,000.00          | -16,595.00           |
| 4477 · 9030.8 Social Security Expense  | 16,429.20         | 104,133.33          | 230,000.00          | -125,866.67          |
| 4478 · Unemployment Insurance          | 0.00              | 227.00              | 2,000.00            | -1,773.00            |
| 4479 · 9060.8 Health Insurance         | 68,739.27         | 387,688.53          | 822,439.00          | -434,750.47          |
| 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             | 89.25             | 89.25               | 679.00              | -589.75              |
| 66900 · Reconciliation Discrepancies   | 0.00              | 0.00                | 0.00                | 0.00                 |
| <b>Total Expense</b>                   | <b>841,183.75</b> | <b>3,140,445.90</b> | <b>6,360,895.00</b> | <b>-3,220,449.10</b> |

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**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
 February 21, 2023

| <u>Date</u> | <u>Num</u> | <u>Name</u>  | <u>Account</u>  | <u>Debit</u>  |
|-------------|------------|--|---|---|
| 02/21/2023  | 25602      | A Time For Kids, Inc.<br>A Time For Kids, Inc.   | 1102 · Checking Account<br>4421B · Children/Teen  | 1,200.00<br><hr/> 1,200.00                                      |
| 02/21/2023  | 25603      | Advanced Plant Care, Inc.<br>Advanced Plant Care, Inc.   | 1102 · Checking Account<br>4439 · Equipment/Blding Maint & Repair   | 200.00<br><hr/> 200.00  |
| 02/21/2023  | 25604      | American Express<br>American Express<br>American Express<br>American Express<br>American Express<br>American Express | 1102 · Checking Account<br>4414 · Computer Software<br>4417 · OTHER THINGS LENDING<br>4422B · Children/Teen<br>4430 · Office & Library Supplies<br>4433 · Postage | 99.70<br>163.86<br>1,060.74<br>806.97<br>7.28<br><hr/> 2,138.55 |
| 02/21/2023  | 25605      | B&H Photo-Video<br>B&H Photo-Video   | 1102 · Checking Account<br>4401 · Computer Supplies   | 267.51<br><hr/> 267.51  |
| 02/21/2023  | 25606      | Baker & Taylor<br>Baker & Taylor<br>Baker & Taylor   | 1102 · Checking Account<br>4410 · Library Books<br>4410 · Library Books   | 1,392.48<br>42.39<br><hr/> 1,434.87                             |
| 02/21/2023  | 25607      | Baking Coach, Inc.<br>Baking Coach, Inc.   | 1102 · Checking Account<br>4421B · Children/Teen  | 2,435.00<br><hr/> 2,435.00                                      |
| 02/21/2023  | 25608      | Best Climate Control Corp.<br>Best Climate Control Corp.   | 1102 · Checking Account<br>4403 · Furniture & Equipment   | 85,097.20<br><hr/> 85,097.20                                    |
| 02/21/2023  | 25609      | Block Island Seafood Co.<br>Block Island Seafood Co.   | 1102 · Checking Account<br>4421A · Adult  | 350.00<br><hr/> 350.00  |
| 02/21/2023  | 25610      | Brodart Company<br>Brodart Company<br>Brodart Company  | 1102 · Checking Account<br>4410 · Library Books<br>4410 · Library Books   | 5,552.29<br>3,042.96<br><hr/> 8,595.25                          |
| 02/21/2023  | 25611      | Cornell Cooperative Extension, Suffolk Co<br>Cornell Cooperative Extension, Suffolk Co                               | 1102 · Checking Account<br>4421A · Adult  | 150.00<br><hr/> 150.00  |
| 02/21/2023  | 25612      | Curley, Lisamarie<br>Curley, Lisamarie   | 1102 · Checking Account<br>4421B · Children/Teen  | 350.00<br><hr/> 350.00  |
| 02/21/2023  | 25613      | De Lage Landen Financial Services, Inc.<br>De Lage Landen Financial Services, Inc.                                   | 1102 · Checking Account<br>4456 · Rental Expenses   | 3,124.38<br><hr/> 3,124.38                                      |
| 02/21/2023  | 25614      | Dell Marketing L.P.<br>Dell Marketing L.P.   | 1102 · Checking Account<br>4414 · Computer Software   | 1,420.52<br><hr/> 1,420.52                                      |
| 02/21/2023  | 25615      | Demco<br>Demco   | 1102 · Checking Account<br>4430 · Office & Library Supplies   | 412.33<br><hr/> 412.33  |
| 02/21/2023  | 25616      | Discount School Supply<br>Discount School Supply   | 1102 · Checking Account<br>4422B · Children/Teen  | 157.42<br><hr/> 157.42  |
| 02/21/2023  | 25617      | Drum Industrial Sales Corp.<br>Drum Industrial Sales Corp.   | 1102 · Checking Account<br>4451 · Custodial Supplies  | 1,255.57<br><hr/> 1,255.57                                      |

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**WARRANT DETAIL REPORT**  
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|-------------|------------|---|--|--|
|             |            |   |  | 1,255.57                               |
| 02/21/2023  | 25618      | Faronics Technologies USA Inc.<br>Faronics Technologies USA Inc.  | 1102 · Checking Account<br>4414 · Computer Software  | 956.85                                 |
|             |            |   |  | 956.85                                 |
| 02/21/2023  | 25619      | Fedco Seeds<br>Fedco Seeds  | 1102 · Checking Account<br>4422A · Adult   | 204.58                                 |
|             |            |   |  | 204.58                                 |
| 02/21/2023  | 25620      | Firematic Supply Co. Inc.<br>Firematic Supply Co. Inc.  | 1102 · Checking Account<br>4439 · Equipment/Blding Maint & Repair  | 885.50                                 |
|             |            |   |  | 885.50                                 |
| 02/21/2023  | 25621      | Friends for Old Bethpage Village Restorat<br>Friends for Old Bethpage Village Restorat                            | 1102 · Checking Account<br>4417 · OTHER THINGS LENDING   | 400.00                                 |
|             |            |   |  | 400.00                                 |
| 02/21/2023  | 25622      | Fun Express, LLC<br>Fun Express, LLC  | 1102 · Checking Account<br>4422B · Children/Teen   | 260.19                                 |
|             |            |   |  | 260.19                                 |
| 02/21/2023  | 25623      | Giery, Peter<br>Giery, Peter  | 1102 · Checking Account<br>4439 · Equipment/Blding Maint & Repair  | 32.69                                  |
|             |            |   |  | 32.69                                  |
| 02/21/2023  | 25624      | Grey House Publishing<br>Grey House Publishing  | 1102 · Checking Account<br>4410 · Library Books  | 514.05                                 |
|             |            |   |  | 514.05                                 |
| 02/21/2023  | 25625      | Guardian<br>Guardian<br>Guardian<br>Guardian<br>Guardian  | 1102 · Checking Account<br>4473 · Dental Insurance<br>4472 · Life Insurance<br>4474 · VISION INS<br>2185 · Employee Ins - enrollee contrib | 4,802.22<br>864.33<br>595.35<br>106.20 |
|             |            |   |  | 6,368.10                               |
| 02/21/2023  | 25626      | Gutmann, Sarah<br>Gutmann, Sarah  | 1102 · Checking Account<br>4421A · Adult   | 200.00                                 |
|             |            |   |  | 200.00                                 |
| 02/21/2023  | 25627      | Gym Door Repairs, Inc.<br>Gym Door Repairs, Inc.  | 1102 · Checking Account<br>4439 · Equipment/Blding Maint & Repair  | 793.00                                 |
|             |            |   |  | 793.00                                 |
| 02/21/2023  | 25628      | Holtz, Loretta<br>Holtz, Loretta  | 1102 · Checking Account<br>4428 · Conferences  | 114.72                                 |
|             |            |   |  | 114.72                                 |
| 02/21/2023  | 25629      | HomeStyle Landscaping & Design, Inc<br>HomeStyle Landscaping & Design, Inc<br>HomeStyle Landscaping & Design, Inc | 1102 · Checking Account<br>4439 · Equipment/Blding Maint & Repair<br>4440 · Snow Removal   | 850.00<br>1,650.00                     |
|             |            |   |  | 2,500.00                               |
| 02/21/2023  | 25630      | Ingram Library Services<br>Ingram Library Services<br>Ingram Library Services                                     | 1102 · Checking Account<br>4422B · Children/Teen<br>4410 · Library Books   | 305.40<br>36.53                        |
|             |            |   |  | 341.93                                 |
| 02/21/2023  | 25631      | Inner Strength Acupuncture with Donna,...<br>Inner Strength Acupuncture with Donna,...                            | 1102 · Checking Account<br>4421A · Adult   | 250.00                                 |
|             |            |   |  | 250.00                                 |
| 02/21/2023  | 25632      | JK Tech Solutions, Inc DBA Sharper Tra...<br>JK Tech Solutions, Inc DBA Sharper Tra...                            | 1102 · Checking Account<br>4421A · Adult   | 380.00                                 |
|             |            |   |  | 380.00                                 |
| 02/21/2023  | 25633      | John Tanzi Architect  | 1102 · Checking Account  |  |



**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
 February 21, 2023

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|-------------|------------|---|--|--------------|
|             |            | John Tanzi Architect                    | 4439 · Equipment/Blding Maint & Repair | 6,000.00     |
|             |            |   |  | 6,000.00     |
| 02/21/2023  | 25634      | Johnson Controls Security Solution      | 1102 · Checking Account                |              |
|             |            | Johnson Controls Security Solution      | 4414 · Computer Software               | 1,055.60     |
|             |            |   |  | 1,055.60     |
| 02/21/2023  | 25635      | Kanopy, Inc                             | 1102 · Checking Account                |              |
|             |            | Kanopy, Inc                             | 4415 · Electronic Data Base            | 470.00       |
|             |            |   |  | 470.00       |
| 02/21/2023  | 25636      | Kidnastics, Inc.                        | 1102 · Checking Account                |              |
|             |            | Kidnastics, Inc.                        | 4421B · Children/Teen                  | 750.00       |
|             |            |   |  | 750.00       |
| 02/21/2023  | 25637      | Kone                                    | 1102 · Checking Account                |              |
|             |            | Kone                                    | 4439 · Equipment/Blding Maint & Repair | 1,470.00     |
|             |            |   |  | 1,470.00     |
| 02/21/2023  | 25638      | Long Island Chess Nuts Association      | 1102 · Checking Account                |              |
|             |            | Long Island Chess Nuts Association      | 4421B · Children/Teen                  | 660.00       |
|             |            |   |  | 660.00       |
| 02/21/2023  | 25639      | Lunarola, Michele                       | 1102 · Checking Account                |              |
|             |            | Lunarola, Michele                       | 4428 · Conferences                     | 20.00        |
|             |            |   |  | 20.00        |
| 02/21/2023  | 25640      | MCJ Cleaning Services                   | 1102 · Checking Account                |              |
|             |            | MCJ Cleaning Services                   | 4439 · Equipment/Blding Maint & Repair | 3,700.00     |
|             |            |   |  | 3,700.00     |
| 02/21/2023  | 25641      | Midwest Tape                            | 1102 · Checking Account                |              |
|             |            | Midwest Tape                            | 4412 · Audio Video                     | 1,448.33     |
|             |            | Midwest Tape                            | 4415 · Electronic Data Base            | 1,551.31     |
|             |            |   |  | 2,999.64     |
| 02/21/2023  | 25642      | Miller Place Auto Upholstery Inc.       | 1102 · Checking Account                |              |
|             |            | Miller Place Auto Upholstery Inc.       | 4439 · Equipment/Blding Maint & Repair | 1,715.00     |
|             |            |   |  | 1,715.00     |
| 02/21/2023  | 25643      | Minard, Danielle                        | 1102 · Checking Account                |              |
|             |            | Minard, Danielle                        | 4428 · Conferences                     | 16.36        |
|             |            |   |  | 16.36        |
| 02/21/2023  | 25644      | New York Times                          | 1102 · Checking Account                |              |
|             |            | New York Times                          | 4413 · Periodicals                     | 22.00        |
|             |            |   |  | 22.00        |
| 02/21/2023  | 25645      | New York Times                          | 1102 · Checking Account                |              |
|             |            | New York Times                          | 4413 · Periodicals                     | 55.20        |
|             |            |   |  | 55.20        |
| 02/21/2023  | 25646      | NYS Employees' Health Ins Pending Ac... | 1102 · Checking Account                |              |
|             |            | NYS Employees' Health Ins Pending Ac... | 4479 · 9060.8 Health Insurance         | 65,563.40    |
|             |            | NYS Employees' Health Ins Pending Ac... | 2185 · Employee Ins - enrollee contrib | 3,768.09     |
|             |            |   |  | 69,331.49    |
| 02/21/2023  | 25647      | P.J.S. Post Office - Bulk               | 1102 · Checking Account                |              |
|             |            | P.J.S. Post Office - Bulk               | 4433 · Postage                         | 2,549.37     |
|             |            |   |  | 2,549.37     |
| 02/21/2023  | 25648      | Parker-Morales, Christine               | 1102 · Checking Account                |              |
|             |            | Parker-Morales, Christine               | 4428 · Conferences                     | 17.03        |
|             |            |   |  | 17.03        |
| 02/21/2023  | 25649      | PAYCHEX                                 | 1102 · Checking Account                |              |
|             |            | PAYCHEX                                 | 4437 · Accounting and Legal            | 358.99       |

**COMSEWOGUE PUBLIC LIBRARY**  
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| <u>Date</u> | <u>Num</u> | <u>Name</u>   | <u>Account</u>   | <u>Debit</u>       |
|-------------|------------|---|--|--------------------|
|             |            |   |  | 358.99             |
| 02/21/2023  | 25650      | Paychex of New York<br>Paychex of New York                              | 1102 · Checking Account<br>4437 · Accounting and Legal                               | 280.00             |
|             |            |   |  | 280.00             |
| 02/21/2023  | 25651      | Paychex of New York LLC<br>Paychex of New York LLC                      | 1102 · Checking Account<br>4437 · Accounting and Legal                               | 2,197.75           |
|             |            |   |  | 2,197.75           |
| 02/21/2023  | 25652      | Penn Hongthong Inc<br>Penn Hongthong Inc                                | 1102 · Checking Account<br>4421A · Adult   | 800.00             |
|             |            |   |  | 800.00             |
| 02/21/2023  | 25653      | Prairie Moon Nursery<br>Prairie Moon Nursery                            | 1102 · Checking Account<br>4422A · Adult   | 42.00              |
|             |            |   |  | 42.00              |
| 02/21/2023  | 25654      | Quadient Finance USA, Inc.<br>Quadient Finance USA, Inc.                | 1102 · Checking Account<br>4433 · Postage  | 700.00             |
|             |            |   |  | 700.00             |
| 02/21/2023  | 25655      | Quest Master Guild Inc<br>Quest Master Guild Inc                        | 1102 · Checking Account<br>4421B · Children/Teen                                     | 180.00             |
|             |            |   |  | 180.00             |
| 02/21/2023  | 25656      | Quigley, Deborah A.<br>Quigley, Deborah A.                              | 1102 · Checking Account<br>4421A · Adult   | 250.00             |
|             |            |   |  | 250.00             |
| 02/21/2023  | 25657      | R.C. Gluck Associates LLC<br>R.C. Gluck Associates LLC                  | 1102 · Checking Account<br>4421A · Adult   | 145.00             |
|             |            |   |  | 145.00             |
| 02/21/2023  | 25658      | Rhode Island Novelty<br>Rhode Island Novelty                            | 1102 · Checking Account<br>4422B · Children/Teen                                     | 1,591.95           |
|             |            |   |  | 1,591.95           |
| 02/21/2023  | 25659      | S & S Worldwide, Inc.<br>S & S Worldwide, Inc.<br>S & S Worldwide, Inc. | 1102 · Checking Account<br>4422B · Children/Teen<br>4430 · Office & Library Supplies | 213.29<br>96.39    |
|             |            |   |  | 309.68             |
| 02/21/2023  | 25660      | SAV-ON Printing<br>SAV-ON Printing<br>SAV-ON Printing                   | 1102 · Checking Account<br>4435 · Annual Election<br>4434 · Publicity and Printing   | 1,093.00<br>300.00 |
|             |            |   |  | 1,393.00           |
| 02/21/2023  | 25661      | Scholastic Library Publishing<br>Scholastic Library Publishing          | 1102 · Checking Account<br>4410 · Library Books                                      | 2,093.00           |
|             |            |   |  | 2,093.00           |
| 02/21/2023  | 25662      | Schuck, Jason T.<br>Schuck, Jason T.                                    | 1102 · Checking Account<br>4421A · Adult   | 150.00             |
|             |            |   |  | 150.00             |
| 02/21/2023  | 25663      | Schwartz, Bonnie L.<br>Schwartz, Bonnie L.                              | 1102 · Checking Account<br>4421A · Adult   | 700.00             |
|             |            |   |  | 700.00             |
| 02/21/2023  | 25664      | Scott, Robert G.<br>Scott, Robert G.                                    | 1102 · Checking Account<br>4421A · Adult   | 1,235.00           |
|             |            |   |  | 1,235.00           |
| 02/21/2023  | 25665      | Securitas Security Serv. USA<br>Securitas Security Serv. USA            | 1102 · Checking Account<br>4441 · Building Security                                  | 7,752.51           |
|             |            |   |  | 7,752.51           |

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02/17/23

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
 February 21, 2023

| <u>Date</u> | <u>Num</u> | <u>Name</u>  | <u>Account</u>  | <u>Debit</u>                     |
|-------------|------------|--|---|----------------------------------|
| 02/21/2023  | 25666      | Seed Savers Exchange<br>Seed Savers Exchange   | 1102 · Checking Account<br>4422A · Adult  | 225.43                           |
|             |            |  |   | <u>225.43</u>                    |
| 02/21/2023  | 25667      | Silk Wind Studio, LLC<br>Silk Wind Studio, LLC   | 1102 · Checking Account<br>4421A · Adult  | 260.00                           |
|             |            |  |   | <u>260.00</u>                    |
| 02/21/2023  | 25668      | Sparling, Nicole Summers<br>Sparling, Nicole Summers   | 1102 · Checking Account<br>4421B · Children/Teen  | 300.00                           |
|             |            |  |   | <u>300.00</u>                    |
| 02/21/2023  | 25669      | Spena, Catherine<br>Spena, Catherine   | 1102 · Checking Account<br>4428 · Conferences   | 20.00                            |
|             |            |  |   | <u>20.00</u>                     |
| 02/21/2023  | 25670      | Staples Business Credit<br>Staples Business Credit   | 1102 · Checking Account<br>4430 · Office & Library Supplies   | 86.03                            |
|             |            |  |   | <u>86.03</u>                     |
| 02/21/2023  | 25671      | Step 'N Wash, Inc<br>Step 'N Wash, Inc   | 1102 · Checking Account<br>4403 · Furniture & Equipment   | 519.95                           |
|             |            |  |   | <u>519.95</u>                    |
| 02/21/2023  | 25672      | Suffolk Cooperative Library System<br>Suffolk Cooperative Library System<br>Suffolk Cooperative Library System<br>Suffolk Cooperative Library System | 1102 · Checking Account<br>4415 · Electronic Data Base<br>4428 · Conferences<br>1153 · PATRON ACCOUNTS-DISC TICK... | 164,381.40<br>140.00<br>1,000.00 |
|             |            |  |   | <u>165,521.40</u>                |
| 02/21/2023  | 25673      | Theresa's Programs LLC<br>Theresa's Programs LLC   | 1102 · Checking Account<br>4421A · Adult  | 600.00                           |
|             |            |  |   | <u>600.00</u>                    |
| 02/21/2023  | 25674      | Three Village Historical Society<br>Three Village Historical Society   | 1102 · Checking Account<br>4410 · Library Books   | 23.40                            |
|             |            |  |   | <u>23.40</u>                     |
| 02/21/2023  | 25675      | Times Beacon Record Newspapers<br>Times Beacon Record Newspapers   | 1102 · Checking Account<br>4413 · Periodicals   | 59.00                            |
|             |            |  |   | <u>59.00</u>                     |
| 02/21/2023  | 25676      | TRANE US INC.<br>TRANE US INC.   | 1102 · Checking Account<br>4439 · Equipment/Blding Maint & Repair   | 3,910.00                         |
|             |            |  |   | <u>3,910.00</u>                  |
| 02/21/2023  | 25677      | ULINE<br>ULINE   | 1102 · Checking Account<br>4422A · Adult  | 113.79                           |
|             |            |  |   | <u>113.79</u>                    |
| 02/21/2023  | 25678      | Unique Management Services, Inc.<br>Unique Management Services, Inc.   | 1102 · Checking Account<br>4429 · Circulation   | 174.75                           |
|             |            |  |   | <u>174.75</u>                    |
| 02/21/2023  | 25679      | Vamos, Michelle<br>Vamos, Michelle   | 1102 · Checking Account<br>4421B · Children/Teen  | 955.00                           |
|             |            |  |   | <u>955.00</u>                    |
| 02/21/2023  | 25680      | VerifiedFirst<br>VerifiedFirst   | 1102 · Checking Account<br>4437 · Accounting and Legal  | 51.84                            |
|             |            |  |   | <u>51.84</u>                     |
| 02/21/2023  | 25681      | Winters Bros. Hauling of LI, LLC<br>Winters Bros. Hauling of LI, LLC   | 1102 · Checking Account<br>4432 · Cartage   | 226.40                           |
|             |            |  |   | <u>226.40</u>                    |
| 02/21/2023  | 25682      | Zimmerman, Lisa<br>Zimmerman, Lisa   | 1102 · Checking Account<br>4421A · Adult  | 250.00                           |
|             |            |  |   | <u>250.00</u>                    |

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**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
February 21, 2023

| <u>Date</u>  | <u>Num</u> | <u>Name</u> | <u>Account</u> | <u>Debit</u>             |
|--------------|------------|-------------|----------------|--------------------------|
|              |            |             |                | <u>250.00</u>            |
| <b>TOTAL</b> |            |             |                | <u><u>407,097.77</u></u> |

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01/17/23

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
January 19, 2023

01/19/2023 Payroll  
Check Register

| Date         | Num   | Name                            | Account                 | Debit           |
|--------------|-------|---------------------------------|-------------------------|-----------------|
| 01/19/2023   | 25591 | Equitable Financial             | 1102 · Checking Account | 4,152.00        |
|              |       | Equitable Financial             | 2184 · Annuity          | 4,152.00        |
| 01/19/2023   | 25592 | NYS Employees Retirement System | 1102 · Checking Account | 2,821.69        |
|              |       | NYS Employees Retirement System | 2186 · Retirement       | 202.00          |
|              |       | NYS Employees Retirement System | 2186 · Retirement       | 3,023.69        |
| <b>TOTAL</b> |       |                                 |                         | <b>7,175.69</b> |

01/19/2023 Payroll Warrant

|                 |                         |
|-----------------|-------------------------|
| Payroll Warrant | \$ 7,175.69             |
| Paychex Payroll | \$ 111,488.49 <i>Dr</i> |
| <b>TOTAL</b>    | <b>\$ 118,664.18</b>    |

APPROVED  
JAN 17 2023  
*Jenna J. [Signature]*

10:00 AM  
01/31/23

**COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
February 2, 2023**

02/02/2023 Payroll  
Check Register

I-2

| Date         | Num   | Name                | Account                              | Debit                        |
|--------------|-------|---------------------|--------------------------------------|------------------------------|
| 02/02/2023   | 25593 | Aflac               | 1102 · Checking Account              |                              |
|              |       | Aflac               | 2187 · AFLAC - Cancer Care           | 271.44                       |
|              |       | Aflac               | 2188 · AFLAC - Accident Ins          | 84.28                        |
|              |       | Aflac               | 2190 · AFLAC - Short Term Disability | 187.56                       |
|              |       | Aflac               | 2194 · Aflac - Hospital              | 148.08                       |
|              |       |                     |                                      | <hr/> 691.36                 |
| 02/02/2023   | 25594 | AT&T                | 1102 · Checking Account              |                              |
|              |       | AT&T                | 4431 · Telecommunications            | 57.94                        |
|              |       |                     |                                      | <hr/> 57.94                  |
| 02/02/2023   | 25595 | Equitable Financial | 1102 · Checking Account              |                              |
|              |       | Equitable Financial | 2184 · Annuity                       | 4,152.00                     |
|              |       |                     |                                      | <hr/> 4,152.00               |
| 02/02/2023   | 25596 | National Grid       | 1102 · Checking Account              |                              |
|              |       | National Grid       | 4450 · Utilities                     | 3,782.83                     |
|              |       |                     |                                      | <hr/> 3,782.83               |
| 02/02/2023   | 25597 | PSEGLI              | 1102 · Checking Account              |                              |
|              |       | PSEGLI              | 4450 · Utilities                     | 6,099.26                     |
|              |       |                     |                                      | <hr/> 6,099.26               |
| 02/02/2023   | 25598 | Verizon             | 1102 · Checking Account              |                              |
|              |       | Verizon             | 4431 · Telecommunications            | 99.55                        |
|              |       |                     |                                      | <hr/> 99.55                  |
| <b>TOTAL</b> |       |                     |                                      | <hr/> <b>14,882.94</b> <hr/> |

*[Handwritten initials and marks in right margin]*

02/02/2023 Payroll Warrant

|                 |                      |
|-----------------|----------------------|
| Payroll Warrant | \$ 14,882.94         |
| Paychex Payroll | \$ 108,311.51        |
| <b>TOTAL</b>    | <b>\$ 123,194.45</b> |

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JAN 31 2023

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02/14/23

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
February 16, 2023

02/16/2023 Payroll  
Check Register

I-3

| Date         | Num   | Name                            | Account                   | Debit           |
|--------------|-------|---------------------------------|---------------------------|-----------------|
| 02/16/2023   | 25599 | Equitable Financial             | 1102 · Checking Account   | 4,152.00        |
|              |       | Equitable Financial             | 2184 · Annuity            | 4,152.00 ✓      |
| 02/16/2023   | 25600 | NYS Employees Retirement System | 1102 · Checking Account   | 2,952.93        |
|              |       | NYS Employees Retirement System | 2186 · Retirement         | 202.00          |
|              |       | NYS Employees Retirement System | 2186 · Retirement         | 3,154.93 ✓      |
| 02/16/2023   | 25601 | Optimum                         | 1102 · Checking Account   | 627.41 ✓        |
|              |       | Optimum                         | 4431 · Telecommunications | 627.41          |
| <b>TOTAL</b> |       |                                 |                           | <b>7,934.34</b> |

02/16/2023 Payroll Warrant

|                 |                      |
|-----------------|----------------------|
| Payroll Warrant | \$ 7,934.34          |
| Paychex Payroll | \$ 115,173.44        |
| <b>TOTAL</b>    | <b>\$ 123,107.78</b> |

APPROVED  
FEB 14 2023  
*[Signature]*

PERSONNEL COMMITTEE REPORT

February 2, 2023

The personnel committee met with the Director and her staff and the following items will be brought to the Board:

- A. 2023/2024 Salary Schedules
- B. Benefits – Longevity



# *Comsewogue Public Library*

Proposed Operating Budget 2023-2024

February 21, 2023

**Total Amount Proposed to be Raised by Taxes:**

\$3,188,458 - this is the proposed amount to be brought before Comsewogue district voters  
(up from \$3,124,048 in '22-'23)

**Estimated Annual Tax Increase for Homeowners:**

\$13 (home assessed at \$400K)

**Total Proposed Operating Budget:**

Approximately \$6.5M (includes anticipated contract revenue and other income)

**Piercing the Tax Cap?**

No.

**Salaries & Benefits as % of Proposed Operating Budget: 72.3% (healthy range/proportion)**

(budget worksheet/spreadsheets to be distributed at board meeting)

# MARCH 2023

| 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<br><i>Meeting</i>  | 22        | 23       | 24     | 25       |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
| 26     | 27     | 28  | 29        | 30       | 31     |          |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
|        |        | <b>February 2023</b><br><table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |           |          | Sa     | M        | Tu | W | Th | F | Sa |  |  | 1 | 2 | 3 | 4 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  |  |  |  | <b>April 2023</b><br><table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |  |  | Sa | M | Tu | W | Th | F | Sa |  |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |  |  | Calendars by Vertex42.com<br>© 2022 Vertex42 LLC. Free to print.<br><a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a><br><br><b>2023 Calendars</b> <b>2024 Calendars</b> |  |
| Sa     | M      | Tu  | W         | Th       | F      | Sa       |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
|        |        | 1   | 2         | 3        | 4      |          |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
| 5      | 6      | 7   | 8         | 9        | 10     | 11       |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
| 12     | 13     | 14  | 15        | 16       | 17     | 18       |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
| 19     | 20     | 21  | 22        | 23       | 24     | 25       |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
| 26     | 27     | 28  |           |          |        |          |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |
| 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     |        |   |           |          |        |          |    |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |   |  |  |    |   |    |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |

# APRIL 2023

| Sunday   | Monday | Tuesday  | Wednesday | Thursday | Friday | Saturday |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
|----------|--------|--|-----------|----------|--------|----------|---|----|---|----|--|--|---|---|---|---|--|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|----|---|----|---|----|---|----|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|---|
|          |        |  |           |          |        | 1        |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 2        | 3      | 4  | 5         | 6        | 7      | 8        |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 9 Easter | 10     | 11   | 12        | 13       | 14     | 15       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 16       | 17     | 18<br><i>Meeting</i>   | 19        | 20       | 21     | 22       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 23       | 24     | 25   | 26        | 27       | 28     | 29       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 30       |        | <b>March 2023</b><br><table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> |           | Sa       | M      | Tu       | W | Th | F | Sa |  |  | 1 | 2 | 3 | 4 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | <b>May 2023</b><br><table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table> |  | Sa | M | Tu | W | Th | F | Sa |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  | Calendars by Vertex42.com<br>© 2022 Vertex42 LLC. Free to print.<br><a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a><br><br>2023 Calendars      2024 Calendars |
| 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     |          |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| Sa       | M      | Tu   | W         | Th       | F      | Sa       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
|          |        | 1  | 2         | 3        | 4      | 5        |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 6        | 7      | 8  | 9         | 10       | 11     | 12       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 13       | 14     | 15   | 16        | 17       | 18     | 19       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 20       | 21     | 22   | 23        | 24       | 25     | 26       |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |
| 27       | 28     | 29   | 30        | 31       |        |          |   |    |   |    |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |    |   |    |   |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |

# MAY 2023

| Sunday          | Monday          | Tuesday   | Wednesday | Thursday | Friday | Saturday |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|-----------------|-----------------|---|-----------|----------|--------|----------|---|----|---|----|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|---|--|----|---|----|---|----|---|----|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
|                 | 1               | 2   | 3         | 4        | 5      | 6        |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 7               | 8               | 9   | 10        | 11       | 12     | 13       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 14 Mother's Day | 15              | 16<br><i>Meeting</i>  | 17        | 18       | 19     | 20       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 21              | 22              | 23  | 24        | 25       | 26     | 27       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 28              | 29 Memorial Day | 30  | 31        |          |        |          |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|                 |                 | <b>April 2023</b><br><table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |           | Sa       | M      | Tu       | W | Th | F | Sa |  |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |  |  | <b>June 2023</b><br><table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> |  | Sa | M | Tu | W | Th | F | Sa |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Calendars by Vertex42.com<br>© 2022 Vertex42 LLC. Free to print.<br><a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a><br><br><b>2023 Calendars</b> <b>2024 Calendars</b> |
| Sa              | M               | Tu  | W         | Th       | F      | Sa       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|                 |                 |   |           |          |        | 1        |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 2               | 3               | 4   | 5         | 6        | 7      | 8        |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 9               | 10              | 11  | 12        | 13       | 14     | 15       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 16              | 17              | 18  | 19        | 20       | 21     | 22       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 23              | 24              | 25  | 26        | 27       | 28     | 29       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 30              |                 |   |           |          |        |          |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 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       |   |    |   |    |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |    |   |    |   |    |   |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |