

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 18, 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 03/30/2023 & 04/13/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. ANNUAL BUDGET VOTE & TRUSTEE ELECTION 2023/2024 – RESULTS
 - 2. OTHER
- L. NEW BUSINESS
 - 1. PERSONNEL CHANGES
 - 2. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 3. 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
MARCH 21, 2023

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

PRESENT: Trustee McCrary
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee DeStefano
Trustee Rossini

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on February 21, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated March 21, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Financial Reports for the period ending January 17, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 03/23/1, dated March 21, 2023, in the amount of \$185,255.33. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the payroll and payroll warrants for March 02, 2023 (\$122,062.95) and March 16, 2023 (\$119,611.26). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to appoint the following as election workers for the 2023/24 Budget Vote and Trustee Election on April 4, 2023:

- Carol Fazio (Head Teller) at \$15.81 hr.
- Donald Gleaves (Teller) at \$15.30 hr.
- Lisa Poulos (Teller) at \$15.30 hr.
- Eileen Wrenn (Teller) at \$15.30 hr.

Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to authorize the transfer of \$80,145.48 from the Termination Payment (Term PM) Designation to the general operating fund to fund the 2022 Comsewogue Public Library Retirement/Voluntary Separation Incentive which includes employer contributions to the 403(b) accounts of one (1) eligible FT retiree, voluntary separation incentive payment for (1) eligible PT employee resignation/retirement, and payment for unused sick days, as per current Library policy, and to increase the 2022-23 appropriate salary budget lines by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the revised *Employee Dress* policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt the revised *Paid Time Off (PTO) Full-Time* policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt the revised *Public Behavior* policy including final edits provided by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the resignations of Shannon McLaughlin (effective February 22, 2023) and Sherly Ritter (effective March 8, 2023) with thanks for services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 7:04 P.M. Approved unanimously.

Secretary, Board of Trustees



COMSEWOGUE PUBLIC LIBRARY Employee Dress Policy

Comsewogue Public Library strives to give an appearance of “smart-casual” regarding employee dress. Smart-casual is a style of dress that looks to achieve a neat, clean, comfortable, appearance suitable for a relaxed office environment. Attire shall not interfere with job performance or job safety. All employees are responsible for maintaining neat and clean hygiene and attire.

Each Employee’s clothing:

- Is to be unwrinkled, unfaded, without holes or frayed areas.
- Must provide appropriate coverage and must allow the employee to reach overhead, bend, and lean over while maintaining appropriate coverage.

If an employee is not sure if something is appropriate to wear to work, they should get clarification ahead of time from their supervisor.

Employees are to exercise good taste and common sense when selecting appropriate work attire. If employees are to take part in a business meeting or professional event, traditional business attire is to be worn.

Avoid tops with logos, images, text, etc., except for those promoting current Library programs and official Library apparel.

Sweatpants or other athletic/workout clothes should not be worn to work unless an employee will be engaging in athletic activities as assigned by their supervisor.

Library Shirts

Official CPL shirts may be worn on any day. Promotional Tees may be worn in conjunction with specific library promotions and during specified periods, ex. Summer Reading Club or other program/campaign promotion.

Jeans

Dress/“smart” jeans when paired with an official CPL shirt may be worn by any employee on any day.

(Page and Custodial staff are not required to pair an official CPL shirt when wearing jeans.)

“Smart” jeans are dark and not faded, frayed, ripped, cut, large-patterned or multi-colored.

Footwear (see also Pages and Custodial sections of this policy)

Footwear should be clean and in good condition.

Avoid wearing flip-flops to work.

Shorts (see also Pages and Custodial sections of this policy)

Employees may wear "smart-casual" shorts:

- plain Bermuda, long khaki or dark jean shorts that hit just above (max. about 1" above) or at the knee
- fitted/tailored/flat or pleated-front shorts, in a solid color cotton/twill or more formal fabric.

Avoid athletic, cargo, drawstring, utility and hiking styles.

Shorts must be paired with a collared shirt. An exception would be wearing an official CPL promotional t-shirt, such as is worn by some public-facing staff to advertise summer reading clubs.

Jean shorts must be paired with an official CPL shirt.

Accessories

Buttons, stickers, wristbands, etc. with logos, images, text, etc., except those issued by the Library or otherwise approved by the Library, are not to be worn to work.

Hats should not be worn to work, unless they are CPL-issued and for specific occasions/promotions.

Fragrance/Odor

Personal scent/odor must not interfere with another's comfortable use of the workplace. Presenting an offensive, pervasive odor is prohibited.

Acceptable Clothing for Pages

Pages should wear clothing that is neat, clean, of proper fit and of appropriate length.

Sweatpants or other athletic/workout clothes should not be worn to work.

Pages are not required to wear a collared shirt or pair and official CPL shirt when wearing jean shorts.

Pages, due to the nature of their duties, must wear closed-toe footwear.

Acceptable Clothing for Custodial

Pants, jeans or shorts that are neat, clean and of proper fit (not faded, frayed, torn, or cut-off) are acceptable. Custodial staff, are not required to pair an official CPL shirt or wear a collared shirt when wearing jean shorts. Custodial staff, for safety reasons, should choose pants over shorts for some tasks, when working with certain materials.

Due to the nature of their daily duties, custodians must wear closed-toe shoes (sturdy sneakers or work boots).

Reasonable accommodation of religious beliefs

The Library respects the importance of the individually-held religious beliefs of its applicants and employees. The Library will reasonably accommodate a staff member's religious beliefs as reflected in workplace attire and grooming unless the accommodation interferes with the capacity of the Library to maintain a workplace that is safe and productive.

Those requesting a workplace attire accommodation based on religious beliefs should contact Administration. If Administration possesses a legitimate basis for questioning the sought dress/grooming with regard to the particular belief or practice for which the accommodation has been requested, it may inquire of the applicant or employee as to information reasonably required to evaluate the request.

Discretion & Need for Adjustments

The Director has final discretion as to appropriate dress in the workplace.

Employees may request to dress outside the terms of the dress code for specific reasons (moving furniture, cleaning, special projects, etc.,) and should obtain their supervisor's approvals prior to appearing in the work.

Employees may be directed to change clothes or punch out to go and change clothes, and, in such an instance, may be required to make up lost time or to sustain a loss of pay equivalent to the lost time.



Comsewogue Public Library

Paid Time Off (PTO) Policy

Full-Time Staff Members

(previously Vacation Policy)

It is the policy of Comsewogue Public Library to provide each full-time employee with vacation time, sick time and personal time, inclusively know as Paid Time Off, on a periodic basis. The amount of Paid Time Off to which an employee becomes entitled is determined by the employee's length of service as a full-time employee. For full-time employees, PTO eligibility is as follows:

Vacation:

20 days/140 hours: all full-time employees with up to 5 years of full-time service completed at CPL

25 days/175 hours: all full-time employees with over 5 years of full-time service completed at CPL

Vacation time is awarded to each full-time employee on a calendar year basis and is pro-rated, as needed, for reasons such as termination of employment, unpaid absence or for new full-time appointments mid-year.

Vacation time does *not* accrue and must be used within each calendar year (January - December). Unused vacation time will be forfeited at the end of the calendar year.

Unused vacation time will be forfeited at time of separation of employment.

Sick:

All full-time employees receive 12 sick days/84 hours.

Sick time is awarded to each full-time employee on a calendar year basis and is pro-rated, as needed, for reasons such as termination of employment, unpaid absence or for new full-time appointments mid-year.

Sick leave for *over* three (3) days may require a doctor's note. Sick leave for *over* two (2) weeks will be applied toward Family Medical Leave Act (FMLA), if employee qualifies. A doctor's note giving authorization to return to work is required for all absences of two (2) weeks or longer and for all absences that included a hospital stay and/or any surgery (excluding oral surgery).

Sick time does accrue and will rollover into the following year.

As per Benefit Policy, upon New York State Retirement, accrued Sick time will be paid for at a rate of one day for every two days accrued with a cap of 100 days/700 hours (*if hired full-time on or after 3/1/10*) or 120 days/840 hours (*if hired full-time prior to 3/1/10*) paid sick.

Unused sick time will be forfeited due to resignations.

Personal:

3 days/21 hours: all full-time employees with up to 10 years of full-time service completed at CPL

4 days/28 hours: all full-time employees with over 10 years of full-time service completed at CPL

Personal time is awarded to each full-time employee on a calendar year basis and is pro-rated, as needed, for reasons such as termination of employment, unpaid absence or for new full-time appointments mid-year.

At the end of the calendar year, personal time turns into sick time and will rollover into the following year.

Unused personal time will be forfeited due to resignations.

The following has been developed for all full-time staff to comply with in order to maintain fairness among co-workers and to ensure that the Library will remain properly staffed (as determined by your Department Head and Library Director) for the continuation of quality service to our patrons.

1. PTO-vacation & personal requests of more than two consecutive days are to be submitted to your department head at least 1 month (or sooner) prior to the requested start date.
2. PTO requests for summer, expected busy times or holidays should be submitted by the specified date given to staff members by the department head.
3. Department heads will review PTO-vacation & personal requests for preliminary approval and forward requests to the Administration Office **prior** to scheduling time off.
4. Approval of PTO requests are subject to the demands of the department schedule.
5. ALL PTO-vacation & personal are subject to the Director's approval.
(Do not make plans, arrangements, etc. until you have received final approval.)
6. Any PTO request that extends beyond two (2) consecutive calendar weeks must be submitted in writing to the department head at least two (2) months (or sooner) prior to the requested vacation start date. The department head will submit this request to the Director and it will be reviewed and considered on a case-by-case basis.



Comsewogue Public Library

Public Behavior Policy

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, the Comsewogue Public Library requires all visitors and patrons to comply with the following General Rules and Regulations:

The following are NOT permitted on the Library campus:

- Engaging in conduct that disrupts or interferes with normal operations of the Library, or that disturbs staff or Library patrons. Such conduct includes, but is not limited to:
 - Harassing or threatening public, staff, volunteers or vendors (verbally, physically and/or in writing, including electronically)
 - Displaying obscene or abusive language or gestures.
 - Being unreasonably loud, including on a cell phone, as determined by a staff member and/or guard. (Designated area for talking on a cell phone is the Gallery.)
- Engaging in sexual conduct, stalking, or lewd behavior.
- Possessing a knife, gun, or any other weapon.
- Smoking tobacco or marijuana products, vaping, e-cigarettes, etc. (must go to Terryville Road or farther to smoke)
- Eating and drinking (covered drinks and snacks) are permitted, except in computer areas and elsewhere as indicated (ex. around specific equipment, collection materials, etc.) Leaving a mess when dining (crumbs, trash, offensive odors) is not permitted.
- Using, possessing, selling, or appearing under the influence of alcohol or other substances.
- Sleeping anywhere on the premises.
- Misuse or interference with others' use of public restrooms, including loitering, laundering, bathing (other than handwashing), personal grooming or similar activities
- Selling goods or services or soliciting money, donations or signatures.
- Using skates, skateboards, scooters, or any similar equipment; indoors or out.
- Bringing an animal(s) into the Library, unless it can be deemed a "service" animal.
- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.

- Engaging in any activity in violation of federal, state or local law or Library policies

Please also be advised that:

- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises. Personal items must not be left unattended. Unattended items may be removed and disposed of.

- A person is not permitted to bring large objects, such as oversized bag(s), shopping carts or luggage into the Library.

A person and their belongings must not block library doorways, interfere with the flow of pedestrian traffic, or block aisles, stairways, elevators, ramps, etc.

- Library security officers and staff may inspect a person's property upon entrance or exit from the Library and/or ask patrons

- A person must wear clothing (covering upper and lower body) and footwear in the Library; and a person's odor must not interfere with others' comfortable use of the Library. Presenting an offensive, pervasive odor constitutes a nuisance and is prohibited.

- There are those Library items that cannot be copied because of copyright laws, their vulnerable condition, or donor restrictions.

- The Library is not responsible for children who are left unattended on Library premises; please see the Library's Unattended Children Policy.

- Library staff and security officers may inspect the property of a person who enters or leaves the Library and may ask a person to display their Library card or other ID at any time.

- Large groups that seek to visit the Library must have permission to do so.

- Media or commercial filming or photography are not allowed on the Library's premises without prior permission from Administration. A person filming or photographing must not disturb visitors/patrons or Library staff.

- Adults may visit Children's and Teen areas only when accompanied by a child or teen, or when actively engaged in use of collections/services.

- Certain Library spaces and collections are restricted to staff only or have other restrictions (access limitation, noise level, etc.)

Persons with disabilities may request Library staff for reasonable accommodations.

Persons who do not observe the Library's Public Behavior Policy may be asked to immediately leave the Library, may lose their Library access and/or privileges for a day or longer, and may be subject to arrest or other legal action.

Director's Report

April 2023

Personnel

No report.

Operations

The Library's Budget Hearing was held on 3/22.

We are arranging, in cooperation with SCLS, the Town of Brookhaven, and the Port Jefferson Free Library, to have a presence with the Livebrary Tech Van, which offers WiFi among other things, at Cedar Beach, Mt. Sinai on 10 Friday mornings between June and September. We will issue library cards and promote library services such as the Library of Things.

We are also arranging to have a table, in partnership with Port Jefferson Free Library, at the Northwell Health Walk (Mather Hospital) on May 21st.

Auditor Don Hoffman is retiring. C. Spina and I took part in a transition meeting Cullen & Danowski on April 3rd.

Building & Grounds

SCLS notified the Library that it received some additional funds for last year's construction grant program, so SCLS is increasing Comsewogue's award by \$10,000 for a new total of \$170,000. Until the State officially approves and finalizes everything, however, we will hold off on public announcements.

Both new boilers have been installed and are operating. Pump installation may be complete by the April board meeting date.

Professional Activities

3/23 Taught New Supervisors Session at SCLS

Community Activities

Civic Meeting (Andrea Malchiodi attended)

Mather Hospital Advisory Board Meeting (DE)



Comsewogue Public Library

Personnel Report

April 18, 2023

New Appointments/Promotions:

Madelyn Haussner, Librarian I (Call-In) – Adult Services, effective March 18, 2023. Salary \$30.76 hr.

Stephanie Manganello, Page (PT), effective March 24, 2023. Salary \$15.34 hr.

Catherine Spina, Associate Administrator (FT) - Administration, effective March 27, 2023. Salary \$3,011 biweekly.

Brigitte Simpson, Page (PT), effective April 3, 2023. Salary \$15.34 hr.

Panika Garg, Page (PT), effective April 4, 2023. Salary \$15.34 hr.

Resignations:

*Nicole Malley, Librarian I (PT) – Adult Services, effective March 31, 2023.

*Stephanie Manganello, Page (PT), effective March 27, 2023.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2022/2023

E-3

March 2023

	Mar 2023	Mar 2022	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	88	66	33.33%	8,677	8,662	0.17%
2	Juvenile	27	41	-34.15%	2,884	2,941	-1.94%
3	Total	115	107	7.48%	11,561	11,603	-0.36%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	25	19	31.58%	4,328	4,446	-2.65%
5	Port Jefferson Library	30	24	25.00%	1,593	1,677	-5.01%
Miller Place Borrower Registration:							
6	Comsewogue Library	34	33	3.03%	4,349	4,493	-3.20%
7	Port Jefferson Library	35	22	59.09%	1,985	2,061	-3.69%
8	Total CPL Members	174	159	9.43%	20,238	20,542	-1.48%
9	Library Visits *	9,747	9,111	6.98%	82,513	69,202	19.23%
10	Curbside Pick Up	25	33	-24.24%	238	326	-26.99%
Transactions							
11	Circulation of Physical Items:	24,772	24,567	0.83%	219,382	223,155	-1.69%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,071	8,152	11.27%	75,292	71,806	4.85%
13	Hoopla	651	786	-17.18%	6,539	7,603	-13.99%
14	Kanopy	179	148	20.95%	1,507	1,693	-10.99%
Circulation Other:**							
15	Museum Passes	43	37	16.22%	590	325	81.54%
16	Library of Things	98	83	18.07%	822	218	n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	806	791	1.90%	6,524	6,031	8.17%
18	Public Wireless Sessions	1,899	1,758	8.02%	15,522	14,408	7.73%
Interlibrary Loan:							
19	Items Loaned	1,173	1,181	-0.68%	9,657	10,174	-5.08%
20	Items Borrowed	1,831	1,545	18.51%	14,427	13,576	6.27%

*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: March 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
AARP Smart Driver Course	1	24	18
Computer Basics	4	12	5,10,8,9
Medicaid ABD Enrollment	1	n/a	3
Mah-Jongg & More	2	n/a	6,6
Repair Café	1	n/a	7
Concert: The Climb (Island Hills Chorus)	1	81	94
Gentle Fitness	2	22	16,13
Love Your Heart	1	14	12
ONLINE Breathe Together	4	52	7,7,6,6
AARP Tax Assistance	5	12,12,11,12,12	15,14,15,14,16
ONLINE New English Speakers (Zoom)	4	n/a	13,11,10,9
Chess Club	4	n/a	8,8,8,8
Name That Tune	2	14,12	12,10
Career Counseling	Appt	3	3
Knit & Crochet	1	n/a	6
ONLINE Trivia (Email)	3	16,n/a,n/a	26,17,7
Defensive Driving	2	36	34,34
Everyday Matinees	2	14,54	8,43
Write This Way	1	15	11
Concert: Hungrytown	1	60	61
ReWilding	1	24	19

Adult Programming: Summary

ONLINE Rob Scott Cooking Demo Videos (YouTube)	1	<i>redirect clicks</i>	64
		<i>views</i>	125
Paint & Listen \$12	2	24,24	22,19
Candle Making \$5	2	17,17	10,12
Calming Art Club	1	18	14
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Sweet & Savory Fruit Salad	2	18,18	10,12
HIICAP Counseling	Appt	2	2
One-on-One Appointments	unlimited	2	2
Social Work Intern Appointments	unlimited	24	24
TOTALS	51	680	868

* View counts as of 4/10/23

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
March 2023	51	680	868
YTD 2023	132	1670	1974
March 2022	55	483	827
YTD 2022	136	1270	2061

March 2023 Program Statistics: Birth - Prek

Program Title	Platform	ESOL	DIG. LIT.	Registered	Attendance		Attendance/Session TOTAL by Type				Att. TOTAL	Librarian	
					Children	Adults	Child-focused	Sess.	Par-focus.	Combined		Sess.	Initials
Infant Massage Birth - 12 mon, w/caregiver	in person			4	4	4				8	1	8	AQ
Baby Start Birth - 17 mon, w/caregiver	in person			9	6	6				12	1	12	AQ
Mother Goose on the Loose Birth - 35 mon, w/caregiver 10am	in person			24	17	18				35	1	35	JB
Mother Goose on the Loose Birth - 35 mon, w/caregiver 11am	in person			24	10	10				20	1	20	JB
Come Play w/ PlayHooray Birth - prek, w/caregiver 10am	in person			20	16	16	32	1				32	JB
Come Play w/ PlayHooray Birth - prek, w/caregiver 11am	in person			23	15	15	30	1				30	LR
Fun With Toddlers Children 12-35 mon, w/caregiver	in person			58	77	75	152	4				152	DB
Construction Zone 10am Children 12 mon-prek, w/caregiver	in person				17	15	32	1				32	DBr
Construction Zone 5:30pm Children 12 mon-prek, w/caregiver	in person				5	4	9	1				9	LRA
Kidnastics 10am Children 12 mon-prek, w/caregiver	in person			25	20	20	40	1				40	LRA
Kidnastics 11am	in person			25	20	18	38	1				38	JG

March 2023 Program Statistics: Grades 6-12

Program Title	Platform	ESOL	DIG. LIT.	Sessions	Registered	Attendance		Attendance TOTAL	Librarian Initials
						Teens	Adults		
Afternoon Crafts for a Cause Grades 6-12 3/15	in person			1	23	16		16	LR
Afternoon Crafts for a Cause Grades 6-12 3/23	in person			1	20	14		14	jc
Afternoon Crafts for a Cause Grades 6-12 3/30	in person			1	12	7		7	DBr
Cards for Hospitalized Kids Grades 6-12	in person			1	24	18		18	MD
Churro Choc Chip Banana Bread Grades 6-12	in person			1	19	12		12	DB
Dungeons & Dragons Grades 6-12	in person			1	8	7		7	RL
Teen Talk Grades 6-12	in person			1	23	16		16	LR
Price is Right Grades 6-12	in person			1	9	9		9	JB
Remote Community Service Grades 6-12	Remote			6		238		238	DB
Seed Sorting 5:30pm Grades 6-12	in person			1	12	11		11	DB

March 2023 - J/YA Program Statistic Summary

	Mar '23	Mar '22	YTD '23	YTD '22
Family:				
Total # of Sessions	4	2	11	7
Total # of Attendees	79	87	403	380
Birth-PreK:				
Total # of Sessions	29	19	87	43
Total # of Attendees	898	574	2,323	971
Grades K-5:				
Total # of Sessions	10	10	57	33
Total # of Attendees	160	136	1,018	666
Grades 6-12:				
Total # of Sessions	16	18	51	47
Total # of Attendees	359	185	757	514
TOTAL # of ALL Sessions	59	49	206	130
TOTAL # of ALL Attendees	1,496	982	4,501	2,531

Comsewogue Public Library 2022/2023 Tax Receipts

COMSEWOGUE LIBRARY DIST. (US. Bank, Trustee)

Town of Brookhaven	Payment Date	Total \$ Town Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Notes / Amount Retained for Bonds
1	12/30/2022	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	2/21/2023	43,342.42	2/21/2023	43,342.42	
9	3/6/2023	25,611.43	3/6/2023	25,611.43	
10	3/20/2023	15,760.88	3/20/2023	15,760.88	
11	4/3/2023	15,760.88	4/3/2023	15,760.88	
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	\$1,901,155.98		
Payments CPL Received		\$1,588,655.98	
Payments US Bank Retained for Bonds			\$312,500.00
Interest Received*		0.00	
Remaining Balance - Uncollected Taxes		\$1,535,392.02	
Total Payments (including interest)	\$1,901,155.98	\$1,588,655.98	

G

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of February 28, 2023

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	9,338.50
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,690,247.21
1110 · Savings-Capital Improvements	789,135.67
1114 · Savings-Termination Pay	234,337.09
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 3,762,208.47

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	18,228.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 18,728.65

Total Current Assets

3,780,937.12

TOTAL ASSETS

3,780,937.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	179.36
2186 · Retirement	110.67
2187 · AFLAC - Cancer Care	271.44
2188 · AFLAC - Accident Ins	84.28
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	187.56
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	148.08

Total Other Current Liabilities 79,747.13

Total Current Liabilities

79,747.13

Total Liabilities

79,747.13

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	-1,123,906.55

Total Equity

3,701,189.99

TOTAL LIABILITIES & EQUITY

3,780,937.12

COMSEWOGUE PUBLIC LIBRARY
STATEMENT OF REVENUE
For the Period Ending February 28, 2023

	<u>February 23</u>	<u>July 22 - February 23</u>
Revenue		
3301 · Tax Revenues	258,084.39	1,844,069.51
3302 · Fines	26.86	434.84
3304 · Interest Earned	2,076.25	10,059.25
3305 · Unclassified rev.-Copies	1,003.00	6,064.01
3306 · Unclassified rev.-Books	224.53	2,966.02
3307 · Unclassified rev.-Other	6.95	156.98
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	51.00
3312 · Local Sponsor Aid	698.00	6,985.00
3313 · PILOT Revenue	1,913.54	3,072.20
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	831,158.94
3319 · Services - Mount Sinai	0.00	676,042.54
Total Revenue	<u>264,033.52</u>	<u>3,391,060.29</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending February 28, 2023

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	FEBRUARY	JULY - FEBRUARY		
4401 · Computer Supplies	267.51	8,320.45	13,000.00	-4,679.55
4402 · Computer Equipment/Parts	0.00	7,969.85	28,000.00	-20,030.15
4403 · Furniture & Equipment	85,617.15	220,047.58	52,000.00	168,047.58
4404 · Salaries-Professional	153,562.25	1,270,040.73	2,134,860.00	-864,819.27
4405 · Salaries-Clerical	58,712.11	551,042.69	865,153.00	-314,110.31
4406 · Salaries-Custodial	8,145.54	69,257.34	105,814.00	-36,556.66
4407 · Salaries-Guard	2,323.01	18,276.70	30,070.00	-11,793.30
4410 · Library Books	12,697.10	75,979.37	125,000.00	-49,020.63
4412 · Audio Video	1,448.33	12,981.70	33,000.00	-20,018.30
4413 · Periodicals	136.20	11,259.00	15,000.00	-3,741.00
4414 · Computer Software	3,532.67	8,083.86	8,000.00	83.86
4415 · Electronic Data Base	166,402.71	216,126.07	240,000.00	-23,873.93
4417 · OTHER THINGS LENDING	563.86	15,278.78	17,500.00	-2,221.22
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	3,566.00	33,159.36	62,000.00	-28,840.64
4421B · Children/Teen	6,830.00	46,874.00	62,000.00	-15,126.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	631.49	3,173.07	7,000.00	-3,826.93
4422B · Children/Teen	3,588.99	11,791.56	22,000.00	-10,208.44
4428 · Conferences	328.11	7,594.74	11,000.00	-3,405.26
4429 · Circulation	63.73	46,446.39	60,000.00	-13,553.61
4430 · Office & Library Supplies	1,414.72	9,092.43	16,000.00	-6,907.57
4431 · Telecommunications	784.90	6,238.92	9,800.00	-3,561.08
4432 · Cartage	226.40	1,811.20	3,000.00	-1,188.80
4433 · Postage	3,256.65	9,341.87	13,000.00	-3,658.13
4434 · Publicity and Printing	300.00	30,197.92	36,000.00	-5,802.08
4435 · Annual Election	1,093.00	1,093.00	3,700.00	-2,607.00
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	2,888.58	67,213.12	82,500.00	-15,286.88
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Blding Maint & Repair	19,556.19	128,929.88	178,000.00	-49,070.12
4440 · Snow Removal	1,650.00	1,650.00	13,500.00	-11,850.00
4441 · Building Security	7,752.51	49,579.68	76,552.00	-26,972.32
4450 · Utilities	9,882.09	90,310.88	120,000.00	-29,689.12
4451 · Custodial Supplies	1,255.57	10,585.26	16,000.00	-5,414.74
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	3,124.38	14,622.16	19,400.00	-4,777.84
4471 · Workers Compensation Insurance	0.00	28,423.00	27,000.00	1,423.00
4472 · Life Insurance	864.33	3,700.68	5,600.00	-1,899.32
4473 · Dental Insurance	4,802.22	19,504.98	33,000.00	-13,495.02
4474 · VISION INS	595.35	2,386.99	4,300.00	-1,913.01
4476 · 9020.8 Retirement Expense	0.00	294,405.00	311,000.00	-16,595.00
4477 · 9030.8 Social Security Expense	16,709.26	138,015.75	230,000.00	-91,984.25
4478 · Unemployment Insurance	0.00	340.50	2,000.00	-1,659.50
4479 · 9060.8 Health Insurance	65,563.40	531,866.46	822,439.00	-290,572.54
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	312,500.00	290,000.00	22,500.00
4483 · Bond Administrative	0.00	89.25	679.00	-589.75
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	650,136.31	4,514,966.84	6,360,895.00	-1,845,928.16

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COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 04/23/01 ~ April 18, 2023

Date	Num	Name	Account	Debit
04/18/2023	25777	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	400.00
				400.00
04/18/2023	25778	Adamko, Patricia Adamko, Patricia	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25779	Adamko, Walter Adamko, Walter	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25780	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	200.00
				200.00
04/18/2023	25781	Aimee, Maura Aimee, Maura	1102 · Checking Account 4421A · Adult	150.00
				150.00
04/18/2023	25782	Albanese, Catherine Albanese, Catherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25783	American Express American Express American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4410 · Library Books 4403 · Furniture & Equipment 4414 · Computer Software 4415 · Electronic Data Base 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4428 · Conferences 4430 · Office & Library Supplies 4451 · Custodial Supplies	77.94 220.03 11.52 612.00 383.25 515.90 505.56 1,278.30 190.52 159.98
				3,955.00
04/18/2023	25784	B&H Photo-Video B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4401 · Computer Supplies 4417 · OTHER THINGS LENDING	617.99 164.16
				782.15
04/18/2023	25785	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	552.09 94.83
				646.92
04/18/2023	25786	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421A · Adult	990.00
				990.00
04/18/2023	25787	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	696.14 3,781.24
				4,477.38
04/18/2023	25788	Cornell Cooperative Extension, Suffolk Co Cornell Cooperative Extension, Suffolk Co	1102 · Checking Account 4421B · Children/Teen	450.00
				450.00
04/18/2023	25789	Curiously Creative Candles Curiously Creative Candles	1102 · Checking Account 4421A · Adult	750.00
				750.00
04/18/2023	25790	DeFigueiredo, Anna DeFigueiredo, Anna	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

04/23/01 ~ April 18, 2023

Date	Num	Name	Account	Debit
04/18/2023	25791	DeRosalia, Angela DeRosalia, Angela	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25792	Discount School Supply Discount School Supply	1102 · Checking Account 4422A · Adult	44.67
				44.67
04/18/2023	25793	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	1,002.43
				1,002.43
04/18/2023	25794	Elwood Public Library Elwood Public Library	1102 · Checking Account 4410 · Library Books	30.00
				30.00
04/18/2023	25795	Fazio, Carol Fazio, Carol	1102 · Checking Account 4435 · Annual Election	197.63
				197.63
04/18/2023	25796	Forkin, Donna Forkin, Donna	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25797	Forkin, James Forkin, James	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25798	Fort, Brenda Fort, Brenda	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25799	Giaquinto and Company Giaquinto and Company	1102 · Checking Account 4437 · Accounting and Legal	7,500.00
				7,500.00
04/18/2023	25800	Gilmore, Barbara Gilmore, Barbara	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25801	Gilmore, Frederick Gilmore, Frederick	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25802	Gleaves, Donald Gleaves, Donald	1102 · Checking Account 4435 · Annual Election	191.25
				191.25
04/18/2023	25803	Gomer, Regina Gomer, Regina	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25804	GovConnection, Inc. GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies 4402 · Computer Equipment/Parts	1,161.00
				502.00
				1,663.00
04/18/2023	25805	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Employee Ins - enrollee contrib	444.54
				2,477.76
				322.42
				52.13
				3,296.85
04/18/2023	25806	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	200.00
				200.00

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

04/23/01 ~ April 18, 2023

Date	Num	Name	Account	Debit
04/18/2023	25807	Hall, Dianne Hall, Dianne	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25808	Hall, Erik Hall, Erik	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25809	Harbes Barnyard Adventure, LLC Harbes Barnyard Adventure, LLC	1102 · Checking Account 4417 · OTHER THINGS LENDING	1,350.00
				1,350.00
04/18/2023	25810	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	310.00
				310.00
04/18/2023	25811	Ingram Library Services Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books 4422A · Adult	44.76 18.11
				62.87
04/18/2023	25812	Iovino, Daniel Iovino, Daniel	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25813	Iovino, Maria Iovino, Maria	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25814	Jaffe, Karen Jaffe, Karen	1102 · Checking Account 4479 · 9060.8 Health Insurance	692.40
				692.40
04/18/2023	25815	JK Tech Solutions, Inc DBA Sharper Tra... JK Tech Solutions, Inc DBA Sharper Tra...	1102 · Checking Account 4421A · Adult	690.00
				690.00
04/18/2023	25816	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	432.00
				432.00
04/18/2023	25817	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
04/18/2023	25818	King, Adam King, Adam	1102 · Checking Account 4421A · Adult	992.00
				992.00
04/18/2023	25819	King, George King, George	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25820	King, Katherine King, Katherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25821	Kone Kone	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	1,470.00
				1,470.00
04/18/2023	25822	Long Island Rail Road Long Island Rail Road	1102 · Checking Account 4421A · Adult	481.75
				481.75
04/18/2023	25823	Long Island Science Center Long Island Science Center Long Island Science Center	1102 · Checking Account 4421B · Children/Teen 4417 · OTHER THINGS LENDING	275.00 0.00

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

04/23/01 ~ April 18, 2023

Date	Num	Name	Account	Debit
				275.00
04/18/2023	25824	Lunarola, Michele Lunarola, Michele	1102 · Checking Account 4428 · Conferences	20.00
				20.00
04/18/2023	25825	Lusak, Richard Lusak, Richard	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25826	Madera, Daniel B. Madera, Daniel B.	1102 · Checking Account 4421B · Children/Teen	468.00
				468.00
04/18/2023	25827	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,700.00
				3,700.00
04/18/2023	25828	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	1,599.73
				1,357.21
				2,956.94
04/18/2023	25829	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	31.96
				31.96
04/18/2023	25830	New York State Unemployment Insurance New York State Unemployment Insurance	1102 · Checking Account 4478 · Unemployment Insurance	227.00
				227.00
04/18/2023	25831	NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee contrib	63,732.59
				3,768.09
				67,500.68
04/18/2023	25832	O'Connell, Carol O'Connell, Carol	1102 · Checking Account 4479 · 9060.8 Health Insurance	1,582.50
				1,582.50
04/18/2023	25833	O'Neil, Mary Ellen O'Neil, Mary Ellen	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25834	Pantorno, Brandon Pantorno, Brandon	1102 · Checking Account 4479 · 9060.8 Health Insurance	989.10
				989.10
04/18/2023	25835	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	183.92
				183.92
04/18/2023	25836	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00
				140.00
04/18/2023	25837	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	919.96
				919.96
04/18/2023	25838	Popielaski, Joan Popielaski, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70
04/18/2023	25839	Popielaski, William Popielaski, William	1102 · Checking Account 4479 · 9060.8 Health Insurance	494.70
				494.70

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

04/23/01 ~ April 18, 2023

Date	Num	Name	Account	Debit
04/18/2023	25840	Port Jefferson Free Library Port Jefferson Free Library	1102 · Checking Account 4410 · Library Books	10.95
				10.95
04/18/2023	25841	Poulos, Lisa Poulos, Lisa	1102 · Checking Account 4435 · Annual Election	191.25
				191.25
04/18/2023	25842	Quadient Finance USA, Inc. Quadient Finance USA, Inc. Quadient Finance USA, Inc.	1102 · Checking Account 4433 · Postage 4430 · Office & Library Supplies	700.00 15.28
				715.28
04/18/2023	25843	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00
04/18/2023	25844	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	195.00
				195.00
04/18/2023	25845	ReWild Long Island Inc ReWild Long Island Inc	1102 · Checking Account 4421A · Adult	200.00
				200.00
04/18/2023	25846	Rotorpro Rotorpro	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	650.00
				650.00
04/18/2023	25847	Royal Princess Prep Party Company Royal Princess Prep Party Company	1102 · Checking Account 4421B · Children/Teen	550.00
				550.00
04/18/2023	25848	Rutledge, Amy Rutledge, Amy	1102 · Checking Account 4421A · Adult	300.00
				300.00
04/18/2023	25849	SCLS - PALS SCLS - PALS	1102 · Checking Account 4429 · Circulation	7,178.83
				7,178.83
04/18/2023	25850	Scott, Robert G. Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	185.00 1,050.00
				1,235.00
04/18/2023	25851	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	6,425.51
				6,425.51
04/18/2023	25852	Sessa, Sheryl Sessa, Sheryl	1102 · Checking Account 4479 · 9060.8 Health Insurance	1,285.80
				1,285.80
04/18/2023	25853	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
04/18/2023	25854	Staples Business Credit Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies 4422B · Children/Teen 4421A · Adult	436.04 19.99 40.99
				497.02
04/18/2023	25855	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4412 · Audio Video 4421A · Adult 4429 · Circulation	78.12 252.04 114.39

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

04/23/01 ~ April 18, 2023

Date	Num	Name	Account	Debit
				444.55
04/18/2023	25856	Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult	675.00
				675.00
04/18/2023	25857	Times Beacon Record Newspapers Times Beacon Record Newspapers	1102 · Checking Account 4435 · Annual Election	1,694.41
				1,694.41
04/18/2023	25858	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,910.00
				3,910.00
04/18/2023	25859	Travelingartprograms LLC Travelingartprograms LLC	1102 · Checking Account 4421A · Adult	750.00
				750.00
04/18/2023	25860	Turtle & Hughes Inc. Turtle & Hughes Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	172.50
				172.50
04/18/2023	25861	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	151.45
				151.45
04/18/2023	25862	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	126.90
				126.90
04/18/2023	25863	W.B. Mason Co., Inc. W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4430 · Office & Library Supplies 4422A · Adult	22.96
				54.21
				77.17
04/18/2023	25864	Washburn, Elizabeth Washburn, Elizabeth	1102 · Checking Account 4479 · 9060.8 Health Insurance	989.10
				989.10
04/18/2023	25865	Washburn, John Washburn, John	1102 · Checking Account 4479 · 9060.8 Health Insurance	989.10
				989.10
04/18/2023	25866	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	226.40
				226.40
04/18/2023	25867	Wrenn, Eileen Wrenn, Eileen	1102 · Checking Account 4435 · Annual Election	191.25
				191.25
TOTAL				153,594.53

12:38 PM
03/28/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
March 30, 2023

I-1
03/30/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
03/30/2023	25767	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,152.00 4,152.00 ✓
03/30/2023	25768	National Grid National Grid	1102 · Checking Account 4450 · Utilities	2,995.01 2,995.01 ✓
03/30/2023	25769	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	4,901.20 4,901.20 ✓
03/30/2023	25770	NYS Employees Retirement System NYS Employees Retirement System NYS Employees Retirement System	1102 · Checking Account 2186 · Retirement 2186 · Retirement	4,485.52 303.00 4,788.52 ✓
03/30/2023	25771	Suffolk County Water Authority Suffolk County Water Authority	1102 · Checking Account 4450 · Utilities	178.58 178.58 ✓
03/30/2023	25772	Verizon Verizon	1102 · Checking Account 4431 · Telecommunications	102.24 102.24 ✓
TOTAL				17,117.55 ✓

03/30/2023 Payroll Warrant

Payroll Warrant \$ 17,117.55
Paychex Payroll \$ 117,489.09
TOTAL \$ 134,606.64 ✓

11:57 AM
04/11/23

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
April 13, 2023**

I-2
04/13/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
04/13/2023	25773	Aflac	1102 · Checking Account	
		Aflac	2187 · AFLAC - Cancer Care	407.16
		Aflac	2188 · AFLAC - Accident Ins	126.42
		Aflac	2190 · AFLAC - Short Term Disability	281.34
		Aflac	2194 · Aflac - Hospital	222.12
				<u>1,037.04</u> ✓
04/13/2023	25774	AT&T	1102 · Checking Account	
		AT&T	4431 · Telecommunications	55.16
				<u>55.16</u> ✓
04/13/2023	25775	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,152.00
				<u>4,152.00</u> ✓
04/13/2023	25776	Optimum	1102 · Checking Account	
		Optimum	4431 · Telecommunications	625.32
				<u>625.32</u> ✓
				<u>625.32</u>
TOTAL				<u><u>5,869.52</u></u>

04/13/2023 Payroll Warrant

Payroll Warrant	\$ 5,869.52
Paychex Payroll	\$ 113,908.80
TOTAL	\$ 119,778.32

Results of Annual Library Budget Vote Trustee Election

K 1

Library Budget Vote

	2023/2024	2022/23	2021/22	2020/21	2019/20
tax rate change (per 100):	+32	+27	+37	+27	+557
Budget (walk-in)					
<i>Yes</i>	50	80	70	72	93
<i>No</i>	3	3	5	2	4
<i>blank</i>	0	0	0	0	0
<i>void</i>	0	0	0	0	0
total walk-in/budget:	53	83	75	74	97
Absentee Ballots					
Total mailed	411	411	480	252	203
Total returned (voted)	69	86	99	83	40
<i>Yes</i>	54	61	70	61	28
<i>No</i>	17	25	29	22	11
<i>blank</i>	1		0	0	1
<i>void</i>	0		0	0	0
total absentee/budget:	72	86	99	83	40
TOTAL Budget Vote					
<i>Yes</i>	104	141	140	133	121
<i>No</i>	20	28	34	24	15
<i>blank</i>	1	0	0	0	1
<i>void</i>	0	0	0	0	0
TOTAL VOTES - BUDGET:	125	169	174	157	137
Trustee Election					
	2023/2024	2022/2023	2021/2022	2020/21	2019/20
Trustee (walk-in)	K. Spence	L. Olson	C. McCrary	C. DeStefano	J. Rossini
<i>Yes</i>	44	78	65	65	91
<i>Write-in</i>	2	2	3	6	1
<i>blank</i>	0	4	7	3	5
<i>void</i>	0		0	0	0
total walk-in/trustee:	46	84	75	74	97
Absentee Ballots					
<i>Yes</i>	60	82	93	78	37
<i>Write-in</i>	1		1	0	0
<i>blank</i>	11	3	5	3	3
<i>void</i>	0		0	2	0
total absentee/trustee:	72	85	99	83	40
TOTAL Trustee Election					
<i>Yes</i>	104	160	158	143	128
<i>Write-in</i>	3	2	4	6	1
<i>blank</i>	11	7	12	6	8
<i>void</i>	0	0	0	2	0
TOTAL VOTES - TRUSTEE:	118	169	174	157	137

MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	1	2	3	4	5	6																																																																																											
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JUNE 2023

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11	12	13	14	15	16	17
18 Father's Day	19 Juneteenth	20 <i>Meeting</i>	21	22	23	24
25	26	27	28	29	30	
		May 2023 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		July 2023 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 © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2023 Calendars 2024 Calendars

JULY 2023

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