

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 03/02/2023 & 03/16/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. ANNUAL BUDGET VOTE & TRUSTEE ELECTION 2023/2024 – ELECTION WORKERS
 - 2. 2022 RETIREMENT/VOLUNTARY SEPERATION INCENTIVE – FUND TRANSFER
 - 3. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED POLICY REVISIONS – EMPLOYEE DRESS POLICY, PAID TIME OFF (PTO) FULL-TIME POLICY, PUBLIC BEHAVIOR POLICY
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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
FEBRUARY 21, 2023

President McCrary called the meeting to order at 6:00 p.m.

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

ABSENT WITH NOTIFICATION:

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on January 17, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

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

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the 2022 Personnel Sick Leave Report. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Financial Reports for the periods ending December 20, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 02/23/1, dated February 21, 2023, in the amount of \$407,097.77. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the payroll and payroll warrants for January 19, 2023 (\$118,664.18), February 02, 2023 (\$123,194.45) and February 16, 2023 (\$123,107.78). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the salary schedule Proposal A and benefits recommendations of the Personnel Committee for the fiscal year 2023-2024 as presented. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the 2022 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept to resignations of Madelyn Haussner (effective December 22, 2022), Stacey Furey (effective January 23, 2023), and Denise Ruestow (effective February 10, 2023) with thanks to 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 Rossini, to adjourn the meeting at 7:07 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

March 2023

Personnel

Regarding NYS-mandated annual trustee education starting this year, the Board President must attest annually to all trustees having attended a minimum of two hours of trustee education each. An expanded list of trustee continuing education resources and opportunities will be available on the new SCLS Gateway website starting 4/15. Information on how to connect to these resources will be made available to the CPL Board at that time. SCLS is also willing to schedule local or regional in-person trustee seminars on a variety of topics tailored to the needs and interests of boards and zones.

Building & Grounds

- The skylight replacement project has been successfully completed, with indoor ceiling refurbishment to follow.
- Boiler two (the first new condensing boiler installed) is operating as of this week.

Operations

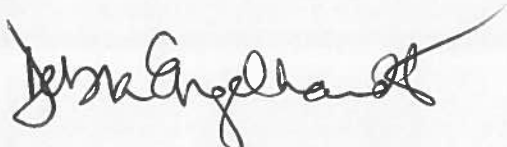
- Library Budget Hearing, 3/22, 6pm, CPL
- Library Budget Vote, 4/4, 9:30am-9pm
- At the State level, one-house funding bills were released and were positive for libraries; New York Library Association urging participation in call-to-action campaign

Community Activities

- 3/13 2nd Annual Comewogue Community Resource Fair (High School) (several staff members represented CPL)
- Rotary, Mather, and Decision activities

Professional Activities

- 2/27 Library Pre-Advocacy Day (New York Library Association, Albany), DE attended a daytime, behind-the-scenes tour for library professionals of the NYS Library and an evening event for New Yorkers for Better Libraries
- 2/27 Mather Hospital Advisory Board Meeting (Teams)
- 2/28 Library Advocacy Day, Albany; DE attended meetings in offices of Palumbo, Smith, Flood, + rally
- 2/28 Port Jefferson Station-Terryville Civic Association Meeting (AM)
- 3/1 PALS Directors Meeting (ILS; automation); DE represents Brookhaven Zone (Zoom)
- 3/2 Taught New Supervisors Personnel Session (part of SCLS series) to 40 Suffolk Public Libraries students/managers (CPL)
- 3/10 Met with Tom Donlon (PJEF Library) re: increasing number of cardholders at CPL & PJEF
- 3/16 SCLS Member Library Directors Meeting, Central Islip (AM, DE)
- 3/20 LI Region Internet & Digital Equity Listening Session (ConnectALL Initiative) (AM/SCLS, DE/Zoom)



Comsewogue Public Library

Personnel Report
March 21, 2023*New Appointments/Promotions:*

Jane Oliva, Librarian I (PT) – Adult Services, effective March 12, 2023. Salary \$30.76 hr.
{*previously a Librarian Trainee*}

Nicole Vion, Librarian Trainee (PT) – Adult Services, effective March 14, 2023. Salary \$24.31 hr.

Brigid Logan, Librarian I (PT) – Adult Services, effective March 20, 2023. Salary \$30.76 hr.

Reinstate Appointment - Return from FMLA/Parental Leave:

Nicole Cortes, Librarian II (FT) – Children’s Services, 21 hours/week, effective March 6, 2023.
Salary \$2,957 biweekly. {*Return to full-time 35 hours/week 09/1/2023*}.

Resignations:

*Shannon McLaughlin, Librarian I (PT) – Adult Services, effective February 22, 2023.

*Sherly Ritter, Guard (PT), effective March 8, 2023.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2022/2023

E-3

February 2023

	Feb 2023	Feb 2022	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	89	58	53.45%	8,709	8,637	0.83%
2	Juvenile	33	14	135.71%	2,904	2,914	-0.34%
3	Total	122	72	69.44%	11,613	11,551	0.54%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	45	24	87.50%	4,334	4,438	-2.34%
5	Port Jefferson Library	22	8	175.00%	1,565	1,654	-5.38%
Miller Place Borrower Registration:							
6	Comsewogue Library	26	34	-23.53%	4,326	4,467	-3.16%
7	Port Jefferson Library	33	4	725.00%	1,953	2,043	-4.41%
8	Total CPL Members	193	130	48.46%	20,273	20,456	-0.89%
9	Library Visits *	8,169	7,405	10.32%	72,766	60,091	21.09%
10	Curbside Pick Up	18	26	-30.77%	213	293	-27.30%
Transactions							
11	Circulation of Physical Items:	21,597	22,545	-4.20%	194,610	198,588	-2.00%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,176	7,687	6.36%	66,221	63,654	4.03%
13	Hoopla	587	785	-25.22%	5,888	6,817	-13.63%
14	Kanopy	177	172	2.91%	1,328	1,545	-14.05%
Circulation Other:**							
15	Museum Passes	62	52	19.23%	547	288	89.93%
16	Library of Things	89	76	17.11%	724	135	n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	729	628	16.08%	5,718	5,240	9.12%
18	Public Wireless Sessions	1,656	1,191	39.04%	13,623	12,650	7.69%
Interlibrary Loan:							
19	Items Loaned	987	894	10.40%	8,484	8,993	-5.66%
20	Items Borrowed	1,415	1,376	2.83%	12,596	12,031	4.70%

*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: February 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Career Counseling	Appt	2	2
Medicaid ABD Enrollment	1	n/a	2
ONLINE Rob Scott Cooking Demo Videos (YouTube)	2	<i>redirect clicks</i>	56,57
		<i>views</i>	214,161
Mah-Jongg & More	2	16	10,6
ONLINE Hatha Yoga (Zoom)	2	12	5,2
		<i>views</i>	41,32
All About Acupuncture	1	9	7
ONLINE Breathe Together	4	51	7,6,6,9
AARP Tax Assistance	3	12,12,12	15,16,15
ONLINE New English Speakers (Zoom)	4	n/a	8,9,8,10
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Chess Club	4	n/a	7,6,8,6
Chocolate Cherry Scones	2	16,16	18,12
Cell Phone Clinic	1	3	6
Everyday Matinees	2	40,25	26,11
Knit & Crochet	1	12	7
Defensive Driving	1	33	28
ONLINE Desktop Publishing (Zoom)	1	6	2
		<i>views</i>	30
ONLINE Trivia (Email)	2	n/a,14	21,29
Cozy Mystery Book Club	1	16	6
ONLINE Write This Way (Zoom)	1	20	9
Concert: That's Amore!	1	119	92

Adult Programming: Summary

How to Sell on Etsy	1	25	11
ONLINE What's In The News (Zoom)	1	6	3
Gentle Fitness	1	22	14
Diabetes Prevention Program	1	14	16
One-on-One Appointments	unlimited	0	0
Social Work Intern Appointments	unlimited	20	20
TOTALS	40	537	618

* View counts as of 3/6/23

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
February 2023	40	537	618
YTD 2023	81	990	1106
February 2022	45	471	674
YTD 2022	81	787	1234

February 2023 Program Statistics: Family, All Ages									
Program Title	Platform	ESOL	DIG. LIT.	Sessions	Registered		Attendance		Attendance TOTAL
					Individuals	Families	Children	Adults	
Rapunzel Visits the Library All ages, w/caregiver	in person			3	56	64	62	126	
Take Your Child to the Library All ages, w/caregiver	in person			1		62	57	119	
Winter Bingo All ages, w/caregiver	in person			2	29	32	29	61	
Totals				6	85	158	148	306	
tot sess 6									
tot att 306									

February 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.
Babies Boogie B-17 mon w/ caregiver	in person			14	11	14	25	1	
Baby Bop B-17 mon, w/ caregiver	in person			13	5	8	13	1	
Baby Start B-17 mon, w/ caregiver	in person			9	4	5		9	1
Sign and Sing Birth-35 mon, w/caregiver	in person			34	21	20		41	2
Come Play with PlayHooray Birth-35 mon, w/caregiver	in person			59	41	41	82	3	
Kidnastics 12 mon-prek, w/caregiver	in person			70	51	57	108	3	
Puzzle Time 12 mon-prek, w/caregiver	in person				10	9	19	1	
Valentine Crafty Kids	in person				19	16	35	1	

Chess Club	in person		2	24	13	13		
Gr. K-5								
Conversation Heart Cookies	in person		2	40	32	32		
Gr. K-5								
One-on One 3D Printing	in person	Y	18	18	15	15		
Gr. K-5								
STEM Center	in person	Y	1		12	10	22	
Gr. K-5								
Stuffed Animal Workshop	in person		1	61	47	47		
Gr. K-5								
Graph Paper Coding	in person	Y	1	12	5	5		
Gr. 3-5								
Heart Shaped Frames	in person		1	20	9	9		
Gr. 3-5								
Totals			30	258	192	10	202	
tot sess			30					
tot att								
February 2023 Program Statistics: Grades 6-12								
Program Title	Platform	ESOL	DIG. LIT.	Sessions	Registered	Attendance Teens	Attendance Adults	Attendance TOTAL
Bookcart Scavenger Hunt	in person			1	10	6		6
Gr. 6-12								
Cellphone Clinic	in person			1	20	18	6	24
Gr. 6-12								
Chess Buddies	in person			2	7	4		4
Gr. 6-12								
Creative Writing Workshop	in person			1	8	3		3
Gr. 6-12								
Delectable Grill Cheese	in person			1	19	12		12

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					
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	\$1,869,634.22		
Payments CPL Received		\$1,557,134.22	
Payments US Bank Retained for Bonds			\$312,500.00
Interest Received*		0.00	
Remaining Balance - Uncollected Taxes		\$1,566,913.78	
Total Payments (including interest)	\$1,869,634.22	\$1,557,134.22	

Comsewogue Public Library 2022/2023 PILOT Receipts

(PILOT = Payment In Lieu Of Taxes)

PILOTS received from Brookhaven Town / US Bank, Trustee

Industrial Development Agency Payment Date	Total \$ Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Name of Project(s)
1 1/26/2023	1,158.66	1/29/2023	1,158.66	Brightview PJ & Rail
2 2/14/2023	1,913.54	2/22/2023	1,913.54	Vistas of PJ
3 2/27/2023	488.10	3/6/2023	488.10	PJ Crossing
4				
5				
6				
7				

Total Payments From Industrial Dev Agency	\$3,560.30	
Payments CPL Received		\$3,560.30
Interest Received*		
Total PILOT Payments (including interest)		3,560.30

PILOTS Received from School Districts

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

GRAND TOTAL ALL PILOTS RECEIVED:	3,560.30
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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of January 31, 2023

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	3,077,360.24
1110 · Savings-Capital Improvements	787,321.74
1114 · Savings-Termination Pay	234,301.14
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 4,147,484.62

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	19,112.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 19,612.65

Total Current Assets 4,167,097.27

TOTAL ASSETS 4,167,097.27

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	236.72
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 79,804.49

Total Current Liabilities 79,804.49

Total Liabilities 79,804.49

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	-737,803.76

Total Equity 4,087,292.78

TOTAL LIABILITIES & EQUITY 4,167,097.27

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending January 31, 2023

	<u>January 23</u>	<u>July 22 - January 23</u>
Revenue		
3301 · Tax Revenues	1,438,180.16	1,585,985.12
3302 · Fines	81.03	407.98
3304 · Interest Earned	2,200.31	7,983.00
3305 · Unclassified rev.-Copies	933.00	5,061.01
3306 · Unclassified rev.-Books	598.02	2,741.49
3307 · Unclassified rev.-Other	18.05	150.03
3309 · Video Books	-30.36	-30.36
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	1,158.66	1,209.66
3312 · Local Sponsor Aid	0.00	6,287.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	831,158.94	831,158.94
3319 · Services - Mount Sinai	676,042.54	676,042.54
Total Revenue	<u>2,950,340.35</u>	<u>3,126,996.41</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending January 31, 2023

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	JANUARY	JULY - JANUARY		
4401 · Computer Supplies	670.69	8,052.94	13,000.00	-4,947.06
4402 · Computer Equipment/Parts	0.00	7,969.85	28,000.00	-20,030.15
4403 · Furniture & Equipment	0.00	134,430.43	52,000.00	82,430.43
4404 · Salaries-Professional	162,399.32	1,116,478.48	2,134,860.00	-1,018,381.52
4405 · Salaries-Clerical	57,045.51	492,330.58	865,153.00	-372,822.42
4406 · Salaries-Custodial	7,417.12	61,111.80	105,814.00	-44,702.20
4407 · Salaries-Guard	1,944.15	15,953.69	30,070.00	-14,116.31
4410 · Library Books	16,207.51	63,282.27	125,000.00	-61,717.73
4412 · Audio Video	1,631.04	11,533.37	33,000.00	-21,466.63
4413 · Periodicals	77.20	11,122.80	15,000.00	-3,877.20
4414 · Computer Software	611.57	4,551.19	8,000.00	-3,448.81
4415 · Electronic Data Base	2,679.39	49,723.36	240,000.00	-190,276.64
4417 · OTHER THINGS LENDING	779.92	14,714.92	17,500.00	-2,785.08
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	1,724.66	29,593.36	62,000.00	-32,406.64
4421B · Children/Teen	3,550.00	40,044.00	62,000.00	-21,956.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	665.09	2,541.58	7,000.00	-4,458.42
4422B · Children/Teen	599.71	8,202.57	22,000.00	-13,797.43
4428 · Conferences	17.40	7,266.63	11,000.00	-3,733.37
4429 · Circulation	7,308.50	46,352.30	60,000.00	-13,647.70
4430 · Office & Library Supplies	1,503.10	7,677.71	16,000.00	-8,322.29
4431 · Telecommunications	778.74	5,454.02	9,800.00	-4,345.98
4432 · Cartage	226.40	1,584.80	3,000.00	-1,415.20
4433 · Postage	0.00	6,085.22	13,000.00	-6,914.78
4434 · Publicity and Printing	0.00	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	17,175.27	64,324.54	82,500.00	-18,175.46
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Blding Maint & Repair	11,684.70	109,373.69	178,000.00	-68,626.31
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	5,427.76	41,827.17	76,552.00	-34,724.83
4450 · Utilities	10,683.61	80,428.79	120,000.00	-39,571.21
4451 · Custodial Supplies	1,582.53	9,329.69	16,000.00	-6,670.31
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	1,562.19	11,497.78	19,400.00	-7,902.22
4471 · Workers Compensation Insurance	0.00	28,423.00	27,000.00	1,423.00
4472 · Life Insurance	0.00	2,836.35	5,600.00	-2,763.65
4473 · Dental Insurance	0.00	14,702.76	33,000.00	-18,297.24
4474 · VISION INS	0.00	1,791.64	4,300.00	-2,508.36
4476 · 9020.8 Retirement Expense	0.00	294,405.00	311,000.00	-16,595.00
4477 · 9030.8 Social Security Expense	17,173.16	121,306.49	230,000.00	-108,693.51
4478 · Unemployment Insurance	113.50	340.50	2,000.00	-1,659.50
4479 · 9060.8 Health Insurance	78,614.53	466,303.06	822,439.00	-356,135.94
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	312,500.00	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	724,354.27	3,864,800.17	6,360,895.00	-2,496,094.83

2:33 PM
03/20/23

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COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant - 03/23/01

Date	Num	Name	Account	Debit
03/21/2023	25691	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	550.00 <hr/> 550.00
03/21/2023	25692	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	200.00 <hr/> 200.00
03/21/2023	25693	American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4422B · Children/Teen 4402 · Computer Equipment/Parts 4410 · Library Books 4414 · Computer Software 4422A · Adult 4428 · Conferences 4430 · Office & Library Supplies 4439 · Equipment/Blding Maint & Repair	1,658.09 205.80 309.83 131.42 38.00 9.67 190.13 233.07 <hr/> 2,776.01
03/21/2023	25694	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	430.40 118.52 <hr/> 548.92
03/21/2023	25695	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421A · Adult	790.00 <hr/> 790.00
03/21/2023	25696	BK Fire Suppression & Security Systems BK Fire Suppression & Security Systems	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	510.08 <hr/> 510.08
03/21/2023	25697	Brodart Company Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books 4430 · Office & Library Supplies	1,975.81 6,370.28 119.18 <hr/> 8,465.27
03/21/2023	25698	Cirba Solutions Services US, LLC Cirba Solutions Services US, LLC	1102 · Checking Account 4421A · Adult	297.00 <hr/> 297.00
03/21/2023	25699	Collaborative Summer Library Program Collaborative Summer Library Program Collaborative Summer Library Program	1102 · Checking Account 4422A · Adult 4422B · Children/Teen	2,328.30 321.89 <hr/> 2,650.19
03/21/2023	25700	Curley, Lisamarie Curley, Lisamarie	1102 · Checking Account 4421B · Children/Teen	175.00 <hr/> 175.00
03/21/2023	25701	De Lage Landen Financial Services, Inc. De Lage Landen Financial Services, Inc.	1102 · Checking Account 4456 · Rental Expenses	1,562.19 <hr/> 1,562.19
03/21/2023	25702	Demco Demco	1102 · Checking Account 4430 · Office & Library Supplies	1,008.18 <hr/> 1,008.18
03/21/2023	25703	Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen	41.50 <hr/> 41.50
03/21/2023	25704	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	1,162.69 <hr/> 1,162.69
03/21/2023	25705	E and V Entertainment	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant - 03/23/01

Date	Num	Name	Account	Debit
		E and V Entertainment	4421A · Adult	800.00
				800.00
03/21/2023	25706	Engelhardt, Debra Engelhardt, Debra	1102 · Checking Account 4428 · Conferences	25.77
				25.77
03/21/2023	25708	Fales, Susan Fales, Susan	1102 · Checking Account 4421A · Adult	200.00
				200.00
03/21/2023	25709	Fidele Construction Inc. Fidele Construction Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	33,520.00
				33,520.00
03/21/2023	25710	Fitness Figures NY Inc. Fitness Figures NY Inc.	1102 · Checking Account 4421A · Adult	240.00
				240.00
03/21/2023	25711	Fun Express, LLC Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen 4422A · Adult	26.95 66.49
				93.44
03/21/2023	25712	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies	2,334.00
				2,334.00
03/21/2023	25713	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4473 · Dental Insurance 4472 · Life Insurance 4474 · VISION INS 2185 · Employee Ins - enrollee contrib	2,385.88 444.54 304.42 52.13
				3,186.97
03/21/2023	25714	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	200.00
				200.00
03/21/2023	25715	Hall, Rebecca Hall, Rebecca	1102 · Checking Account 4421A · Adult	700.00
				700.00
03/21/2023	25716	Hampton Jitney Hampton Jitney	1102 · Checking Account 4421A · Adult	7,050.00
				7,050.00
03/21/2023	25717	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	465.00
				465.00
03/21/2023	25718	HomeStyle Landscaping & Design, Inc HomeStyle Landscaping & Design, Inc	1102 · Checking Account 4440 · Snow Removal	2,675.00
				2,675.00
03/21/2023	25719	HON Company HON Company	1102 · Checking Account 4403 · Furniture & Equipment	261.97
				261.97
03/21/2023	25720	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	120.17
				120.17
03/21/2023	25721	Intrepid Museum Foundation Intrepid Museum Foundation	1102 · Checking Account 4417 · OTHER THINGS LENDING	500.00
				500.00
03/21/2023	25722	Island Hills Chorus - Sweet Adelines Int.	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant - 03/23/01

Date	Num	Name	Account	Debit
		Island Hills Chorus - Sweet Adelines Int.	4421A · Adult	600.00
				600.00
03/21/2023	25723	JK Tech Solutions, Inc DBA Sharper Tra... JK Tech Solutions, Inc DBA Sharper Tra...	1102 · Checking Account 4421A · Adult	660.00
				660.00
03/21/2023	25724	Johnson Controls Security Solutions Johnson Controls Security Solutions Johnson Controls Security Solutions	1102 · Checking Account 4441 · Building Security 4439 · Equipment/Blding Maint & Repair	1,620.00 2,500.00
				4,120.00
03/21/2023	25725	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	444.00
				444.00
03/21/2023	25726	Kelly-Edmunds, Anne Kelly-Edmunds, Anne	1102 · Checking Account 4421A · Adult	450.00
				450.00
03/21/2023	25727	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	1,500.00
				1,500.00
03/21/2023	25728	Lunarola, Michele Lunarola, Michele	1102 · Checking Account 4428 · Conferences	20.00
				20.00
03/21/2023	25729	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,700.00
				3,700.00
03/21/2023	25730	Merenda, John Merenda, John	1102 · Checking Account 4421A · Adult	100.00
				100.00
03/21/2023	25731	Middle Country Public Library Middle Country Public Library	1102 · Checking Account 4428 · Conferences	22.05
				22.05
03/21/2023	25732	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	1,517.54 1,127.29
				2,644.83
03/21/2023	25733	Mignella, Cosima Mignella, Cosima	1102 · Checking Account 4421A · Adult	12.00
				12.00
03/21/2023	25734	Montalbano, Ann Montalbano, Ann	1102 · Checking Account 4421A · Adult	12.00
				12.00
03/21/2023	25735	NCLA / LILC NCLA / LILC	1102 · Checking Account 4428 · Conferences	450.00
				450.00
03/21/2023	25736	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	48.00
				48.00
03/21/2023	25737	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	110.40
				110.40
03/21/2023	25738	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

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant - 03/23/01

Date	Num	Name	Account	Debit
				67,500.68
03/21/2023	25739	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	100.00
				100.00
03/21/2023	25740	Parker-Morales, Christine Parker-Morales, Christine	1102 · Checking Account 4421A · Adult	100.00
				100.00
03/21/2023	25741	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	179.01
				179.01
03/21/2023	25742	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	912.21
				912.21
03/21/2023	25743	Quadient Leasing USA, Inc. Quadient Leasing USA, Inc.	1102 · Checking Account 4456 · Rental Expenses	238.56
				238.56
03/21/2023	25744	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00
03/21/2023	25745	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	195.00
				195.00
03/21/2023	25746	Ray-Block Stationery Co., Inc Ray-Block Stationery Co., Inc	1102 · Checking Account 4456 · Rental Expenses	21.84
				21.84
03/21/2023	25747	Reilly, Sheila Reilly, Sheila	1102 · Checking Account 4421A · Adult	12.00
				12.00
03/21/2023	25748	Royal Princess Prep Party Company Royal Princess Prep Party Company	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
03/21/2023	25749	Sadiq, Nida Sadiq, Nida	1102 · Checking Account 4421B · Children/Teen	400.00
				400.00
03/21/2023	25750	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	359.00
				359.00
03/21/2023	25751	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4434 · Publicity and Printing	10,589.00
				10,589.00
03/21/2023	25752	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	6,146.14
				6,146.14
03/21/2023	25753	Shake 'N Make Music LLC Shake 'N Make Music LLC	1102 · Checking Account 4421B · Children/Teen	300.00
				300.00
03/21/2023	25754	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
03/21/2023	25755	Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies	679.59

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant - 03/23/01

Date	Num	Name	Account	Debit
		Staples Business Credit	4422B · Children/Teen	171.70
		Staples Business Credit	4401 · Computer Supplies	110.99
				962.28
03/21/2023	25756	Suffolk Cooperative Library System	1102 · Checking Account	
		Suffolk Cooperative Library System	4429 · Circulation	240.90
		Suffolk Cooperative Library System	4421A · Adult	300.00
		Suffolk Cooperative Library System	4421B · Children/Teen	300.00
		Suffolk Cooperative Library System	4422B · Children/Teen	200.00
				1,040.90
03/21/2023	25757	Theresa's Programs LLC	1102 · Checking Account	
		Theresa's Programs LLC	4421A · Adult	1,325.00
				1,325.00
03/21/2023	25758	Thomas Klise/Crimson Multimedia	1102 · Checking Account	
		Thomas Klise/Crimson Multimedia	4412 · Audio Video	135.07
				135.07
03/21/2023	25759	Times Beacon Record Newspapers	1102 · Checking Account	
		Times Beacon Record Newspapers	4434 · Publicity and Printing	59.00
				59.00
03/21/2023	25760	TRANE US INC.	1102 · Checking Account	
		TRANE US INC.	4439 · Equipment/Blding Maint & Repair	3,910.00
				3,910.00
03/21/2023	25761	U.S. Bank	1102 · Checking Account	
		U.S. Bank	4482 · Bond Principal	0.00
		U.S. Bank	4481 · Bond Interest	0.00
		U.S. Bank	4483 · Bond Administrative	500.00
				500.00
03/21/2023	25762	ULINE	1102 · Checking Account	
		ULINE	4422A · Adult	65.42
				65.42
03/21/2023	25763	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	198.05
				198.05
03/21/2023	25764	VerifiedFirst	1102 · Checking Account	
		VerifiedFirst	4437 · Accounting and Legal	57.24
				57.24
03/21/2023	25765	W.B. Mason Co., Inc.	1102 · Checking Account	
		W.B. Mason Co., Inc.	4430 · Office & Library Supplies	749.90
				749.90
03/21/2023	25766	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	226.40
				226.40
TOTAL				185,255.33

** 25707 - VOID due to payee mismatch
Reprinted as 25708. cs*

3:37 PM
02/27/23

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

I-1
03/02/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
03/02/2023	25683	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
				<u>691.36</u> ✓
03/02/2023	25684	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,152.00
				<u>4,152.00</u> ✓
03/02/2023	25685	National Grid	1102 · Checking Account	
		National Grid	4450 · Utilities	3,193.17
				<u>3,193.17</u> ✓
03/02/2023	25686	PSEGLI	1102 · Checking Account	
		PSEGLI	4450 · Utilities	5,302.51
				<u>5,302.51</u> ✓
03/02/2023	25687	Verizon	1102 · Checking Account	
		Verizon	4431 · Telecommunications	99.68
				<u>99.68</u> ✓
TOTAL				<u><u>13,438.72</u></u>

03/02/2023 Payroll Warrant

Payroll Warrant	\$ 13,438.72
Paychex Payroll	\$ 108,624.23
TOTAL	\$ 122,062.95

APPROVED

MAR 01 2023

Jessica J. Engstrom

I-2

4:02 PM

03/13/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
March 16, 2023

03/16/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
03/16/2023	25688	AT&T AT&T	1102 · Checking Account 4431 · Telecommunications	55.16 55.16 ✓
03/16/2023	25689	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,152.00 4,152.00 ✓
03/16/2023	25690	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	627.41 627.41 ✓
TOTAL				4,834.57

03/16/2023 Payroll Warrant

Payroll Warrant	\$ 4,834.57
Paychex Payroll	\$ 114,776.69
TOTAL	\$ 119,611.26

APPROVED
MAR 14 2023
[Signature]

K-1

Comsewogue Public Library
Budget Vote & Trustee Election
Election Workers

Tuesday, April 4, 2023, 9 AM – 9:30 PM

Carol Fazio	(Head teller)	\$15.81
Donald Gleaves		\$15.30
Lisa Poulos		\$15.30
Eileen Wrenn		\$15.30

K-2

Comsewogue Public Library
2022 Retirement/Voluntary Separation Incentive
Fund Transfer & 2022/23 Budget Increase

From:

To:

	<u>Amount</u>		<u>Amount</u>
TERM PM account	\$80,145.48	General Operating account	
		(4404) Salaries: Professional	\$13,188.48
		(4405) Salaries: Clerical	\$66,957.00
<u>Total transfer out</u>	\$80,145.48	<u>Total transfers in</u>	\$80,145.48

Comsewogue Public Library
2022-2023 Retirement / Voluntary Separation Incentive
Acceptance - Cost

*responses to incentive offer were due by July 29, 2022.

FT Incentive:

Department	Position	Retirement Date	FT Hire Date	Years FT at Retirement	Incentive Amount	Unused Sick Pay	TOTAL
Administration	Associate Administrator	October 28, 2022 {last work day = Oct 27}	January 12, 2003	19 years 9.5 months	\$30,000.00 \$30,000.00	\$36,957.00 \$36,957.00	\$66,957.00 \$66,957.00

PT Incentive:

Department	Position	Resignation	PT Hire Date	Years PT at Resignation	Incentive Amount (est)
Adult	Librarian	December 23, 2022 {last work day = Dec 22}	August 4, 2007	15 years 4.5 month	\$13,188.48 \$13,188.48

FT:	Flat amount based on years of service	
Years of service	15-29	30,000
	30 +	45,000
PT:	50% of the average of the last 3 years (calendar years)	
15 years + of service		
at CPL	salary (per W2s: 2019, 2020, 2021)	

TOTAL estimated cost: \$80,145.48

TERM PM Account Balance \$272,577.09
as of 02/28/2023

to be transferred to general fund \$80,145.48
adjusted TERM fund balance \$192,431.61

3/20/2023



COMSEWOGUE PUBLIC LIBRARY Employee Dress Policy

Comsewogue Public Library strives to give an appearance impression of "smart-casual" with employee wardrobe choices regarding employee dress. A smart-casual is a style of dress code is a mixture of a casual and formal attire. It is a professional dress style that incorporates wardrobe pieces into an outfit that looks to achieve a neat, clean, yet comfortable, semi-formal appearance suitable for a relaxed office environment. Attire shall not interfere with job performance or job safety. There are a wide variety of clothing options to choose including skirts, dresses, trousers, slacks, sweaters, collared shirts or blouses and possibly a blazer or a jacket depending on the occasion. All employees are shall be responsible for maintaining neat and clean their personal appearance and hygiene and attire.

Employees are expected to be neat and clean.

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 you're not sure if something is appropriate to wear to work, they should get clarification ahead of time from their Supervisor. wear something known to be appropriate; get clarification from your Supervisor and then you will know for sure for the next time.

Clothing is to be clean and wrinkle free, without holes or frayed areas.

Clothing is to be an acceptable length and provide adequate coverage. All employees must be able to reach a high shelf, bend to the floor and lean over without an issue of eliminating adequate coverage.

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

Avoid tops Shirts with logos, images, text, etc., on the front or back, except for those promoting current Library programs and official Library apparel, are unacceptable.

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 may be worn by any employee on any day, but only 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. a good quality jean that are new(ish) looking and untornd. They are fitted/tailored with a flat or pleated front in a solid color. Jeans must be of an appropriate length and proper fit, look clean, and must not be faded, frayed, torn, or cut off.

Jeans to avoid:

- faded, frayed, torn, cut, etc
- acid or stonewash
- pattern or multi-color

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

Footwear should be clean and in good condition.

Avoid wearing flip flops to work.

Shorts (see also Pages and Custodians 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.

Acceptable shorts are plain Bermuda, long khaki-style shorts or dark jean shorts that hit just above (max. about 1" above) or at the knee.

Shorts are to be fitted/tailored/flat or pleated front shorts, in a solid color cotton/twill or more conservative material.

Shorts must be paired with a collared shirt. and non-athletic footwear; pairing with a T-shirt and athletic shoes is too casual for most library job titles and not appropriate in most cases. 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 are to be paired with an official CPL shirt.

Shorts to avoid:

- athletic, cargo, drawstring, utility, hiking, etc.
- faded, frayed, ripped, cutoff, etc.
- acid or stonewash jean

Custodial staff are welcome to wear shorts, though they should, for safety reasons, choose pants over shorts for some tasks/when working with certain materials where skin exposure could be an issue.

Skirts/Dresses

Employees who choose to wear a skirt or dress must be sure the length is appropriate (approx. 1" above knee or longer).

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.

Pants (including jeans/excluding sweats), shorts or skirts/dresses that are an appropriate length and are neat, clean and of proper fit. Pants are not be faded, frayed, torn, or cut-off.

Due to the nature of their daily duties, pages must wear closed-toe shoes.

Page and Custodial staff are not required to pair an official CPL shirt when wearing jean shorts.

Acceptable Clothing for Custodians

~~Work~~Pants, jeans or shorts that are neat, clean and of proper fit. ~~Pants are~~ (not be faded, frayed, torn, or cut-off) are acceptable. Custodians 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 ~~where skin exposure could be an issue.~~

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 ~~Comsewogue Public~~ 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 required 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 reporting to work. ~~appearing in the workplace in such clothing.~~

Employees may be directed to change clothes or punch out to go and change clothes ~~and return home to 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.

Revised - Board adopted -
Sept. 20, 2016,
July 18, 2017,
Oct. 19, 2021,
March 21, 2023



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.

Effective 1/1/2011
Revised & Board approved – 3/21/2023

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 at the Library on Library premises:

- 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 behavior 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 illegal drugs.
- Sleeping anywhere on the premises.
- Making extraneous use Misuse or interference with others' use of public restrooms, including loitering, laundering, bathing (other than handwashing), personal grooming or similar activities
- ~~Soliciting, petitioning, or canvassing.~~
- Selling any 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.**
- 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** ~~when you arrive into~~ upon entrance or exit from the Library and/or ask patrons

~~You~~ A person must wear ~~covering~~ clothing **(covering upper and lower body)** and **footwear shoes** 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.**

~~must not be so offensive that it disturbs patrons or staff.~~

- 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.

• ~~Photography and video or sound recording~~ **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.

APRIL 2023

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