

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 19, 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 – 08/17/2023 & 08/31/2023 & 9/14/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. PROPOSED POLICY REVISION: CREDIT CARD 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  
AUGUST 15, 2023

President McCrary called the meeting to order at 6:08 p.m.

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

ABSENT WITH NOTIFICATION:  
Trustee DeStefano

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the organizational meeting and regular meeting held on July 18, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

The director presented her report. Discussion regarding the boiler project update.

MOTION by Trustee Rossini, seconded by Trustee Olson, to proceed with installation of emergency boiler shut off and replacement of existing pump relief valve. Painting and pipe installation outside project scope will not be pursued at this time. Discussion followed. Approved unanimously.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated August 15, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the period ending June 30, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve warrant 08/23/1, dated August 15, 2023, in the amount of \$191,452.25. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for July 20, 2023 (\$125,219.84) and August 03, 2023 (\$136,958.84). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to adopt the Trustee Education Policy, as edited for clarification. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the resignations of Anthony DiVona (effective June 13, 2023), Panika Garg (effective July 11, 2023), Danielle Gesa (July 28, 2023) and Sophia Arredondo (effective July 29, 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 Rossini, to adjourn the meeting at 6:44 P.M. Approved unanimously.

---

Secretary, Board of Trustees



# Comsewogue Public Library

## *Trustee Education Policy*

### **Purpose**

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

### **Administration**

Each year Trustees are required to complete two hours of continuing education.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
  - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

### **Approved Providers**

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

### **Pre-Approved providers:**

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

### **Allowable Formats:**

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences



## Comsewogue Public Library

### SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by Chapter 468 of the Laws of 2021)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: \_\_\_\_\_

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

\_\_\_\_\_  
*Trustee Signature*

\_\_\_\_\_  
*Date*

Board Approved 8/15/23

## Director's Report

September 2023

### Personnel

Staff Training Day is set for November 8, and the Library will be closed to the public. SCPD will present active shooter response training, the Employee Assistance Program will offer an important health and well-being session, and the day will be rounded out with CPL-specific staff meetings and presentations. Educating the public re: the Library's being closed that day has already begun.

The administration office and departmental leaders have analyzed and improved on several aspects of staff recruitment and onboarding in order to streamline them and allow new hires to feel more valued. This work continues as the Library integrates several human resources best practices and procedures in order to "up our game."

### Operations

Event-booking processes have been assessed from start to finish by administration, departmental leaders and librarians who book vendors. Several ways to streamline and otherwise improve the process were identified and are being implemented. This aims to expedite the receipt of signed contracts and improves the overall process for everyone involved at the Library and the vendor being hired.

A focus on banking opportunities continues. The Library is in the process of completing the needed paperwork to give more of its business to a bank we already work with in order to realize a better return.

The proposed credit card policy on this month's agenda will enable the Library to responsibly participate in a credit card rewards program.

### Building & Grounds

We are collecting bids and intend to have the parking lot resealed (with cracks filled) in October, hopefully on Columbus Day when the Library is closed. This work must take place either this fall or in the spring of 2024 in order that the lot is properly maintained.

We have identified additional work necessary to the optimal functioning of the Library's CO detection system. The work is on-order and will be performed under NYS contract terms by the Library's fire alarm vendor, Johnson Controls.

It is necessary to upgrade and/or replace the Library's emergency lighting system. Much effort has gone into establishing a proper plan (complete with pricing) via a reputable company (who will secure for the Library PSEGLI rebates as long as they are available from that entity).

New desks will be ordered for Technical Services staff, as their desks are beyond end of life and not functioning as they should, with several broken drawers, etc. The Administration Office will also need new furniture in the near future. I am also researching a modular conference room table that would enable the Conference Room to be arranged in a variety of ways (or emptied) as needed. All furniture is to be purchased on NYS contract or at lower costs.

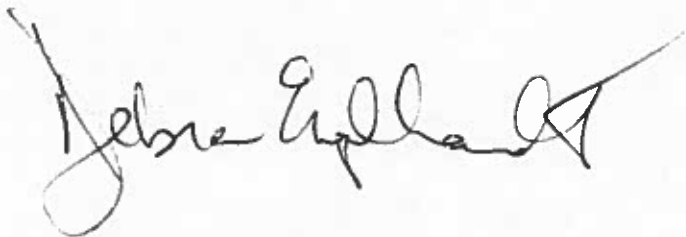
### **Professional Activities**

- 9/7 Sustainable Libraries Initiative Mentor Meetup (I'm a mentor to 3 libraries; Zoom)
- 9/14 Brookhaven Directors' Zone Meeting. (w/Guest Kevin Verbesey), hosted by CPL
- 9/15 SCLS Member Directors Meeting, Lindenhurst Memorial Library (AM, DE)
- 9/18 Panel participant: SCLA Professional Development Series:  
*Director's Dash: A Day in the Life of a Suffolk County Library Director (Zoom)*

### **Community Activities**

The Library had a positive experience providing a showcase of services and opportunities to the public at Cedar Beach in Mt. Sinai over several summer Fridays. A variety of staff participated. We received much positive public feedback. This initiative took place in partnership with SCLS (we had the "SLED" vehicle on-site each time) and Port Jefferson Free Library. The staff will conduct a formal post-evaluation in order to determine how and whether the Library will approach a summer beach outreach project in 2024.

- Service on several local boards as mentioned in previous reports





## TRUSTEE DUTIES AND RESPONSIBILITIES

*“Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind. The conduct of a trustee/board member must, at all times, further the institution's goals...”*

Statement on the Governance Role of a Trustee or Board Member, New York State Board of Regents

A trustee is a person to whom property is legally committed in trust. A library trustee's commitment is to both the physical property and resources of the library and the services it provides. The library board has the final responsibility to see that its library provides the best possible service to its community.

The New York State Board of Regents, the institution responsible for the chartering and oversight of education corporations in New York, describes the duties of trustees as those of *“Care, Loyalty and Obedience.”* All actions must be taken with these principles in mind.

### Duty of Care

*A trustee or board member must act in good faith and exercise the degree of diligence, care and skill that an ordinary prudent individual would use under similar circumstances in a like position.*

### Duty of Loyalty/Conflicts of Interest

*Trustees/board members owe allegiance to the institution and must act in good faith with the best interest of the organization in mind. The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests...A trustee/board member should avoid even the appearance of impropriety.... Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.*

### **Duty of Obedience**

*A trustee/board member has a responsibility to insure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.*

In addition, the Regents charge the Trustee to “*ensure that financial resources are being used efficiently and effectively toward meeting the institution's goals*”; and to “*hire a CEO to manage the operation of the institution and evaluate his/her overall performance*”.

(All excerpts from: Statement on the Governance Role of a Trustee or Board Member; New York State Board of Regents, [http://regents.nysed.gov/about/statement\\_governance](http://regents.nysed.gov/about/statement_governance))

The responsibilities of trustees are few in number but broad in scope. They are:

- Create and develop the mission of the library;
- Regularly plan and evaluate the library's service program based on community needs;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out these duties. Although the board is legally responsible for all aspects of the library as an institution, it is unreasonable to expect a trustee or the whole board to be an expert on every activity or concern that affects the library. Sometimes the most important thing a board can do is acknowledge that it does not have enough information or resources, and to ask for help.

A trustee must make decisions based on the best information available. It is often wise to consult with your public library system staff or specialists such as lawyers, accountants, architects, insurance professionals, IT professionals and other knowledgeable experts.

Under New York State law, library boards have broad and almost exclusive powers and authority to administer the library. The board should not only be concerned with the internal operations of the organization but also alert to external trends and changes that can affect the library's program of services. Being proactive and open to change is imperative in order to survive and thrive in a world in which change is the only constant.

### Checklist for Effective Library Trustees:

- ✓ Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
- ✓ Attend all board meetings and be prepared to participate knowledgeably.
- ✓ Question issues until you understand. Don't be reluctant to vote "No" on a proposal you don't understand or are uncomfortable about.
- ✓ Be a team player and treat your fellow board members with respect.
- ✓ Support board decisions even if you disagree. A democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
- ✓ Understand the roles of all involved - the board, director, staff, Friends, and patrons. Respect all opinions; whether you agree or not.
- ✓ Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive, or appear to receive, any gain, tangible or intangible, in dealing with the library.

**Remember, as far as the public is concerned, even the appearance of a potential conflict involving a Board member undermines their trust in the entire library as a valued and cherished community institution.**

- ✓ Advocate for the library in every manner possible.
- ✓ Support competitive salaries in order to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.
- ✓ Annually evaluate the board, individually and as a whole. This process has proven to be an effective means to improve intra-board communication and bring focus to the tasks at hand.
- ✓ Understand and respect the role of the director as Chief Executive Officer (CEO) of the library corporation and support the director's administrative decisions.
- ✓ Lastly, it's about the Library, not about you. Always remember that your primary job is to provide the highest quality library service possible for your community, not the cheapest.

**Resources:**

- NYS Board of Regents: Statement on the Governance Role of a Trustee or Board Member [http://www.regents.nysed.gov/about/statement\\_governance](http://www.regents.nysed.gov/about/statement_governance)
- NYS Office of the Attorney General: Right From the Start: Responsibilities of Directors of Not-For-Profit Corporations <https://www.charitiesnys.com/pdfs/Right-From-the-Start.pdf>

## Comsewogue Public Library

*Personnel Report*

September 19, 2023

*New Appointments/Promotions:*

Michele Hanrahan, Library Clerk – Circulation (25 hrs./wk.), effective September 1, 2023.

Salary \$19.95 hr. *{increased from 17.5 hrs./wk.}*

Liana Espinosa, Librarian Trainee (PT) – Children's Services, effective September 14, 2023. Salary \$24.80 hr.

Bryanna Kiely, Librarian Trainee (PT) – Children's Services, effective September 14, 2023. Salary \$24.80 hr.

*Resignations:*

\*Mary McManaman, Page (PT), effective June 22, 2023.

\*Analisa Bailes, Page (PT), effective August 18, 2023.

\*Laura Rizzo, Librarian I (PT) – Children's Services, effective September 2, 2023.

\*Requires Board Motion

# 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	4/17/2023	15,760.88	4/20/2023	15,760.88	
13	5/1/2023	19,701.10	5/1/2023	19,701.10	
14	5/8/2023	25,611.43	5/8/2023	25,611.43	
15	5/15/2023	47,282.64	5/15/2023	47,282.64	
16	5/22/2023	63,043.51	5/22/2023	63,043.51	
17	5/30/2023	415,693.17	5/30/2023	415,693.17	
18	6/5/2023	309,307.24	6/5/2023	309,307.24	
19	6/12/2023	326,684.16	6/12/2023	326,684.16	
20 *	8/14/2023	1,431.79	8/14/2023	1,431.79	

**TOTAL AMOUNT TAXES TO BE RAISED:**

**\$3,124,048.00**

**Total Payments From Town of Brk**

**\$3,125,671.90**

**Payments CPL Received**

**\$2,813,171.90**

**Payments US Bank Retained for Bonds**

**\$312,500.00**

**Interest Received\***

**1,431.79**

**Remaining Balance - Uncollected Taxes**

**\$0.00**

**Total Payments (including interest)**

**\$3,127,103.69**

**\$2,814,603.69**

8/15/23

*Comsewogue Public Library*  
*Statistical Report 2023/2024*

E-4

**August 2023**

	August 2023	August 2022	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
<b>Patron Registration</b>							
<b>Comsewogue Borrower Registration:</b>							
1	Adult	97	113	-14.16%	9,010	8,746	3.02%
2	Juvenile	27	48	-43.75%	3,021	3,011	0.33%
3	Total	124	161	-22.98%	12,031	11,757	2.33%
<b>Mount Sinai Borrower Registration:</b>							
4	Comsewogue Library	66	65	1.54%	4,522	4,642	-2.59%
5	Port Jefferson Library	37	20	85.00%	1,640	1,491	9.99%
<b>Miller Place Borrower Registration:</b>							
6	Comsewogue Library	69	60	15.00%	4,545	4,654	-2.34%
7	Port Jefferson Library	34	41	-17.07%	2,054	2,101	-2.24%
8	<b>Total CPL Members</b>	259	286	-9.44%	21,098	21,053	0.21%
9	Library Visits	11,402	11,488	-0.75%	23,213	22,366	3.79%
10	Curbside Pick Up	26	34	-23.53%	48	62	-22.58%
<b>Transactions</b>							
11	Circulation of Physical Items:	28,781	29,515	-2.49%	56,182	56,303	-0.21%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,781	8,856	10.44%	19,499	17,488	11.50%
13	Hoopla	746	788	-5.33%	1,439	1,581	-8.98%
14	Kanopy	182	146	24.66%	351	362	-3.04%
Circulation Other:							
15	Museum Passes	127	115	10.43%	264	231	14.29%
16	Library of Things	193	130	48.46%	371	240	54.58%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	898	834	7.67%	1,698	1,550	9.55%
18	Public Wireless Sessions	1,521	1,762	-13.68%	3,198	3,389	-5.64%
Interlibrary Loan:							
19	Items Loaned	1,088	1,081	0.65%	2,179	2,193	-0.64%
20	Items Borrowed	1,796	1,913	-6.12%	3,430	3,583	-4.27%

## Adult Programming: August 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
ONLINE Breathe Together	5	61	4,4,3,3,4
Bingo: Home Décor Edition	2	20,20	22,13
Medicaid ABD Enrollment	1	n/a	3
ONLINE Trivia (Email)	4	x,17,x,x	14,25,32,36
Beach Glass Art \$15	2	28,29	24,28
Mah-Jongg & More	1	n/a	11
Everyday Matinee	2	24,37	17,22
Calming Art Club	1	20	10
Senior Advocate	Appt	5	4
Defensive Driving	2	21	14,14
AARP Smart Driver Course	2	13	9,9
Write This Way	1	20	8
ONLINE Travel Tuesday: Beyond Lisbon (YouTube)	1	views	14
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Rob Scott Summer's Bounty	2	20,19	14,20
Knit & Crochet	1	n/a	5
Career Counseling	Appt	3	3
One-on-One Appointments	unlimited	3	2
Social Work Appointments	unlimited	7	7
<b>TOTALS</b>	<b>27</b>	<b>371</b>	<b>402</b>

\* View counts as of 9/6/23



## Adult Programming: Summary

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
August 2023	27	371	402
YTD 2023	342	3970	5378
August 2022	33	308	733
YTD 2022	360	3350	6026

## August 2023 Program Statistics: Summary

	Aug '23	Aug '22	YTD '23	YTD '22
<b>Family:</b>				
Total # of Sessions	14	4	53	27
Total # of Attendees	205	270	2,428	1,760
<b>Birth-PreK:</b>				
Total # of Sessions	13	18	204	135
Total # of Attendees	326	469	5,418	3,089
<b>Grades K-5:</b>				
Total # of Sessions	30	9	183	101
Total # of Attendees	772	138	4,413	3,504
<b>Grades 6-12:</b>				
Total # of Sessions	17	23	135	135
Total # of Attendees	273	258	1,947	1,592
<b>TOTAL # of <u>ALL</u> Sessions</b>	<b>74</b>	<b>54</b>	<b>575</b>	<b>398</b>
<b>TOTAL # of <u>ALL</u> Attendees</b>	<b>1,576</b>	<b>1,135</b>	<b>14,206</b>	<b>9,945</b>

	Total Registered	Total Completed	% Completed
Children	1064	807	75.85%
Teen	265	155	58.49%

## Percentage of Registered Students by School District.

	Comsewogue	Miller Place	Mount Sinai	Other	None
Children	36.28%	13.06%	14.66%	15.23%	20.77%
Teen	29.75%	10.95%	9.3%	4.34%	45.66%

## Percentage of Registered Students by School Grade.

Pre-K	19.53%
Entering 1st Grade	12.01%
Entering 2nd Grade	12.81%
Entering 3rd Grade	11.29%
Entering 4th Grade	10.84%
Entering 5th Grade	9.59%
Entering 6th Grade	7.89%
Entering 7th Grade	6.36%
Entering 8th Grade	3.14%
Entering 9th Grade	1.97%
Entering 10th Grade	1.61%
Entering 11th Grade	1.25%
Entering 12th Grade	1.7%

## Count of Registered Students by School.

Comsewogue - Boyle Elementary	79
Comsewogue - Clinton Elementary	104
Comsewogue - High School	34
Comsewogue - John F. Kennedy Middle School	110
Comsewogue - Norwood Elementary	93
Comsewogue - Terryville Elementary	110
Miller Place - Andrew Muller Primary School	73
Miller Place - High School	16
Miller Place - Laddie A. Decker Sound Beach School	66
Miller Place - North Country Road Middle School	37
Mount Sinai - Elementary School	139
Mount Sinai - High School	16
Mount Sinai - Middle School	46
None	223
Other	183

## Totals

Comsewogue	530
Miller Place	192
Mount Sinai	201

**COMSEWOGUE PUBLIC LIBRARY**  
**BALANCE SHEET - CASH BASIS**  
As of July 31, 2023

**ASSETS**

**Current Assets**

**Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	7,852.80
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	3,523,622.37
1110 · Savings-Capital Improvements	494,673.74
1114 · Savings-Termination Pay	154,332.78
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** 4,219,631.69

**Other Current Assets**

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	6,247.65
1154 · PREPAID EXPENSES	500.00

**Total Other Current Assets** 6,747.65

**Total Current Assets** 4,226,379.34

**TOTAL ASSETS** 4,226,379.34

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	235.94
2186 · Retirement	0.00
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	141,378.43
2194 · Aflac - Hospital	148.08

**Total Other Current Liabilities** 142,305.73

**Total Current Liabilities** 142,305.73

**Total Liabilities** 142,305.73

**Equity**

2200 · General Fund Balance	3,711,324.62
2201 · Capital Improvement Fund	493,310.25
2202 · Termination Payment Fund	192,546.57
Net Income	-313,107.83

**Total Equity** 4,084,073.61

**TOTAL LIABILITIES & EQUITY** 4,226,379.34

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending July 31, 2023

	<u>July 23</u>	<u>July 23 - July 23</u>
<b>Revenue</b>		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	93.11	93.11
3304 · Interest Earned	12,453.50	12,453.50
3305 · Unclassified rev.-Copies	734.30	734.30
3306 · Unclassified rev.-Books	195.93	195.93
3307 · Unclassified rev.-Other	23.95	23.95
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	300.00	300.00
3312 · Local Sponsor Aid	0.00	0.00
3313 · PILOT Revenue	0.00	0.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
<b>Total Revenue</b>	<u>13,800.79</u>	<u>13,800.79</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending July 31, 2023

Expense	ACTUAL		Budget	\$ Over Budget
	JULY	JULY - JULY		
4401 · Computer Supplies	259.20	259.20	15,500.00	-15,240.80
4402 · Computer Equipment/Parts	1,799.01	1,799.01	28,000.00	-26,200.99
4403 · Furniture & Equipment	0.00	0.00	52,000.00	-52,000.00
4404 · Salaries-Professional	88,091.05	88,091.05	2,204,668.00	-2,116,576.95
4405 · Salaries-Clerical	31,924.86	31,924.86	816,962.00	-785,037.14
4406 · Salaries-Custodial	3,752.47	3,752.47	97,625.00	-93,872.53
4407 · Salaries-Guard	954.28	954.28	30,673.00	-29,718.72
4410 · Library Books	1,919.50	1,919.50	120,500.00	-118,580.50
4412 · Audio Video	0.00	0.00	22,300.00	-22,300.00
4413 · Periodicals	11,911.13	11,911.13	15,000.00	-3,088.87
4414 · Computer Software	0.00	0.00	7,000.00	-7,000.00
4415 · Electronic Data Base	0.00	0.00	238,000.00	-238,000.00
4417 · OTHER THINGS LENDING	846.19	846.19	17,500.00	-16,653.81
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	(2,237.00)	-2,237.00	62,000.00	-64,237.00
4421B · Children/Teen	660.00	660.00	62,000.00	-61,340.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	158.95	158.95	7,000.00	-6,841.05
4422B · Children/Teen	452.54	452.54	24,000.00	-23,547.46
4428 · Conferences	57.68	57.68	10,000.00	-9,942.32
4429 · Circulation	7,042.88	7,042.88	60,000.00	-52,957.12
4430 · Office & Library Supplies	0.00	0.00	14,500.00	-14,500.00
4431 · Telecommunications	787.51	787.51	9,800.00	-9,012.49
4432 · Cartage	271.68	271.68	3,000.00	-2,728.32
4433 · Postage	0.00	0.00	13,000.00	-13,000.00
4434 · Publicity and Printing	0.00	0.00	52,500.00	-52,500.00
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	64,172.00	64,172.00	64,490.00	-318.00
4437 · Accounting and Legal	16,343.61	16,343.61	83,000.00	-66,656.39
4438 · Membership Dues	325.00	325.00	2,950.00	-2,625.00
4439 · Equipment/Blding Maint & Repair	9,080.00	9,080.00	172,500.00	-163,420.00
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	1,648.29	1,648.29	74,500.00	-72,851.71
4450 · Utilities	10,222.54	10,222.54	138,000.00	-127,777.46
4451 · Custodial Supplies	0.00	0.00	16,000.00	-16,000.00
4453 · Employees Assistance Program	0.00	0.00	3,250.00	-3,250.00
4454 · Insurance - Library	0.00	0.00	65,266.00	-65,266.00
4456 · Rental Expenses	1,562.19	1,562.19	19,850.00	-18,287.81
4471 · Workers Compensation Insurance	0.00	0.00	28,991.00	-28,991.00
4472 · Life Insurance	444.54	444.54	5,600.00	-5,155.46
4473 · Dental Insurance	2,431.82	2,431.82	33,000.00	-30,568.18
4474 · VISION INS	313.42	313.42	4,000.00	-3,686.58
4476 · 9020.8 Retirement Expense	0.00	0.00	342,500.00	-342,500.00
4477 · 9030.8 Social Security Expense	9,495.01	9,495.01	237,500.00	-228,004.99
4478 · Unemployment Insurance	0.00	0.00	1,200.00	-1,200.00
4479 · 9060.8 Health Insurance	62,218.27	62,218.27	896,605.00	-834,386.73
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	22,500.00	-22,500.00
4482 · Bond Principal	0.00	0.00	290,000.00	-290,000.00
4483 · Bond Administrative	0.00	0.00	720.00	-720.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>326,908.62</b>	<b>326,908.62</b>	<b>6,503,150.00</b>	<b>-6,176,241.38</b>

H

**COMSEWOGUE PUBLIC LIBRARY**  
**WARRANT DETAIL REPORT**  
September 19, 2023

Date	Num	Name	Account	Debit
09/19/2023	26262	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	125.00
				\$ 125.00
09/19/2023	26263	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	16.23
				\$ 16.23
09/19/2023	26264	Advanced Plant Care, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	200.00
				\$ 200.00
09/19/2023	26265	American Express	1102 Checking Account	
			4403 Furniture & Equipment	636.17
			4410 Library Books	101.54
			4414 Computer Software	272.44
			4422A Library Programs:Program Supplies:Adult	292.43
			4422B Library Programs:Program Supplies:Children/Teen	1,205.75
			4430 Office & Library Supplies	527.37
			4439 Equipment/Blding Maint & Repair	164.91
			4417 OTHER THINGS LENDING	32.98
				\$ 3,233.59
09/19/2023	26266	B&H Photo-Video	1102 Checking Account	
			4401 Computer Supplies	1,062.39
			4441 Building Security	1,093.73
			4430 Office & Library Supplies	(-212.76)
				\$ 1,943.36
09/19/2023	26267	Baker & Taylor	1102 Checking Account	
			4410 Library Books	2,218.75
			4410 Library Books	127.17
				\$ 2,345.92
09/19/2023	26268	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	470.00
				\$ 470.00
09/19/2023	26269	Bollman, Katherine	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	375.00
				\$ 375.00

09/19/2023	26270	Brodart Company	1102 Checking Account	
			4410 Library Books	4,267.33
			4410 Library Books	9,772.04
				<u>14,039.37</u>
				\$ 14,039.37
09/19/2023	26271	Curley, Lisamarie	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	350.00
				<u>350.00</u>
				\$ 350.00
09/19/2023	26272	De Lage Landen Financial Services, Inc.	1102 Checking Account	
			4456 Rental Expenses	1,562.19
				<u>1,562.19</u>
				\$ 1,562.19
09/19/2023	26273	Demco	1102 Checking Account	
			4430 Office & Library Supplies	134.99
				<u>134.99</u>
				\$ 134.99
09/19/2023	26274	Discount School Supply	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	13.73
				<u>13.73</u>
				\$ 13.73
09/19/2023	26275	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	2,526.90
				<u>2,526.90</u>
				\$ 2,526.90
09/19/2023	26276	Eastern Suffolk BOCES	1102 Checking Account	
			4453 Employees Assistance Program	3,084.25
				<u>3,084.25</u>
				\$ 3,084.25
09/19/2023	26277	EnvisionWare	1102 Checking Account	
			4414 Computer Software	1,127.31
				<u>1,127.31</u>
				\$ 1,127.31
09/19/2023	26278	Fire Island Lighthouse Preserv. Scty Inc	1102 Checking Account	
			4417 OTHER THINGS LENDING	175.00
				<u>175.00</u>
				\$ 175.00
09/19/2023	26279	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	97.48
			4422A Library Programs:Program Supplies:Adult	136.49
			4429 Circulation	107.88
				<u>341.85</u>
				\$ 341.85
09/19/2023	26280	Glory Global Solutions Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	474.71
				<u>474.71</u>
				\$ 474.71



09/19/2023	26281	Grainger	1102 Checking Account		
			4403 Furniture & Equipment		242.23
					<u>242.23</u>
					\$ 242.23
09/19/2023	26282	GreenGate3D	1102 Checking Account		
			4401 Computer Supplies		95.97
					<u>95.97</u>
					\$ 95.97
09/19/2023	26283	Guardian	1102 Checking Account		
			4472 Life Insurance		994.34
			4473 Dental Insurance		5,179.35
			4474 VISION INS		623.17
			2185 Employee Ins - enrollee contrib		107.93
					<u>6,904.79</u>
					\$ 6,904.79
09/19/2023	26284	Gutmann, Sarah	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		400.00
					<u>400.00</u>
					\$ 400.00
09/19/2023	26285	HRDirect	1102 Checking Account		
			4430 Office & Library Supplies		83.56
					<u>83.56</u>
					\$ 83.56
09/19/2023	26286	Information Today, Inc.	1102 Checking Account		
			4410 Library Books		323.53
					<u>323.53</u>
					\$ 323.53
09/19/2023	26287	Ingram Library Services	1102 Checking Account		
			4410 Library Books		70.41
					<u>70.41</u>
					\$ 70.41
09/19/2023	26288	Johnson Controls Fire Protection LP	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		13,886.62
					<u>13,886.62</u>
					\$ 13,886.62
09/19/2023	26289	Kanopy, Inc	1102 Checking Account		
			4415 Electronic Data Base		429.00
					<u>429.00</u>
					\$ 429.00
09/19/2023	26290	Kelly-Edmunds, Anne	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		450.00
					<u>450.00</u>
					\$ 450.00
09/19/2023	26291	Kidnastics, Inc.	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		750.00
					<u>750.00</u>
					\$ 750.00

09/19/2023	26292	Koch Tree Services, Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	1,870.00 <u>          </u> \$ 1,870.00
09/19/2023	26293	Kunze, Kim W.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	396.00 <u>          </u> \$ 396.00
09/19/2023	26294	LaBrecque, Denise	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	1,200.00 <u>          </u> \$ 1,200.00
09/19/2023	26295	Long Island Explorium	1102 Checking Account 4417 OTHER THINGS LENDING	300.00 <u>          </u> \$ 300.00
09/19/2023	26296	Long Island Library Resources Council Inc	1102 Checking Account 4428 Conferences	130.00 <u>          </u> \$ 130.00
09/19/2023	26297	Long Island Museum	1102 Checking Account 4417 OTHER THINGS LENDING	300.00 <u>          </u> \$ 300.00
09/19/2023	26298	Long Island Science Center	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	275.00 <u>          </u> \$ 275.00
09/19/2023	26299	Lunarola, Michele	1102 Checking Account 4428 Conferences	20.00 <u>          </u> \$ 20.00
09/19/2023	26300	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	3,700.00 <u>          </u> \$ 3,700.00
09/19/2023	26301	MD Design Studio	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	2,046.00 <u>          </u> \$ 2,046.00
09/19/2023	26302	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	1,193.83 1,463.47 <u>          </u> \$ 2,657.30
09/19/2023	26303	Museum of the City of New York	1102 Checking Account	

			4417 OTHER THINGS LENDING	250.00
				<u>\$ 250.00</u>
09/19/2023	26304	New York Therapy Placement Services, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	240.00
				<u>\$ 240.00</u>
09/19/2023	26305	New York Times	1102 Checking Account	
			4413 Periodicals	55.20
				<u>\$ 55.20</u>
09/19/2023	26306	New York Times	1102 Checking Account	
			4413 Periodicals	24.00
				<u>\$ 24.00</u>
09/19/2023	26307	NYS Employees Retirement System	1102 Checking Account	0.00
			4479 9060.8 Health Insurance	0.00
			2185 Employee Ins - enrollee contrib	0.00
				<u>\$ 0.00</u>
09/19/2023	26308	Ozkaya, Charyl	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	100.00
				<u>\$ 100.00</u>
09/19/2023	26309	P.J.S. Post Office - Bulk	1102 Checking Account	
			4433 Postage	2,890.43
				<u>\$ 2,890.43</u>
09/19/2023	26310	Parker-Morales, Christine	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	100.00
				<u>\$ 100.00</u>
09/19/2023	26311	Pavone, Lisa	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	495.00
				<u>\$ 495.00</u>
09/19/2023	26312	PAYCHEX	1102 Checking Account	
			4437 Accounting and Legal	208.76
				<u>\$ 208.76</u>
09/19/2023	26313	Paychex of New York	1102 Checking Account	
			4437 Accounting and Legal	150.00
				<u>\$ 150.00</u>
09/19/2023	26314	Paychex of New York LLC	1102 Checking Account	
			4437 Accounting and Legal	2,528.71
				<u>\$ 2,528.71</u>

09/19/2023	26315	Playaway Products LLC	1102 Checking Account		
			4410 Library Books		224.97
					<u>224.97</u>
				\$	224.97
09/19/2023	26316	Quadient Leasing USA, Inc.	1102 Checking Account		
			4456 Rental Expenses		238.56
					<u>238.56</u>
				\$	238.56
09/19/2023	26317	R.C. Gluck Associates LLC	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		145.00
					<u>145.00</u>
				\$	145.00
09/19/2023	26318	Ray-Block Stationery Co., Inc	1102 Checking Account		
			4456 Rental Expenses		20.75
					<u>20.75</u>
				\$	20.75
09/19/2023	26319	Rogers Memorial Library	1102 Checking Account		
			3306 Unclassified rev.-Books		15.95
					<u>15.95</u>
				\$	15.95
09/19/2023	26320	Rotorpro	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		650.00
					<u>650.00</u>
				\$	650.00
09/19/2023	26321	Sadiq, Nida	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		200.00
					<u>200.00</u>
				\$	200.00
09/19/2023	26322	Scholastic Library Publishing	1102 Checking Account		
			4415 Electronic Data Base		848.00
					<u>848.00</u>
				\$	848.00
09/19/2023	26323	Scott, Robert G.	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		2,100.00
					<u>2,100.00</u>
				\$	2,100.00
09/19/2023	26324	Searles Graphics, Inc.	1102 Checking Account		
			4434 Publicity and Printing		10,589.00
					<u>10,589.00</u>
				\$	10,589.00
09/19/2023	26325	Securitas Security Serv. USA	1102 Checking Account		
			4441 Building Security		9,351.04
					<u>9,351.04</u>
				\$	9,351.04
09/19/2023	26326	Skoblicki, Michelle A.	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		175.00
					<u>175.00</u>

				\$ 175.00
09/19/2023	26327	Spena, Catherine	1102 Checking Account	
			4428 Conferences	20.00
				\$ 20.00
09/19/2023	26328	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	461.57
			4422B Library Programs:Program Supplies Children/Teen	5.75
			4422A Library Programs:Program Supplies Adult	8.49
				\$ 475.81
09/19/2023	26329	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	787.78
			4437 Accounting and Legal	350.00
				\$ 1,137.78
09/19/2023	26330	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	775.00
			4421B Library Programs:Program Contractors:Children/Teen	1,075.00
				\$ 1,850.00
09/19/2023	26331	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	175.23
				\$ 175.23
09/19/2023	26332	Times Beacon Record Newspapers	1102 Checking Account	
			4434 Publicity and Printing	208.22
				\$ 208.22
09/19/2023	26333	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	3,910.00
				\$ 3,910.00
09/19/2023	26334	UNFCU Fin Svc - dba Industrial Coverage	1102 Checking Account	
			4454 Insurance - Library	8,123.00
				\$ 8,123.00
09/19/2023	26335	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	104.85
				\$ 104.85
09/19/2023	26336	Utica National Insurance Co.	1102 Checking Account	
			4454 Insurance - Library	56,208.93
			4471 Workers Compensation Insurance	23,534.00
				\$ 79,742.93

09/19/2023	26337	Vamos, Michelle	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	630.00 <hr/> \$ 630.00
09/19/2023	26338	VerifiedFirst	1102 Checking Account 4437 Accounting and Legal	85.86 <hr/> \$ 85.86
09/19/2023	26339	W.B. Mason Co., Inc.	1102 Checking Account 4422A Library Programs:Program Supplies:Adult	54.21 <hr/> \$ 54.21
09/19/2023	26340	Whaling Museum	1102 Checking Account 4417 OTHER THINGS LENDING	250.00 <hr/> \$ 250.00
09/19/2023	26341	Winters Bros. Hauling of LI, LLC	1102 Checking Account 4432 Cartage	271.68 <hr/> \$ 271.68
* 09/19/2023	26342	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	61,992.67 3,665.21 <hr/> \$ 65,657.88
			<b>TOTAL</b>	<hr/> <b>\$ 263,367.63</b>

Monday, Sep 18, 2023 11:57:55 AM GMT-7

\* Check # 26307 - void  
Replaced with check # 26342

I-1

# COMSEWOGUE PUBLIC LIBRARY

08/17/2023 Payroll  
Check Register

## WARRANT DETAIL REPORT

August 17, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/17/2023	26252	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 \$4,272.00
<b>TOTAL</b>				<b>\$4,272.00</b>

### 08/17/2023 Payroll Warrant

Payroll Warrant	\$ 4,272.00
<u>Paychex Payroll</u>	<u>\$123,204.95</u>
<b>TOTAL</b>	<b>\$127,476.95</b>

AUG 17 2023

I-2

# COMSEWOGUE PUBLIC LIBRARY

08/31/2023 Payroll  
Check Register

## WARRANT DETAIL REPORT

August 31, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/31/2023	26253	AT&T	1102 Checking Account 4431 Telecommunications	\$55.18 \$55.18 ✓
08/31/2023	26254	Aflac	1102 Checking Account 2187 AFLAC - Cancer Care 2188 AFLAC - Accident Ins 2190 AFLAC - Short Term Disability 2194 Aflac - Hospital	\$407.16 \$126.42 \$281.34 \$222.12 \$1,037.04 ✓
08/31/2023	26255	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 \$4,272.00 ✓
08/31/2023	26256	NYS Employees Retirement System	1102 Checking Account 2186 Retirement 2186 Retirement	\$5,114.02 \$379.00 \$5,493.02 ✓
08/31/2023	26257	PSEGLI	1102 Checking Account 4450 Utilities	\$11,797.18 \$11,797.18 ✓
08/31/2023	26258	Verizon	1102 Checking Account 4431 Telecommunications	\$101.86 ✓ \$101.86
<b>TOTAL</b>				<b>\$22,756.28</b> ✓

### 08/31/2023 Payroll Warrant

Payroll Warrant	\$ 22,756.28
<u>Paychex Payroll</u>	<u>\$123,884.00</u>
<b>TOTAL</b>	<b>\$146,640.28</b>

AUG 31 2023



I-3

# COMSEWOGUE PUBLIC LIBRARY

09/14/2023 Payroll  
Check Register

## WARRANT DETAIL REPORT

September 14, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
09/14/2023	26259	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 <b>\$4,272.00</b>
09/14/2023	26260	National Grid	1102 Checking Account 4450 Utilities	\$509.53 <b>\$509.53</b>
09/14/2023	26261	Optimum	1102 Checking Account 4431 Telecommunications	\$625.04 <b>\$625.04</b>
<b>TOTAL</b>				<b>\$5,406.57</b>

### 09/14/2023 Payroll Warrant

Payroll Warrant	\$ 5,406.57
<u>Paychex Payroll</u>	<u>\$113,966.81</u>
<b>TOTAL</b>	<b>\$119,373.38</b>

DE



## Comsewogue Public Library Credit Card Policy

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

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

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

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

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

Any benefits derived from the use of the credit card are the property of the Library. Monetary rewards "points" resulting from credit card purchases will be credited toward existing credit balances or redeemed and used exclusively for library purchases by the Director or the designated employee.

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

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

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

The Director and the designated staff must immediately surrender the credit card(s) upon separation from the Library.

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

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

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

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

# OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
8	9 Columbus Day	10	11	12	13	14	
15	16	17 Meeting	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
		<b>September 2023</b> Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<b>November 2023</b> Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  <b>2023 Calendars</b> <b>2024 Calendars</b>	

# NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21 <i>Meeting</i>	22	23 Thanksgiving	24	25
26	27	28	29	30		
		<b>October 2023</b> Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>December 2023</b> Sa M Tu W Th F Sa 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. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  <a href="#">2023 Calendars</a> <a href="#">2024 Calendars</a>

# DECEMBER 2023

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