

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 20, 2024

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. PROPOSED BY-LAWS REVISION
 - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 1/18/2024 & 02/01/2024 & 2/15/2024
- J. REPORTS FROM STANDING COMMITTEES
 - 1. FINANCE COMMITTEE
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED OPERATING BUDGET 2024/2025
 - 2. 2023 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES – REVIEW & ACCEPTANCE
 - 3. PERSONNEL CHANGES
 - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 5. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JANUARY 16, 2024

President McCrary called the meeting to order at 6:01 p.m.

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

ABSENT WITH NOTIFICATION:
Trustee Rossini

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on December 19, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Report dated January 2024. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 01/24/1, dated January 16, 2024, in the amount of \$207,156.29. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for December 21, 2023 (\$127,468.87) and January 4, 2024 (\$132,199.88). Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 6:36 P.M.
Approved unanimously.

Secretary, Board of Trustees

Director's Report

February 2024

Personnel

A Staff Recognition/Longevity Ceremony and Reception took place on January 29.

Operations

The Finance Committee met on in an open meeting on January 31. The Director presented the proposed operating budget for 2024-2025. The Committee tasked the Director with adjusting the proposed operating budget prior to it being presented for Board at the February Library Board Meeting. Subject to the adjustment being made, the Committee agreed to accept and endorse the proposed operating budget. The Director also presented a personnel benefit recommendation to the Committee which the Committee declined to accept. The Committee's report is included in the Board Packet.

A document detailing proposed bylaws revisions which will bring the bylaws into accordance with the most recent New York State requirements is included for your review in the February Board Packet. I discussed each of the proposed changes with the SCLS Director prior to preparing the document and have provided them for review to Library Counsel. The March Board Meeting Agenda will include the Proposed Bylaws Revision for a vote by the Board. (The Library's bylaws require that the Board receive proposed bylaws changes the month before the item is included on the agenda as New Business.)

Building & Grounds

The Library is shopping for a new phone system. The current phone system is 11 years old, is no longer supported by the manufacturer and is out of extensions. It's anticipated this expense will be covered by the current year's operating budget.

Professional Activities

- 1/18 Brookhaven Library Directors' Zone Meeting, Lake Grove
- 2/1 NYS Library Advocacy Day Preparation (NYLA webinar)
- 2/7 NYS Library Advocacy Day, Albany – Director and 3 staff ably represented CPL
- 2/16 Brookhaven Library Directors' Zone Meeting, Ridge
- Participating in Library Director Mentorship Program through PLDA of Suffolk County

Community Activities – Weekly and monthly, with a variety of local organizations

Comsewogue Public Library

Personnel Report

February 20, 2024

New Appointments/Promotions:

Jay Giuffrida, Librarian I (PT) – Children’s Services, effective January 28, 2024. Salary \$31.37 hr.
{*previously a Librarian Trainee*}

Resignations:

*Jane Oliva, Librarian I (PT), effective January 30, 2024.

*Requires Board Motion

Personnel Sick Leave Report – 2023

FT Employee	Annual 1/1/2023	+	Accrued 1/1/2023	-	Used Sick	+	Unused Personal	=	Accrued Hours 1/1/2024
1	84	+	73	-	50	+	10.5	=	117.5
2	14	+	0	-	0.5	+	3.5	=	17
3	84	+	598.5	-	89	+	0	=	593.5
4	84	+	159	-	69.5	+	0	=	173.5
5	45.5	+	0	-	17	+	8.5	=	37
6	84	+	1440	-	40	+	13	=	1497
7	84	+	49.5	-	61.5	+	20	=	92
8	84	+	381	-	143	+	0	=	322
9	84	+	201	-	68.5	+	4	=	220.5
10	84	+	1407	-	77	+	0	=	1414
11	84	+	357	-	76.5	+	21	=	385.5
12	84	+	613.5	-	47.5	+	2.5	=	652.5
13	84	+	86.5	-	1	+	28	=	197.5
14	84	+	1298.5	-	13	+	0	=	1369.5
15	84	+	96.5	-	9	+	10	=	181.5
16	84	+	6.5	-	43	+	0	=	47.5
17	84	+	286	-	47	+	9	=	332
18	84	+	229	-	111.5	+	0	=	201.5
19	82.5	+	0	-	47	+	1.5	=	37
20	84	+	297.5	-	40	+	0.5	=	342
21	84	+	122.5	-	3.5	+	13	=	216
22	84	+	141.5	-	100	+	3	=	128.5
23	84	+	110	-	59	+	5	=	140



COMSEWOGUE PUBLIC LIBRARY

BY-LAWS

ARTICLE I

The Comsewogue Public Library operates under an Absolute Charter granted September 26, 1969, by the Board of Regents for and on behalf of the New York State Education Department and later amended April 12, 2022. (A Provisional Charter was granted November 18, 1966 to the Port Jefferson Station-Terryville Public Library.) [The amended charter identifies the Library service area as the Brookhaven-Comsewogue Union Free School District.](#) The Library is governed under the terms of Article 5 of the New York State Education Law.

ARTICLE II

The Comsewogue Public Library’s mission statement is to provide high-quality library services at a reasonable cost to community residents.

ARTICLE III

The Comsewogue Public Library shall be governed by a Board of Trustees, hereafter referred to as the “Board,” consisting of five members, each elected for a five-year term. The term of office of one trustee shall expire each year. A separate petition, signed by at least twenty-five qualified voters of the Comsewogue School District shall be required to nominate a candidate. Said candidate must be a qualified voter of the Comsewogue School District. Each petition shall state the residence of each signer, and shall state the name and residence of the candidate. Each newly elected trustee is required to take office at the regular monthly meeting of the Board, in July. An oath of office will also be administered to a newly elected or appointed trustee and filed with the Suffolk County Clerk.

Vacancies due to causes other than expiration of terms shall be filled by appointment of the Board through the date of the next Annual Trustee Election. The balance of any unexpired term will be filled by an elected Trustee to serve immediately following his/her/their election. Should there be more than one vacancy, the candidate(s) receiving the highest number of votes will fill

full-term seat(s) and the candidate(s) receiving the next highest number of votes will fill the partial term seat(s)/unexpired term(s).

ARTICLE IV

Officers of the Board shall be elected annually by a majority vote of the members of the Board at their organizational meeting in July, and shall be as follows:

President, Vice-President, Secretary, Fiscal Officer

No officer shall serve in the same elective office for more than two consecutive terms. After a lapse of one year a trustee may be elected again to the office he/she already held.

Officers and trustees serve without remuneration.

ARTICLE V

The President shall conduct the meetings of the Board and appoint with the approval of the Board committees and committee chairpersons.

The Vice-President shall preside over meetings in the President's absence.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. The Secretary shall preside over meetings in both the President's and Vice-President's absence.

The Fiscal Officer shall be the financial officer of the Board.

ARTICLE VI

The authority of the Board is vested in the Board as an entity. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the government of the library as may be necessary and in conformity with the law. [Each Member, elected or appointed, of the Board of Trustees shall be required to complete annually a minimum of two hours of trustee education in accordance with Education Law 260-d added by Chapter 468 of the Laws of 2021.](#) The Board shall hire a Library Director who shall be considered the executive and administrative officer of the library under the direction and review of the Board. The Director shall be held responsible for the care of the library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; for public relations; and for the operation of the library under the financial conditions set forth in the annual budget. The Director attends and participates without vote in all meetings of the Board.

ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.
4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.
5. Special meetings may be called by the President, or at the request of any three members of the Board.
6. Three trustees shall constitute a quorum.
7. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, he / she shall be deemed to have resigned.
8. Standing committees shall be a By-Laws committee and a ~~Personnel~~ Finance committee.
9. Robert's Rules of Order shall govern all proceedings of the Board of Trustees.
10. The order of business at the regular meetings of the Board shall be as follows:

Call to Order
 Pledge of Allegiance
 Approval of Minutes of the previous meeting
 Correspondence
 Director's Report
~~Questions and Statements from the public~~
 Period for Public Expression
 Financial Report
 Approval of Bills
 Reports from Standing Committees
 Old Business
 New Business
~~Questions and Statements from the public~~
 Period for Public Expression
 Adjournment

ARTICLE VIII

Amendments to these by-laws may be made by majority vote at any regular meeting at which a quorum is present providing that the changes shall have been submitted in writing at the preceding regular meeting.

Adopted by Board: January 16, 2007
 Revised & Adopted by Board: July 19, 2022

Comsewogue Public Library
Statistical Report 2023/2024

E-4

January 2024

	Jan 2024	Jan 2023	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	95	56	69.64%	9,234	8,845	4.40%
2	Juvenile	34	27	25.93%	3,090	2,964	4.25%
3	Total	129	83	55.42%	12,324	11,809	4.36%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	37	41	-9.76%	4,676	4,295	8.87%
5	Port Jefferson Library	34	24	41.67%	1,689	1,548	9.11%
Miller Place Borrower Registration:							
6	Comsewogue Library	57	22	159.09%	4,692	4,309	8.89%
7	Port Jefferson Library	17	23	-26.09%	2,069	1,924	7.54%
8	Total CPL Members	223	146	52.74%	21,692	20,413	6.27%
9	Library Visits	8,602	8,074	6.54%	66,573	64,597	3.06%
10	Curbside Pick Up	22	23	-4.35%	169	195	-13.33%
Transactions							
11	Circulation of Physical Items:	23,388	22,079	5.93%	173,535	173,013	0.30%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,908	9,046	-1.53%	61,920	58,045	6.68%
13	Hoopla	842	801	5.12%	5,117	5,301	-3.47%
14	Kanopy*	334	195	N/A*	1,753	1,151	N/A*
*Kanopy changed reporting format 11/2023.							
Circulation Other:							
15	Museum Passes	43	37	16.22%	560	485	15.46%
16	Library of Things	138	81	70.37%	1,052	635	65.67%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	685	739	-7.31%	5,247	4,989	5.17%
18	Public Wireless Sessions	1,838	1,806	1.77%	11,333	11,967	-5.30%
Interlibrary Loan:							
19	Items Loaned	1,041	1,160	-10.26%	7,181	7,497	-4.22%
20	Items Borrowed	1,825	1,507	21.10%	11,471	11,181	2.59%

Adult Programming: January 2024

Program Name	Sessions	Registered	Attended
ONLINE Breathe Together	5	64	4,10,7,8,6
ONLINE New English Speakers (Zoom)	5	n/a	4,5,6,6,5
Chess Club	1	n/a	2
Medicaid ABD Enrollment	1	n/a	5
Vision Boards With Canva	1	12	8
Mah-Jongg & More	1	n/a	4
Everyday Matinee	2	39,51	30,39
Rob Scott Vegetarian Moroccan Soup	2	24,19	17,16
The Basics of Medicare	1	11	8
ONLINE Trivia (Email)	2	n/a,16	22,31
Knit & Crochet	1	n/a	2
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Senior Scams	1	6	6
Defensive Driving	1	21	16
Concert: Journey From Johannesburg	1	89	57
ONLINE Travel Tuesday: Isle of Man (YouTube)	1	views	25
AARP Smart Driver Course	1	22	22
Microsoft Excel Basics	1	10	7
Neurographic Art \$5	1	24	20
Tuning Forks	1	19	16
Disability Awareness for Parents	1	5	2
Calming Art Club	1	19	13

Adult Programming: Summary

Small Business Marketing	1	16	4
One-on-One Appointments	unlimited	5	5
Social Work Intern Appointments	unlimited	10	10
Career Counseling	Appt	1	1
TOTALS	33	487	453

** View counts as of 2/14/24*

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
January 2024	33	487	453
YTD 2024	33	487	453
January 2023	41	453	488
YTD 2023	41	453	488

January 2024 - J/YA Program Statistic Summary

	Jan '24	Jan ' 23		YTD '24	YTD '23
Family:					
Total # of Sessions	6	1		6	1
Total # of Attendees	240	18		240	18
Birth-PreK:					
Total # of Sessions	36	34		36	34
Total # of Attendees	793	826		793	826
Grades K-5:					
Total # of Sessions	19	17		19	17
Total # of Attendees	629	656		629	656
Grades 6-12:					
Total # of Sessions	23	16		23	16
Total # of Attendees	483	112		483	112
TOTAL # of ALL Sessions					
	84	68		84	68
TOTAL # of ALL Attendees					
	2,145	1,612		2,145	1,612

Comsewogue Public Library 2023/2024 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	12/29/2023	115,879.86	1/2/2024	115,879.86	
2	1/5/2024	133,556.45	1/9/2024	93,489.51	40,066.94
3	1/12/2024	559,758.63	1/16/2024	391,831.04	167,927.59
4	1/19/2024	418,345.92	1/22/2024	320,715.45	97,630.47
5	1/26/2024	331,927.05	1/29/2024	331,927.05	
6	2/2/2024	168,909.62	2/5/2024	168,909.62	
7	2/9/2024	88,382.94	2/12/2024	88,382.94	
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20 *					

TOTAL AMOUNT TAXES TO BE RAISED:

\$3,188,458.00

Total Payments From Town of Brk \$1,816,760.47

Payments CPL Received \$1,511,135.47

Payments US Bank Retained for Bonds \$305,625.00

Interest Received* 0.00

Remaining Balance - Uncollected Taxes \$0.00

Total Payments (including interest) \$1,816,760.47

\$1,511,135.47

Comsewogue Public Library 2023/2024 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	1/22/2024	1,161.32	1/30/2024	1,161.32	Brightview PJ & Rail
2	2/7/2024	5,440.20	2/14/2024	5,440.20	Vistas & PJ Crossing
3					
4					
5					
6					
7					

Total Payments From Industrial Dev Agency	\$6,601.52		
Payments CPL Received		\$6,601.52	
Interest Received*			
Total PILOT Payments (including interest)		6,601.52	

PILOTS Received from School Districts

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

GRAND TOTAL ALL PILOTS RECEIVED:	6,601.52
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LIBRARY BOARD MEETINGS

All library board meetings fall under the provisions of Open Meetings Law.

Library board meetings are conducted under the rules set forth in the library's bylaws, which must comply with the library's Charter, state and federal law and regulation. For all trustees to be properly prepared for the meeting, a packet should be emailed to them or posted online *no less than one week* before the meeting date. The packet should include the meeting agenda, draft minutes of the previous meeting, financial reports, the Library Director's report, the schedule of bills to be paid, proposed personnel actions and committee reports. Background information on the issues before the Board should be distributed, as well as any other documents that pertain to the business of the meeting. All trustees are expected to come prepared to participate fully in meeting discussions and actions and to be familiar with the activities of the committees to which they are assigned. Using the talents and skills of every board member creates a more cooperative, congenial and productive board.

Please note: under Open Meetings Law, any document scheduled for discussion at a board meeting must be posted on the library's website at least 24 hours in advance of a board meeting.

Regular attendance at board meetings is essential. The Board President and/or the Library Director, which should be specified in the bylaws, should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time lost bringing that trustee back up to speed. An uninformed trustee also cannot make the best possible decision when it comes time to vote. Education Law §226(4) declares that *"If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have*

resigned..." It is a good idea to define in the bylaws what constitutes a satisfactory excuse for absence.

Far too often, Boards tolerate frequent absences by a Board member to the detriment of the Board and the library. A successful library Board needs every trustee at every meeting. A trustee who has difficulty regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the Board.

Conduct of Meetings

Once you have read the Board packet, it is acceptable to reach out to the Board President, Library Director, Treasurer, or chair of a committee to ask a reasonable, clarifying question about something that will be discussed at the meeting. However, be careful not to have deliberative conversations via email or phone that may result in decisions being made outside of the open meeting setting.

Effective Board meetings focus on important and timely issues and limit extraneous digressions and discussion. The most effective boards concentrate their time and energy on a few issues that will have a major impact on the library's future. These issues should be tied to priorities from the long-range or strategic plan or time-sensitive issues identified by the director or a committee as a priority.

It is essential to provide supporting information critical to planned discussion topics and to build opportunities for all viewpoints to be heard at the meeting. Activities that can be completed by individual trustees outside the meeting, such as reading the minutes, should not take up valuable time at a board meeting.

It is the Board President's duty to ensure that the Board works as an effective corporate unit by managing the meeting professionally. Board meetings generally should be completed within two hours. If meetings consistently last longer, issues

can be referred to committees, to the Library Director for further study, or tabled for action at subsequent board meetings. Establish an ending time for the meeting and stick to it. Beginning on time and keeping the discussion focused on the agenda topics are key to effective meetings.

Quorum

Education Law §226(1) states that a *“majority of the whole number [of trustees, regardless of vacancies] shall be a quorum.”* A quorum is necessary to convene a meeting and to take action as a board. Voting by email does not meet the requirements of Open Meetings Law and therefore no votes taken via email are legal. Attendance and voting by phone also do not meet the requirements of Open Meetings Law. Attendance and voting through online meeting software, referred to as *“videoconferencing”* in the law, requires careful adherence to the particulars of Open Meetings Law. There are two types of attendance via videoconference by individual trustees described by Open Meetings Law:

1. Participation at a physical location that is open to in-person attendance by the public: In this instance, the location must be part of the public notice of the meeting issued to the news media and through the library’s website. Any member of the public may choose to attend the meeting from that location. In this case, the individual trustee’s participation may count towards quorum.
2. Participation at a physical location that is not open to the public: In this instance, a board would need to have previously passed a policy, after a public hearing, that allows for an individual trustee to attend a meeting via videoconference when *“extraordinary circumstances”* occurred. *“Extraordinary circumstances”* are defined in a non-exhaustive list by the Committee on Open Government which should be cited in the library’s policy. In this circumstance, if there is a quorum at a physical location open

to the public, the Board may proceed, a trustee participating via videoconference in a location that is not open to in-person physical attendance by the public may not be counted toward a quorum (but may participate and vote if there is a quorum of members at a physical location open to the public.)

Boards are not required to allow remote participation. It should also be noted that the current provisions to allow limited videoconferencing may expire shortly. Trustees should stay up to date with notices from the Committee on Open Government: <https://opengovernment.ny.gov/>

If your board does allow for video conferencing via the process described above, please note that trustees must have their webcam turned on during meetings.

Proxy voting does not meet the requirements of the law.

All of the above applies to all public and association libraries, as well as library systems.

Voting

Under New York State General Construction Law §41, no action can be approved by the Board of a *public* library without a “majority of the whole.” For example, should your Board be chartered to consist of seven members, an affirmative vote of four is always required for a motion to pass, regardless of the number of trustees in attendance. Tie votes defeat the motion.

Association library boards, though not technically “public,” are strongly encouraged to follow the same procedure when establishing the number of votes necessary to approve a motion. This procedure is a hallmark of a transparent and accountable board, and this should be reflected in the library’s bylaws.

If your Charter allows for a range in the number of required trustee seats, the exact number of trustees should be stated in your bylaws and should only be changed in accordance with the bylaw amendment procedures, while still respecting the range specified in the Charter. This will then serve as the number the Board uses to calculate a quorum and a majority. It is recommended that your Charter and bylaws state an uneven number of trustees to avoid tie situations. In the event of a tied vote, the motion fails as it did not receive a majority vote.

Posting of Documents

Open Meetings Law requires that any document that will be the subject of discussion at a board meeting be made available via the library's website at least twenty-four hours before the meeting at which it will be discussed. The law also requires that a draft of the minutes of the board meeting be posted within two weeks of the meeting and a draft of minutes from an executive session be posted within one week from the date of the executive session.

Open Meetings and Executive Sessions

All public and association libraries in New York are subject to Open Meetings Law (see Education Law §260-a; and Public Officers Law, Article 7). This law requires that board meetings must be properly posted and advertised and open to the public. Notice of all board meetings must be sent to the news media, noted on the library's website and posted in a public place such as the library bulletin board. In addition, working sessions of the Board (even if they are not formal meetings) must be advertised and open if a quorum of the Board is expected to attend. Educational sessions in which the board does not conduct business are exempt from Open Meetings Law.

For "public" library boards (municipal, school district public and special/consolidated legislative district libraries), the requirements of Open

Meetings Law also apply to all committees and sub-committees of the Board. In the opinion of the Committee on Open Government, if two or more trustees are members of such committees; *even if they number less than a quorum of the entire board*, Open Meetings Law applies. Note that board committees of association libraries outside of New York City are not subject to the committee provisions since they are not considered “public bodies” under the law. (Public Officers Law, Article 7; Education Law §260-a)

Executive sessions are a portion of the open meeting from which the public and the news media may be excluded. They may only be convened for a limited number of specific purposes. Those which usually apply to libraries are:

- Discussions regarding proposed, pending or current litigation;
- Collective bargaining negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

An executive session is convened only as part of a public board meeting, not as a separate meeting. The Board must vote to enter executive session and specifically state the topic of conversation for the session for its minutes.

The board may invite advisors into an executive session with them, such as the Library Director, public library system consultant or the library's lawyer. The Library Director should almost always be invited into an executive session unless the Board is discussing a personnel matter related to that person.

The Board is permitted to take formal action and vote on any matter in the executive session except for the appropriation of public monies. However, such actions must be detailed in minutes of the executive session.

It is usually advisable to adjourn from the executive session and return to the regular meeting to vote on any formal action or approve specific resolutions.

Using executive sessions to discuss matters not defined within the law, even if the topic is “uncomfortable” to discuss publicly, **is illegal**.

Insofar as Board communication between meetings, the Committee on Open Government opines: *“there is nothing in the Open Meetings Law that would preclude members of a public body from conferring individually, by telephone, via mail or email. However, a series of communications between individual members or telephone calls among the members which results in a collective decision, a meeting or vote held by means of a telephone conference, by mail or email would in (our) opinion be inconsistent with law.”*

Minutes

Minutes of all board meetings are required by the Open Meetings Law. They, along with financial statements and other official records outlined in the library’s record retention policy, should be kept in a secure but accessible place and available to the public upon request. **Posting the minutes on the library’s website is required by law.**

Minutes of a regular session of the Board must consist of *“a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon.”* If a vote was not unanimous, the minutes must reflect how each Board member voted on an action. (Public Officers Law §87 [3] [a])

Although it is not required, most minutes also include a summary of discussions relating to the issues covered. However, they should not be a transcript of the discussions. Draft minutes must be uploaded to the library's website within two weeks of the meeting, unless the Board has held a special meeting within that time frame where the minutes were approved, then the approved minutes would be posted. Either way, minutes of meeting must be posted online within two weeks.

Minutes of executive sessions are required only if the Board takes formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide only "*a record or summary of the final determination*" or action the Board took in the session.

Draft minutes of an executive session must also be available on the library's website but within one week of the meeting. Approved minutes must be kept on file in perpetuity. For further information on Open Meetings Law and the Opinions of the Committee on Open Government please visit: <https://opengovernment.ny.gov/open-meetings-law>

Agenda

A consistent, business-like agenda is essential for the efficient conduct of library business. The agenda serves as the blueprint for the meeting and should be followed closely. To avoid surprise issues, the agenda should be developed by the Library Director, reviewed with the Board President and sent out to the Board no less than one week before the meeting with all pertinent materials. Some Boards specify the basic outline of the meeting agenda in their bylaws. If that is the case at your library, this outline must be followed. Changes to the agenda may be adopted at the beginning of the meeting by a vote of the Board. When a discussion deviates from the adopted agenda it is the Board President's duty to bring the Board back on topic or table such discussion until the next meeting in a timely manner. It should be a rare occurrence, with clear justification, that the Board discusses items not on the agenda at a board meeting.

Below is a typical agenda that may serve as a template.

Sample Agenda

- i. Call to order and roll call of members
- ii. Adoption of agenda
- iii. Approval of prior meeting minutes
- iv. Correspondence
- v. Personnel Actions Report
- vi. Treasurer/Finance Officer's Report
 - a. Report of receipts and disbursements
 - b. Warrants
 - c. Presentation of projected cash flow
- vii. Library Director and Department Head Reports
- viii. Board Committee Reports
- ix. Report from Board Liaison to the Friends Group
- x. Old Business
- xi. New Business
- xii. Period for Public Comment
- xiii. Other Business
 - a. *(example: Executive Session re: Library Director's Annual Performance Evaluation)*
- xiv. Dates of future board meetings
- xv. Adjournment

Fiduciary Responsibility

"To act for someone else's benefit with special responsibilities for the administration, investment of assets that belong to someone else."

-Not-for-Profit Corporation Law, New York State

Among the responsibilities given to trustees is the oversight of the library's finances. A Board's role is to put controls in place. These include a board-approved budget, internal financial controls and third-party oversight of financial operations through a routine pattern of reviews and audits by an independent Certified Public Accountant (CPA).

All expenses must be approved by the Board at an open meeting. (Education Law §259(1)(a)). (Please note that the Board may set a policy to pre-authorize the payment of some recurring expenses, such as salaries and utility bills. These recurring expenses must be formally ratified at the next meeting through the established warrant review process.) In addition to approval of the warrants, the Board should receive, review and understand up-to-date reports on the financial status of the organization in relation to the adopted budget such as a report on receipts and disbursements and the bank account reconciliations. This is not to imply that the Board should micromanage every expense. It is their responsibility to ensure that proper checks and balances are in place so that the library can operate efficiently, yet with appropriate due diligence on the part of the Board. (See **Budget and Finance** Chapter)

Personnel

According to Education Law §226 (7) all personnel appointments and salaries must be approved by the Board at an open meeting. This does not suggest that the Board selects staff other than the director. It does mean that the Board creates all

positions, establishes salaries and formally appoints the staff on the recommendation of the director. (See **Personnel** Chapter)

Staff Reports

Effective board meetings include reports from the Library Director and other critical personnel, such as Department Heads or staff reports on new service initiatives.

The Library Director's Report typically includes:

- Significant changes in day-to-day operations, the facility, website or budget;
- Financial matters that may come up later for a board vote;
- Update on internal projects (i.e., weeding, technology upgrades, website redesign), particularly in relation to the library's long-range and strategic plans;
- Updates on relevant partnerships (i.e., programs with the School District, Municipality, or other educational, cultural or community organizations);
- Relevant statistics with context and comparisons;
- Summary of System and Directors' Association meetings;
- System and State advocacy efforts on behalf of library funding;
- Information about upcoming programs, new services or an unexpected service that people may not know much about;
- Updates on progress related to goals within the board approved long-range plan.

Boards often focus on one department or service each month, with a report and/or presentation from selected staff. This keeps trustees up to date on all aspects of the library and allows for a meaningful and appropriate interchange between trustees and library staff.

Public Comment/Participation

Board meetings are for the conduct of library business. They are not public hearings about library affairs. Open Meetings Law makes no provision for public participation; however, it is wise to set aside a period for “public comment” in the agenda. In the interest of time and effectively conducting the business of the Board, a policy regarding participation by the public in their meetings should be adopted. Individual public comment may be limited but such rules must be consistent. All members of the public attending a board meeting, regardless of residency, may speak. However, you may ask if a member of the public is a resident of the chartered service area of the library.

Resources:

- Open Meetings Law [Committee on Open Government]
<https://opengovernment.ny.gov/open-meetings-law>
- Conducting Public Meetings and Public Hearings [Division of Local Government Services, New York State] https://dos.ny.gov/system/files/documents/2023/01/conducting-public-meetings-and-hearings_1.pdf

Webinars:

- Open Meetings Law, Trustee Handbook Book Club [Public Library System Directors Organization of New York State (PULISDO)] <https://midhudson.org/trusteebookclub/>
- What Every Trustee Should Know [New York State Library]
<https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

Related Policies and Documents:

- Bylaws
- Audit/Review Schedule
- Claims Audit Process
- Meeting Procedures (including Public Comment Procedures)

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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of December 31, 2023

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,086.28
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	794,059.63
1110 · Savings-Capital Improvements	657,628.59
1114 · Savings-Termination Pay	194,453.53
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 1,655,138.03

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	10,520.12
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 12,230.12

Total Current Assets 1,667,368.15

TOTAL ASSETS

1,667,368.15

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	177.56
2186 · Retirement	3,687.72
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 145,935.07

Total Current Liabilities 145,935.07

Total Liabilities 145,935.07

Equity

2200 · General Fund Balance	3,712,734.62
2201 · Capital Improvement Fund	493,310.25
2202 · Termination Payment Fund	192,546.57
Net Income	-2,877,158.36

Total Equity 1,521,433.08

TOTAL LIABILITIES & EQUITY

1,667,368.15

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending December 31, 2023

	<u>December 23</u>	<u>July 23 - December 23</u>
Revenue		
3301 · Tax Revenues	0.00	1,431.79
3302 · Fines	66.19	622.07
3304 · Interest Earned	6,529.87	56,791.34
3305 · Unclassified rev.-Copies	536.01	4,234.26
3306 · Unclassified rev.-Books	136.97	2,010.70
3307 · Unclassified rev.-Other	17.43	110.83
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	168,300.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	6,368.40	6,839.66
3312 · Local Sponsor Aid	0.00	6,300.00
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
Total Revenue	<u>13,654.87</u>	<u>246,640.65</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending December 31, 2023

Expense	ACTUAL		Budget	\$ Over Budget
	DECEMBER	JULY - DECEMBER		
4401 · Computer Supplies	1,936.62	9,366.21	15,500.00	-6,133.79
4402 · Computer Equipment/Parts	0.00	2,498.94	28,000.00	-25,501.06
4403 · Furniture & Equipment	5,041.35	33,661.73	52,000.00	-18,338.27
4404 · Salaries-Professional	174,904.00	1,023,693.49	2,204,668.00	-1,180,974.51
4405 · Salaries-Clerical	70,750.91	373,726.26	816,962.00	-443,235.74
4406 · Salaries-Custodial	10,530.97	46,432.02	97,625.00	-51,192.98
4407 · Salaries-Guard	2,196.72	12,324.34	30,673.00	-18,348.66
4410 · Library Books	7,266.14	55,883.54	120,500.00	-64,616.46
4412 · Audio Video	2,956.38	10,941.55	22,300.00	-11,358.45
4413 · Periodicals	79.20	12,307.13	15,000.00	-2,692.87
4414 · Computer Software	1,403.84	9,014.50	7,000.00	2,014.50
4415 · Electronic Data Base	1,646.95	39,916.11	238,000.00	-198,083.89
4417 · OTHER THINGS LENDING	66.00	12,658.76	17,500.00	-4,841.24
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	772.72	27,940.85	62,000.00	-34,059.15
4421B · Children/Teen	4,635.00	41,091.00	62,000.00	-20,909.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	705.62	3,788.93	7,000.00	-3,211.07
4422B · Children/Teen	1,088.03	12,731.94	24,000.00	-11,268.06
4428 · Conferences	374.85	3,972.26	10,000.00	-6,027.74
4429 · Circulation	214.21	38,427.23	60,000.00	-21,572.77
4430 · Office & Library Supplies	4,110.19	9,949.35	14,500.00	-4,550.65
4431 · Telecommunications	735.95	4,709.72	9,800.00	-5,090.28
4432 · Cartage	271.68	1,630.08	3,000.00	-1,369.92
4433 · Postage	3,324.03	6,914.46	13,000.00	-6,085.54
4434 · Publicity and Printing	2,215.33	31,601.55	52,500.00	-20,898.45
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	0.00	64,172.00	64,490.00	-318.00
4437 · Accounting and Legal	13,249.86	53,141.63	83,000.00	-29,858.37
4438 · Membership Dues	835.00	1,210.00	2,950.00	-1,740.00
4439 · Equipment/Blding Maint & Repair	14,674.60	96,457.11	188,350.00	-91,892.89
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	6,989.14	40,563.24	74,500.00	-33,936.76
4450 · Utilities	14,192.20	61,707.37	138,000.00	-76,292.63
4451 · Custodial Supplies	1,083.63	8,197.25	16,000.00	-7,802.75
4453 · Employees Assistance Program	0.00	3,084.25	3,250.00	-165.75
4454 · Insurance - Library	0.00	64,331.93	65,266.00	-934.07
4456 · Rental Expenses	1,917.34	10,027.75	19,850.00	-9,822.25
4471 · Workers Compensation Insurance	0.00	24,681.02	28,991.00	-4,309.98
4472 · Life Insurance	499.49	3,361.10	5,600.00	-2,238.90
4473 · Dental Insurance	2,554.16	16,924.49	33,000.00	-16,075.51
4474 · VISION INS	332.85	2,096.91	4,000.00	-1,903.09
4476 · 9020.8 Retirement Expense	0.00	336,645.00	342,500.00	-5,855.00
4477 · 9030.8 Social Security Expense	18,610.22	107,541.67	237,500.00	-129,958.33
4478 · Unemployment Insurance	0.00	311.92	1,200.00	-888.08
4479 · 9060.8 Health Insurance	74,196.03	404,116.67	896,605.00	-492,488.33
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	45.75	45.75	720.00	-674.25
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	446,406.96	3,123,799.01	6,519,000.00	-3,395,200.99

COMSEWOGUE PUBLIC LIBRARY

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WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26744	4imprint, Inc.	1102 Checking Account 4430 Office & Library Supplies	 \$2,507.57 \$2,507.57
02/20/2024	26745	A Time For Kids, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$1,025.00 \$1,025.00
02/20/2024	26746	Ace Hardware	1102 Checking Account 4439 Equipment/Blding Maint & Repair	 \$60.04 \$60.04
02/20/2024	26747	American Express	1102 Checking Account 3309 Video Books 4410 Library Books 4414 Computer Software 4422A Library Programs:Program Supplies:Adult 4422B Library Programs:Program Supplies:Children/Teen 4430 Office & Library Supplies 4451 Custodial Supplies	 \$59.20 \$18.00 \$5.74 \$219.43 \$486.64 \$128.24 \$77.94 \$995.19
02/20/2024	26748	Baker & Taylor	1102 Checking Account 4410 Library Books 4410 Library Books	 \$268.63 \$132.68 \$401.31
02/20/2024	26749	Baking Coach, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$990.00 \$990.00
02/20/2024	26750	BK Fire Suppression & Security Systems	1102 Checking Account 4439 Equipment/Blding Maint & Repair	 \$510.92 \$510.92
02/20/2024	26751	Blick Art Materials	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	 \$74.52 \$74.52
02/20/2024	26752	Brodart Company	1102 Checking Account 4410 Library Books 4410 Library Books	 \$511.17 \$4,247.22 \$4,758.39

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26753	Bush, Debra	1102 Checking Account	
			4428 Conferences	\$36.02
				\$36.02
02/20/2024	26754	Catanese, Catherine Louise	1102 Checking Account	
			4421B Library Programs:Program	\$300.00
			Contractors:Children/Teen	
				\$300.00
02/20/2024	26755	CCH Incorporated	1102 Checking Account	
			4410 Library Books	\$218.73
				\$218.73
02/20/2024	26756	Chicago Distribution Center	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$78.02
				\$78.02
02/20/2024	26757	Collaborative Summer Library Program	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$2,840.31
				\$2,840.31
02/20/2024	26758	Cornell Cooperative Extension, Suffolk Co	1102 Checking Account	
			4421B Library Programs:Program	\$400.00
			Contractors:Children/Teen	
				\$400.00
02/20/2024	26759	Curley, Lisamarie	1102 Checking Account	
			4421B Library Programs:Program	\$350.00
			Contractors:Children/Teen	
				\$350.00
02/20/2024	26760	De Lage Landen Financial Services, Inc.	1102 Checking Account	
			4456 Rental Expenses	\$1,562.19
				\$1,562.19
02/20/2024	26761	Demco	1102 Checking Account	
			4403 Furniture & Equipment	\$2,686.79
			4430 Office & Library Supplies	\$666.38
				\$3,353.17
02/20/2024	26762	Discount School Supply	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$259.71
			4422A Library Programs:Program Supplies:Adult	\$28.76
				\$288.47

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26763	Drum Industrial Sales Corp.	1102 Checking Account 4451 Custodial Supplies	 \$1,009.97 \$1,009.97
02/20/2024	26764	EnvisionWare	1102 Checking Account 4414 Computer Software	 \$725.00 \$725.00
02/20/2024	26765	Fedco Seeds	1102 Checking Account 4422A Library Programs:Program Supplies:Adult	 \$158.05 \$158.05
02/20/2024	26766	Firematic Supply Co. Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	 \$530.50 \$530.50
02/20/2024	26767	Diana Frohman	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$500.00 \$500.00
02/20/2024	26768	Fun Express, LLC	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen 4422A Library Programs:Program Supplies:Adult	 \$402.70 \$10.28 \$412.98
02/20/2024	26769	GovConnection, Inc.	1102 Checking Account 4402 Computer Equipment/Parts	 \$67.00 \$67.00
02/20/2024	26770	Grainger	1102 Checking Account 4430 Office & Library Supplies	 \$102.73 \$102.73
02/20/2024	26771	Grey House Publishing	1102 Checking Account 4415 Electronic Data Base	 \$2,395.00 \$2,395.00
02/20/2024	26772	Guardian	1102 Checking Account 4472 Life Insurance 4473 Dental Insurance 4474 VISION INS 2185 Employee Ins - enrollee contrib	 \$998.98 \$5,108.32 \$665.70 \$114.30 \$6,887.30

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26773	Gutmann, Sarah	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$400.00 \$400.00
02/20/2024	26774	Happy Feet Suffolk	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$525.00 \$525.00
02/20/2024	26775	High Hopes Productions LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$465.00 \$465.00
02/20/2024	26776	Holtz, Loretta	1102 Checking Account 4428 Conferences	\$16.75 \$16.75
02/20/2024	26777	HomeStyle Landscaping & Design, Inc	1102 Checking Account 4439 Equipment/Blding Maint & Repair 4440 Snow Removal	\$1,678.50 \$9,145.00 \$10,823.50
02/20/2024	26778	Information Today, Inc.	1102 Checking Account 4428 Conferences	\$399.00 \$399.00
02/20/2024	26779	Ingram Library Services	1102 Checking Account 4410 Library Books	\$19.60 \$19.60
02/20/2024	26780	Inner Strength Acupuncture with Donna, PC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$250.00 \$250.00
02/20/2024	26781	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$440.00 \$440.00
02/20/2024	26782	Johnson Controls Security Solutions	1102 Checking Account 4441 Building Security 4439 Equipment/Blding Maint & Repair	\$1,620.00 \$2,500.00 \$4,120.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26783	Kanopy, Inc	1102 Checking Account 4415 Electronic Data Base	\$342.00 \$342.00
02/20/2024	26784	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$750.00 \$750.00
02/20/2024	26785	Letter Perfect Graphics	1102 Checking Account 4434 Publicity and Printing	\$250.00 \$250.00
02/20/2024	26786	Long Island Science Center	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$355.00 \$355.00
02/20/2024	26787	Lunarola, Michele	1102 Checking Account 4428 Conferences	\$20.00 \$20.00
02/20/2024	26788	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$3,700.00 \$3,700.00
02/20/2024	26789	MD Design Studio	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$384.00 \$384.00
02/20/2024	26790	Middle Country Public Library	1102 Checking Account 4428 Conferences	\$20.75 \$20.75
02/20/2024	26791	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	\$1,595.60 \$1,757.54 \$3,353.14
02/20/2024	26792	New York Therapy Placement Services, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$240.00 \$240.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$240.00
02/20/2024	26793	New York Times	1102 Checking Account	
			4413 Periodicals	\$24.00
				\$24.00
02/20/2024	26794	New York Times	1102 Checking Account	
			4413 Periodicals	\$60.00
				\$60.00
02/20/2024	26795	NYLA	1102 Checking Account	
			4438 Membership Dues	\$1,850.00
				\$1,850.00
02/20/2024	26796	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	\$72,946.62
			2185 Employee Ins - enrollee contrib	\$4,737.72
				\$77,684.34
02/20/2024	26797	PAYCHEX	1102 Checking Account	
			4437 Accounting and Legal	\$410.80
				\$410.80
02/20/2024	26798	Paychex of New York	1102 Checking Account	
			4437 Accounting and Legal	\$150.00
				\$150.00
02/20/2024	26799	Paychex of New York LLC	1102 Checking Account	
			4437 Accounting and Legal	\$2,254.39
				\$2,254.39
02/20/2024	26800	Prairie Moon Nursery	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$85.25
				\$85.25
02/20/2024	26801	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
02/20/2024	26802	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$195.00
				\$195.00
02/20/2024	26803	Rhode Island Novelty	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			4422B Library Programs:Program Supplies:Children/Teen	\$71.55
				\$71.55
02/20/2024	26804	S & S Worldwide, Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$91.83
				\$91.83
02/20/2024	26805	SAV-ON Printing	1102 Checking Account	
			4429 Circulation	\$593.50
				\$593.50
02/20/2024	26806	Schwartz, Bonnie L.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$720.00
				\$720.00
02/20/2024	26807	SCLS - PALS	1102 Checking Account	
			4429 Circulation	\$7,595.20
				\$7,595.20
02/20/2024	26808	Scott, Robert G.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,050.00
				\$1,050.00
02/20/2024	26809	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$8,252.43
				\$8,252.43
02/20/2024	26810	Seed Savers Exchange	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$244.33
				\$244.33
02/20/2024	26811	Sessa, Sheryl	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,285.80
				\$1,285.80
02/20/2024	26812	Singer, Lauren G.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$400.00
				\$400.00
02/20/2024	26813	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26814	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$43.37
			4401 Computer Supplies	\$255.69
				\$299.06
02/20/2024	26815	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	\$172,750.40
			4422B Library Programs:Program Supplies:Children/Teen	\$300.00
			4429 Circulation	\$141.12
			4428 Conferences	\$2,566.00
			4421A Library Programs:Program Contractors:Adult	\$264.12
			4437 Accounting and Legal	\$650.00
			4422A Library Programs:Program Supplies:Adult	\$275.00
				\$176,946.64
02/20/2024	26816	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,725.00
			4421B Library Programs:Program Contractors:Children/Teen	\$750.00
				\$2,475.00
02/20/2024	26817	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$104.67
				\$104.67
02/20/2024	26818	Toby Toby Productions	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$800.00
				\$800.00
02/20/2024	26819	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,910.00
				\$3,910.00
02/20/2024	26820	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$256.30
				\$256.30
02/20/2024	26821	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	\$28.62
				\$28.62
02/20/2024	26822	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	\$429.97
				\$429.97

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 02/24/01

February 20, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/20/2024	26823	Wilson, Judy	1102 Checking Account	
			4421B Library Programs:Program	\$250.00
			Contractors:Children/Teen	
				\$250.00
02/20/2024	26824	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$271.68
				\$271.68
TOTAL				\$349,522.48

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COMSEWOGUE PUBLIC LIBRARY

01/18/2024 Payroll
Check Register

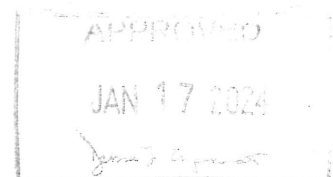
WARRANT DETAIL REPORT

January 18, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/18/2024	26733	AT&T	1102 Checking Account 4431 Telecommunications	\$55.93 \$55.93
01/18/2024	26734	Equitable Financial	1102 Checking Account 2184 Annuity	\$5,002.00 \$5,002.00
TOTAL				\$5,057.93

01/18/2024 Payroll Warrant

Payroll Warrant	\$ 5,057.93
Paychex Payroll	\$120,294.91
TOTAL	\$125,352.84



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COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

February 1, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/01/2024	26735	Aflac	1102 Checking Account	
			2187 AFLAC - Cancer Care	\$271.44
			2188 AFLAC - Accident Ins	\$84.28
			2190 AFLAC - Short Term Disability	\$187.56
			2194 Aflac - Hospital	\$148.08
				\$691.36
02/01/2024	26736	AT&T	1102 Checking Account	
			4431 Telecommunications	\$55.97
				\$55.97
02/01/2024	26737	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,002.00
				\$5,002.00
02/01/2024	26738	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,311.23
			2186 Retirement	\$328.00
				\$3,639.23
02/01/2024	26739	PSEGLI	1102 Checking Account	
			4450 Utilities	\$5,013.40
				\$5,013.40
02/01/2024	26740	Verizon	1102 Checking Account	
			4431 Telecommunications	\$105.78
				\$105.78
TOTAL				\$14,507.74

02/01/2024 Payroll Warrant

Payroll Warrant	\$ 14,507.74
Paychex Payroll	\$118,150.65
TOTAL	\$132,658.39

APPROVED
JAN 30 2024

APPROVED
JAN 30 2024

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COMSEWOGUE PUBLIC LIBRARY

02/15/2024 Payroll
Check Register

WARRANT DETAIL REPORT

February 15, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
02/15/2024	26741	Equitable Financial	1102 Checking Account 2184 Annuity	\$5,002.00 \$5,002.00 ✓
02/15/2024	26742	National Grid	1102 Checking Account 4450 Utilities	\$4,092.74 \$4,092.74 ✓
02/15/2024	26743	Optimum	1102 Checking Account 4431 Telecommunications	\$628.17 \$628.17 ✓
TOTAL				\$9,722.91

02/15/2024 Payroll Warrant

Payroll Warrant	\$ 9,722.91
<u>Paychex Payroll</u>	<u>\$124,136.25</u>
TOTAL	\$133,859.16

APPROVED
FEB 12 2024
John J. English

FINANCE COMMITTEE REPORT

January 31, 2024

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

- A. 2024/2025 Salary Schedules
- B. Benefits – Holiday Pay: part-time professional & part-time clerical

Comsewogue Public Library

Proposed Operating Budget 2024-2025

February 20, 2024

Total Amount Proposed to be Raised by Taxes:

\$3,252,292 - this is the proposed amount to be brought before Comsewogue district voters
(up from \$3,188,458 in '23-'24)

Estimated Annual Tax Increase for Homeowners:

\$12 (home assessed at \$400K)

Total Proposed Operating Budget:

Approximately \$6.7M (includes anticipated contract revenue and other income)

Piercing the Tax Cap?

No.

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

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

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 St. Patrick's Day	18	19 Meeting	20	21	22	23
24	25	26	27	28	29	30
31 Easter		February 2024 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		April 2024 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. https://www.vertex42.com/calendars/ 2024 Calendars 2025 Calendars

APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		March 2024 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		May 2024 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2024 Calendars 2025 Calendars

MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13	14	15	16	17	18
19	20	21 Meeting	22	23	24	25
26	27 Memorial Day	28	29	30	31	
		April 2024 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		June 2024 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. https://www.vertex42.com/calendars/ 2024 Calendars 2025 Calendars