

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 19, 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 02/29/2024 & 03/14/2024
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. PROPOSED OPERATING BUDGET 2024/2025
 - 2. ANNUAL BUDGET VOTE & TRUSTEE ELECTION 2024/2025 – ELECTION WORKERS
 - 3. BUILDING REPAIR: BOILER REPLACEMENT PROJECT/CAPITAL IMPROVEMENT - FUND TRANSFER
 - 4. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED REVISIONS: BY-LAWS
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
FEBRUARY 20, 2024

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

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

ABSENT WITH NOTIFICATION:
Trustee DeStefano

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the minutes of the regular meeting held on January 16, 2024. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated February 20, 2024. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the 2023 Personnel Sick Leave Report. Discussion followed. Approved unanimously.

The Board reviewed/discussed the proposed By-Law revisions.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the Financial Reports for the period ending December 31, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 02/24/1, dated February 20, 2024, in the amount of \$349,522.48. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for January 18, 2024 (\$125,352.84), February 1, 2024 (\$132,658.39) and February 15, 2024 (\$133,859.16). Discussion followed. Approved unanimously.

Trustee McCrary presented the report of the finance committee. Discussion followed.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the salary schedule recommendations of the Finance Committee for the fiscal year 2024-2025 as presented. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the 2023 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the resignations of Jane Oliva (effective January 30, 2024) with thanks to services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn the meeting at 6:55 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

March 2024

Personnel

- The CDC updated and simplified respiratory virus recommendations as of March 1 (includes COVID-19), though we do not anticipate the New York State Legislature will vote to sunset COVID coverage until after the State budget is done and then likely not until mid-June or later.

Operations

- *Summer Kickoff* planning is well underway. The Library will kick off summer reading club registration for children, teens and adults with a library wide indoor and outdoor community event (June 1, 2-4pm)
- The Library Budget Hearing is set for 3/20, 6pm, and absentee ballots are being mailed on March 18. John Rossini is running unopposed and election workers have been confirmed. The Budget Vote/Trustee Election will be held on Tuesday, April 2.
- The Library now provides, on average, about 50 notarization signatures per month via an average of about 35 appointments per month. (Calculated using data from 2023-present; service began in March 2021)
- The New York State Annual Report Template had pre-populated trustee information fields, yet inadvertently deleted board presidents' information from the program. This information has now been added back in.

Building & Grounds

- Included with the March warrant is the final payment application relating to the Boiler Replacement Project. Once this payment is made, the project will be paid in full and complete, allowing us to request from New York State the final construction aid payment of just under \$19,000.
- Phase 2 of the LED Lighting Conversion/Upgrade Project (interior general lighting) continued at a constant pace through February and into mid-March

Professional Activities

- Performed mentor activities via Directors' Association (individual) and Sustainability Program (libraries) (online and in-person)
- Made a presentation with CPL Staff Jennifer Quirk-Senyk and Sara Blonder at *There's an Internship for That: Creative Approaches to Internships* (West Babylon Public Library)
- Andrea Malchiodi represented the Library at the *Computers in Libraries 2024* Conference (Arlington, VA, March 12-14) where the focus is on technologies and their impacts on libraries and the people who use them.

Community Activities

- Involvement at board and membership levels in a variety of local organizations



Comsewogue Public Library

Personnel Report

March 19, 2024

New Appointments/Promotions:

Muhammad Akhtar, Guard (PT), effective February 26, 2024. Salary \$20.34 hr.

Michele Lunarola, Senior Account Clerk (FT) - Administration, effective February 26, 2024. Salary \$2,077 biwkly.

Nicole Rivera, Librarian Trainee (PT) - Adult Services, effective March 12, 2024. Salary \$24.80 hr.

Resignations:

* Maria Iovino, Library Clerk (Call-In) – Circulation, effective October 20, 2023.

* Joan Popielaski, Library Clerk (Call-In) – Circulation, effective January 22, 2024.

* Glennis Carpino, Library Clerk (PT) – Circulation, effective February 29, 2024.

* Madelyn Haussner, Librarian I (Call-In) – Adult Services, effective March 2, 2024.

Leave of Absence/Parental Leave:

* Abigail Szwed, Librarian I (PT) – Adult Services, effective February 10, 2024 – April 9, 2024.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2023/2024

E-3

February 2024

| | Feb 2024 | Feb 2023 | % Change | To Date- 2023/24 | To Date- 2022/23 | To Date - % Change | |
|--|---------------------------------------|----------|----------|------------------|------------------|--------------------|--------|
| Patron Registration | | | | | | | |
| Comsewogue Borrower Registration: | | | | | | | |
| 1 | Adult | 77 | 89 | -13.48% | 9,295 | 8,709 | 6.73% |
| 2 | Juvenile | 39 | 33 | 18.18% | 3,131 | 2,904 | 7.82% |
| 3 | Total | 116 | 122 | -4.92% | 12,426 | 11,613 | 7.00% |
| Mount Sinai Borrower Registration: | | | | | | | |
| 4 | Comsewogue Library | 35 | 45 | -22.22% | 4,716 | 4,334 | 8.81% |
| 5 | Port Jefferson Library | 15 | 22 | -31.82% | 1,697 | 1,565 | 8.43% |
| Miller Place Borrower Registration: | | | | | | | |
| 6 | Comsewogue Library | 46 | 26 | 76.92% | 4,733 | 4,326 | 9.41% |
| 7 | Port Jefferson Library | 14 | 33 | -57.58% | 2,081 | 1,953 | 6.55% |
| 8 | Total CPL Members | 197 | 193 | 2.07% | 21,875 | 20,273 | 7.90% |
| 9 | Library Visits | 8,293 | 8,169 | 1.52% | 74,866 | 72,766 | 2.89% |
| 10 | Curbside Pick Up | 26 | 18 | 44.44% | 195 | 213 | -8.45% |
| Transactions | | | | | | | |
| 11 | Circulation of Physical Items: | 22,575 | 21,597 | 4.53% | 196,110 | 194,610 | 0.77% |
| Circulation of Electronic Items: | | | | | | | |
| 12 | Over Drive-Audio/eBooks | 8,527 | 8,176 | 4.29% | 70,447 | 66,221 | 6.38% |
| 13 | Hoopla | 714 | 587 | 21.64% | 5,831 | 5,888 | -0.97% |
| 14 | Kanopy* | 297 | 177 | N/A* | 2,050 | 1,328 | N/A* |
| *Kanopy changed reporting format 11/2023. | | | | | | | |
| Circulation Other: | | | | | | | |
| 15 | Museum Passes | 81 | 62 | 30.65% | 641 | 547 | 17.18% |
| 16 | Library of Things | 164 | 89 | 84.27% | 1,216 | 724 | 67.96% |
| Library of Things include devices, games, tools, etc. Reporting started 1/2022 | | | | | | | |
| 17 | Public Computer Sessions | 686 | 729 | -5.90% | 5,933 | 5,718 | 3.76% |
| 18 | Public Wireless Sessions | 1,509 | 1,656 | -8.88% | 12,842 | 13,623 | -5.73% |
| Interlibrary Loan: | | | | | | | |
| 19 | Items Loaned | 1,003 | 987 | 1.62% | 8,184 | 8,484 | -3.54% |
| 20 | Items Borrowed | 1,577 | 1,415 | 11.45% | 13,048 | 12,596 | 3.59% |

Adult Programming: February 2024

| Program Name | Sessions | Registered | Attended |
|--|-----------------|-------------------|-----------------|
| Medicaid ABD Enrollment | 1 | n/a | 6 |
| Mah-Jongg & More | 1 | n/a | 8 |
| DIY Winter Tote Bags \$5 | 2 | 21,11 | 18,9 |
| AARP Tax Assistance | 3 | 12,13,13 | 14,16,15 |
| ONLINE Breathe Together | 4 | 66 | 5,8,4,6 |
| ONLINE New English Speakers (Zoom) | 4 | n/a | 7,6,4,6 |
| Southern Gothic Book Club | 1 | 9 | 5 |
| iPhone/iPad Basics | 1 | 17 | 17 |
| Tai Chi | 3 | 24 | 17,16,17 |
| Knit & Crochet | 1 | n/a | 5 |
| ONLINE Trivia (Email) | 2 | 14,n/a | 24,20 |
| Metal Embossed Valentine's Heart \$5 | 2 | 19,20 | 17,20 |
| ONLINE One-on-One Genealogy (Zoom) | Appt | 4 | 4 |
| Knit & Crochet | 1 | n/a | 2 |
| Everyday Matinee | 2 | 43,61 | 19,36 |
| Lower Prescription Drug Costs | 1 | 9 | 4 |
| Heart Healthy Diet | 1 | 11 | 6 |
| ONLINE Travel Tuesday: Peak District (YouTube) | 1 | views | 8 |
| Let's Make Pasta | 2 | 20,20 | 17,15 |
| Neurographic Art \$5 | 1 | 17 | 15 |
| Calming Art Club | 1 | 20 | 15 |
| | | | |
| | | | |

Adult Programming: Summary

| | | | |
|---------------------------------|-----------|------------|------------|
| MS Word Basics | 1 | 10 | 6 |
| AARP Smart Driver Course | 1 | 22 | 22 |
| Stony Brook Job Fair | 1 | n/a | 123 |
| One-on-One Appointments | unlimited | 1 | 1 |
| Social Work Intern Appointments | unlimited | 20 | 12 |
| Career Counseling | Appt | 3 | 1 |
| TOTALS | 38 | 500 | 596 |

** View counts as of 3/11/24*

| | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|---------------|-----------------|-------------------|-----------------|
| February 2024 | 38 | 500 | 596 |
| YTD 2024 | 71 | 987 | 1049 |
| February 2023 | 40 | 537 | 618 |
| YTD 2023 | 81 | 990 | 1106 |

| February 2024 - J/YA Program Statistic Summary | | | | | |
|---|----------------|-----------------|--|----------------|----------------|
| | Feb '24 | Feb ' 23 | | YTD '24 | YTD '23 |
| Family: | | | | | |
| Total # of Sessions | 5 | 6 | | 11 | 7 |
| Total # of Attendees | 298 | 306 | | 538 | 324 |
| Birth-PreK: | | | | | |
| Total # of Sessions | 29 | 24 | | 65 | 58 |
| Total # of Attendees | 841 | 599 | | 1,634 | 1,425 |
| Grades K-5: | | | | | |
| Total # of Sessions | 12 | 30 | | 31 | 47 |
| Total # of Attendees | 151 | 202 | | 780 | 858 |
| Grades 6-12: | | | | | |
| Total # of Sessions | 12 | 19 | | 35 | 35 |
| Total # of Attendees | 279 | 286 | | 762 | 398 |
| TOTAL # of <u>ALL</u> Sessions | 58 | 79 | | 142 | 147 |
| TOTAL # of <u>ALL</u> Attendees | 1,569 | 1,393 | | 3,714 | 3,005 |

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 | 2/16/2024 | 49,101.63 | 2/20/2024 | 49,101.63 | |
| 9 | 3/1/2024 | 29,460.98 | 3/4/2024 | 29,460.98 | |
| 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 \$1,895,323.08

Payments CPL Received \$1,589,698.08

Payments US Bank Retained for Bonds \$305,625.00

Interest Received* 0.00

Remaining Balance - Uncollected Taxes \$0.00

Total Payments (including interest) \$1,895,323.08 \$1,589,698.08

RISK MANAGEMENT

The public library is exposed to a wide variety of risks in the course of conducting its business. These include natural disasters such as fires and storms, patron accidents of various kinds, negligence, willful misconduct, cybersecurity breaches, active shooter events and other criminal activity. Risks can also include economic downturns, civic unrest, technological disruption, and public health crises. It is the Board's responsibility to reduce risk to a manageable level so that the service program or even the survival of the library is not threatened. A poorly managed incident, lawsuit, personnel action, or judgment against the library can have consequences far beyond the immediate impact of the event.

Trustees should keep an eye on trends impacting other libraries in the region, state, and nation to ensure policies and procedures are in place to protect your library. For example, record-setting censorship attempts, First Amendment Audits, and other social movements were all spotted in other parts of the country before reaching New York. These types of issues, if mishandled, expose the institution to legal action, unanticipated costs, as well as poor public perception.

The impact of climate change on our communities cannot be understated. More severe and frequent storms, increasing heat waves, rising sea levels, and the threat of wildfires are all very real concerns for New Yorkers. Adaptation of library facilities, policies, insurance coverage, staff training and public services all need to take this into consideration today for the future of the library.

Library boards and trustees can be held liable for infractions of laws and regulations by the library, although considerable immunity is granted if the Board is acting in good faith in carrying out its responsibilities. New York State Not-for-Profit Corporation Law (§720-a) and Public Officers Law (§18) afford individual trustees some degree of immunity from liability, but that does not prevent library boards

and individual trustees from being sued for any reason, or seemingly for no reason at all.

The best way to reduce risk is to be sure that the library is operating in a safe, legal manner according to carefully written policies and thoughtfully implemented procedures. It is always better to protect against or prevent harm than to rely on insurance to pay for a loss. (See **Policies** Chapter)

Boards should also engage in scenario planning that enhances a library's Emergency Action Plan, Continuity of Operations Plan (COOP), Health Emergency Plan, and general disaster preparedness. While you will not be able to anticipate every possibility, there are many common scenarios that you can prepare for in advance.

Risk management is an ongoing process of identifying, assessing, and responding to potential risks. It has several key components. The most obvious is insurance. The library must carry property and general liability insurance appropriate to the size and scope of its operations. Errors and omissions insurance, also known as directors and officers (D&O) liability insurance, insures the library and the Board against real or perceived errors of judgment. Such insurance will usually cover legal costs and judgments against the library. Workers' compensation insurance is required by law. Cybersecurity insurance should be considered mandatory in light of ransomware attacks on a number of libraries in the state. Other coverage, such as flood insurance, may be appropriate in some situations. The library's entire insurance package should be reviewed thoroughly and regularly for cost, comprehensiveness, and adequacy of coverage.

Careful record keeping, inventory management and valuation are important in the event of a loss. In addition to the traditional inventory list, a video of the library and its contents can be useful, especially if the library houses artwork or other items

whose value might be questioned. Inventories are also required to comply with generally accepted accounting procedures for public entities.

Another critical component of risk management involves attention to personal safety, physical facilities, and loss prevention strategies. Does the library have a viable security system and a fire suppression system? Has the heating and air conditioning system been inspected and properly maintained? Is the building maintained free of safety hazards? Is the staff familiar with emergency procedures? Are practice drills held? Are security procedures in place? Is there a business continuity plan for valuable papers, critical materials, and data?

Remember that risk management is a continuous process involving the Library Board, administration, staff, and insurance professionals.

Resources:

- Disaster Preparedness and Recovery [American Library Association] <https://www.ala.org/advocacy/disaster-preparedness>
- Librarians' Disaster Planning and Community Resiliency Guidebook and Workbook [New Jersey State Library] https://www.njstatelib.org/services_for_libraries/resources/disaster_planning/
- Disaster Preparedness Toolkit [Iowa State Library] <https://www.statelibraryofiowa.gov/index.php/libraries/toolkits-guides/disaster-preparedness-toolkit>
- Plan Ahead for Disasters [Ready.gov] <https://www.ready.gov/>
- Individual and Community Preparedness Activities [Federal Emergency Management Agency (FEMA)] <https://www.fema.gov/emergency-managers/individuals-communities/what-would-you-do-scenarios>

- Citizens Preparedness Corps Training [Division of Homeland Security and Emergency Services, New York State] https://www.dhSES.ny.gov/citizen-preparedness-corps?utm_medium=301&utm_source=prepare.ny.gov
- Cybersecurity & Infrastructure Security Agency (CISA)
 - ShieldsUp <https://www.cisa.gov/shields-up>
 - Stop Ransomware <https://www.cisa.gov/stopransomware>
- Sustainable Libraries Initiative <https://sustainablelibrariesinitiative.org/>

Related Policies and Documents:

- Airborne Infections Disease Exposure Prevention Plan / Pandemic Response Plan
- Continuity of Operations Plan
- Emergency Action Plan (*includes disaster recovery and active shooter procedures*)
- Disaster Preparedness Plan
- Incident Action Plan
- Incident Report Form
- Inclement Weather/Closing Procedure
- Patron Behavior/Code of Conduct
- Patron Complaints
- Records Retention
- Sustainability
- Unattended Children
- Vulnerable Adults
- Workplace Safety/Violence Prevention

We would like to invite you to the

FUTURE OF LIBRARIES

1 May 2024
Start 7:00 PM

Suffolk Cooperative Library System
627 North Sunrise Service Road
Bellport, NY 11713

**7 PM to 8 PM - Artificial Intelligence and the Library: A
Primer for Trustees**

The rise of artificial intelligence (AI) promises to be highly impactful, but just what does it mean for our libraries? An exploration of what trustees will need to know as we navigate a changing library landscape.

8 PM to 9 PM - Sustainability: The Newest Core Value

Libraries face a future guaranteed to be impacted by this generation's grandest challenge: climate change. Library trustees are confronted with risks to the organization that include more frequent and severe weather that threatens library infrastructure and the resilience of our communities. Library trustees would do well to apply the newest core value of the library profession to their governance work: sustainability.

Register on the SCLS Gateway



COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of January 31, 2024

ASSETS

Current Assets

Checking/Savings

| | |
|--------------------------------------|--------------|
| 1101 · Credit Card Bank Acct-Peoples | 50.00 |
| 1102 · Checking Account | 142,426.47 |
| 1106 · Cash on Hand Fund | 350.00 |
| 1109 · Savings Account | 2,937,203.61 |
| 1110 · Savings-Capital Improvements | 660,426.99 |
| 1114 · Savings-Termination Pay | 195,280.98 |
| 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 3,936,248.05

Other Current Assets

| | |
|---------------------------------------|----------|
| 1150 · ACCOUNTS RECEIVABLE - YEAR END | 0.00 |
| 1153 · PATRON ACCOUNTS-DISC TICKETS | 9,042.03 |
| 1154 · PREPAID EXPENSES | 1,710.00 |

Total Other Current Assets 10,752.03

Total Current Assets 3,947,000.08

TOTAL ASSETS 3,947,000.08

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

| | |
|--|------------|
| 2184 · Annuity | 0.00 |
| 2185 · Employee Ins - enrollee contrib | 230.14 |
| 2186 · Retirement | 3,639.23 |
| 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 145,939.16

Total Current Liabilities 145,939.16

Total Liabilities 145,939.16

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 | -597,530.52 |

Total Equity 3,801,060.92

TOTAL LIABILITIES & EQUITY 3,947,000.08

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending January 31, 2024

| | <u>January 24</u> | <u>July 23 - January 24</u> |
|---------------------------------|---------------------|-----------------------------|
| Revenue | | |
| 3301 · Tax Revenues | 1,559,467.91 | 1,560,899.70 |
| 3302 · Fines | 113.60 | 735.67 |
| 3304 · Interest Earned | 8,832.21 | 65,623.55 |
| 3305 · Unclassified rev.-Copies | 674.00 | 4,908.26 |
| 3306 · Unclassified rev.-Books | 652.53 | 2,663.23 |
| 3307 · Unclassified rev.-Other | 16.58 | 127.41 |
| 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 | 100.00 | 6,939.66 |
| 3312 · Local Sponsor Aid | 0.00 | 6,300.00 |
| 3313 · PILOT Revenue | 1,161.32 | 1,161.32 |
| 3316 · Refund Excess Mortgage | 0.00 | 0.00 |
| 3318 · Services - Miller Place | 778,383.01 | 778,383.01 |
| 3319 · Services - Mount Sinai | 692,823.85 | 692,823.85 |
| Total Revenue | <u>3,042,225.01</u> | <u>3,288,865.66</u> |

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending January 31, 2024

| | | ACTUAL | | | |
|----------------------|-----------------------------------|-------------------|---------------------|---------------------|----------------------|
| | | JANUARY | JULY - JANUARY | Budget | \$ Over Budget |
| Expense | | | | | |
| 4401 | · Computer Supplies | 1,743.74 | 11,109.95 | 15,500.00 | -4,390.05 |
| 4402 | · Computer Equipment/Parts | 0.00 | 2,498.94 | 28,000.00 | -25,501.06 |
| 4403 | · Furniture & Equipment | 0.00 | 33,661.73 | 52,000.00 | -18,338.27 |
| 4404 | · Salaries-Professional | 168,434.87 | 1,192,128.36 | 2,204,668.00 | -1,012,539.64 |
| 4405 | · Salaries-Clerical | 58,656.50 | 432,382.76 | 816,962.00 | -384,579.24 |
| 4406 | · Salaries-Custodial | 6,939.22 | 53,371.24 | 97,625.00 | -44,253.76 |
| 4407 | · Salaries-Guard | 2,257.74 | 14,582.08 | 30,673.00 | -16,090.92 |
| 4410 | · Library Books | 10,589.05 | 66,472.59 | 120,500.00 | -54,027.41 |
| 4412 | · Audio Video | 1,054.61 | 11,996.16 | 22,300.00 | -10,303.84 |
| 4413 | · Periodicals | 138.20 | 12,445.33 | 15,000.00 | -2,554.67 |
| 4414 | · Computer Software | 609.45 | 9,623.95 | 7,000.00 | 2,623.95 |
| 4415 | · Electronic Data Base | 3,002.22 | 42,918.33 | 238,000.00 | -195,081.67 |
| 4417 | · OTHER THINGS LENDING | 4,716.20 | 17,374.96 | 17,500.00 | -125.04 |
| 4420 | · Library Programs | 0.00 | 0.00 | 0.00 | 0.00 |
| 4421 | · Program Contractors | 0.00 | 0.00 | 0.00 | 0.00 |
| | 4421A · Adult | 10,699.59 | 38,640.44 | 62,000.00 | -23,359.56 |
| | 4421B · Children/Teen | 6,916.00 | 47,611.00 | 62,000.00 | -14,389.00 |
| 4422 | · Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| | 4422A · Adult | 426.36 | 4,215.29 | 7,000.00 | -2,784.71 |
| | 4422B · Children/Teen | 2,106.89 | 14,838.83 | 24,000.00 | -9,161.17 |
| 4428 | · Conferences | 123.58 | 4,095.84 | 10,000.00 | -5,904.16 |
| 4429 | · Circulation | 1,416.97 | 39,844.20 | 60,000.00 | -20,155.80 |
| 4430 | · Office & Library Supplies | 951.59 | 10,900.94 | 14,500.00 | -3,599.06 |
| 4431 | · Telecommunications | 790.35 | 5,500.07 | 9,800.00 | -4,299.93 |
| 4432 | · Cartage | 271.68 | 1,901.76 | 3,000.00 | -1,098.24 |
| 4433 | · Postage | 705.01 | 7,619.47 | 13,000.00 | -5,380.53 |
| 4434 | · Publicity and Printing | 0.00 | 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 | 17,101.77 | 70,243.40 | 83,000.00 | -12,756.60 |
| 4438 | · Membership Dues | 0.00 | 1,210.00 | 2,950.00 | -1,740.00 |
| 4439 | · Equipment/Blding Maint & Repair | 35,928.46 | 132,385.57 | 188,350.00 | -55,964.43 |
| 4440 | · Snow Removal | 0.00 | 0.00 | 13,500.00 | -13,500.00 |
| 4441 | · Building Security | 5,437.73 | 46,000.97 | 74,500.00 | -28,499.03 |
| 4450 | · Utilities | 7,544.88 | 69,252.25 | 138,000.00 | -68,747.75 |
| 4451 | · Custodial Supplies | 38.97 | 8,236.22 | 16,000.00 | -7,763.78 |
| 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 | 1,562.19 | 11,589.94 | 19,850.00 | -8,260.06 |
| 4471 | · Workers Compensation Insurance | 0.00 | 24,681.02 | 28,991.00 | -4,309.98 |
| 4472 | · Life Insurance | 0.00 | 3,361.10 | 5,600.00 | -2,238.90 |
| 4473 | · Dental Insurance | 0.00 | 16,924.49 | 33,000.00 | -16,075.51 |
| 4474 | · VISION INS | 0.00 | 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 | 17,670.97 | 125,212.64 | 237,500.00 | -112,287.36 |
| 4478 | · Unemployment Insurance | 113.40 | 425.32 | 1,200.00 | -774.68 |
| 4479 | · 9060.8 Health Insurance | 90,705.78 | 493,536.65 | 896,605.00 | -403,068.35 |
| 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 | 305,625.00 | 305,625.00 | 290,000.00 | 15,625.00 |
| 4483 | · Bond Administrative | 0.00 | 45.75 | 720.00 | -674.25 |
| 66900 | · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expense | | 764,278.97 | 3,886,396.18 | 6,519,000.00 | -2,632,603.82 |

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT - 3/24/01

H

3/19/2024

| Date | Num | Name | Account | Debit |
|------------|-------|----------------------------|--|---------------------|
| 03/19/2024 | 26834 | A Time For Kids, Inc. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | 425.00 |
| | | | | <u>\$ 425.00</u> |
| 03/19/2024 | 26835 | American Express | 1102 Checking Account | |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | 1,691.88 |
| | | | 4430 Office & Library Supplies | 2,800.64 |
| | | | 4439 Equipment/Blding Maint & Repair | 587.77 |
| | | | 4410 Library Books | 105.36 |
| | | | 4422A Library Programs:Program Supplies:Adult | 184.29 |
| | | | 4428 Conferences | 219.00 |
| | | | 4451 Custodial Supplies | 3.48 |
| | | | 4414 Computer Software | 127.92 |
| | | | 4417 OTHER THINGS LENDING | 1,644.00 |
| | | | | <u>\$ 7,364.34</u> |
| 03/19/2024 | 26836 | B&H Photo-Video | 1102 Checking Account | |
| | | | 4401 Computer Supplies | 819.72 |
| | | | 4417 OTHER THINGS LENDING | 67.38 |
| | | | | <u>\$ 887.10</u> |
| 03/19/2024 | 26837 | Baker & Taylor | 1102 Checking Account | |
| | | | 4410 Library Books | 1,380.49 |
| | | | 4410 Library Books | 45.10 |
| | | | | <u>\$ 1,425.59</u> |
| 03/19/2024 | 26838 | Baking Coach, Inc. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | 2,475.00 |
| | | | | <u>\$ 2,475.00</u> |
| 03/19/2024 | 26839 | Best Climate Control Corp. | 1102 Checking Account | |
| | | | 4403 Furniture & Equipment | 50,070.50 |
| | | | | <u>\$ 50,070.50</u> |
| 03/19/2024 | 26840 | Blonder, Sara | 1102 Checking Account | |
| | | | 4428 Conferences | 40.46 |
| | | | | <u>\$ 40.46</u> |
| 03/19/2024 | 26841 | Boshnack, Judy | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | 700.00 |
| | | | | <u>\$ 700.00</u> |
| 03/19/2024 | 26842 | Brodart Company | 1102 Checking Account | |
| | | | 4410 Library Books | 5,505.37 |
| | | | 4410 Library Books | 1,347.75 |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | 463.24 |
| | | | | <u>\$ 7,316.36</u> |

| | | | | | |
|------------|-------|---|---|--|-----------------|
| 03/19/2024 | 26843 | Budd-Walsh, Judith | 1102 Checking Account | | |
| | | | 4421 Library Programs:Program Contractors | | 225.00 |
| | | | | | <u>225.00</u> |
| | | | | | \$ 225.00 |
| 03/19/2024 | 26844 | CLASC, Inc. | 1102 Checking Account | | |
| | | | 4428 Conferences | | 85.00 |
| | | | | | <u>85.00</u> |
| | | | | | \$ 85.00 |
| 03/19/2024 | 26845 | Cornell Cooperative Extension, Suffolk Co | 1102 Checking Account | | |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | | 20.00 |
| | | | | | <u>20.00</u> |
| | | | | | \$ 20.00 |
| 03/19/2024 | 26846 | De Lage Landen Financial Services, Inc. | 1102 Checking Account | | |
| | | | 4456 Rental Expenses | | 1,562.19 |
| | | | | | <u>1,562.19</u> |
| | | | | | \$ 1,562.19 |
| 03/19/2024 | 26847 | Discount School Supply | 1102 Checking Account | | |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | | 64.40 |
| | | | | | <u>64.40</u> |
| | | | | | \$ 64.40 |
| 03/19/2024 | 26848 | Drum Industrial Sales Corp. | 1102 Checking Account | | |
| | | | 4451 Custodial Supplies | | 3,068.07 |
| | | | | | <u>3,068.07</u> |
| | | | | | \$ 3,068.07 |
| 03/19/2024 | 26849 | Frizzell, Claudia | 1102 Checking Account | | |
| | | | 4428 Conferences | | 16.57 |
| | | | | | <u>16.57</u> |
| | | | | | \$ 16.57 |
| 03/19/2024 | 26850 | Fun Express, LLC | 1102 Checking Account | | |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | | 298.67 |
| | | | 4422A Library Programs:Program Supplies:Adult | | 19.74 |
| | | | | | <u>318.41</u> |
| | | | | | \$ 318.41 |
| 03/19/2024 | 26851 | Giaquinto and Company | 1102 Checking Account | | |
| | | | 4437 Accounting and Legal | | 250.00 |
| | | | | | <u>250.00</u> |
| | | | | | \$ 250.00 |
| 03/19/2024 | 26852 | GovConnection, Inc. | 1102 Checking Account | | |
| | | | 4401 Computer Supplies | | 2,689.00 |
| | | | | | <u>2,689.00</u> |
| | | | | | \$ 2,689.00 |
| 03/19/2024 | 26853 | Guardian | 1102 Checking Account | | |
| | | | 4473 Dental Insurance | | 2,554.16 |
| | | | 4472 Life Insurance | | 499.49 |
| | | | 4474 VISION INS | | 324.93 |
| | | | 2185 Employee Ins - enrollee contrib | | 55.77 |
| | | | | | <u>3,434.35</u> |
| | | | | | \$ 3,434.35 |
| 03/19/2024 | 26854 | HomeStyle Landscaping & Design, Inc | 1102 Checking Account | | |
| | | | 4440 Snow Removal | | 5,780.00 |
| | | | | | <u>5,780.00</u> |
| | | | | | \$ 5,780.00 |

| | | | | |
|------------|-------|---|---|--|
| 03/19/2024 | 26855 | Irvine, Donna | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | 400.00 <u>400.00</u> \$ |
| 03/19/2024 | 26856 | JK Tech Solutions, Inc DBA Sharper Traini | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | 220.00 <u>220.00</u> \$ |
| 03/19/2024 | 26857 | Kanopy, Inc | 1102 Checking Account 4415 Electronic Data Base | 301.00 <u>301.00</u> \$ |
| 03/19/2024 | 26858 | Kidnastics, Inc. | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | 750.00 <u>750.00</u> \$ |
| 03/19/2024 | 26859 | Kelly-Edmunds, Anne | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | 150.00 <u>150.00</u> \$ |
| 03/19/2024 | 26860 | Lakeshore Learning Materials | 1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen 4417 OTHER THINGS LENDING | 171.11 68.99 <u>240.10</u> \$ |
| 03/19/2024 | 26861 | Lily Stitches Inc | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | 800.00 <u>800.00</u> \$ |
| 03/19/2024 | 26862 | Long Island Science Center | 1102 Checking Account 4417 OTHER THINGS LENDING | 450.00 <u>450.00</u> \$ |
| 03/19/2024 | 26863 | Longwood Public Library | 1102 Checking Account 4428 Conferences | 29.10 <u>29.10</u> \$ |
| 03/19/2024 | 26864 | Lunarola, Michele | 1102 Checking Account 4428 Conferences | 20.00 <u>20.00</u> \$ |
| 03/19/2024 | 26865 | Marlin Leasing Corp | 1102 Checking Account 4456 Rental Expenses | 1,484.00 <u>1,484.00</u> \$ |
| 03/19/2024 | 26866 | MCJ Cleaning Services | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | 3,700.00 <u>3,700.00</u> \$ |
| 03/19/2024 | 26867 | Midwest Tape | 1102 Checking Account 4412 Audio Video | 1,308.26 |

| | | | | |
|------------|-------|---|--|---------------------|
| | | | 4415 Electronic Data Base | 1,441.44 |
| | | | | \$ 2,749.70 |
| 03/19/2024 | 26868 | Minard, Danielle | 1102 Checking Account | |
| | | | 4428 Conferences | 16.75 |
| | | | | \$ 16.75 |
| 03/19/2024 | 26869 | NCLA / LILC | 1102 Checking Account | |
| | | | 4428 Conferences | 540.00 |
| | | | | \$ 540.00 |
| 03/19/2024 | 26870 | New York Times | 1102 Checking Account | |
| | | | 4413 Periodicals | 60.00 |
| | | | | \$ 60.00 |
| 03/19/2024 | 26871 | New York Times | 1102 Checking Account | |
| | | | 4413 Periodicals | 24.00 |
| | | | | \$ 24.00 |
| 03/19/2024 | 26872 | 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 |
| 03/19/2024 | 26873 | Ozkaya, Charyl | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | 100.00 |
| | | | | \$ 100.00 |
| 03/19/2024 | 26874 | P.J.S. Post Office - Bulk | 1102 Checking Account | |
| | | | 4433 Postage | 2,991.16 |
| | | | | \$ 2,991.16 |
| 03/19/2024 | 26875 | Parker-Morales, Christine | 1102 Checking Account | |
| | | | 4428 Conferences | 16.75 |
| | | | | \$ 16.75 |
| 03/19/2024 | 26876 | PAYCHEX | 1102 Checking Account | |
| | | | 4437 Accounting and Legal | 204.28 |
| | | | | \$ 204.28 |
| 03/19/2024 | 26877 | Paychex of New York | 1102 Checking Account | |
| | | | 4437 Accounting and Legal | 150.00 |
| | | | | \$ 150.00 |
| 03/19/2024 | 26878 | Paychex of New York LLC | 1102 Checking Account | |
| | | | 4437 Accounting and Legal | 873.51 |
| | | | | \$ 873.51 |
| 03/19/2024 | 26879 | Playaway Products LLC | 1102 Checking Account | |
| | | | 4410 Library Books | 74.99 |
| | | | | \$ 74.99 |

| | | | | |
|------------|-------|------------------------------------|--|---|
| 03/19/2024 | 26880 | Quadient Leasing USA, Inc. | 1102 Checking Account 4456 Rental Expenses | 238.56 |
| | | | | <u>238.56</u> |
| | | | | \$ 238.56 |
| 03/19/2024 | 26881 | Quigley, Deborah A. | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | 240.00 |
| | | | | <u>240.00</u> |
| | | | | \$ 240.00 |
| 03/19/2024 | 26882 | Quirk-Senyk, Jennifer | 1102 Checking Account 4428 Conferences | 40.46 |
| | | | | <u>40.46</u> |
| | | | | \$ 40.46 |
| 03/19/2024 | 26883 | Scholastic Library Publishing | 1102 Checking Account 4415 Electronic Data Base | 2,135.00 |
| | | | | <u>2,135.00</u> |
| | | | | \$ 2,135.00 |
| 03/19/2024 | 26884 | Scott, Robert G. | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | 1,050.00 |
| | | | | <u>1,050.00</u> |
| | | | | \$ 1,050.00 |
| 03/19/2024 | 26885 | Searles Graphics, Inc. | 1102 Checking Account 4434 Publicity and Printing | 10,589.00 |
| | | | | <u>10,589.00</u> |
| | | | | \$ 10,589.00 |
| 03/19/2024 | 26886 | Securitas Security Serv. USA | 1102 Checking Account 4441 Building Security | 5,767.00 |
| | | | | <u>5,767.00</u> |
| | | | | \$ 5,767.00 |
| 03/19/2024 | 26887 | Sparling, Nicole Summers | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | 350.00 |
| | | | | <u>350.00</u> |
| | | | | \$ 350.00 |
| 03/19/2024 | 26888 | Spena, Catherine | 1102 Checking Account 4428 Conferences | 20.00 |
| | | | | <u>20.00</u> |
| | | | | \$ 20.00 |
| 03/19/2024 | 26889 | Securitas Security Serv. USA | 1102 Checking Account 4430 Office & Library Supplies 4422A Library Programs:Program Supplies:Adult 4430 Office & Library Supplies | 453.81 39.27 |
| | | | | <u>493.08</u> |
| | | | | \$ 493.08 |
| 03/19/2024 | 26890 | Suffolk Cooperative Library System | 1102 Checking Account 4415 Electronic Data Base 4422B Library Programs:Program Supplies:Children/Teen 4429 Circulation 4410 Library Books 4421A Library Programs:Program Contractors:Adult 4412 Audio Video 1153 PATRON ACCOUNTS-DISC TICKETS | -20.00 200.00 120.32 230.40 231.42 87.49 2,700.00 |
| | | | | <u>3,549.63</u> |
| | | | | \$ 3,549.63 |

| | | | | |
|--------------|-------|----------------------------------|---|---|
| 03/19/2024 | 26891 | TD3 Innovative Gaming | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | 550.00 <u>550.00</u> |
| | | | | \$ 550.00 |
| 03/19/2024 | 26892 | Theresa's Programs LLC | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult 4421B Library Programs:Program Contractors:Children/Teen | 1,125.00 1,620.00 <u>2,745.00</u> |
| | | | | \$ 2,745.00 |
| 03/19/2024 | 26893 | Thomas Klise/Crimson Multimedia | 1102 Checking Account 4412 Audio Video | 206.13 <u>206.13</u> |
| | | | | \$ 206.13 |
| 03/19/2024 | 26894 | TRANE US INC. | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | 3,910.00 <u>3,910.00</u> |
| | | | | \$ 3,910.00 |
| 03/19/2024 | 26895 | Unique Management Services, Inc. | 1102 Checking Account 4429 Circulation | 209.70 <u>209.70</u> |
| | | | | \$ 209.70 |
| 03/19/2024 | 26896 | U.S. Bank | 1102 Checking Account 4482 Bond Principal | 500.00 <u>500.00</u> |
| | | | | \$ 500.00 |
| 03/19/2024 | 26897 | Vamos, Michelle | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | 325.00 <u>325.00</u> |
| | | | | \$ 325.00 |
| 03/19/2024 | 26898 | VerifiedFirst | 1102 Checking Account 4437 Accounting and Legal | 28.62 <u>28.62</u> |
| | | | | \$ 28.62 |
| 03/19/2024 | 26899 | Winters Bros. Hauling of LI, LLC | 1102 Checking Account 4432 Cartage | 271.68 <u>271.68</u> |
| | | | | \$ 271.68 |
| TOTAL | | | | \$ 215,465.88 |

Monday, Mar 18, 2024 07:28:50 AM GMT-7

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

February 29, 2024

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------|-----------------------|--------------------|
| 02/29/2024 | 26825 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$5,002.00 |
| | | | | \$5,002.00 |
| 02/29/2024 | 26826 | PSEGLI | 1102 Checking Account | |
| | | | 4450 Utilities | \$5,132.30 |
| | | | | \$5,132.30 |
| TOTAL | | | | \$10,134.30 |

APPROVED
 FEB 28 2024
John J. Englehardt

02/29/2024 Payroll Warrant

| | |
|-----------------|---------------------|
| Payroll Warrant | \$ 10,134.30 |
| Paychex Payroll | \$120,091.44 |
| TOTAL | \$130,225.74 |

1-2

03/14/2024 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

March 14, 2024

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------------------|------------------------------------|--------------------|
| 03/14/2024 | 26827 | Aflac | 1102 Checking Account | |
| | | | 2187 AFLAC - Cancer Care | \$407.16 |
| | | | 2188 AFLAC - Accident Ins | \$126.42 |
| | | | 2190 AFLAC - Short Term Disability | \$281.34 |
| | | | 2194 Aflac - Hospital | \$222.12 |
| | | | | \$1,037.04 |
| 03/14/2024 | 26828 | AT&T | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$55.97 |
| | | | | \$55.97 |
| 03/14/2024 | 26829 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$5,002.00 |
| | | | | \$5,002.00 |
| 03/14/2024 | 26830 | NYS Employees Retirement System | 1102 Checking Account | |
| | | | 2186 Retirement | \$5,049.25 |
| | | | 2186 Retirement | |
| | | | 2186 Retirement | \$492.00 |
| | | | | \$5,541.25 |
| 03/14/2024 | 26831 | National Grid | 1102 Checking Account | |
| | | | 4450 Utilities | \$3,458.21 |
| | | | | \$3,458.21 |
| 03/14/2024 | 26832 | Optimum | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$627.72 |
| | | | | \$627.72 |
| 03/14/2024 | 26833 | Verizon | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$106.61 |
| | | | | \$106.61 |
| TOTAL | | | | \$15,828.80 |

03/14/2024 Payroll Warrant

| | |
|------------------------|---------------------|
| Payroll Warrant | \$ 15,828.80 |
| <u>Paychex Payroll</u> | <u>\$116,209.25</u> |
| TOTAL | \$132,038.05 |



K-2

Comsewogue Public Library
Budget Vote & Trustee Election
Election Workers

Tuesday, April 2, 2024, 9 AM – 9:30 PM

| | | |
|----------------|---------------|---------|
| Donna Gleaves | (Head teller) | \$16.15 |
| Carol Fazio | | \$15.60 |
| Donald Gleaves | | \$15.60 |
| Lisa Poulos | | \$15.60 |

Comsewogue Public Library
Capital Improvement Projects - Parking Lot
Fund Transfer & 2023/24 Budget Increase

March 19, 2024

As per Board Motion on 6/21/22, the contract for the Boiler Replacement Project was awarded to Best Climate Control, Corp., for the Base Quote amount of \$356,980 and Alternate I amount of \$57,490. This project is not to exceed \$414,470 and is to be funded by the Capital Improvement Fund assignment and will increase the 2023-2024 operating budget by the same amount.

Project closed at final cost of \$376,538.95 (\$304,160.55 transferred from C.I.F.on 6/20/23)

| <i>From:</i> | <u>Amount</u> | <i>To:</i> | <u>Amount</u> |
|---------------------------|--------------------|---|--------------------|
| Capital Imp Fund account | \$72,378.40 | General Operating account (4403) Furniture & Equipment | \$72,378.40 |
| <u>Total transfer out</u> | <u>\$72,378.40</u> | <u>Total transfers in</u> | <u>\$72,378.40</u> |



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: 7/19/22, 3/19/24

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 |

JUNE 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|--------|---|---------------|--|--------|--|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 Father's Day | 17 | 18 Meeting | 19 Juneteenth | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | 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 | | July 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 |