

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 21, 2021

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. COVID-19 UPDATE
  - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 11/24/2021 & 12/9/2021
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. LIBRARY CHARTER AMENDMENT
  - 2. LIBRARY TRUSTEE RECRUITMENT PROCESS
  - 3. OTHER
- L. NEW BUSINESS
  - 1. DATE OF BUDGET VOTE & TRUSTEE ELECTION 2022/2023
  - 2. POLICY REVIEW
    - a. BODY ART/PIERCING/BODY JEWELRY POLICY
    - b. EMPLOYEE LOCKERS POLICY
  - 3. 2021/2022 SALARY SCHEDULE B AMENDMENT
  - 4. EMPLOYEE RECRUITMENT PROCESS
  - 5. SKYLIGHT REPLACEMENT
  - 6. PERSONNEL CHANGES
  - 7. DATES OF UPCOMING REGULAR BOARD MEETINGS
  - 8. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
NOVEMBER 16, 2021

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

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

ABSENT WITH NOTIFICATION:  
Trustee Rossini

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on October 19, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Director's Report dated November 2021. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated November 16, 2021. Discussion followed. Approved unanimously.

The Director referenced updates to COVID-19 protocols mentioned in the Director's report.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Financial Reports for the period ending September 30, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 11/21/1, dated November 16, 2021, in the amount of \$558,306.14. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to accept the payroll and payroll warrants for October 28, 2021 (\$116,597.16) and November 10, 2021 (\$118,313.73). Discussion followed. Approved unanimously.

There are no reports from standing committees.

The Library Board reviewed and discussed the execution of the Petition for Amendment of Charter.

MOTION by Trustee McCrary, seconded by Trustee Spence, to table the Resolution and execution of the Petition for Amendment of Charter pending additional information. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to approve the proposed 2022 Budget of the Suffolk Cooperative Library System, dated November 1, 2021 and approved by SCLS Board of Trustees. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to cast the votes to elect a trustee to represent Town of Brookhaven on the SCLS board. Discussion followed. Approved unanimously.

The Board discussed the process for Library Trustee recruitment. The Library Director will act on several Board recommendations and report at the December meeting.

MOTION by Trustee McCrary, seconded by Trustee Olson, to approve the resignations of Joseph Masarik (effective October 28, 2021), Christopher Krawchuk (effective November 3, 2021) and Melanie Fales (effective November 9, 2021) with thanks for services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee McCrary, to adjourn the meeting at 7:16 P.M. Approved unanimously.

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Secretary, Board of Trustees

**Director's Report**  
**December 2021**

**Personnel**

Ongoing recruitment/retention challenges

**Operations**

12/13 Implemented NYS mask mandate for indoor public spaces

Planning continues re: proposed operating budget 2022-2023

Reached final stage of NYS Sustainability Certification

**Building and Grounds**

12/10 Skylight project meeting (McCrary/Tanzi/Engelhardt)

**Professional Activities**

11/18 NYS Freedom of Information Law – Virtual Training

12/2 Leadership Webinar (online)

12/6 LI Health Collaborative's research report re: public health needs and LI libraries' services

12/9 Ryan Dowd webinars re: working with public/policy best practices

12/13 Community Gardening at the Library, NYLA – sustainability webinar

12/15 *Healthy Libraries* meeting re: population health (online)

12/17 Suffolk Library Directors Meeting, North Bellport (am)

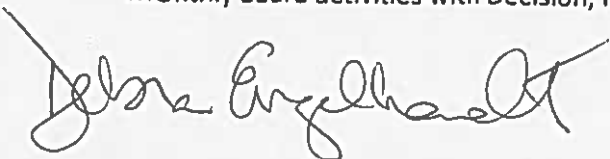
12/17 Public Library Directors of Suffolk Meeting, Bellport (pm)

Concluded fall post-graduate course (*Principles of Library Management*), LIU (apart from CPL)

**Community Activities**

12/10 Meeting with Comsewogue School District librarians re: partnership planning

Monthly Board activities with Decision, Mather, Jefferson's Ferry, Rotary (apart from CPL)



# Long Island's Libraries: Caretakers of the Region's Social Support and Health Needs

## Results of a two-year analysis

*Conducted by Stony Brook University, Program in Public Health and Adelphi University, Master in Public Health program, in partnership with the Long Island Health Collaborative (LIHC).*

*July 2021*

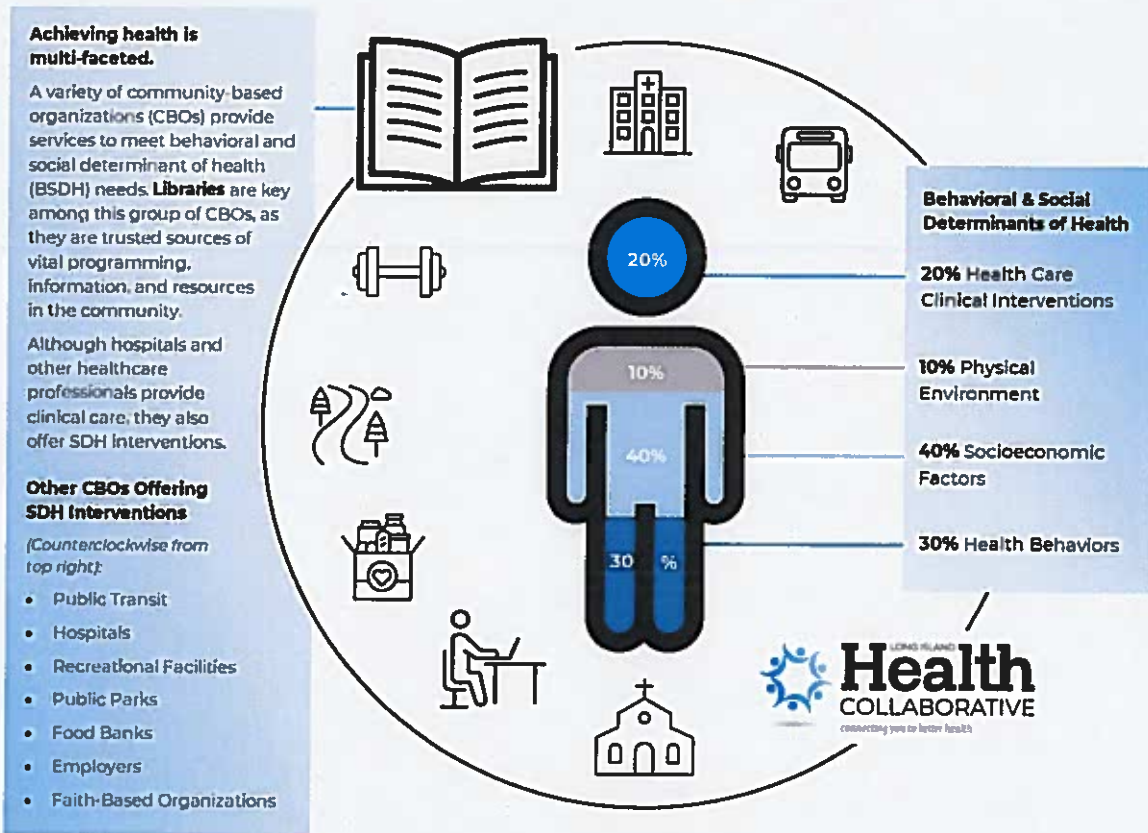


### **Introduction**

During a two-year period, from December 2017 to February 2020, researchers from Stony Brook University and Adelphi University interviewed library staff at randomly-selected public libraries throughout Long Island to gather information about the breadth and scope of the health and social support needs of library patrons. They also sought to learn about library staff members' ability to address these needs and their level of preparedness to do so, how staff make decisions about types of programming offered, and what additional resources libraries need to improve the health of their communities. Increasingly, empirical evidence points to the key role that public libraries play in delivering some of the health and social support services an individual requires to live his/her best life. Public libraries are invaluable community health partners, especially in socioeconomically-distressed neighborhoods.

Social determinants of health – those factors outside of medicine that influence an individual's health – account for nearly 80 percent of health outcomes, according to a growing body of public health and medical research.<sup>1 2 3 4</sup> These factors include education, poverty, access to

transportation, safe and affordable housing, health insurance coverage, and access to nutritious and affordable foods, among others. Increasingly, it is these needs that public libraries often address in their community programming. In higher need communities, some libraries retain a full-time social worker. Others opt for part-time or per diem social workers to assist with meeting community health and social service needs.



*Graphic: Factors Influencing Health. ©Nassau-Suffolk Hospital Council/Long Island Health Collaborative*

Researchers found that there was a difference between the needs and program offerings based on the socioeconomic status of the neighborhood in which the library is located. Higher need communities (generally located in lower-income areas) sought programs assisting with more basic social service needs (such as unemployment, food scarcity, tech literacy, etc.) while in lower need communities (generally located in higher-income neighborhoods) patrons sought more enrichment assistance (such as cooking classes, art programs, etc.). But overall, when it came to health needs, concerns related to **mental health/substance misuse, heart disease/diabetes, and cancer were consistent themes in most libraries.**



The research began when the New York State 2013 – 2018 [Prevention Agenda](#) and its priorities were in effect and so coding reflected themes embedded in that version of the state’s Prevention Agenda, as well as the Kaiser Family Foundation social determinants of health [rubric](#).

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*The research occurred prior to the start of the coronavirus pandemic, which was declared a national emergency on March 13, 2020. Library programming came to a halt as libraries were ordered to close before re-opening some months later for virtual programming only. The pandemic exacerbated the inequities in our social and health systems, and libraries, which had been an accessible resource for many communities, were shutdown perhaps at a time when they were needed the most. On June 24, 2021, New York State’s declaration of emergency was halted and many pandemic restrictions were lifted. However, as of this writing (July 2021), the federal public health emergency declaration remains in effect. Many of the region’s libraries have re-opened but with limited in-person services.*

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## Social Determinants of Health

Economic Stability	Neighborhood and Physical Environment	Education	Food	Community and Social Context	Health Care System
Employment	Housing	Literacy	Hunger	Social integration	Health coverage
Income	Transportation	Language	Access to healthy options	Support systems	Provider availability
Expenses	Safety	Early childhood education		Community engagement	Provider linguistic and cultural competency
Debt	Parks	Vocational training		Discrimination	Quality of care
Medical bills	Playgrounds	Higher education			
Support	Walkability				

### Health Outcomes

Mortality, Morbidity, Life Expectancy, Health Care Expenditures, Health Status, Functional Limitations

There are 113 public libraries on Long Island. Of these, 18 libraries in Suffolk County (from 26 randomly selected) and 14 libraries in Nassau County (from 27 randomly selected) consented to participate in the qualitative research study.

The Long Island Libraries Qualitative Research project grew out of a similar project that occurred among the public library system of Philadelphia known as the Free Library of Philadelphia. Investigators at the University of Pennsylvania published results of their research in [\*Health Affairs\*](#)<sup>5</sup> and this caught the attention of the Long Island Health Collaborative and its academic partners. After reading the article "*Beyond Books: Public Libraries as Partners for Public Health*," Long Island researchers reached out to investigators at the University of Pennsylvania to learn more about the Philadelphia project. After sharing ideas, the Long Island research partners used the same protocol approved by the University of Pennsylvania's Institutional Review Board (IRB) to conduct interviews among Long Island public librarians and staff.

### **Selection and Recruitment Methods**

The Long Island Health Collaborative developed a recruitment strategy that began with ensuring that a representative sample of public libraries was achieved. After a complete list of libraries was verified by the Nassau Library System and the Suffolk County Cooperative Library System each public library was sorted by zip code/location. Several towns had more than one zip code but only one library, and several different libraries were located within the same zip code. Researchers accommodated this by developing a selection process that (1) eliminated zip codes without library locations, and (2) include all libraries in the selection process, despite having multiple branches or more than one library in a single zip code.

Using the demographic factors pulled from 2014 American Community Survey, libraries were then sorted by county and ranked from "low-need" to "high-need" by the following demographic factors:

- **Education** – percentage of high school graduates or higher in the population that are 25 years and over and percentage of bachelor's degree or higher in the population that are 25 years and over.
- **Language** – percentage who speak only English
- **Unemployment** – unemployment rate for population 16 years and over
- **Poverty status** – percentage below poverty level (estimate) and population for whom poverty status is determined
- **Public assistance** – percentage of households with cash public assistance or food stamps/snap for the past 12 months
- **Income** – median household income (dollars)
- **Foreign born residents** – percentage of foreign born



Each demographic factor received a county ranking score by using an inverse average formula used for: unemployment, poverty assistance, public assistance and foreign born and an average rank score determined for each zip code using the average of all demographic rankings. Libraries were then sorted by average rank from highest need to lowest need. The top 20 percent of libraries were determined to be located in a “high need” area (quintile 5) and the bottom 20 percent of libraries were determined to be located in a “low need” area (Quintile 1). All others were categorized as either “moderate high need,” “moderate need,” or “moderate low need” communities. (Appendix A) As a reference, there were 11 locations in Suffolk and 9 locations in Nassau that were categorized as high-need communities.

After the list of public libraries in each county was organized into “need” categories, the team used a simple block randomization strategy to select 50 percent of those in each category for an invitation to participate in the study. Using this method, on average there were five libraries from each quintile that were randomly selected to be recruited for participation in this study. The randomly selected list of libraries was sent to the outreach directors at the Suffolk Cooperative Library System and the Nassau Library System who then sent an email notification to each of the library directors from the selected list to inform them of the research project and encourage them to participate. Library directors were then contacted by the Long Island Health Collaborative for a more in-depth explanation of the research project and to schedule the interview. Three attempts to connect (one email and two phone follow-ups) were made.

### **Interview Process**

Total interview time lasted from 1.5 to 2 hours, including time for further project explanation and signing informed consent documents. Interviews were audio recorded. The goal was to interview three staffers at each library – always the library director and then such staff members as front desk clerk, reference librarian, security officer, and custodian. Directors chose the staff members. Interviewees were given a participant number to ensure anonymity and confidentiality. Letters were assigned to each of the libraries to ensure facility anonymity. The interviewers used a standardized set of questions and prompts so that there was consistency in the themes explored across each site. Interview recordings were uploaded to a secure HIPAA-compliant website approved by the University of Pennsylvania’s IRB and an IRB-approved transcription service transcribed each interview into a separate word file for each interview. A total of 96 interviews were completed.

### **Coding and Data Analysis**

The transcribed interviews were reviewed by researchers at Stony Brook, and they trained and supervised a team of four research assistants to create a coding scheme for all of the

interview files for both counties. The transcribed interviews were coded based on themes that emerged from the interviews across sites using a qualitative analyses software (DeDoose) licensed to Stony Brook's Program in Public Health. The analyses resulted in a robust coding schema with 11 categories and many subthemes within each category. The overarching questions that were used to motivate the data analyses were:

(1) What is the knowledge of library staff about the social support and health needs of their patrons?

- What do the staff think are the most pressing health needs of the community they serve?
- What do the staff think are the most pressing social support needs of the community they serve?

(2) What do library staff feel about addressing the health/social support needs of their patrons?

(3) How do libraries address the social determinants of health, if at all?

- What do staff at libraries think is lacking in terms of addressing the social determinants of health in their library?
- What do library staff wish they could do to address the social support and behavioral health needs of their community?

(4) How do libraries make decisions about how to invest in their services?

(5) How do libraries define and prevent/address/manage/respond to/resolve disturbances in the libraries?

#### **Eleven Broad Code Themes (see Appendix B for all codes and subthemes)**

1. Library Population and Space
2. Programming
3. Health-related Needs
4. Response to health needs
5. Wishes for health response
6. Social Needs
7. Current response to social needs
8. Wishes for social response
9. Funding
10. Million-dollar question
11. Staff feelings and expertise

#### **Categories of Need and Prevalence**

The researchers and coders combed through hundreds of pages of transcribed interview summaries to ascertain the thoughts and feelings expressed by library staff across the

participating sites. Using the coding schema, common themes emerged, leading to groupings of needs and prevalences.

#### Four Categories of Need

Immediate Survival Needs	Non-Immediate Survival Needs	Enrichment/Non-Essential Needs	Luxury Enrichment Needs
Mental Health	Cancer	Tax Needs +	Marijuana Use
Alcohol Use	Heart Disease	Disabilities +	Vaping and Cigarettes
Opioid Use	Diabetes	Nutrition/Diet +	Exercise
Homelessness	Alzheimer's/Dementia	Loneliness/Lack of Socialization	Transportation
Food Scarcity	Unemployment	Lack of Education	Telephone
	Family Functioning Issues	Tech Literacy	Referral/Information (healthcare)
	Information about Healthcare	English as a Second Language	
		Citizenship Needs +	

- + Tax Needs: Is this more enrichment or survival?
- + Citizenship Needs: Is this more enrichment or survival?
- + Disabilities: While at first glance one would expect disability needs to be more survival, the summaries indicated that libraries' primary disability needs came from the developmentally disabled with programs and extra resources for enhancing the library experience.
- + Nutrition/Diet: Researchers felt this really could be placed in any category. It could be interpreted as a tad frivolous and unnecessary for a library to provide, but for a recently diagnosed diabetic, this could be a life-saving need that must be met.

### Four Prevalences of Need

Most Prevalent Needs	Prevalent Needs	Less Prevalent Needs	Least Prevalent Needs
English as a Second Language	Information about health insurance	Alzheimer's/Dementia	Marijuana Use
Exercise	Cancer	Referral/Information	Vaping and Cigarettes
Mental Health	Heart Disease	Opioid Use +	Transportation
Alcohol Use	Homelessness	Food Scarcity	Citizenship Needs +
Tech Literacy	Diabetes	Lack of Education	Telephone

- + Opioid Use: Based on interviewees' attitudes on the subject, opioid use should be a more prevalent need, but researchers failed to see enough instances that warranted it above many other needs
- + Citizenship Needs: The summaries said libraries only recently began working with citizenship needs, so perhaps in the near future this will increase in prevalence beyond where it currently is categorized

### Findings

Top 5 identified health needs	Top 5 identified social needs
Mental Health	Homelessness
Exercise	Technology Literacy
Diet	ESL/LOTE
Opioid Use	Unemployment
Personal Health	Food

Differences in types of programming were identified based on whether the library was located in a high-need or low-need community. Those in higher need communities tended to have programs focused on social service needs, such as assistance with unemployment, access to economic stability support services, hunger solutions, homelessness, ESL/LOTE classes, health insurance assistance and technology literacy. Programs in lower need communities tended to have programs focused on enrichment, such as cooking classes, adult art, yoga, and other wellness opportunities to address loneliness. The moderate-need communities tended to have

a mix of programs. The emphasis on social support programs in high-need communities is consistent with the health disparities and inequities individuals in these communities face. This finding, in particular, confirms the key role behavioral and social determinants of health play in health outcomes.

The health topics most likely to be the focus of library programs included exercise, access to health insurance (which is also a social support need), information about diet/nutrition, mental health, and Alzheimer's Disease/Dementia.

### **Usefulness of Research**

Decisions about programs in libraries are largely based on community interests, access to content experts to deliver the programs at low or no cost to patrons, and scheduling. Interviewees' responses reflect the needs of the communities served by the libraries. The findings from the Long Island Libraries Qualitative Research project can be used to inform future health and social support service programming offered by libraries, including resource and staff allocation. This is also true of the partnering organizations with which many libraries work, such as the local hospital and health department, and the many community-based organizations that bring health and social support service programming to libraries.

In conjunction with the Long Island Qualitative Research project, graduate students from the Stony Brook University Program in Public Health and undergraduate students from the Hofstra University Community Health Degree program mapped the health and social support service programming at all of Long Island's libraries. Their efforts produced two interactive layered maps – one for use by [researchers](#) and one for the [public's](#) use. The latter map includes convenient links to library websites. The students reviewed data from 2016-2018 by analyzing publicly accessible newsletters, calendars, pamphlets, flyers, and websites. Content analysis was conducted for every program and coded by social determinants of health and Prevention Agenda (2013-2018) Priority Health topics and results were entered into an Excel spreadsheet.

### **Further Study**

As this research was conducted prior to the COVID-19 pandemic, it would be helpful to conduct a limited follow-up study asking specific questions related to how libraries responded to community needs during the pandemic. Libraries pivoted to virtual programming. It is likely this new mode of delivery had an effect (positive or negative) on the scope and breadth of programs and community members' access to such programming. Results from such a follow-up could also be compared to the current study results to determine the change in volume and type of programming offered before, during, and after the pandemic.

## Acknowledgements

The Long Island Libraries Qualitative Research project is a good example of collaboration at its best. A public and a private university joined forces with local public libraries located in diverse communities under the organizational leadership of a multi-sector coalition – the Long Island Health Collaborative. The voluntary efforts of the academic researchers, public health students, and support staff who worked on this project are very much appreciated. Most importantly, we thank the individual library directors and each member of their staff for their time and graciousness in hosting the researchers and for participating in the study. Special acknowledgement goes to Valerie Lewis, the Administrator of Outreach Services for the Suffolk Cooperative Library System and Nicole Scherer, Assistant Director of the Nassau Library System. Without their assistance, this study never would have occurred.

Long Island's public libraries are led by exceptionally caring individuals with dedicated and compassionate staff. They are centers of community life and provide a place where patrons can go to learn, to be safe, and to be part of their community.

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<sup>1</sup> <https://www.kff.org/racial-equity-and-health-policy/issue-brief/beyond-health-care-the-role-of-social-determinants-in-promoting-health-and-health-equity/>

<sup>2</sup> Hacker KA, Alleyne EO, Pleiscia M. Public Health Approaches to Social Determinants of Health: Getting Further Faster. *J Public Health Manag Pract*. 2021 Sep-Oct 01;27(5):526-528. doi: 10.1097/PHH.0000000000001410. PMID: 34292912.

<sup>3</sup> Henize AW, Beck AF, Klein MD, Adams M, Kahn RS. A Road Map to Address the Social Determinants of Health Through Community Collaboration. *Pediatrics*. 2015 Oct;136(4):e993-1001. doi: 10.1542/peds.2015-0549. Epub 2015 Sep 21. PMID: 26391941.

<sup>4</sup> Bhattacharya D, Bhatt J. Seven Foundational Principles of Population Health Policy. *Population Health Management* vol. 20,5 (2017): 383-388. doi:10.1089/pop.2016.0148

<sup>5</sup> Morgan AU, Dupuis R, D'Alonzo B, Johnson A, Graves A, Brooks KL, McClintock A, Klusaritz H, Bogner H, Long JA, Grande D, Cannuscio CC. Beyond Books: Public Libraries as Partners for Population Health. *Health Affairs* 35, no.11 (2016):2030-2036 doi:10.1377/hlthaff.2016.0724.



Comsewogue Public Library

*Personnel Report*  
December 21, 2021

Resignation(s):

- \* Stephen Bergen, Guard (PT), effective September 10, 2021.
- \* Janet Liebegott, Page (PT), effective December 13, 2021.

\*Requires Board Motion

*Comsewogue Public Library*  
*Statistical Report 2021/2022*

E-4

November 2021

	November 2021	Nov 2020	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
<b>Patron Registration</b>							
* Comsewogue Borrower Registration:							
1	Adult	58	34	70.59%	8,648	8,923	-3.08%
2	Juvenile	16	1	1500.00%	2,950	3,041	-2.99%
3	Total	74	35	111.43%	11,598	11,964	-3.06%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	31	16	93.75%	4,389	4,552	-3.58%
5	Port Jefferson Library	8	3	166.67%	1,657	1,847	-10.29%
Miller Place Borrower Registration:							
6	Comsewogue Library	20	9	122.22%	4,406	4,650	-5.25%
7	Port Jefferson Library	11	5	120.00%	2,057	2,458	-16.31%
8	<b>Total CPL Members</b>	<b>125</b>	<b>60</b>	<b>108.33%</b>	<b>20,393</b>	<b>21,166</b>	<b>-3.65%</b>
9	Library Visits	6,984	4,591	52.12%	38,871	23,690	64.08%
<b>Transactions</b>							
10	Circulation of Library Materials	23,609	23,391	0.93%	132,428	122,115	8.45%
Circulation / Downloads:							
11	Over Drive-Audio/eBooks	7,529	7,403	1.70%	39,851	39,344	1.29%
12	Hoopla	869	1,084	-19.83%	4,163	5,070	-17.89%
13	Kanopy	153	227	-32.60%	908	678	33.92%
Circulation Other:							
14	Museum Passes**	15	7	114.29%	195	16	1118.75%
15	Hotspots	24	23	4.35%	246	147	67.35%
16	Rokus***	22	5	340.00%	32	22	45.45%
17	Wonderbooks	59	59	0.00%	429	241	78.01%
**Prior to Aug 2021 stats did not include "Print on Demand" museum passes				*** Rokus in office for repair 8/1/21- 10/7/21			
18	Public Computer Sessions	652	399	63.41%	3,311	2,014	64.40%
19	Public Wireless Sessions	1,577	738	113.69%	8,452	3,564	137.15%
Interlibrary Loan:							
20	Items Loaned	1,262	1,147	10.03%	5,703	6,449	-11.57%
21	Items Borrowed	1,363	1,215	12.18%	7,680	7,894	-2.71%
<b>Collection (current count at month end)</b>							
22	Books - Adult	59,639	59,810				-0.29%
23	Books - Juvenile	67,921	69,432				-2.18%
24	Books - Total	127,560	129,242				-1.30%
25	AV - Audio Books	6,839	6,749				1.33%
26	AV - Compact Discs	11,776	12,672				-7.07%
27	AV - DVDs	21,783	21,721				0.29%
28	AV- Video Games	281	284				-1.06%
29	<b>Curbside pick-up started 6/15/20, 34 cars were served for November 2021.</b>						

Stat totals are for fiscal year except where noted with \*

# Adult Programming: November 2021

E-5

<b>Program Name</b>	<b>Sessions</b>	<b>Registered</b>	<b>Attended</b>
ONLINE Mindfulness Meditation (Zoom)	1	33	6
ONLINE Art Talk: Jan van Eyck (Zoom)	1	41	22
ONLINE Breathe Together (Zoom)	5	33	6,7,7,7,8
Shared with other libraries on Long Island			
ONLINE New English Speakers (Zoom)	5	n/a	6,9,8,10,7
Defensive Driving	3	22,22	14,14,22
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	n/a	12,13,8,10
		views	92,57,39,43
ONLINE Chairbics (Zoom)	1	20	3
		views	7
Everyday Matinees	2	18,16	13,14
ONLINE Gentle Yoga (Zoom)	3	17	1,4,3
		views	0,3,2
ONLINE What's In The News (Zoom)	1	17	6
Native American Heritage Film Series (website)	4	FB engagements	7,3,10,5
		total website clicks	145
ONLINE Trivia	4	18,n/a,20	41,43,35
ONLINE Gadgets & Gizmos - Rob Scott (Facebook Live)	1	n/a	13
Shared with other libraries around the country		views	1400
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
HIICAP	appt	3	3
Apple Pie Minis \$5pp	1	11	8
Plus 14 additional kits sold			
Knit & Crochet	1	9	4
ONLINE Concert: The Toby Tobias Ensemble (Zoom)	1	0	16
		views	32
Paint Night \$10pp	2	14,24	9,21
Plus 9 additional kits sold			
Tea Time Book Club	1	3	4
Write This Way	1	24	8

# Adult Programming: Summary

ONLINE Food Festival - Rob Scott (Facebook Live)	1	n/a	11
Shared with other libraries around the country		<i>views</i>	<i>1600</i>
Holiday Family Photo Shoot	1	18 families	59
Pumpkin Spice Body Scrub \$5pp	1	4,7	3,5
<b>TOTALS</b>	<b>45</b>	<b>398</b>	<b>552</b>

\* View counts as of 12/9/21

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
November 2021	45	398	552
YTD 2021	477	4045	7568
November 2020	33	170	374
YTD 2020	419	3541	5710

**Children and Teen Services Department**  
**November 2021 Statistics**

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Take and Make: No Bake Boston Crème Cake Children, All Ages			30	30		60
Baby Bala Children, Birth - 17 Months, With Caregiver	6	1	5	5		10
Mother Goose on the Loose Children, Birth - 35 Months, With Caregiver	24	2	23	21		44
Come Play with PlayHooray Children, Birth - Pre-K, With Caregiver	24	2	20	18		38
Fun With Toddlers Children, 12 - 35 Months, With Caregiver	15	1	13	13		26
CPL Storytime		5	40	25		65
Dance With Me Children, 18 - 35 Months With Caregiver	12	1	8	8		16
A Time for Kids: It's a Jungle in Here Children, 18 Months - Pre-K, With Caregiver	24	2	20	19		39
Tales for Tots: Let's Celebrate Thanksgiving Children, 2.5 Years - Pre-K, With Caregiver	12	1	10	9		19
ClubHouse Kids Children, 3 Years - Pre-K, With Caregiver	9	1	6	7		13
Let's Dance Children, 3 Years - Pre-K, With Caregiver	12	1	7			7
Masks Only Storytime Children, 3 Years -Grade 5 With Caregiver	7	1	5	5		10
Skoblicki's Scientists: Reptile Revelry Children, Grades K-2	14	1	9			9
Canvas Painting Students, Grades K-5	19	1	16			16
Thankful Turkeys Students, Grades K-5	34	2	20			20
Beaded Bookmarks Students, Grades 3-5	12	1	6			6

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Boyle Road Virtual School Visit		2	29	4		33
Students, Grades 3-5						
Thanksgiving Fun	17	1	8			8
Students, Grades 3-5						
Teen Autumn Book Wreath	11	1			8	8
Students, Grades 6-12						
Teen Computer Animation	12	1			10	10
Students, Grades 6-12						
Teen DIY Ugly Sweater Dog Bandanas	24	1			22	22
Students, Grades 6-12						
Teen Poppies for Veterans Day	22	1			20	20
Students, Grades 6-12						
Teen Remote Community Services		5			22	22
Students, Grades 6-12						
Teen Overview of College Admissions	12	1			12	12
Students, Grades 6-12						
Teen Take and Make: Cinnamon Rolls	24				24	24
Students, Grades 6-12						
Teen Talk: Loot	17	1			8	8
Students, Grades 6-12						
Ukulele Basics	13	1			9	9
Students, Grades 6-12						
<b>Totals</b>	<b>376</b>	<b>38</b>	<b>275</b>	<b>164</b>	<b>135</b>	<b>574</b>
<b><u>SUMMARY OF STATISTICS</u></b>	<b>Nov '21</b>	<b>Oct. '21</b>	<b>YTD '21</b>	<b>YTD '20</b>		
<b>TOTAL # OF SESSIONS</b>	<b>38</b>	<b>38</b>	<b>490</b>	<b>307</b>		
<b>TOTAL # OF CHILDREN</b>	<b>275</b>	<b>425</b>	<b>9,410</b>	<b>3,195</b>		
<b>TOTAL # OF ADULTS</b>	<b>164</b>	<b>176</b>	<b>2,354</b>	<b>1,248</b>		
<b>TOTAL # OF TEENS</b>	<b>135</b>	<b>140</b>	<b>2,013</b>	<b>1,234</b>		
<b>TOTAL # OF PATRONS</b>	<b>574</b>	<b>741</b>	<b>13,777</b>	<b>5,630</b>		

**\*\* Sessions are sequential. Patrons register once and attend all listed sessions.**

**\*\*\* Entire family registers with one library card.**

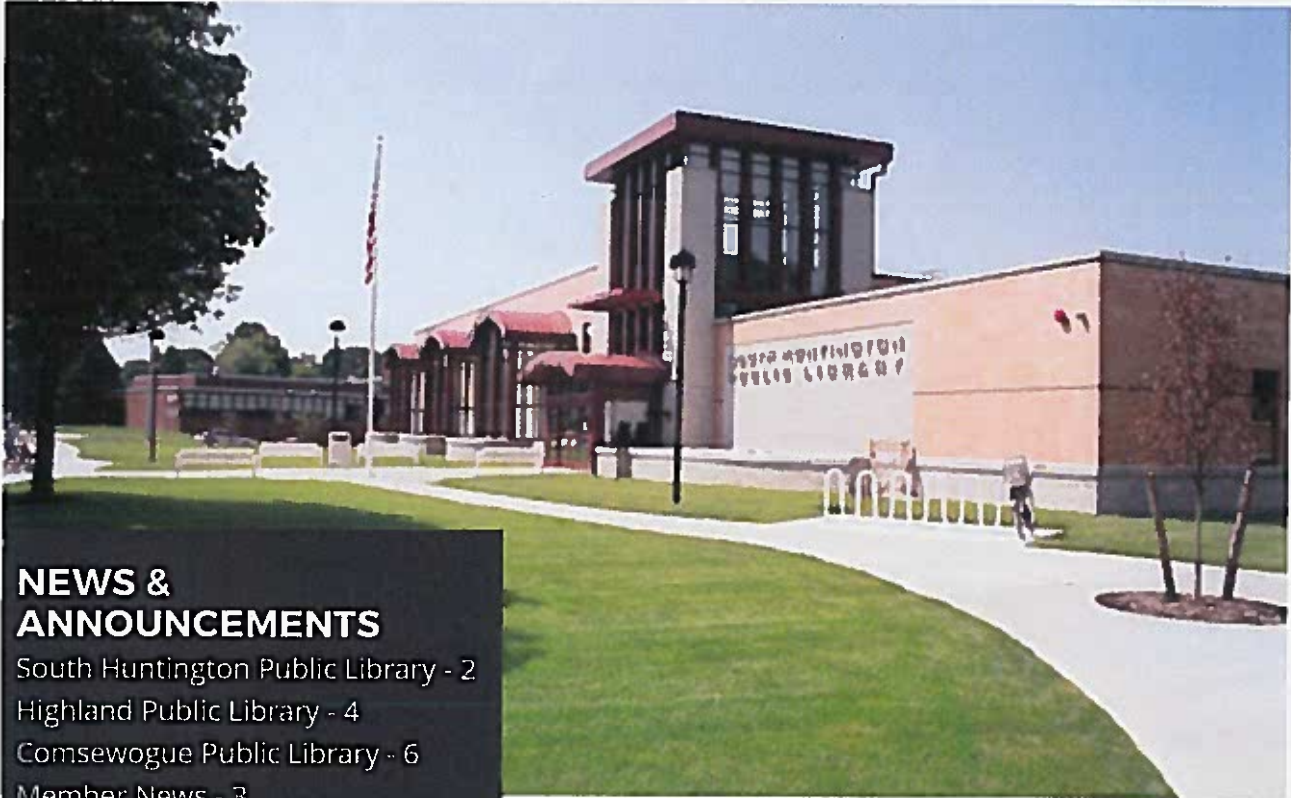




**Sustainable  
Libraries  
Initiative**

# NEWSLETTER

The latest news and updates from the Sustainable Libraries Initiative



## NEWS & ANNOUNCEMENTS

- South Huntington Public Library - 2
- Highland Public Library - 4
- Comsewogue Public Library - 6
- Member News - 3
- Upcoming Events - 4

## BREAKING NEWS

Sustainable Libraries Initiative will hold a [Community Gardening at Your Library](#) Webinar on December 13th at 11am. Please join us to learn more about planning and maintaining a garden. Our panelists will provide a brief presentation and then answer your questions. [Register here.](#)



## CERTIFICATION CELEBRATIONS!

This month we are highlighting two libraries that have recently achieved their Sustainable Libraries Initiative certification and one that has submitted their completed benchmarks. This issue will highlight each of their accomplishments while demonstrating the flexibility built into the Sustainable Libraries Certification Program (SLCP) which allows for each participating library to forge their own unique path towards certification. Our award-winning certification program offers a variety of benchmarks that may be completed as part of each library's unique certification path. The benchmarks that are chosen to be completed and the actions taken to complete them are designed with flexibility to meet the specific needs of each library and their community. These examples demonstrate that this process is guided by the individual library and their community resulting in different outcomes tailored for their own locations.

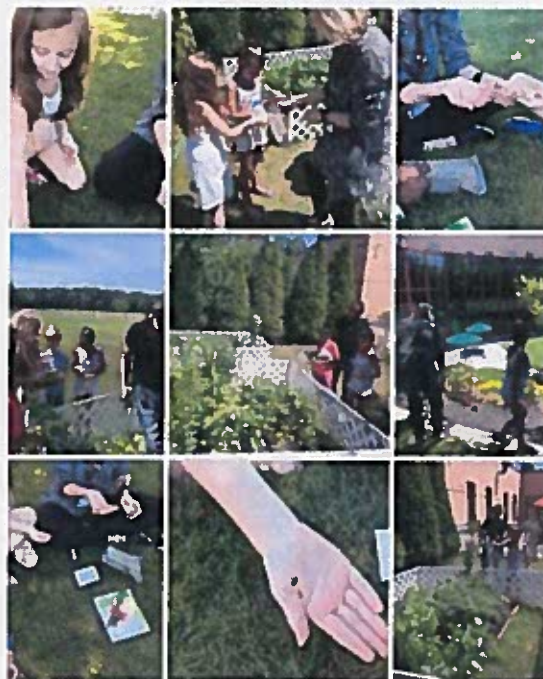


## SOUTH HUNTINGTON PUBLIC LIBRARY

Congratulations to South Huntington Public Library (SHPL), located in Suffolk County, New York and a member of the Suffolk Cooperative Library System. They have completed their Sustainable Libraries Initiative Certification!

SHPL completed the environmental portion of their certification through the Green Business Partnership (GBP) Certification Program in October 2019. To achieve this designation, they converted the LED lighting in the interior and exterior of their building. They began turning off large banks of lights indoors on sunny days when the natural light was adequate. These efforts helped to reduce the amount of electricity purchased. They are looking into the feasibility of adding solar panels to their roof to further reduce their energy costs and greenhouse gas emissions.

The staff of SHPL was part of the process right from the start. Their initial survey indicated strong support for progress toward environmental conservation. A Green Team was formed and staff were asked to offer suggestions on how the library could work toward becoming more environmentally friendly. All of the suggestions were considered and many have already been implemented. A quarterly newsletter and interactive Green Team bulletin board keep the whole staff informed and engaged. The Green Team even created their own logo.



South Huntington Public Library's Learning Garden

## SHPL CONTINUED

The library held programs and events to share ideas and information with their community. These included a Project Drawdown Book Discussion and an Earth Day celebration for staff. As a result of the program they have increased the number and accessibility of recycling bins in their library, hosted e-waste recycling events for the public, and increased their awareness of water usage throughout the building.

For the library's director, Janet Scherer, a compelling reason to complete the SLCP was the focus not just on the environmental aspects of sustainability, but also on the social equity dimensions encompassed by the SLI's use of the triple bottom line definition of sustainability. In July 2021, the library board passed an Equity, Diversity, and Inclusion Policy explicitly acknowledging support for the differences in characteristics that make their staff and community unique.

Continued on page 3.







# Highland Public Library

Connect. Learn. Grow.

## HIGHLAND PUBLIC LIBRARY

Highland Public Library, member of the Mid-Hudson Library System and located in Ulster County, NY, have also recently completed their Sustainable Libraries Initiative Certification. Their submission is anchored by a detailed and community driven Plan of Service. This document sets forth a strategic plan that aligns with many of the goals of the SLCP. To generate this document, group discussions including a variety of library stakeholders such as staff, trustees, and community members, were held. Following these focused discussions, a survey was launched to gather even more information. This resulted in the creation of 6 strategic goals that the Highland Public Library addresses in detail in this document with objectives, activities, and set evaluation methods. In this plan, the library's commitment to environmentally sound and economically feasible practices is explicitly stated, aligning the principles of the SLCP with their goals.

Decisions made in the planning and construction of their building, long before the certification process began, considered energy efficiency. Their building is continuously insulated, minimizing air leaks and allowing efficient operation of their HVAC systems. Their water fixtures are low flow and lighting fixtures are high efficiency. Many of the construction materials used in their building contain recycled components. Their exterior lighting is LED and set on timers to control for energy use and light pollution. The landscaping surrounding the building incorporates native plants and large trees to provide shade. Continued on page 4.



South Huntington Public Library's Seed Library

## SHPL CONTINUED

Their outreach efforts to the Spanish speaking members of their community includes bilingual story times, a portion of their website written in Spanish highlighting the programs and services available for Spanish speaking and English learners, Library Blog posts in Spanish, Spanish language book recommendations, and appointment scheduling for individual assistance from a Spanish speaking librarian. A focus on inclusivity is written into their updated Collections Development Policy, ensuring that this will have a lasting impact.

They have fostered collaborations with community partners such as the Huntington Youth Bureau, Scout groups, their local Chamber of Commerce, and the Huntington Arts Council resulting in an increased reach to many groups. The offer US Passport processing and hold voter registration drives to increase residents' access to government services. The SHPL also maintains disaster kits for their staff that contain supplies that can serve 20 people for three days.



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Boxes reused as a train at Highland Public Library

## HIGHLAND CONTINUED

They increased the amount of recycling receptacles used in the building and posted signs in the bathrooms to encourage the use of hand dryers. The staff have incorporated discarded library materials into their programming. Books and CD's are reused in craft projects and cardboard boxes were upcycled into a kid-sized train in the children's department. The library also installed a water bottle filling station which has eliminated the use of thousands of plastic water bottles. A bike repair station was installed to encourage patrons and community members to ride bikes to the library. The library also joined the Clynk bottle and can recycling program. As part of this program, the library collects cans and bottles from the community and the proceeds from the deposit returns go to the library.

The Highland Public Library staff were overwhelmingly supportive of the SLCP and made changes to their own habits such as using reusable Keurig coffee pods and reusable cups, plates, and utensils.

For the social equity and financial sustainability benchmark categories, the Highland Public Library once again was guided by the direct feedback they received from their community conversations and surveys. Talking with their community members, they were able to better serve them through the library and also gained a better understanding of the vision that community members have for an improved community. With that knowledge, the library can now work with other local organizations to help achieve these goals. Having these discussions originating from the library helped many residents change their perceptions of the role that the library plays. This process helped place the library in a more central and vital role in the eyes of many residents.

Engaging with their community for the Collective Impact category, they strengthened their relationships with local businesses and community organizations. These partnerships created new pathways for library patrons to engage with businesses, heightened visibility for the businesses, and also led to the businesses thinking about new ways to help the libraries. One partnership, with Field Goods, established the library as a pick-up point for orders of produce from local farms. This helped to promote many local businesses and also gave residents easy, convenient access to fresh local grown produce.

Highland Public Library participates in many community wide events, offers voter registration, holds office hours with their State Assembly member, and displays census and voting information. Reflecting on the work done in the Social Cohesion category of the benchmarks, Highland Public Library Director, Julie Kelsall-Dempsey stated, "through revising and assessing our programs, services, and collection, we believe our primary values continue to affirm, support, and validate that all community members feel acknowledged and represented at the library." By increasing their efforts to make sure that all community members see themselves represented in the library, they have seen their circulation, registrations, and donations increase.



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# Comsewogue Public Library

*Where Many Paths Meet*

## COMSEWOGUE PUBLIC LIBRARY

Comsewogue Public Library is located in Suffolk County, New York and is a member of the Suffolk Cooperative Library System. They satisfied the environmental benchmarks through obtaining certification from the Green Business Partnership in September 2020. They have now completed their SLI Custom Benchmarks and are currently finishing up the last of their revisions in order to be certified by the Sustainable Libraries Initiative. Their certification submission includes a wide range of efforts by the staff to reduce their greenhouse gas consumption, reduce their waste, strengthen their community partnerships, and demonstrate to their community that decision making based on the triple bottom line principles can have lasting and tangible benefits.

Their efforts toward reducing energy use include the installation of new HVAC units, a white roof, new EnergyStar rated boiler and hot water heater. Also key to this effort is their conversion to LED lighting, posting signs to remind staff (and patrons) to turn off lights when rooms are not occupied, and use of occupancy sensors to automatically turn lights on and off.

In 2019 the library participated in a Project Drawdown 21 Day Challenge focusing on carbon reduction. Their participation increased awareness among staff and in their community about the importance of acting to reduce our carbon footprint. Their combined efforts saved 6,713 pounds of CO2 and resulted in placing fifth in New York State and finishing in the top spot for libraries worldwide.



### Team Comsewogue Drawdown EcoChallenge

218 team members | 12th place out of 1052 teams | 5th place in NY | 1st place for libraries worldwide



Comsewogue Public Library Project Drawdown Challenge

## COMSEWOGUE CONTINUED

Throughout this process, they continued to inform their community about what efforts they were making and sharing resources. They invited their energy provider to visit and inform their patrons about energy savings. When the town stopped collecting glass as part of their curbside recycling program, the library worked with the town to place glass collection bins on their property so that interested residents could continue to recycle. They hold programs that offer e-Waste recycling and paper shredding. Additional items are recycled or reused including Halloween costumes, paper products used for craft programs, Ellison Die Cuts, prom dresses, batteries, toner cartridges, and bubble wrap. The library has a bottle filling station that has already saved over 10,000 single use plastic water bottles from being used.

To assist the library in reducing their water usage, they contacted the Suffolk County Water Authority. Water conservation tips and information were posted on the Green Team Bulletin board so that it is visible to all staff members. Going forward, they aim to reduce their greenhouse gas usage by 10% and reduce waste by 5%. Continued on page 6.



Community glass recycling at Comsewogue Public Library

## MEMBER NEWS

Welcome to our newest SLCP Public Library, Butterfield Memorial Library! They are located in Cold Spring, NY and part of the Mid-Hudson Library System.

We also welcome two new School Librarians to our program, Ann-Marie Kalin from Suffolk County and On Kyung Joo from Nassau County.



## UPCOMING EVENTS

### SLCP Online Meetup

Thursday, December 2nd, 11:00 am EST

### School Librarian Meetup

Tuesday, December 7th, 3:30pm EST

### Webinar: Community Gardening at Your Library

Monday, December 13th, 11am EST

### ALA LibLearnX Virtual Conference

January 21-24th, TBA

### ALA Core Webinar: Sustainable Thinking Builds Strong Libraries and Resilient Communities

Tuesday, March 15th, 2pm EST

## CALL FOR ITEMS

Have you created a library policy or program with Sustainability in mind? Share your ideas with our community! Contact [sliadmin@suffolknet.org](mailto:sliadmin@suffolknet.org) to be featured in our newsletter or on the [SLI Website](#).

**Don't miss our important news:** Please add [sli-newsletter@lists.suffolknet.org](mailto:sli-newsletter@lists.suffolknet.org) to your address book to keep our newsletter out of your junk or spam folders!

## COMSEWOGUE CONTINUED

The goal of including their community in the process of obtaining their Sustainable Libraries Initiative Certification continued through the social equity and financial sustainability categories of the program. The library benefited from finding and maintaining partnerships with other organizations in their community. Working together on shared projects made the planning and implementation easier by sharing the work among agencies. The staff at Comsewogue observed that libraries are well positioned to observe the needs of the community, even if they are not able to directly solve them. They were able to leverage this insight to align services and forge new partnerships to meet the emerging needs of their community.

The generosity of Comsewogue Public Library's community leads to success in engaging patrons to help each other with donation drives such as toiletry drives to help veterans, school supplies for local elementary schools, Toys for Tots, handmade baby blankets and hats for hospitals, feminine products, hats and gloves. They offer services such as voter registration drives, a social work intern in partnership with Stony Brook University, Job Fairs, and a Senior Advocate. There are many program offerings that celebrate the diversity of their community such as bilingual story times, folklore fun, and Lao cuisine. There are also programs that focus on social justice themes including book discussion groups and a program about slavery on Long Island, sharing first person narratives by people who were enslaved. They have designated a staff member to continually monitor the library collection's diversity and will continue to fill in any gaps that are identified.

These three libraries have all forged their own unique paths through the certification process. We continue to be amazed by the innovative ways that our member libraries find to educate their communities and expand their partnerships with local businesses and organizations. The effect of each small change that is made to reduce energy, reduce waste, strive for equity, and make sound financial decisions ripples out to each of our communities and builds with every library that starts on this path.



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**COMSEWOGUE PUBLIC LIBRARY**

**BALANCE SHEET - CASH BASIS**

As of October 31, 2021

**ASSETS**

**Current Assets**

**Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,270.04
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,981,484.89
1110 · Savings-Capital Improvements	779,958.97
1114 · Savings-Termination Pay	233,715.20
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

**Total Checking/Savings** 3,042,579.10

**Other Current Assets**

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	13,483.80
1154 · PREPAID EXPENSES	8,500.00

**Total Other Current Assets** 21,983.80

**Total Current Assets**

3,064,562.90

**TOTAL ASSETS**

3,064,562.90

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2184 · Annuity	0.00
2185 · Health Ins - enrollee contrib	2,311.48
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	371.64
2188 · AFLAC - Accident Ins	142.84
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	39,519.64
2194 · Aflac - Hospital	189.00

**Total Other Current Liabilities** 42,809.76

**Total Current Liabilities** 42,809.76

**Total Liabilities**

42,809.76

**Equity**

2200 · General Fund Balance	3,598,706.69
2201 · Capital Improvement Fund	792,444.10
2202 · Termination Payment Fund	271,797.75
Net Income	-1,641,195.40

**Total Equity**

3,021,753.14

**TOTAL LIABILITIES & EQUITY**

3,064,562.90

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending October 31, 2021

	<u>October 21</u>	<u>July 21 - October 21</u>
<b>Revenue</b>		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	48.55	158.99
3304 · Interest Earned	253.26	1,374.46
3305 · Unclassified rev.-Copies	837.00	4,071.04
3306 · Unclassified rev.-Books	609.89	1,883.01
3307 · Unclassified rev.-Other	23.50	73.49
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	5.00	15,005.00
3312 · Local Sponsor Aid	0.00	6,106.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
<b>Total Revenue</b>	<u>1,777.20</u>	<u>28,671.99</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending October 31, 2021

Expense	ACTUAL		Budget	\$ Over Budget
	OCTOBER	JULY - OCTOBER		
4401 · Computer Supplies	263.87	2,954.61	12,000.00	-9,045.39
4402 · Computer Equipment/Parts	29.97	1,194.85	15,000.00	-13,805.15
4403 · Furniture & Equipment	136.80	821.22	23,000.00	-22,178.78
4404 · Salaries-Professional	149,433.46	606,607.00	1,967,760.00	-1,361,153.00
4405 · Salaries-Clerical	56,813.37	224,288.11	881,223.00	-656,934.89
4406 · Salaries-Custodial	5,133.32	20,166.87	70,008.00	-49,841.13
4407 · Salaries-Guard	1,900.99	8,174.75	67,101.00	-58,926.25
4410 · Library Books	12,036.51	25,984.26	125,600.00	-99,615.74
4412 · Audio Video	1,865.99	5,670.14	38,000.00	-32,329.86
4413 · Periodicals	580.25	14,028.31	15,600.00	-1,571.69
4414 · Computer Software	12.61	1,077.15	9,000.00	-7,922.85
4415 · Electronic Data Base	1,868.11	33,124.13	235,000.00	-201,875.87
4417 · OTHER THINGS LENDING	1,795.98	9,285.98	17,500.00	-8,214.02
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors <i>4421A *</i>	250.00	250.00	0.00	250.00
4421A · Adult	4,967.91	11,942.67	60,000.00	-48,057.33
4421B · Children/Teen	3,292.00	10,395.00	60,000.00	-49,605.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	244.94	809.90	9,000.00	-8,190.10
4422B · Children/Teen	822.37	7,487.42	14,000.00	-6,512.58
4428 · Conferences	144.54	1,245.30	12,000.00	-10,754.70
4429 · Circulation	6,923.27	37,861.79	61,000.00	-23,138.21
4430 · Office & Library Supplies	771.98	2,538.32	17,000.00	-14,461.68
4431 · Telecommunications	625.37	3,121.72	10,000.00	-6,878.28
4432 · Cartage	193.50	774.00	3,600.00	-2,826.00
4433 · Postage	0.00	3,016.63	13,000.00	-9,983.37
4434 · Publicity and Printing	0.00	10,346.22	36,000.00	-25,653.78
4435 · Annual Election	0.00	17.99	4,000.00	-3,982.01
4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
4437 · Accounting and Legal	12,220.63	30,758.94	82,500.00	-51,741.06
4438 · Membership Dues	0.00	325.00	3,000.00	-2,675.00
4439 · Equipment/Building Maint & Repair	12,929.62	60,929.42	178,550.00	-117,620.58
4440 · Snow Removal	0.00	0.00	12,500.00	-12,500.00
4441 · Building Security	6,309.62	20,685.51	75,000.00	-54,314.49
4450 · Utilities	1,032.80	46,633.30	116,000.00	-69,366.70
4451 · Custodial Supplies	1,421.54	3,213.05	16,000.00	-12,786.95
4453 · Employees Assistance Program	0.00	3,102.50	3,300.00	-197.50
4454 · Insurance - Library <i>\$26,192 (4471) *</i>	84,479.61	84,479.61	61,000.00	23,479.61
4456 · Rental Expenses	1,466.00	6,360.29	20,000.00	-13,639.71
4471 · Workers Compensation Insurance	0.00	0.00	27,250.00	-27,250.00
4472 · Life Insurance	489.38	1,980.78	6,600.00	-4,619.22
4473 · Dental Insurance	3,026.69	12,249.39	41,000.00	-28,750.61
4474 · VISION INS	0.00	1,362.96	6,600.00	-5,237.04
4476 · 9020.8 Retirement Expense	0.00	0.00	407,000.00	-407,000.00
4477 · 9030.8 Social Security Expense	15,170.17	63,861.68	224,000.00	-160,138.32
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	67,212.13	225,278.62	765,000.00	-539,721.38
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	27,375.00	-27,375.00
4482 · Bond Principal	0.00	0.00	265,000.00	-265,000.00
4483 · Bond Administrative	0.00	0.00	763.00	-763.00
<b>Total Expense</b>	<b>455,865.30</b>	<b>1,669,867.39</b>	<b>6,182,292.00</b>	<b>-4,512,424.61</b>

\* corrected in QuickBooks + will reflected on november reports. ~100.

# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 12/21/1 - December 21, 2021

Date	Num	Name	Account	Debit
12/21/2021	24285	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	400.00 <hr/> 400.00
12/21/2021	24286	Ace Hardware Ace Hardware Ace Hardware	1102 · Checking Account 4439 · Equipment/Blding Maint & ... 4417 · OTHER THINGS LENDING	58.96 44.99 <hr/> 103.95
12/21/2021	24287	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00 <hr/> 175.00
12/21/2021	24288	American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4410 · Library Books 4414 · Computer Software 4422B · Children/Teen 4428 · Conferences 4430 · Office & Library Supplies 4451 · Custodial Supplies	22.94 17.21 523.05 1,044.27 108.67 171.91 <hr/> 1,888.05
12/21/2021	24289	Audio Video Invasion Audio Video Invasion Audio Video Invasion	1102 · Checking Account 4403 · Furniture & Equipment 4439 · Equipment/Blding Maint & ...	499.99 100.00 <hr/> 599.99
12/21/2021	24290	B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4402 · Computer Equipment/Parts	778.10 <hr/> 778.10
12/21/2021	24291	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	281.91 2,008.60 <hr/> 2,290.51
12/21/2021	24292	Baking Coach, Inc. Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	1,050.00 2,455.00 <hr/> 3,505.00
12/21/2021	24293	Boyd-Sloan, Melissa Boyd-Sloan, Melissa	1102 · Checking Account 4421A · Adult	440.00 <hr/> 440.00
12/21/2021	24294	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	6,220.98 4,421.67 <hr/> 10,642.65
12/21/2021	24295	Brookhaven Locksmiths Inc. Brookhaven Locksmiths Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	414.00 <hr/> 414.00
12/21/2021	24296	Bush, Debra Bush, Debra	1102 · Checking Account 4428 · Conferences	420.05 <hr/> 420.05
12/21/2021	24297	Children's Museum of Manhattan Children's Museum of Manhattan	1102 · Checking Account 4417 · OTHER THINGS LENDING	325.00 <hr/> 325.00
12/21/2021	24298	Cold Spring Harbor Fire House M... Cold Spring Harbor Fire House M...	1102 · Checking Account 4417 · OTHER THINGS LENDING	40.00 <hr/> 40.00
12/21/2021	24299	Conklin, Diana Conklin, Diana	1102 · Checking Account 4421A · Adult	880.00

# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 12/21/1 - December 21, 2021

Date	Num	Name	Account	Debit
				880.00
12/21/2021	24300	Curley, Lisamarie Curley, Lisamarie	1102 · Checking Account 4421B · Children/Teen	350.00
				350.00
12/21/2021	24301	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	1,519.72
				1,519.72
12/21/2021	24302	Discount School Supply Discount School Supply	1102 · Checking Account 4422A · Adult	44.09
				44.09
12/21/2021	24303	Dormitory Authority of the State o... Dormitory Authority of the State o...	1102 · Checking Account 4483 · Bond Administrative	131.25
				131.25
12/21/2021	24304	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	914.79
				914.79
12/21/2021	24305	Engelhardt, Debra Engelhardt, Debra	1102 · Checking Account 4428 · Confernces	335.07
				335.07
12/21/2021	24306	Findaway World LLC Findaway World LLC	1102 · Checking Account 4410 · Library Books	109.23
				109.23
12/21/2021	24307	Fiore, Christopher Fiore, Christopher	1102 · Checking Account 4421A · Adult	300.00
				300.00
12/21/2021	24308	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	1,709.86
				1,709.86
12/21/2021	24309	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4402 · Computer Equipment/Parts	246.62
				246.62
12/21/2021	24310	Great South Bay Dance LLC Great South Bay Dance LLC	1102 · Checking Account 4421B · Children/Teen	400.00
				400.00
12/21/2021	24311	Green Earth Craft, Inc Green Earth Craft, Inc	1102 · Checking Account 4421B · Children/Teen	450.00
				450.00
12/21/2021	24312	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Health Ins - enrollee contrib	455.25 2,584.62 316.20 55.80
				3,411.87
12/21/2021	24313	Harris-Iannuzzi, Jessica Harris-Iannuzzi, Jessica	1102 · Checking Account 4421A · Adult	150.00
				150.00
12/21/2021	24314	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	330.00
				330.00
12/21/2021	24315	HomeStyle Landscaping & Desig... HomeStyle Landscaping & Desig...	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	4,120.00

# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 12/21/1 - December 21, 2021

Date	Num	Name	Account	Debit
				4,120.00
12/21/2021	24316	Information Today, Inc. Information Today, Inc.	1102 · Checking Account 4410 · Library Books	404.53
				404.53
12/21/2021	24317	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	72.05
				72.05
12/21/2021	24318	JK Tech Solutions, Inc DBA Shar... JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account 4421B · Children/Teen	225.00
				225.00
12/21/2021	24319	Johnson Controls Fire Protection ... Johnson Controls Fire Protection ...	1102 · Checking Account 4441 · Building Security	423.00
				423.00
12/21/2021	24320	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	353.00
				353.00
12/21/2021	24321	Karnavas, Dimitri Karnavas, Dimitri	1102 · Checking Account 4421A · Adult	20.50
				20.50
12/21/2021	24322	Kelly-Edmunds, Anne Kelly-Edmunds, Anne	1102 · Checking Account 4421A · Adult	450.00
				450.00
12/21/2021	24323	King, Adam King, Adam	1102 · Checking Account 4421B · Children/Teen	275.00
				275.00
12/21/2021	24324	Lipscomb, Rhonda D. Lipscomb, Rhonda D.	1102 · Checking Account 4421A · Adult	225.00
				225.00
12/21/2021	24325	Long Island Library Resources C... Long Island Library Resources C...	1102 · Checking Account 4428 · Conferences	25.00
				25.00
12/21/2021	24326	Lund Valve Testing Lund Valve Testing	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	45.00
				45.00
12/21/2021	24327	Mathers, Rosemary Mathers, Rosemary	1102 · Checking Account 4421A · Adult	10.00
				10.00
12/21/2021	24328	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	3,650.00
				3,650.00
12/21/2021	24329	MD Design Studio MD Design Studio	1102 · Checking Account 4421A · Adult	920.00
				920.00
12/21/2021	24330	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	2,730.20
				1,479.97
				4,210.17
12/21/2021	24331	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	14.00
				14.00
12/21/2021	24332	New York Irrigation, Inc.	1102 · Checking Account	



# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 12/21/1 - December 21, 2021

Date	Num	Name	Account	Debit
		New York Irrigation, Inc.	4439 · Equipment/Bldg Maint & ...	60.00
				60.00
12/21/2021	24333	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	20.00
				20.00
12/21/2021	24334	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				55.20
12/21/2021	24335	Noah's Ark Animal Workshop Inc. Noah's Ark Animal Workshop Inc.	1102 · Checking Account 4422B · Children/Teen	1,416.77
				1,416.77
12/21/2021	24336	NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend...	1102 · Checking Account 2185 · Health Ins - enrollee contrib 4479 · 9060.8 Health Insurance	3,436.12 59,609.82
				63,045.94
12/21/2021	24337	Olsen, Deborah Olsen, Deborah	1102 · Checking Account 4428 · Conferences	20.00
				20.00
12/21/2021	24338	P.J.S. Post Office - Bulk P.J.S. Post Office - Bulk	1102 · Checking Account 4433 · Postage	2,021.90
				2,021.90
12/21/2021	24339	Patty Morrissey Corp Patty Morrissey Corp	1102 · Checking Account 4421A · Adult	300.00
				300.00
12/21/2021	24340	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	159.37
				159.37
12/21/2021	24341	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00
				140.00
12/21/2021	24342	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	1,174.50
				1,174.50
12/21/2021	24343	Photos of the Heart Photos of the Heart	1102 · Checking Account 4421A · Adult	450.00
				450.00
12/21/2021	24344	Quadient Finance USA, Inc. Quadient Finance USA, Inc.	1102 · Checking Account 4433 · Postage	700.00
				700.00
12/21/2021	24345	Quadient Leasing USA, Inc. Quadient Leasing USA, Inc.	1102 · Checking Account 4456 · Rental Expenses	238.56
				238.56
12/21/2021	24346	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	250.00
				250.00
12/21/2021	24347	Quirk-Senyk, Jennifer Quirk-Senyk, Jennifer	1102 · Checking Account 4428 · Conferences	230.00
				230.00
12/21/2021	24348	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	134.00
				134.00

# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 12/21/1 - December 21, 2021

Date	Num	Name	Account	Debit
12/21/2021	24349	Rhode Island Novelty Rhode Island Novelty	1102 · Checking Account 4422B · Children/Teen	257.83 <hr/> 257.83
12/21/2021	24350	Royal Princess Prep Party Comp... Royal Princess Prep Party Comp...	1102 · Checking Account 4421B · Children/Teen	500.00 <hr/> 500.00
12/21/2021	24351	Schnupp, Jeanne Marie Schnupp, Jeanne Marie	1102 · Checking Account 4421A · Adult	100.00 <hr/> 100.00
12/21/2021	24352	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	856.00 <hr/> 856.00
12/21/2021	24353	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4434 · Publicity and Printing	9,671.00 <hr/> 9,671.00
12/21/2021	24354	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	8,245.54 <hr/> 8,245.54
12/21/2021	24355	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00 <hr/> 20.00
12/21/2021	24356	Staples Business Credit Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4422A · Adult 4422B · Children/Teen 4430 · Office & Library Supplies	70.27 10.49 233.47 <hr/> 314.23
12/21/2021	24357	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4437 · Accounting and Legal 4429 · Circulation	350.00 92.40 <hr/> 442.40
12/21/2021	24358	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	2,250.00 700.00 <hr/> 2,950.00
12/21/2021	24359	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	185.12 <hr/> 185.12
12/21/2021	24360	Toby Toby Productions Toby Toby Productions	1102 · Checking Account 4421A · Adult	400.00 <hr/> 400.00
12/21/2021	24361	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	7,482.00 <hr/> 7,482.00
12/21/2021	24362	Turtle & Hughes Inc. Turtle & Hughes Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	580.10 <hr/> 580.10
12/21/2021	24363	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	107.40 <hr/> 107.40
12/21/2021	24364	W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4430 · Office & Library Supplies	636.19 <hr/> 636.19

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12/20/21

# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 12/21/1 - December 21, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
12/21/2021	24365	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	193.50
				<u>193.50</u>
12/21/2021	24366	World Book Inc. World Book Inc.	1102 · Checking Account 4410 · Library Books	999.00
				<u>999.00</u>
<b>TOTAL</b>				<u><b>153,103.60</b></u>

COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT

I - 1

November 24, 2021

11/24/2021 Payroll  
Check Register

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
11/24/2021	24276	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,252.00
				4,252.00
11/24/2021	24277	NYS Employees Retirement System	1102 · Checking Account	
		NYS Employees Retirement System	2186 · Retirement	2,485.86
		NYS Employees Retirement System	2186 · Retirement	120.86
		NYS Employees Retirement System	2186 · Retirement	602.00
		NYS Employees Retirement System	2186 · Retirement	-271.97
				<u>2,936.75</u>
<b>TOTAL</b>				<u><u>7,188.75</u></u>

11/24/2021 Payroll Warrant

Payroll Warrant \$ 7,188.75  
Paychex Payroll \$ 106,519.25  
**TOTAL** \$ 113,708.00

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12/08/21

**COMSEWOGUE PUBLIC LIBRARY  
WARRANT DETAIL REPORT  
December 9, 2021**

I-2  
12/09/2021 Payroll  
Check Register

Date	Num	Name	Account	Debit
12/09/2021	24278	Aflac	1102 · Checking Account	
		Aflac	2187 · AFLAC - Cancer Care	371.64
		Aflac	2188 · AFLAC - Accident Ins	142.84
		Aflac	2190 · AFLAC - Short Term Disabil...	275.16
		Aflac	2194 · Aflac - Hospital	262.20
				<u>1,051.84</u> ✓
12/09/2021	24279	AT&T	1102 · Checking Account	
		AT&T	4431 · Telecommunications	52.43
				<u>52.43</u> ✓
12/09/2021	24280	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,252.00
				<u>4,252.00</u> ✓
12/09/2021	24281	National Grid	1102 · Checking Account	
		National Grid	4450 · Utilities	1,780.86
				<u>1,780.86</u> ✓
12/09/2021	24282	Optimum	1102 · Checking Account	
		Optimum	4431 · Telecommunications	625.37
				<u>625.37</u> ✓
12/09/2021	24283	PSEGLI	1102 · Checking Account	
		PSEGLI	4450 · Utilities	5,625.31
				<u>5,625.31</u> ✓
12/09/2021	24284	Verizon	1102 · Checking Account	
		Verizon	4431 · Telecommunications	98.63
				<u>98.63</u> ✓
<b>TOTAL</b>				<u><u>13,486.44</u></u>

12/09/2021 Payroll Warrant

Payroll Warrant	\$ 13,486.44
<u>Paychex Payroll</u>	<u>\$ 111,416.14</u>
<b>TOTAL</b>	<b>\$ 124,902.58</b>

APPROVED  
DEC 07 2021



## COMSEWOGUE PUBLIC LIBRARY

### Body Art/Piercing/Body Jewelry Policy

The Comsewogue Public Library recognizes the value of personal freedoms and does not discriminate in the hiring of employees with visible tattoos and/or body piercings/body jewelry in place for other than religious or cultural reasons.

Employees should, however, ensure a professional appearance by way of not having visible tattoos and/or body piercings that might be considered by coworkers or the public to be offensive.

Visible tattoos and/or body piercings/jewelry will be evaluated by the Library Director on a case-by-case basis to determine if they are offensive or distracting.

Visible tattoos and/or body piercings and their associated jewelry deemed by the Library Director to be offensive or distracting are to be covered by clothing or masked during working hours, or deemphasized through other means, including measures taken to obscure their prominence.



## **Comsewogue Public Library Employee Lockers Policy**

Employee lockers are assigned by Departmental Supervisors on an availability basis for the storage of employees' belongings during the workday.

Items shall not be placed by an employee into/onto a locker other than that which has been assigned.

When sharing a locker, be respectful of items that belong to coworkers.

Bullying/abusive disrespect/harassment/ other actions in violation of library policy will not be tolerated. Failure to observe library policy may result in discipline up to and including termination.

The Library reserves the right, when Administration deems necessary, to inspect lockers at any time, with or without employee permission, for safety, security, and sanitary purposes, as well as in connection with investigations regarding disciplinary matters.

An employee is responsible for keeping his/her locker clean. Food left overnight must be in a sealed package or container.

The Library cannot be held liable for the loss, theft, or damage of personal property.

An employee is responsible for emptying their contents from their locker at the time of separation of employment.



# JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ML King Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31	<b>December 2021</b> S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>February 2022</b> S M T 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		Calendars by Vertex42.com © 2019 Vertex42 LLC. Free to print.  <a href="#">2022 Calendars</a> <a href="#">2023 Calendars</a>

# FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Presidents' Day	22	23	24	25	26
27	28					

**January 2022**

S	M	T	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					

**March 2022**

S	M	T	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		

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# MARCH 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13 Daylight Saving	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February 2022**

S	M	T	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					

**April 2022**

S	M	T	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

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