

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 18, 2022

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 – 12/23/2021 & 1/6/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PERSONNEL CHANGES
 - 2. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 3. 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
DECEMBER 21, 2021

President DeStefano called the meeting to order at 6:02 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee McCrary

ALSO PRESENT: A member of the public.

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on November 16, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated December 21, 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 October 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 12/21/1, dated December 21, 2021, in the amount of \$ 153,103.60. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for November 24, 2021 (\$113,708.00) and December 9, 2021 (\$124,902.58). Discussion followed. Approved unanimously.

There are no reports from standing committees.

**RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF
COMSEWOGUE PUBLIC LIBRARY**

We, the undersigned, being the president and the secretary of the Comsewogue Public Library, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the 21st day of December 2021, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of Comsewogue Public Library hereby request that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to designate the service area to be the Brookhaven-Comsewogue Union Free School District; to state that trustees shall be elected by the qualified voters of the Brookhaven-Comsewogue Union Free School District; to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; to add the Internal Revenue Service language necessary for tax exempt status under section 501(c)(3); and to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served.

RESOLVED: That the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the Resolution amending the absolute charter and hereby authorize the president and secretary to execute the Petition for Amendment of Charter. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the Comsewogue Public Library Trustee Recruitment Statement. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to set the date and time of the Library Budget Vote and Trustee Election as Tuesday, April 5, 2022, from 9:30 AM to 9:00 PM. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Body Art/Piercing/Body Jewelry Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to reaffirm the Comsewogue Public Library's Employee Lockers Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to amend the 2021-2022 Salary Schedule B, effective first payroll of January 2022, increasing the hourly rate for the following titles: part-time Custodial Worker I \$18.50 (up to ten years of CPL service) and \$20.35 (over ten years of CPL service); part-time Guard \$19.50 (up to ten years of CPL service) and \$21.45 (over ten years of CPL service). Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the Comsewogue Public Library Employee Recruitment Statement. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to engage the services of John Tanzi Architects to provide Architectural Services relating to the Skylight Replacement Project at a fee for base services of \$3,200 and Construction Observation (optional service) at additional \$200/hour. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the resignations of Stephen Bergen (effective September 10, 2021) and Janet Liebegott (effective December 13, 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.

A member of the public spoke.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adjourn the meeting at 7:20 P.M. Approved unanimously.

Secretary, Board of Trustees



Comsewogue Public Library Trustee Recruitment Statement

In accordance with New York State Education Law, as outlined in the New York State Board of Regents' Statement on the Governance Role of a Trustee or Board Member, and to help ensure the overall effectiveness of the Library in fulfilling its mission, Comsewogue Public Library confirms that methods employed in the recruitment of trustees shall be those likely to result in board diversity, as relates to such factors as viewpoint, age, orientation, career, and affiliation.

The Library Board will, accordingly, seek and welcome individuals willing to make the necessary commitment, and with the skills, life experiences, backgrounds, and other characteristics that will best serve the institution's needs and the community it serves.

Recruitment methods will be reviewed on an ongoing basis by those closest to the aforementioned processes, and this statement shall annually come under board review.



Comsewogue Public Library Employee Recruitment Statement

Comsewogue Public Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner.

The Library's administrative and search committee processes and practices shall embrace best practices to encourage broad applicant pools, guard against implicit bias, and ensure consistency throughout recruitment, hiring, and onboarding.

All methods will be reviewed on an ongoing basis by those closest to the aforementioned processes, and this statement shall annually come under board review.

Director's Report

January 2022

Personnel

- Several employees showed great teamwork in covering a public desk during a staff shortage

Operations

- CPL was named a 2021 *4-Star Library* by Library Journal
- CPL achieved Sustainability Certification through the New York Library Association
- CPL received a grant of NYS bullet aid through Assemblyman Englebright's office
- Free supply of KN95 masks obtained through Suffolk County distribution

Building & Grounds

- Old Town Blooms planted a donation of over 600 bulbs at the Library in late December

Professional Activities

- Campus Active Shooter Integrated Response Training, Jan. 6 & 7, SUNY Stony Brook

Community Activities

- Board roles with Rotary, Mather, Jefferson's Ferry, Decision Women



Comsewogue Public Library

Highlights

July 2020 – December 2021

Personnel

- Several long-time employees and employees in supervisory positions retired, with some staff promoted to fill vacancies, additional hires made, and some departmental restructuring
- Several employees were trained in a variety of non-mandated areas, such as food safety, working with the homeless and mentally ill, administering naloxone.
- Jen Bagliavio (Children’s & Teen) was recognized by SCLA for her work with TikTok from the start of the pandemic
- Weathered recruitment/retention/COVID-related staffing issues

Operations

- Building re-opened to public in July and resumed “pre-COVID” hours August 1 with continued curbside service throughout; hybrid service model preserved; quarantining of items ceased March 8.
- Post-Tropical Storm Isaias, when many residents lost power, the Library responded with Wi-Fi, charging services, and outdoor seating
- Library Green Team achieved Green Certification through NYLA Sustainability Initiative; next phase included benchmarks, and these were achieved in December 2021, making CPL the 9th library in NYS to reach this achievement
- Charter amendment project underway
- Public Employer Health Emergency Plan developed
- Launched a free notary service for public (2 trained employees)
- Working with SCLS re: *Libraries Nourish* education and certification
- Prepared for the possibility of a First Amendment Audit
- Seed Library launched
- Participated in *Summer Food Service Program* to provide healthy lunches to children
- Local History website launched
- 55th Library Anniversary planning underway

Building & Grounds

- MERV-13 HVAC filters installed
- HVAC Construction Grant closed out/all funds received
- South Wall Waterproofing Project completed
- Boiler Replacement Project well underway; awaiting NYSED approval; boiler 2 decommissioned and re-inspected
- Cherry trees planted to commemorate Earth Day and the Norway Maple we lost
- Partial conversion to LED lighting began; additional lighting research began
- StoryWalk installation completed; formal walking path to be quoted
- Skylight repair project commenced

Professional Activities

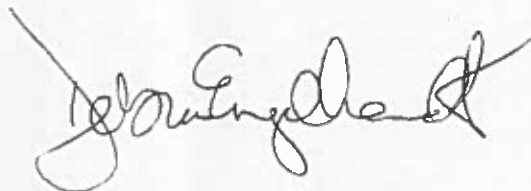
- Hosted a high school intern through a work-readiness program for disabled students
- Hosted a library science undergraduate degree intern
- Attended NYS Annual Library Conference (Syracuse)



- Met with school district administrator and librarians re: partnering/sharing opportunities

Community Activities

- Census 2020 awareness event
- Partnered with school district to provide a family in need with Wi-Fi hotspot for remote learning
- Hosted Flu Shot Clinic
- Participated in The Great Give Back (fostering volunteerism)
- Partnering with two GSA troops re: food pantry and pollinator garden
- Partnered with two BSA troops re: two projects (sculpture restore & flag donation box)
- Presented to local women's business organization re: library services during a pandemic
- Partnered with Chamber re: Union Hall Exhibit/Brookhaven Cleanup Day
- Partnered with Mather Hospital re: library-nursing initiative article published in *Public Health Nursing*
- Partnered with SB Medicine and SCLS re: *Healthy Libraries Program* (HeLP commenced 9/14)
- Partnered with SB Medicine, AMA and SCLS re: Blood Pressure Cuff lending
- Community garden planning underway

A handwritten signature in black ink, appearing to read "J. England". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Comsewogue Public Library

Personnel Report

January 18, 2022

New Appointment(s):

Samuel Schwartz, Guard (PT), effective January 13, 2022. Salary \$19.50 hr.

Resignation(s):

* John McHugh, Guard (PT), effective January 13, 2022.

* Tara Ragona, Librarian I Children's Services (PT), effective December 30, 2021.

*Requires Board Motion

*Comsewogue Public Library
Statistical Report 2021/2022*

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December 2021

	December 2021	Dec 2020	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
Patron Registration							
* Comsewogue Borrower Registration:							
1	Adult	53	29	82.76%	8,619	8,936	-3.55%
2	Juvenile	17	12	41.67%	2,931	3,050	-3.90%
3	Total	70	41	70.73%	11,550	11,986	-3.64%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	12	3	300.00%	4,389	4,557	-3.69%
5	Port Jefferson Library	11	5	120.00%	1,654	1,737	-4.78%
Miller Place Borrower Registration:							
6	Comsewogue Library	17	4	325.00%	4,452	4,650	-4.26%
7	Port Jefferson Library	10	5	100.00%	2,041	2,295	-11.07%
8	Total CPL Members	99	48	106.25%	20,391	21,193	-3.78%
9	Library Visits ****	7,085	4,431	59.90%	45,956	28,121	63.42%
****- Estimated due to door counter malfunction							
Transactions							
10	Circulation of Library Materials	22,118	23,769	-6.95%	154,546	145,884	5.94%
Circulation / Downloads:							
11	Over Drive-Audio/eBooks	7,457	7,622	-2.16%	47,308	46,966	0.73%
12	Hoopla	878	999	-12.11%	5,041	6,069	-16.94%
13	Kanopy	215	268	-19.78%	1,123	946	18.71%
Circulation Other:							
14	Museum Passes**	23	2	1050.00%	218	18	1111.11%
15	Hotspots	32	28	14.29%	275	175	57.14%
16	Rokus***	22	3	633.33%	54	25	116.00%
17	Wonderbooks	51	33	54.55%	480	274	75.18%
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	712	424	67.92%	4,023	2,438	65.01%
19	Public Wireless Sessions	1,537	683	125.04%	9,989	4,247	135.20%
Interlibrary Loan:							
20	Items Loaned	1,221	1,376	-11.26%	6,924	7,825	-11.51%
21	Items Borrowed	1,407	1,570	-10.38%	9,087	9,464	-3.98%
Collection (current count at month end)							
22	Books - Adult	59,808	60,035				-0.38%
23	Books - Juvenile	68,214	69,479				-1.82%
24	Books - Total	128,022	129,514				-1.15%
25	AV - Audio Books	6,767	6,761				0.09%
26	AV - Compact Discs	11,919	12,755				-6.55%
27	AV - DVDs	21,824	21,778				0.21%
28	AV- Video Games	288	287				0.35%
29	Curbside pick-up started 6/15/20, 38 cars were served for December 2021.						

Stat totals are for fiscal year except where noted with *

Adult Programming: December 2021

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Program Name	Sessions	Registered	Attended
KIT: DIY Ugly Sweater	n/a	n/a	40
KIT: Holiday Wrapping Paper	n/a	n/a	48
ONLINE Rob Scott Cooking Demo Videos (YouTube)	5	n/a	7,12,14,5,5
		views	62,58,65,58,58
Medicaid Enrollment Asssitance	1	n/a	1
ONLINE Holiday Guitar (Zoom)	3	15	7,5,4
		views	4,6,6
Hot Chocolate & Cookie Giveaway @ the Library	1	n/a	150
HIICAP	appt	2	4
Train Trip to NYC	1	64	58
ONLINE Concert: Motown Christmas (YouTube)	1	5	11
		views	11
ONLINE Under The Hood: Car Maintenance (Zoom)	1	5	6
		views	7
ONLINE Breathe Together (Zoom)	4	33	7,7,6,5
Shared with other libraries on Long Island			
Evergreen Wreath \$15pp	2	12,22	10,21
ONLINE New English Speakers (Zoom)	4	n/a	7,4,3,3
ONLINE Simplify The Holidays (Zoom)	1	7	4
		views	12
Knit & Crochet	1	3	4
ONLINE Food Festival - Rob Scott (Facebook Live)	1	n/a	17
Shared with other libraries around the country		views	2200
ONLINE Trivia	2	17,n/a	42,51
Senior Advocate	appt	2	2
ONLINE Stuffed Bell Peppers (Zoom)	1	5	2
		views	12
Rob Scott - Potato Leek Soup & Snowstorm Cookies	2	20,22	18,21
Holiday Bingo	1	20	16

Adult Programming: Summary

ONLINE Travel Tuesday Holiday Markets (YouTube)	1	n/a	10
		<i>views</i>	<i>10</i>
One-on-One Appointments	unlimited	4	3
TOTALS	33	258	640

* View counts as of 1/3/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
December 2021	33	258	640
YTD 2021	510	4303	8208
December 2020	33	197	623
YTD 2020	452	3738	6333

Children and Teen Services Department
December 2021 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Family Gingerbread House Decorating*** Children, All Ages, With Caregiver	48	4	83	69		152
Folktale Fun:Open Sesame Children, All Ages, With Caregiver	9	1	9	8		17
Noon Year's Eve Children, All Ages, With Caregiver	12	1	19	15		34
Infant Massage Children, Birth-11 Months, With Caregiver	7	1	6	6		12
Baby Start Children, Birth-17 Months, With Caregiver	12	1	10	10		20
Mother Goose on the Loose Children, Birth - 35 Months, With Caregiver	21	2	11	10		21
Come Play with PlayHooray Children, Birth - Pre-K, With Caregiver	25	3	15	15		30
Toddler Sign Time Children, 12-17 Months, With Caregiver	5	1	5	5		10
Fun With Toddlers Children, 12-35 Months, With Caregiver	23	2	16	16		32
Read & Romp Children, 12-35 Months, With Caregiver	11	1	9	9		18
A Time for Kids: Mr. Potato Head Children, 18 Months - Pre-K, With Caregiver	26	2	26	26		52
Tales for Tots: Shimmy Shake Children, 2.5 Years - Pre-K, With Caregiver	16	1	16	16		32
ClubHouse Kids Children, 3 Years - Pre-K, With Caregiver	8	1	4	4		8
Skoblicki Scientists: Deer Friends Children, 3 Years - Pre-K, With Caregiver	9	1	6	6		12
Skoblicki Scientists: Save the Koalas Children, Grades K-2	19	1	4			4
Candle Making Children, Grades K-5	46	2	34			34

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
Create a Mystery Gift Students, Grades K-5	47	2	33			33
Retro Video Games Students, Grades K-5	38	2	17			17
STEM Workshop Students, Grades K-5	19	1	9			9
Winter Yoga Students, Grades 3-5	12	1	8			8
Teen 3D Snowflakes Students, Grades 6-12	24	1			22	22
Teen Agents of Change Students, Grades 6-12	10	1			3	3
Teen Candy Cane Body Scrub Students, Grades 6-12	17	1			11	11
Teen Create a Candle Students, Grades 6-12	23	1			18	18
Teen Gingerbread Cookie Decorating Students, Grades 6-12	21	1			19	19
Teen Holiday Cards for Hospitalized Kids Students, Grades 6-12	24	1			20	20
Teen Remote Community Services Students, Grades 6-12		5			17	17
Teen Sharpie Mugs and Cocoa Dippers Students, Grades 6-12	22	1			13	13
Teen Retro Video Game Night Students, Grades 6-12	19	1			7	7
Teen Ugly Sweater Party Students, Grades 6-12	13	1			7	7
Totals	586	45	340	215	137	692

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
<u>SUMMARY OF STATISTICS</u>	Dec '21	Nov. '21	YTD '21	YTD '20		
TOTAL # OF SESSIONS	45	38	535	336		
TOTAL # OF CHILDREN	340	275	9,750	3,310		
TOTAL # OF ADULTS	215	164	2,569	1,321		
TOTAL # OF TEENS	137	135	2,150	1,344		
TOTAL # OF PATRONS	692	574	14,469	5,975		

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

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

Comsewogue Public Library 2021/2022 Tax Receipts

COMSEWOGUE LIBRARY DIST. (US. Bank, Trustee)

Town of Brookhaven	Payment Date	Total \$ Town Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Notes / Amount Retained for Bonds
1	12/30/2021	126,832.80	12/30/2021	126,832.80	0.00
2	1/6/2022	180,340.39	1/10/2022	180,340.39	0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
16					0.00
17					0.00
18					0.00
19 *					0.00

TOTAL AMOUNT TAXES TO BE RAISED:

\$3,063,393.00

Total Payments From Town of Brk

\$307,173.19

Payments CPL Received

\$307,173.19

Payments US Bank Retained for Bonds

\$0.00

Interest Received*

Remaining Balance - Uncollected Taxes

Total Payments (including interest)

\$307,173.19

\$307,173.19

1/12/2022

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of November 30, 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	1,193,161.24
1110 · Savings-Capital Improvements	779,991.02
1114 · Savings-Termination Pay	233,753.62
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 2,254,325.92

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	13,247.00
1154 · PREPAID EXPENSES	8,500.00

Total Other Current Assets 21,747.00

Total Current Assets 2,276,072.92

TOTAL ASSETS 2,276,072.92

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Health Ins - enrollee contrib	2,251.20
2186 · Retirement	271.97
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	262.20

Total Other Current Liabilities 43,094.65

Total Current Liabilities 43,094.65

Total Liabilities 43,094.65

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	-2,429,970.27

Total Equity 2,232,978.27

TOTAL LIABILITIES & EQUITY 2,276,072.92

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending November 30, 2021

	<u>November 21</u>	<u>July 21 - November 21</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	29.28	188.27
3304 · Interest Earned	212.58	1,587.04
3305 · Unclassified rev.-Copies	715.00	4,786.04
3306 · Unclassified rev.-Books	47.31	1,930.32
3307 · Unclassified rev.-Other	-20.03	53.46
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	134.32	15,139.32
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
Total Revenue	<u>1,118.46</u>	<u>29,790.45</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending November 30, 2021

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	NOVEMBER	JULY - NOVEMBER		
4401 · Computer Supplies	1,561.98	4,516.59	12,000.00	-7,483.41
4402 · Computer Equipment/Parts	32.01	1,226.86	15,000.00	-13,773.14
4403 · Furniture & Equipment	175.57	996.79	23,000.00	-22,003.21
4404 · Salaries-Professional	146,723.51	753,330.51	1,967,760.00	-1,214,429.49
4405 · Salaries-Clerical	58,358.24	282,646.35	881,223.00	-598,576.65
4406 · Salaries-Custodial	4,824.94	24,991.81	70,008.00	-45,016.19
4407 · Salaries-Guard	1,563.85	9,738.60	67,101.00	-57,362.40
4410 · Library Books	14,626.80	40,611.06	125,600.00	-84,988.94
4412 · Audio Video	2,624.20	8,294.34	38,000.00	-29,705.66
4413 · Periodicals	75.20	14,103.51	15,600.00	-1,496.49
4414 · Computer Software	453.07	1,530.22	9,000.00	-7,469.78
4415 · Electronic Data Base	10,940.22	44,064.35	235,000.00	-190,935.65
4417 · OTHER THINGS LENDING	1,114.58	10,400.56	17,500.00	-7,099.44
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	4,230.50	16,423.17	60,000.00	-43,576.83
4421B · Children/Teen	4,609.00	15,004.00	60,000.00	-44,996.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	393.74	1,203.64	9,000.00	-7,796.36
4422B · Children/Teen	779.97	8,267.39	14,000.00	-5,732.61
4428 · Conferences	818.00	2,063.30	12,000.00	-9,936.70
4429 · Circulation	86.61	37,948.40	61,000.00	-23,051.60
4430 · Office & Library Supplies	1,916.81	4,455.13	17,000.00	-12,544.87
4431 · Telecommunications	775.13	3,896.85	10,000.00	-6,103.15
4432 · Cartage	193.50	967.50	3,600.00	-2,632.50
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	12,707.43	43,466.37	82,500.00	-39,033.63
4438 · Membership Dues	885.00	1,210.00	3,000.00	-1,790.00
4439 · Equipment/Building Maint & Repair	4,849.11	65,778.53	178,550.00	-112,771.47
4440 · Snow Removal	0.00	0.00	12,500.00	-12,500.00
4441 · Building Security	6,721.89	27,407.40	75,000.00	-47,592.60
4450 · Utilities	7,968.21	54,601.51	116,000.00	-61,398.49
4451 · Custodial Supplies	2,070.27	5,283.32	16,000.00	-10,716.68
4453 · Employees Assistance Program	0.00	3,102.50	3,300.00	-197.50
4454 · Insurance - Library	0.00	58,287.61	61,000.00	-2,712.39
4456 · Rental Expenses	1,466.00	7,826.29	20,000.00	-12,173.71
4471 · Workers Compensation Insurance	0.00	26,192.00	27,250.00	-1,058.00
4472 · Life Insurance	910.50	2,891.28	6,600.00	-3,708.72
4473 · Dental Insurance	5,169.24	17,418.63	41,000.00	-23,581.37
4474 · VISION INS	632.40	1,995.36	6,600.00	-4,604.64
4476 · 9020.8 Retirement Expense	417,060.00	417,060.00	407,000.00	10,060.00
4477 · 9030.8 Social Security Expense	14,982.54	78,844.22	224,000.00	-145,155.78
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	57,593.31	282,871.93	765,000.00	-482,128.07
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
Total Expense	789,893.33	2,459,760.72	6,182,292.00	-3,722,531.28

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**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
WARRANT 01/22/1 - January 18, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
01/18/2022	24376	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	160.00 <hr/> 160.00
01/18/2022	24377	Ace Hardware Ace Hardware	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	39.56 <hr/> 39.56
01/18/2022	24378	Adamko, Patricia Adamko, Patricia	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50 <hr/> 445.50
01/18/2022	24379	Adamko, Walter Adamko, Walter	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50 <hr/> 445.50
01/18/2022	24380	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00 <hr/> 175.00
01/18/2022	24381	Albanese, Catherine Albanese, Catherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50 <hr/> 445.50
01/18/2022	24382	American Express American Express American Express American Express American Express	1102 · Checking Account 4414 · Computer Software 4422A · Adult 4430 · Office & Library Supplies 4422B · Children/Teen	13.47 82.66 222.90 296.97 <hr/> 616.00
01/18/2022	24383	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	67.62 234.33 <hr/> 301.95
01/18/2022	24384	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen	843.00 <hr/> 843.00
01/18/2022	24385	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	7,707.08 3,080.09 <hr/> 10,787.17
01/18/2022	24386	Brookhaven Locksmiths Inc. Brookhaven Locksmiths Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	39.99 <hr/> 39.99
01/18/2022	24387	Callahan, Dorothy Callahan, Dorothy	1102 · Checking Account 4421A · Adult	10.00 <hr/> 10.00
01/18/2022	24388	CCH Incorporated CCH Incorporated	1102 · Checking Account 4410 · Library Books	183.26 <hr/> 183.26
01/18/2022	24389	Children's Museum of the East End Children's Museum of the East End	1102 · Checking Account 4417 · OTHER THINGS LENDING	300.00 <hr/> 300.00
01/18/2022	24390	Cornell Cooperative Extension, S... Cornell Cooperative Extension, S...	1102 · Checking Account 4421A · Adult	150.00 <hr/> 150.00
01/18/2022	24391	Curiously Creative Candles Curiously Creative Candles	1102 · Checking Account 4421B · Children/Teen	795.00 <hr/> 795.00

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
WARRANT 01/22/1 - January 18, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				795.00
01/18/2022	24392	D.A.M. Video Inc. D.A.M. Video Inc.	1102 · Checking Account 4421A · Adult	500.00
				500.00
01/18/2022	24393	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	1,519.72
				1,519.72
01/18/2022	24394	DeFigueiredo, Anna DeFigueiredo, Anna	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24395	DeRosalia, Angela DeRosalia, Angela	1102 · Checking Account 4479 · 9060.8 Health Insurance	1,158.30
				1,158.30
01/18/2022	24396	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	949.95
				949.95
01/18/2022	24397	EnvisionWare EnvisionWare	1102 · Checking Account 4414 · Computer Software	725.00
				725.00
01/18/2022	24398	Findaway World LLC Findaway World LLC	1102 · Checking Account 4410 · Library Books	56.99
				56.99
01/18/2022	24399	Forkin, James Forkin, James	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24400	Forkin, Donna Forkin, Donna	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24401	Fort, Brenda Fort, Brenda	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24402	Frick Collection Frick Collection	1102 · Checking Account 4417 · OTHER THINGS LENDING	200.00
				200.00
01/18/2022	24403	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	29.83
				29.83
01/18/2022	24404	Giaquinto and Company Giaquinto and Company	1102 · Checking Account 4437 · Accounting and Legal	7,500.00
				7,500.00
01/18/2022	24405	Gilmore, Barbara Gilmore, Barbara	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24406	Gilmore, Frederick Gilmore, Frederick	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24407	Gomer, Regina Gomer, Regina	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24408	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies	1,376.04

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
WARRANT 01/22/1 - January 18, 2022

Date	Num	Name	Account	Debit
				1,376.04
01/18/2022	24409	GranPrints GranPrints	1102 · Checking Account 4430 · Office & Library Supplies	1,006.50
				1,006.50
01/18/2022	24410	Hall, Dianne Hall, Dianne	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24411	Hall, Erik Hall, Erik	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24412	ID Label, Inc. ID Label, Inc.	1102 · Checking Account 4429 · Circulation	419.90
				419.90
01/18/2022	24413	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	9.89
				9.89
01/18/2022	24414	Iovino, Daniel Iovino, Daniel	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24415	Iovino, Maria Iovino, Maria	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24416	Jaffe, Karen Jaffe, Karen	1102 · Checking Account 4479 · 9060.8 Health Insurance	623.70
				623.70
01/18/2022	24417	JanWay Company USA, Inc. JanWay Company USA, Inc.	1102 · Checking Account 4422A · Adult	286.73
				286.73
01/18/2022	24418	Johnson Controls Security Soluti... Johnson Controls Security Soluti...	1102 · Checking Account 4414 · Computer Software	840.13
				840.13
01/18/2022	24419	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	475.00
				475.00
01/18/2022	24420	King, George King, George	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24421	King, Katherine King, Katherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24422	Lang, Diane Lang, Diane	1102 · Checking Account 4421A · Adult	250.00
				250.00
01/18/2022	24423	Long Island Children's Museum Long Island Children's Museum	1102 · Checking Account 4417 · OTHER THINGS LENDING	2,600.00
				2,600.00
01/18/2022	24424	Long Island Retro Gaming, LLC Long Island Retro Gaming, LLC	1102 · Checking Account 4421B · Children/Teen	600.00
				600.00
01/18/2022	24425	Lusak, Richard Lusak, Richard	1102 · Checking Account 4479 · 9060.8 Health Insurance	445.50

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
WARRANT 01/22/1 - January 18, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				445.50
01/18/2022	24426	MCJ Cleaning Services	1102 · Checking Account	
		MCJ Cleaning Services	4439 · Equipment/Blding Maint & ...	3,650.00
				3,650.00
01/18/2022	24427	Midwest Tape	1102 · Checking Account	
		Midwest Tape	4412 · Audio Video	2,504.21
		Midwest Tape	4415 · Electronic Data Base	1,513.01
				4,017.22
01/18/2022	24428	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	54.05
				54.05
01/18/2022	24429	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	20.00
				20.00
01/18/2022	24430	NYS Employees' Health Ins Pend...	1102 · Checking Account	
		NYS Employees' Health Ins Pend...	4479 · 9060.8 Health Insurance	59,609.82
		NYS Employees' Health Ins Pend...	2185 · Health Ins - enrollee contrib	3,436.12
				63,045.94
01/18/2022	24431	NYSSMA Manual	1102 · Checking Account	
		NYSSMA Manual	4410 · Library Books	60.00
				60.00
01/18/2022	24432	O'Connell, Carol	1102 · Checking Account	
		O'Connell, Carol	4479 · 9060.8 Health Insurance	1,425.60
				1,425.60
01/18/2022	24433	O'Neil, Mary Ellen	1102 · Checking Account	
		O'Neil, Mary Ellen	4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24434	Olsen, Deborah	1102 · Checking Account	
		Olsen, Deborah	4428 · Conferences	20.00
				20.00
01/18/2022	24435	Ozkaya, Charyl	1102 · Checking Account	
		Ozkaya, Charyl	4421A · Adult	100.00
				100.00
01/18/2022	24436	PAYCHEX	1102 · Checking Account	
		PAYCHEX	4437 · Accounting and Legal	158.44
				158.44
01/18/2022	24437	Paychex of New York LLC	1102 · Checking Account	
		Paychex of New York LLC	4437 · Accounting and Legal	1,440.82
				1,440.82
01/18/2022	24438	Popielaski, Joan	1102 · Checking Account	
		Popielaski, Joan	4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24439	Popielaski, William	1102 · Checking Account	
		Popielaski, William	4479 · 9060.8 Health Insurance	445.50
				445.50
01/18/2022	24440	Quigley, Deborah A.	1102 · Checking Account	
		Quigley, Deborah A.	4421A · Adult	200.00
				200.00
01/18/2022	24441	R.C. Gluck Associates LLC	1102 · Checking Account	
		R.C. Gluck Associates LLC	4421A · Adult	67.00
				67.00

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
WARRANT 01/22/1 - January 18, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
01/18/2022	24442	Rotorpro Rotorpro	1102 · Checking Account 4439 · Equipment/Bliding Maint & ...	595.00 595.00
01/18/2022	24443	SCLS - PALS SCLS - PALS	1102 · Checking Account 4429 · Circulation	6,879.13 6,879.13
01/18/2022	24444	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	700.00 700.00
01/18/2022	24445	Seaman, Kevin A. Seaman, Kevin A.	1102 · Checking Account 4437 · Accounting and Legal	8,250.00 8,250.00
01/18/2022	24446	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	4,187.40 4,187.40
01/18/2022	24447	Sessa, Sheryl Sessa, Sheryl	1102 · Checking Account 4479 · 9060.8 Health Insurance	1,158.30 1,158.30
01/18/2022	24448	Skoblicki, Michelle A. Skoblicki, Michelle A.	1102 · Checking Account 4421B · Children/Teen	350.00 350.00
01/18/2022	24449	SoFo SoFo	1102 · Checking Account 4417 · OTHER THINGS LENDING	100.00 100.00
01/18/2022	24450	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00 20.00
01/18/2022	24451	Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies 4422A · Adult	994.21 7.29 1,001.50
01/18/2022	24452	Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4429 · Circulation	102.00 102.00
01/18/2022	24453	Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult	800.00 800.00
01/18/2022	24454	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	165.32 165.32
01/18/2022	24455	Times Beacon Record Newspapers Times Beacon Record Newspapers	1102 · Checking Account 4413 · Periodicals	59.00 59.00
01/18/2022	24456	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	170.05 170.05
01/18/2022	24457	Washburn, Elizabeth Washburn, Elizabeth	1102 · Checking Account 4479 · 9060.8 Health Insurance	623.70 623.70
01/18/2022	24458	Washburn, John Washburn, John	1102 · Checking Account 4479 · 9060.8 Health Insurance	623.70

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01/14/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
WARRANT 01/22/1 - January 18, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				623.70
01/18/2022	24459	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	193.50
				<u>193.50</u>
01/18/2022	24460	WT COX Information Services	1102 · Checking Account	
		WT COX Information Services	4413 · Periodicals	55.20
				<u>55.20</u>
TOTAL				<u><u>144,731.48</u></u>

3:28 PM
12/20/21

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
December 23, 2021

12/23/2021 Payroll
Check Register

Date	Num	Name	Account	Debit
12/23/2021	24367	Equitable Financial	1102 - Checking Account	4,252.00
		Equitable Financial	2184 - Annuity	4,252.00 ✓
12/23/2021	24368	NYS Employees Retirement Syst...	1102 - Checking Account	2,557.32
		NYS Employees Retirement Syst...	2186 - Retirement	117.30
		NYS Employees Retirement Syst...	2186 - Retirement	602.00 ✓
		NYS Employees Retirement Syst...	2186 - Retirement	602.00
				3,276.62 ✓
TOTAL				7,528.62

12/23/2021 Payroll Warrant

Payroll Warrant	\$ 7,528.62
<u>Paychex Payroll</u>	<u>\$ 108,274.46</u>
TOTAL	\$ 115,803.08

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01/04/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

January 6, 2022

01/06/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
01/06/2022	24369	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
				<hr/>
				1,051.84 ✓
01/06/2022	24370	AT&T	1102 · Checking Account	
		AT&T	4431 · Telecommunications	57.99
				<hr/>
				57.99 ✓
01/06/2022	24371	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,252.00
				<hr/>
				4,252.00 ✓
01/06/2022	24372	Optimum	1102 · Checking Account	
		Optimum	4431 · Telecommunications	623.11
				<hr/>
				623.11 ✓
01/06/2022	24373	PSEGLI	1102 · Checking Account	
		PSEGLI	4450 · Utilities	5,950.85
				<hr/>
				5,950.85 ✓
01/06/2022	24374	Suffolk County Water Authority	1102 · Checking Account	
		Suffolk County Water Authority	4450 · Utilities	455.70
				<hr/>
				455.70 ✓
01/06/2022	24375	Verizon	1102 · Checking Account	
		Verizon	4431 · Telecommunications	97.78
				<hr/>
				97.78 ✓
TOTAL				<hr/>
				12,489.27

01/06/2022 Payroll Warrant

Payroll Warrant	\$ 12,489.27
<u>Paychex Payroll</u>	<u>\$ 101,718.18</u>
TOTAL	\$ 114,207.45

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		Calendars by Vertex42.com © 2019 Vertex42 LLC. Free to print.
		https://www.vertex42.com/calendars/printable-calendars.html		2022 Calendars 2023 Calendars		

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			Calendars by Vertex42.com © 2019 Vertex42 LLC. Free to print.	
		2022 Calendars			2023 Calendars				

APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
3 Ramadan begins	4	5	6	7	8	9	
10	11	12	13	14	15 Good Friday	16 Passover	
17 Easter	18	19	20	21	22	23	
24	25	26	27	28	29	30	
		March 2022 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 2022 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 © 2018 Vertex42 LLC. Free to print.