

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
~~FEBRUARY 15, 2022~~
RESCHEDULED – FEBRUARY 23, 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. PERSONNEL SICK LEAVE REPORT - 2021
 - 4. COVID-19 UPDATE
 - 5. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 1/20/2022 & 2/3/2022
- J. REPORTS FROM STANDING COMMITTEES
 - 1. PERSONNEL COMMITTEE
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED BUDGET 2022/2023
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. 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
JANUARY 18, 2022

President DeStefano called the meeting to order at 6:03 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee McCrary
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee Spence

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on December 21, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Director's Report dated January 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Director's Highlights Report, July 2020 to December 2021. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the Personnel Report dated January 18, 2022 (revised). Discussion followed. Approved unanimously.

The Director referenced updates to the library's COVID-19 status, as mentioned in the Director's report.

There were no questions or statements from the public.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 1/22/1, dated January 18, 2022, in the amount of \$144,731.48. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for December 23, 2021 (\$115,803.08) and January 6, 2022 (\$114,207.45). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee McCrary, to approve the resignations of John McHugh (effective January 13, 2022) and Tara Ragona (effective December 30, 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 Olson, seconded by Trustee McCrary, to adjourn the meeting at 6:34 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report
February 2022

Personnel – Staffing/coverage issues have subsided as COVID-19 numbers continue to fall

Operations

- 1/19 - Community Garden Committee Meeting - Pilot Project – coming Spring 2022
- 1/27 - Meeting with Town of Brookhaven re: PILOT – general overview of processes
- 2/3 – Budget Meeting with Personnel Committee
- 2/10, 2/11 – Staff Meetings

Building & Grounds

- Heating System plumbing repair went smoothly
- Skylight replacement quotes are being solicited from several contractors for analysis by month's end
- Boiler Replacement Project still awaits NYSED approval; anticipating a summer project, which could coincide with a NYS construction grant application

Professional Activities

- 1/26 – *Building a Masterpiece of Positive Habits* webinar via LILRC
- 2/11 – Meeting with Kevin Verbeseey at CPL re: several items

Community Activities

Rotary, Mather, Jefferson's Ferry, Decision Women, library presence at Civic Meetings, viewing Comsewogue School Board Meetings



Comsewogue Public Library

Personnel Report

February 15, 2022

New Appointment(s):

Samuel Schwartz, Guard (PT), effective January 24, 2022. Salary \$19.50 hr.

Julianna Mangan, Library Clerk (PT), effective January 31, 2022, Salary \$18.26 hr. {Previously a Page}

Jamal Choudhry, Page (PT), effective February 7, 2022. Salary \$15.00 hr.

Almira Frank, Page (PT), effective February 8, 2022. Salary \$15.00 hr.

Leave of Absence:

*Brooke Robitsek, Librarian I - Adult Services (PT), effective January 20, 2022 to April 15, 2022.
{Parental Leave}

*Requires Board Motion

Personnel Sick Leave Report – 2021

| FT Employee | Annual 1/1/2021 | + | Accrued 1/1/2021 | - | Used Sick Days | + | Unused Personal | = | Accrued 1/1/2022 |
|----------------|--------------------|---|---------------------|---|-------------------|---|--------------------|---|---------------------|
| 1 | 12 | + | 1 | - | 9 | + | 2 | = | 6 |
| 2 | 12 | + | 93 | - | 12 | + | 0.5 | = | 93.5 |
| 3 | 12 | + | 1 | - | 2 | + | 2 | = | 13 |
| 4 | 12 | + | 19 | - | 0.5 | + | 2.5 | = | 33 |
| 5 | 12 | + | 186.5 | - | 3 | + | 2 | = | 197.5 |
| 6 | 12 | + | 2 | - | 6.5 | + | 3 | = | 10.5 |
| 7 | 12 | + | 44 | - | 5 | + | 2.5 | = | 53.5 |
| 8 | 12 | + | 8.5 | - | 3.5 | + | 2 | = | 19 |
| 9 | 12 | + | 199.5 | - | 6 | + | 0 | = | 205.5 |
| 10 | 12 | + | 41.5 | - | 15.5 | + | 3 | = | 41 |
| 11 | 12 | + | 70.5 | - | 4 | + | 0 | = | 78.5 |
| 12 | 12 | + | 31 | - | 3.5 | + | 1.5 | = | 41 |
| 13 | 9 | + | 48.5 | - | 57.5 | + | 0 | = | 0 |
| 14 | 12 | + | 169.5 | - | 5.5 | + | 0 | = | 176 |
| 15 | 12 | + | 10 | - | 3.5 | + | 2.5 | = | 21 |
| 16 | 12 | + | 27 | - | 4.5 | + | 0 | = | 34.5 |
| 17 | 12 | + | 171.5 | - | 0.5 | + | 1.5 | = | 184.5 |
| 18 | 12 | + | 22.5 | - | 6 | + | 0 | = | 28.5 |
| 19 | 12 | + | 31.5 | - | 7.5 | + | 0.5 | = | 36.5 |
| 20 | 11.5 | + | 0 | - | 6 | + | 2.5 | = | 8 |
| 21 | 12 | + | 13.5 | - | 3 | + | 0 | = | 22.5 |
| 22 | 7.5 | + | 14.5 | - | 18.5 | + | 0 | = | 3.5 |

1/12/2022

*Comsewogue Public Library
Statistical Report 2021/2022*

E-5

January 2022

| | January 2022 | Jan 2021 | % Change | To Date- 2021/22 | To Date- 2020/21 | To Date - % Change | |
|--|--------------------------------|-----------|-----------|------------------|------------------|--------------------|---------------|
| Patron Registration | | | | | | | |
| Comsewogue Borrower Registration: | | | | | | | |
| 1 | Adult | 42 | 34 | 23.53% | 8,651 | 8,936 | -3.19% |
| 2 | Juvenile | 10 | 11 | -9.09% | 2,928 | 3,052 | -4.06% |
| 3 | Total | 52 | 45 | 15.56% | 11,579 | 11,988 | -3.41% |
| Mount Sinai Borrower Registration: | | | | | | | |
| 4 | Comsewogue Library | 11 | 9 | 22.22% | 4,411 | 4,551 | -3.08% |
| 5 | Port Jefferson Library | 14 | 5 | 180.00% | 1,642 | 1,726 | -4.87% |
| Miller Place Borrower Registration: | | | | | | | |
| 6 | Comsewogue Library | 17 | 10 | 70.00% | 4,437 | 4,646 | -4.50% |
| 7 | Port Jefferson Library | 25 | 5 | 400.00% | 2,041 | 2,285 | -10.68% |
| 8 | Total CPL Members | 80 | 64 | 25.00% | 20,427 | 21,185 | -3.58% |
| 9 | Library Visits * | 6,730 | 5,030 | 33.80% | 52,686 | 33,151 | 58.93% |
| 10 | Curbside Pick Up | 33 | 88 | -62.50% | 267 | 1,469 | -81.82% |
| Transactions | | | | | | | |
| 11 | Circulation of Physical Items: | 21,497 | 23,656 | -9.13% | 176,043 | 169,540 | 3.84% |
| Circulation of Electronic Items: | | | | | | | |
| 12 | Over Drive-Audio/eBooks | 8,659 | 8,555 | 1.22% | 55,967 | 55,521 | 0.80% |
| 13 | Hoopla | 991 | 974 | 1.75% | 6,032 | 7,043 | -14.35% |
| 14 | Kanopy | 250 | 218 | 14.68% | 1,373 | 1,164 | 17.96% |
| Circulation Other:** | | | | | | | |
| 15 | Museum Passes | 18 | 5 | n/a | 236 | 23 | n/a |
| 16 | Library of Things | 59 | | n/a | | | n/a |
| Library of Things include devices, games, tools, etc. Reporting started 1/2022 | | | | | | | |
| 17 | Public Computer Sessions | 589 | 428 | 37.62% | 4,612 | 2,866 | 60.92% |
| 18 | Public Wireless Sessions | 1,469 | 737 | 99.32% | 11,459 | 4,984 | 129.92% |
| Interlibrary Loan: | | | | | | | |
| 19 | Items Loaned | 1,175 | 1,302 | -9.75% | 8,099 | 9,127 | -11.26% |
| 20 | Items Borrowed | 1,568 | 1,596 | -1.75% | 10,655 | 11,060 | -3.66% |

*Estimated due to door counter malfunction 12/22/21- 1/20/22 Door Counter since replaced

**Prior to Aug 2021 stats did not include "Print on Demand" museum passes

Adult Programming: January 2021

E-6

| Program Name | Sessions | Registered | Attended |
|---|-----------------|------------------------|----------------------------|
| Everyday Matinee | 2 | 6,7 | 2,4 |
| ONLINE Breathe Together | 4 | 34 | 6,6,6,8 |
| ONLINE New English Speakers (Zoom) | 4 | n/a | 6,5,6,4 |
| ONLINE Helping Children Thrive & Cope (Zoom) | 1 | 4 | 2 |
| ONLINE Navigating Your New Normal (Zoom) | 1 | 3 | 22 |
| | | <i>views</i> | <i>12 (3-7day)</i> |
| ONLINE Rob Scott Cooking Demo Videos (YouTube) | 4 | n/a | 66,76,38,40 |
| | | <i>views</i> | <i>383,131,261,154</i> |
| Defensive Driving | 2 | 22,23 | 19,23 |
| ONLINE Concert: East End Trio (Facebook/YouTube) | 1 | 10 | 53 |
| ONLINE Verbal Judo (Zoom) | 1 | 10 | 5 |
| ONLINE How To Sound Smart About Wine (Zoom) | 1 | 8 | 16 |
| | | <i>views</i> | <i>8 (3-7day)</i> |
| Rob Scott In-Person | 2 | 11,12 | 11,11 |
| ONLINE Cricut's Design Space (Zoom) | 1 | 9 | 3 |
| | | <i>views</i> | <i>11 (4-7day)</i> |
| Knit & Crochet | 1 | 7 | 4 |
| ONLINE One-on-One Genealogy (Zoom) | Appt | 4 | 4 |
| ONLINE Relax & Connect (Zoom) | 1 | n/a | 1 |
| Caring For Wildlife | 1 | 15 | 11 |
| ONLINE Sun-Style Tai Chi (Zoom) | 2 | 12 | 5,5 |
| | | <i>views</i> | <i>12(6-7d), 13(10-7d)</i> |
| ONLINE Write This Way (Zoom) | 1 | 15 | 9 |
| ONLINE Winter Food Festival - Rob Scott (Facebook Live) | 1 | <i>engagements</i> | 18 |
| Shared with other libraries around the country | | <i>redirect clicks</i> | 13 |
| ONLINE Art Talk: Botticelli (Zoom) | 1 | 45 | 18 |
| ONLINE Travel Tuesday: SE Spain (Facebook; YouTube) | 1 | n/a | 19 |

Adult Programming: Summary

| | | | |
|--|-----------|--------------|---------------------|
| ONLINE DSLR Photography (Zoom) | 1 | 39 | 8 |
| | | <i>views</i> | <i>69 (58-7day)</i> |
| ONLINE Twisted Soft Pretzels with Rob Scott (Zoom) | 2 | 7,4 | 7,4 |
| One-on-One Appointments | unlimited | 9 | 9 |
| TOTALS | 36 | 316 | 560 |

* View counts as of 2/8/22

| | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|--------------|-----------------|-------------------|-----------------|
| January 2022 | 36 | 316 | 560 |
| YTD 2022 | 36 | 316 | 560 |
| January 2021 | 42 | 379 | 739 |
| YTD 2021 | 42 | 379 | 739 |

Children and Teen Services Department

January 2022 Statistics

| Program Title | Patrons Registered | Patrons in Attendance for All Sessions | | | | |
|--------------------------------|--------------------|--|----------|--------|-------|--------|
| | Total | Sessions | Children | Adults | Teens | Totals |
| Take & Make Candy Bark | 30 | 1 | 30 | 30 | | 60 |
| All ages w/caregiver | | | | | | |
| Winter Bingo | 12 | 1 | 10 | 13 | | 23 |
| All ages w/caregiver | | | | | | |
| Lullaby Time Bells are Ringing | 8 | 1 | 4 | 4 | | 8 |
| Birth-12 mon, w/caregiver | | | | | | |
| Baby Start | 10 | 1 | 7 | 7 | | 14 |
| Birth-12 mon, w/caregiver | | | | | | |
| Babies Boogie | 12 | 1 | 8 | 8 | | 16 |
| Birth-17 mon, w/caregiver | | | | | | |
| Fun With Toddlers | 15 | 1 | 13 | 12 | | 25 |
| 12-35 mon, w/caregiver | | | | | | |
| Kidnastics | 24 | 2 | 20 | 19 | | 39 |
| 12mon-prek, w/caregiver | | | | | | |
| Sensory Fun | 12 | 1 | 7 | 7 | | 14 |
| 18-35 mon, w/caregiver | | | | | | |
| Toddler Tango | 12 | 1 | 9 | 9 | | 18 |
| 18-35 mon, w/caregiver | | | | | | |
| Tots Night Out | 11 | 1 | 6 | 5 | | 11 |
| 18 mon-pre-k, w/caregiver | | | | | | |
| Tales for Tots: Let it Snow | 11 | 1 | 3 | 3 | | 6 |
| 2.5 years-prek, w/caregiver | | | | | | |
| ClubHouse Kids | 9 | 1 | 6 | 6 | | 12 |
| 3 years-prek, w/caregiver | | | | | | |
| Sensory Storytime | 6 | 1 | 5 | 5 | | 10 |
| 3 years-prek, w/caregiver | | | | | | |
| Imagine That! | 13 | 1 | 6 | | | 6 |
| Grades K-2 | | | | | | |
| Magic of Snowflakes Storytime | 11 | 1 | 7 | | | 7 |
| Grades k-2 | | | | | | |
| Shredded Snowman | 15 | | 9 | | | 9 |
| Grades K-2 | | | | | | |

| Program Title | Patrons Registered | Patrons in Attendance for All Sessions | | | | |
|---|--------------------|--|------------|------------|------------|------------|
| | Total | Sessions | Children | Adults | Teens | Totals |
| Meet the Animals Grades K-5 | 51 | 2 | 39 | | | 39 |
| Narwhal, Unicorn of the Sea Grades K-5 | 24 | 2 | 22 | | | 22 |
| Time Capsule Craft Grades K-5 | 31 | 2 | 17 | | | 17 |
| Google Meet Boyle Rd. Virtual Visit Grades 3-5 | | 2 | 224 | 11 | | 235 |
| Hockeymania Grades 3-5 | 8 | 1 | 3 | | | 3 |
| Penguin Paint Nite Grades 3-5 | 18 | 1 | 9 | | | 9 |
| Agents of Change Students, Grades 6-12 | 9 | 1 | | | 7 | 7 |
| Birthday Swag Bag Grades 6-12 | 19 | 1 | | | 19 | 19 |
| Coupons for Troops Grades 6-12 | 23 | 1 | | | 19 | 19 |
| Let's Chat Books Grades 6-12 | 3 | 1 | | | 1 | 1 |
| New Year's Mondfulness and Vision Boards Grades 6-12 | 13 | 1 | | | 5 | 5 |
| No-Slip Socks for Nursing Home Seniors Grades 6-12 | 24 | 1 | | | 21 | 21 |
| Remote Community Service Grades 6-12 | | 5 | | | 14 | 14 |
| Take & Make Snowman Cake Pops Grades 6-12 | 24 | 1 | | | 24 | 24 |
| Teen Talk: Grades 6-12 | 9 | 1 | | | 7 | 7 |
| Teen Winter Piaint Nite Grades 6-12 | 24 | 1 | | | 19 | 19 |
| Totals | 491 | 40 | 464 | 139 | 136 | 739 |

| Program Title | Patrons Registered | Patrons in Attendance for All Sessions | | | | |
|-------------------------------------|--------------------|--|----------|---------|-------|--------|
| | Total | Sessions | Children | Adults | Teens | Totals |
| <u>SUMMARY OF STATISTICS</u> | Jan '22 | Jan '21 | YTD '22 | YTD '21 | | |
| TOTAL # OF SESSIONS | 40 | 43 | 40 | 43 | | |
| TOTAL # OF CHILDREN | 464 | 615 | 464 | 615 | | |
| TOTAL # OF ADULTS | 139 | 125 | 139 | 125 | | |
| TOTAL # OF TEENS | 136 | 161 | 136 | 161 | | |
| TOTAL # OF PATRONS | 739 | 901 | 739 | 901 | | |
| | | | | | | |
| | | | | | | |

*** Parents are not registered for these programs, but they must attend.**

**** 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 | 1/18/2022 | 574,711.13 | 1/18/2022 | 402,297.79 | 172,413.34 |
| 4 | 1/24/2022 | 388,425.45 | 1/24/2022 | 271,894.84 | 116,530.61 |
| 5 | 1/31/2022 | 275,464.99 | 1/31/2022 | 247,405.59 | 28,059.40 |
| 6 | 2/7/2022 | 138,723.38 | 2/7/2022 | 138,723.38 | 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

\$1,684,498.14

Payments CPL Received

\$1,367,494.79

Payments US Bank Retained for Bonds

\$317,003.35

Interest Received*

Remaining Balance - Uncollected Taxes

\$1,378,894.86

Total Payments (including interest)

\$1,684,498.14

\$1,367,494.79

2/8/2022

E=9

Comsewogue Public Library 2021/2022 PILOT Receipts

PILOTS received from Brookhaven Town / US Bank, Trustee

| Industrial Development Agency Payment Date | Total \$ Remittance to US Bank | Date \$ Received by CPL | Total \$ Remittance to CPL | Notes / Amount Retained for Bonds |
|---|--------------------------------------|-------------------------------|----------------------------------|--------------------------------------|
| 1 1/25/2022 | 1,881.35 | 1/27/2021 | 1,881.35 | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

| | | | | |
|--|-------------------|--|-------------------|---------------|
| Total Payments From Industrial Dev Agency | \$1,881.35 | | | |
| Payments CPL Received | | | \$1,881.35 | |
| Payments US Bank Retained for Bonds | | | | \$0.00 |
| Interest Received* | | | | |
| Remaining Balance - Uncollected PILOTS | | | | |
| Total PILOT Payments (including interest) | | | 1,881.35 | |

PILOTS Received Directly

| From | Date Received | Check # | Amount |
|--|---------------|---------|-------------|
| | | | |
| | | | |
| | | | |
| Total PILOTS received directly: | | | 0.00 |

| | |
|---|-----------------|
| GRAND TOTAL ALL PILOTS RECEIVED: | 1,881.35 |
|---|-----------------|

{3311}

1/26/2022

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of December 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 | 944,064.23 |
| 1110 · Savings-Capital Improvements | 780,024.14 |
| 1114 · Savings-Termination Pay | 233,793.33 |
| 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 2,005,301.74

Other Current Assets

| | |
|---------------------------------------|-----------|
| 1150 · ACCOUNTS RECEIVABLE - YEAR END | 0.00 |
| 1153 · PATRON ACCOUNTS-DISC TICKETS | 12,581.40 |
| 1154 · PREPAID EXPENSES | 8,500.00 |

Total Other Current Assets 21,081.40

Total Current Assets 2,026,383.14

TOTAL ASSETS 2,026,383.14

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

| | |
|---------------------------------------|-----------|
| 2184 · Annuity | 0.00 |
| 2185 · Health Ins - enrollee contrib | 2,246.72 |
| 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 43,090.17

Total Current Liabilities 43,090.17

Total Liabilities 43,090.17

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 | -2,679,655.57 |

Total Equity 1,983,292.97

TOTAL LIABILITIES & EQUITY 2,026,383.14

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending December 31, 2021

| | <u>December 21</u> | <u>July 21 - December 21</u> |
|---------------------------------|--------------------|------------------------------|
| Revenue | | |
| 3301 · Tax Revenues | 126,832.80 | 126,832.80 |
| 3302 · Fines | 33.90 | 222.17 |
| 3304 · Interest Earned | 158.86 | 1,745.90 |
| 3305 · Unclassified rev.-Copies | 1,070.00 | 5,856.04 |
| 3306 · Unclassified rev.-Books | 290.23 | 2,220.55 |
| 3307 · Unclassified rev.-Other | 9.50 | 62.96 |
| 3308 · State Aid | 10,000.00 | 10,000.00 |
| 3310 · Grants Received | 0.00 | 0.00 |
| 3311 · Miscellaneous Income | 5,055.00 | 20,194.32 |
| 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>143,450.29</u> | <u>173,240.74</u> |

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending December 31, 2021

| Expense | <u>ACTUAL</u> | | Budget | \$ Over Budget |
|--|-------------------|---------------------|---------------------|----------------------|
| | DECEMBER | JULY - DECEMBER | | |
| | | | | |
| 4401 · Computer Supplies | 0.00 | 4,516.59 | 12,000.00 | -7,483.41 |
| 4402 · Computer Equipment/Parts | 1,024.72 | 2,251.58 | 15,000.00 | -12,748.42 |
| 4403 · Furniture & Equipment | 499.99 | 1,496.78 | 23,000.00 | -21,503.22 |
| 4404 · Salaries-Professional | 149,200.44 | 902,530.95 | 1,967,760.00 | -1,065,229.05 |
| 4405 · Salaries-Clerical | 62,885.05 | 345,531.40 | 881,223.00 | -535,691.60 |
| 4406 · Salaries-Custodial | 7,363.42 | 32,355.23 | 70,008.00 | -37,652.77 |
| 4407 · Salaries-Guard | 1,395.28 | 11,133.88 | 67,101.00 | -55,967.12 |
| 4410 · Library Books | 14,540.91 | 55,151.97 | 125,600.00 | -70,448.03 |
| 4412 · Audio Video | 2,915.32 | 11,209.66 | 38,000.00 | -26,790.34 |
| 4413 · Periodicals | 75.20 | 14,178.71 | 15,600.00 | -1,421.29 |
| 4414 · Computer Software | 17.21 | 1,547.43 | 9,000.00 | -7,452.57 |
| 4415 · Electronic Data Base | 1,832.97 | 45,897.32 | 235,000.00 | -189,102.68 |
| 4417 · OTHER THINGS LENDING | 409.99 | 10,810.55 | 17,500.00 | -6,689.45 |
| 4420 · Library Programs | 0.00 | 0.00 | 0.00 | 0.00 |
| 4421 · Program Contractors | 0.00 | 0.00 | 0.00 | 0.00 |
| 4421A · Adult | 8,746.75 | 25,169.92 | 60,000.00 | -34,830.08 |
| 4421B · Children/Teen | 6,085.00 | 21,089.00 | 60,000.00 | -38,911.00 |
| 4422 · Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| 4422A · Adult | 138.13 | 1,341.77 | 9,000.00 | -7,658.23 |
| 4422B · Children/Teen | 3,918.00 | 12,185.39 | 14,000.00 | -1,814.61 |
| 4428 · Conferences | 2,108.39 | 4,171.69 | 12,000.00 | -7,828.31 |
| 4429 · Circulation | 128.81 | 38,077.21 | 61,000.00 | -22,922.79 |
| 4430 · Office & Library Supplies | 477.33 | 4,932.46 | 17,000.00 | -12,067.54 |
| 4431 · Telecommunications | 776.43 | 4,673.28 | 10,000.00 | -5,326.72 |
| 4432 · Cartage | 193.50 | 1,161.00 | 3,600.00 | -2,439.00 |
| 4433 · Postage | 2,721.90 | 5,738.53 | 13,000.00 | -7,261.47 |
| 4434 · Publicity and Printing | 9,671.00 | 20,017.22 | 36,000.00 | -15,982.78 |
| 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 | 1,823.87 | 45,290.24 | 82,500.00 | -37,209.76 |
| 4438 · Membership Dues | 0.00 | 1,210.00 | 3,000.00 | -1,790.00 |
| 4439 · Equipment/Building Maint & Repair | 16,685.06 | 82,463.59 | 178,550.00 | -96,086.41 |
| 4440 · Snow Removal | 0.00 | 0.00 | 12,500.00 | -12,500.00 |
| 4441 · Building Security | 8,668.54 | 36,075.94 | 75,000.00 | -38,924.06 |
| 4450 · Utilities | 7,406.17 | 62,007.68 | 116,000.00 | -53,992.32 |
| 4451 · Custodial Supplies | 1,086.70 | 6,370.02 | 16,000.00 | -9,629.98 |
| 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 | 1,758.28 | 9,584.57 | 20,000.00 | -10,415.43 |
| 4471 · Workers Compensation Insurance | 0.00 | 26,192.00 | 27,250.00 | -1,058.00 |
| 4472 · Life Insurance | 455.25 | 3,346.53 | 6,600.00 | -3,253.47 |
| 4473 · Dental Insurance | 2,584.62 | 20,003.25 | 41,000.00 | -20,996.75 |
| 4474 · VISION INS | 316.20 | 2,311.56 | 6,600.00 | -4,288.44 |
| 4476 · 9020.8 Retirement Expense | 0.00 | 417,060.00 | 407,000.00 | 10,060.00 |
| 4477 · 9030.8 Social Security Expense | 15,484.09 | 94,328.31 | 224,000.00 | -129,671.69 |
| 4478 · Unemployment Insurance | 0.00 | 0.00 | 2,000.00 | -2,000.00 |
| 4479 · 9080.8 Health Insurance | 59,609.82 | 342,481.75 | 765,000.00 | -422,518.25 |
| 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 | 131.25 | 131.25 | 763.00 | -631.75 |
| Total Expense | 393,135.59 | 2,852,896.31 | 6,182,292.00 | -3,329,395.69 |

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 02/22/1 - February 15, 2022

| Date | Num | Name | Account | Debit |
|------------|-------|--|---|--|
| 02/15/2022 | 24470 | A Time For Kids, Inc. A Time For Kids, Inc. | 1102 - Checking Account 4421B - Children/Teen | 125.00 <hr/> 125.00 |
| 02/15/2022 | 24471 | Abstract Mechanical Corp. Abstract Mechanical Corp. | 1102 - Checking Account 4439 - Equipment/Blding Maint & ... | 2,875.00 <hr/> 2,875.00 |
| 02/15/2022 | 24472 | Advanced Plant Care, Inc. Advanced Plant Care, Inc. | 1102 - Checking Account 4439 - Equipment/Blding Maint & ... | 175.00 <hr/> 175.00 |
| 02/15/2022 | 24473 | American Express American Express American Express American Express American Express | 1102 - Checking Account 4414 - Computer Software 4417 - OTHER THINGS LENDING 4422B - Children/Teen 4430 - Office & Library Supplies | 13.05 154.00 598.72 65.28 <hr/> 831.05 |
| 02/15/2022 | 24474 | B&H Photo-Video B&H Photo-Video | 1102 - Checking Account 4402 - Computer Equipment/Parts | 55.05 <hr/> 55.05 |
| 02/15/2022 | 24475 | Baker & Taylor Baker & Taylor Baker & Taylor | 1102 - Checking Account 4410 - Library Books 4410 - Library Books | 911.76 40.05 <hr/> 951.81 |
| 02/15/2022 | 24476 | Baking Coach, Inc. Baking Coach, Inc. | 1102 - Checking Account 4421B - Children/Teen | 788.00 <hr/> 788.00 |
| 02/15/2022 | 24477 | Benter, Doris J. Benter, Doris J. | 1102 - Checking Account 4421B - Children/Teen | 550.00 <hr/> 550.00 |
| 02/15/2022 | 24478 | BK Fire Suppression & Security ... BK Fire Suppression & Security ... | 1102 - Checking Account 4439 - Equipment/Blding Maint & ... | 510.08 <hr/> 510.08 |
| 02/15/2022 | 24479 | Brodart Company Brodart Company Brodart Company Brodart Company | 1102 - Checking Account 4410 - Library Books 4410 - Library Books 4430 - Office & Library Supplies | 8,816.00 929.67 198.30 <hr/> 9,943.97 |
| 02/15/2022 | 24480 | BUC International BUC International | 1102 - Checking Account 4410 - Library Books | 212.95 <hr/> 212.95 |
| 02/15/2022 | 24481 | Chicago Distribution Center Chicago Distribution Center | 1102 - Checking Account 4422B - Children/Teen | 162.90 <hr/> 162.90 |
| 02/15/2022 | 24482 | De Lage Landen Financial Servic... De Lage Landen Financial Servic... | 1102 - Checking Account 4456 - Rental Expenses | 1,519.72 <hr/> 1,519.72 |
| 02/15/2022 | 24483 | Discount School Supply Discount School Supply Discount School Supply | 1102 - Checking Account 4422B - Children/Teen 4422A - Adult | 49.71 9.52 <hr/> 59.23 |
| 02/15/2022 | 24484 | Drum Industrial Sales Corp. Drum Industrial Sales Corp. | 1102 - Checking Account 4451 - Custodial Supplies | 739.18 <hr/> 739.18 |
| 02/15/2022 | 24485 | Environmental Ctrs of Setauket-S... | 1102 - Checking Account | |

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 02/22/1 - February 15, 2022

| Date | Num | Name | Account | Debit |
|------------|-------|--|--|---------------------------------------|
| | | Environmental Ctrs of Setauket-S... | 4422A · Adult | 250.00 |
| | | | | 250.00 |
| 02/15/2022 | 24486 | Findaway World LLC Findaway World LLC | 1102 · Checking Account 4410 · Library Books | 826.35 |
| | | | | 826.35 |
| 02/15/2022 | 24487 | Firematic Supply Co. Inc. Firematic Supply Co. Inc. | 1102 · Checking Account 4439 · Equipment/Blding Maint & ... | 735.59 |
| | | | | 735.59 |
| 02/15/2022 | 24488 | Friends for Old Bethpage Village ... Friends for Old Bethpage Village ... | 1102 · Checking Account 4417 · OTHER THINGS LENDING | 350.00 |
| | | | | 350.00 |
| 02/15/2022 | 24489 | Fun Express, LLC Fun Express, LLC | 1102 · Checking Account 4422B · Children/Teen | 357.58 |
| | | | | 357.58 |
| 02/15/2022 | 24490 | Gangemella, Amiann Gangemella, Amiann | 1102 · Checking Account 4421A · Adult | 225.00 |
| | | | | 225.00 |
| 02/15/2022 | 24491 | Glowing Energy Within Glowing Energy Within | 1102 · Checking Account 4421A · Adult | 150.00 |
| | | | | 150.00 |
| 02/15/2022 | 24492 | GranPrints GranPrints | 1102 · Checking Account 4430 · Office & Library Supplies | 21.95 |
| | | | | 21.95 |
| 02/15/2022 | 24493 | Guardian Guardian Guardian Guardian Guardian | 1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Health Ins - enrollee contrib | 455.25 2,584.62 317.55 54.45 |
| | | | | 3,411.87 |
| 02/15/2022 | 24494 | Gutmann, Sarah Gutmann, Sarah | 1102 · Checking Account 4421A · Adult | 350.00 |
| | | | | 350.00 |
| 02/15/2022 | 24495 | Harbes Barnyard Adventure, LLC Harbes Barnyard Adventure, LLC | 1102 · Checking Account 4417 · OTHER THINGS LENDING | 1,260.00 |
| | | | | 1,260.00 |
| 02/15/2022 | 24496 | High Hopes Productions LLC High Hopes Productions LLC | 1102 · Checking Account 4421B · Children/Teen | 310.00 |
| | | | | 310.00 |
| 02/15/2022 | 24497 | HomeStyle Landscaping & Desig... HomeStyle Landscaping & Desig... HomeStyle Landscaping & Desig... | 1102 · Checking Account 4439 · Equipment/Blding Maint & ... 4440 · Snow Removal | 1,470.00 8,225.00 |
| | | | | 9,695.00 |
| 02/15/2022 | 24498 | Ingram Library Services Ingram Library Services | 1102 · Checking Account 4410 · Library Books | 20.99 |
| | | | | 20.99 |
| 02/15/2022 | 24499 | JK Tech Solutions, Inc DBA Shar... JK Tech Solutions, Inc DBA Shar... | 1102 · Checking Account 4421A · Adult | 160.00 |
| | | | | 160.00 |
| 02/15/2022 | 24500 | Kanopy, Inc Kanopy, Inc | 1102 · Checking Account 4415 · Electronic Data Base | 570.00 |
| | | | | 570.00 |
| 02/15/2022 | 24501 | Kidnastics, Inc. | 1102 · Checking Account | |

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 02/22/1 - February 15, 2022

| Date | Num | Name | Account | Debit |
|------------|-------|---|---|-----------------------|
| | | Kidnastics, Inc. | 4421B · Children/Teen | 500.00 |
| | | | | 500.00 |
| 02/15/2022 | 24502 | Lamm, David Jay Lamm, David Jay | 1102 · Checking Account 4421A · Adult | 500.00 |
| | | | | 500.00 |
| 02/15/2022 | 24503 | Longo, Donald J. Longo, Donald J. | 1102 · Checking Account 4421A · Adult | 150.00 |
| | | | | 150.00 |
| 02/15/2022 | 24504 | MCJ Cleaning Services MCJ Cleaning Services | 1102 · Checking Account 4439 · Equipment/Blding Maint & ... | 3,650.00 |
| | | | | 3,650.00 |
| 02/15/2022 | 24505 | MD Design Studio MD Design Studio | 1102 · Checking Account 4422B · Children/Teen | 700.00 |
| | | | | 700.00 |
| 02/15/2022 | 24506 | Merenda, John Merenda, John | 1102 · Checking Account 4421A · Adult | 100.00 |
| | | | | 100.00 |
| 02/15/2022 | 24507 | Midwest Tape Midwest Tape Midwest Tape | 1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base | 2,179.39 1,710.55 |
| | | | | 3,889.94 |
| 02/15/2022 | 24508 | New York Legal Publishing Corp. New York Legal Publishing Corp. | 1102 · Checking Account 4410 · Library Books | 150.00 |
| | | | | 150.00 |
| 02/15/2022 | 24509 | New York Times New York Times | 1102 · Checking Account 4413 · Periodicals | 55.20 |
| | | | | 55.20 |
| 02/15/2022 | 24510 | New York Times New York Times | 1102 · Checking Account 4413 · Periodicals | 20.00 |
| | | | | 20.00 |
| 02/15/2022 | 24511 | NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... | 1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Health Ins - enrollee contrib | 54,515.48 3,002.98 |
| | | | | 57,518.46 |
| 02/15/2022 | 24512 | Olsen, Deborah Olsen, Deborah | 1102 · Checking Account 4428 · Conferences | 20.00 |
| | | | | 20.00 |
| 02/15/2022 | 24513 | PAYCHEX PAYCHEX | 1102 · Checking Account 4437 · Accounting and Legal | 159.37 |
| | | | | 159.37 |
| 02/15/2022 | 24514 | Paychex of New York Paychex of New York | 1102 · Checking Account 4437 · Accounting and Legal | 140.00 |
| | | | | 140.00 |
| 02/15/2022 | 24515 | Paychex of New York LLC Paychex of New York LLC | 1102 · Checking Account 4437 · Accounting and Legal | 1,870.44 |
| | | | | 1,870.44 |
| 02/15/2022 | 24516 | Plastic Forming Company, Inc Plastic Forming Company, Inc | 1102 · Checking Account 4430 · Office & Library Supplies | 1,648.55 |
| | | | | 1,648.55 |
| 02/15/2022 | 24517 | Plymouth Rocket, Inc. Plymouth Rocket, Inc. | 1102 · Checking Account 4414 · Computer Software | 600.00 |

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 02/22/1 - February 15, 2022

| Date | Num | Name | Account | Debit |
|------------|-------|--|---|----------|
| | | | | 600.00 |
| 02/15/2022 | 24518 | Quadient Finance USA, Inc. Quadient Finance USA, Inc. | 1102 · Checking Account 4430 · Office & Library Supplies | 15.13 |
| | | | | 15.13 |
| 02/15/2022 | 24519 | Quigley, Deborah A. Quigley, Deborah A. | 1102 · Checking Account 4421A · Adult | 200.00 |
| | | | | 200.00 |
| 02/15/2022 | 24520 | Quogue Wildlife Refuge Quogue Wildlife Refuge | 1102 · Checking Account 4421B · Children/Teen | 450.00 |
| | | | | 450.00 |
| 02/15/2022 | 24521 | Retriev Technologies Inc. Retriev Technologies Inc. | 1102 · Checking Account 4422A · Adult | 79.00 |
| | | | | 79.00 |
| 02/15/2022 | 24522 | S & S Worldwide, Inc. S & S Worldwide, Inc. | 1102 · Checking Account 4422B · Children/Teen | 69.36 |
| | | | | 69.36 |
| 02/15/2022 | 24523 | Schnupp, Jeanne Marie Schnupp, Jeanne Marie | 1102 · Checking Account 4421A · Adult | 300.00 |
| | | | | 300.00 |
| 02/15/2022 | 24524 | Scholastic Library Publishing Scholastic Library Publishing | 1102 · Checking Account 4415 · Electronic Data Base | 1,847.00 |
| | | | | 1,847.00 |
| 02/15/2022 | 24525 | School Specialty School Specialty School Specialty | 1102 · Checking Account 4422B · Children/Teen 4422A · Adult | 86.64 |
| | | | | 7.80 |
| | | | | 94.44 |
| 02/15/2022 | 24526 | Schuck, Jason T. Schuck, Jason T. | 1102 · Checking Account 4421A · Adult | 150.00 |
| | | | | 150.00 |
| 02/15/2022 | 24527 | Scott, Robert G. Scott, Robert G. | 1102 · Checking Account 4421A · Adult | 78.00 |
| | | | | 78.00 |
| 02/15/2022 | 24528 | Securitas Security Serv. USA Securitas Security Serv. USA | 1102 · Checking Account 4441 · Building Security | 1,319.40 |
| | | | | 1,319.40 |
| 02/15/2022 | 24529 | SenSource SenSource | 1102 · Checking Account 4403 · Furniture & Equipment | 1,105.00 |
| | | | | 1,105.00 |
| 02/15/2022 | 24530 | Sparling, Nicole Summers Sparling, Nicole Summers | 1102 · Checking Account 4421B · Children/Teen | 300.00 |
| | | | | 300.00 |
| 02/15/2022 | 24531 | Spena, Catherine Spena, Catherine | 1102 · Checking Account 4428 · Conferences | 20.00 |
| | | | | 20.00 |
| 02/15/2022 | 24532 | Spoltore, John T. Spoltore, John T. | 1102 · Checking Account 4421A · Adult | 400.00 |
| | | | | 400.00 |
| 02/15/2022 | 24533 | Staples Business Credit Staples Business Credit | 1102 · Checking Account 4430 · Office & Library Supplies | 81.56 |
| | | | | 81.56 |
| 02/15/2022 | 24534 | Suffolk Cooperative Library System | 1102 · Checking Account | |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 02/22/1 - February 15, 2022

| Date | Num | Name | Account | Debit |
|--------------|-------|------------------------------------|-------------------------------------|-------------------|
| | | Suffolk Cooperative Library System | 4415 · Electronic Data Base | 1,672.40 |
| | | Suffolk Cooperative Library System | 4421A · Adult | 233.92 |
| | | Suffolk Cooperative Library System | 4428 · Conferences | 1,330.00 |
| | | Suffolk Cooperative Library System | 4429 · Circulation | 93.60 |
| | | | | <u>3,329.92</u> |
| 02/15/2022 | 24535 | TRANE US INC. | 1102 · Checking Account | |
| | | TRANE US INC. | 4439 · Equipment/Blding Maint & ... | 7,482.00 |
| | | | | <u>7,482.00</u> |
| 02/15/2022 | 24536 | Turtle & Hughes Inc. | 1102 · Checking Account | |
| | | Turtle & Hughes Inc. | 4439 · Equipment/Blding Maint & ... | 7.18 |
| | | | | <u>7.18</u> |
| 02/15/2022 | 24537 | Unique Management Services, Inc. | 1102 · Checking Account | |
| | | Unique Management Services, Inc. | 4429 · Circulation | 98.45 |
| | | | | <u>98.45</u> |
| 02/15/2022 | 24538 | Vamos, Michelle | 1102 · Checking Account | |
| | | Vamos, Michelle | 4421B · Children/Teen | 900.00 |
| | | | | <u>900.00</u> |
| 02/15/2022 | 24539 | VerifiedFirst | 1102 · Checking Account | |
| | | VerifiedFirst | 4437 · Accounting and Legal | 26.50 |
| | | | | <u>26.50</u> |
| 02/15/2022 | 24540 | W.B. Mason Co., Inc. | 1102 · Checking Account | |
| | | W.B. Mason Co., Inc. | 4430 · Office & Library Supplies | 105.05 |
| | | | | <u>105.05</u> |
| 02/15/2022 | 24541 | Winters Bros. Hauling of LI, LLC | 1102 · Checking Account | |
| | | Winters Bros. Hauling of LI, LLC | 4432 · Cartage | 193.50 |
| | | | | <u>193.50</u> |
| | | | | <u>128,516.72</u> |
| TOTAL | | | | |

2/15/22 # 24542 - 24554 VOID
 printing error
 200.

12:30 PM

01/18/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 January 20, 2022

I-1

01/20/2022 Payroll
Check Register

| Date | Num | Name | Account | Debit |
|--------------|-------|----------------------------------|-------------------------|------------------|
| 01/20/2022 | 24461 | Equitable Financial | 1102 · Checking Account | 4,952.00 |
| | | Equitable Financial | 2184 · Annuity | 4,952.00 |
| 01/20/2022 | 24462 | National Grid | 1102 · Checking Account | 2,928.12 |
| | | National Grid | 4450 · Utilities | 2,928.12 |
| 01/20/2022 | 24463 | NYS Employees Retirement Syst... | 1102 · Checking Account | 2,575.80 |
| | | NYS Employees Retirement Syst... | 2186 · Retirement | 117.30 |
| | | NYS Employees Retirement Syst... | 2186 · Retirement | 602.00 |
| | | NYS Employees Retirement Syst... | 2186 · Retirement | 3,295.10 |
| TOTAL | | | | 11,175.22 |

APPROVED
 JAN 18 2022
[Signature]

01/20/2022 Payroll Warrant

| | |
|-----------------|----------------------|
| Payroll Warrant | \$ 11,175.22 |
| Paychex Payroll | \$ 107,372.18 |
| TOTAL | \$ 118,547.40 |

3:27 PM

01/31/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT February 3, 2022

02/03/2022 Payroll
Check Register

I-2

| Date | Num | Name | Account | Debit |
|--------------|-------|---------------------|--------------------------------------|------------------------|
| 02/03/2022 | 24464 | Aflac | 1102 · Checking Account | |
| | | Aflac | 2187 · AFLAC - Cancer Care | 371.84 |
| | | 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 ✓ |
| 02/03/2022 | 24465 | AT&T | 1102 · Checking Account | |
| | | AT&T | 4431 · Telecommunications | 55.06 |
| | | | | <hr/> 55.06 ✓ |
| 02/03/2022 | 24466 | Equitable Financial | 1102 · Checking Account | |
| | | Equitable Financial | 2184 · Annuity | 4,952.00 |
| | | | | <hr/> 4,952.00 ✓ |
| 02/03/2022 | 24467 | National Grid | 1102 · Checking Account | |
| | | National Grid | 4450 · Utilities | 3,436.62 |
| | | | | <hr/> 3,436.62 ✓ |
| 02/03/2022 | 24468 | PSEGLI | 1102 · Checking Account | |
| | | PSEGLI | 4450 · Utilities | 5,913.29 |
| | | | | <hr/> 5,913.29 ✓ |
| 02/03/2022 | 24469 | Verizon | 1102 · Checking Account | |
| | | Verizon | 4431 · Telecommunications | 96.95 |
| | | | | <hr/> 96.95 ✓ |
| TOTAL | | | | <hr/> 15,505.76 |

APPROVED
 JAN 31 2022
James J. Engelhardt

02/03/2022 Payroll Warrant

| | |
|------------------------|----------------------|
| Payroll Warrant | \$ 15,505.76 |
| <u>Paychex Payroll</u> | <u>\$ 104,838.06</u> |
| TOTAL | \$ 120,343.82 |

PERSONNEL COMMITTEE REPORT**February 3, 2022**

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

- A. FY 2022/23 FT Retirement Incentive / PT Voluntary Separation Incentive
- B. 2022/2023 Salary Schedules
- C. Employment Agreement (Director's Contract)

Comsewogue Public Library

Proposed Operating Budget 2022-2023

2/14/22

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

Total Amount Proposed to Be Raised by Taxes:

\$3,124,048 - this is the proposed amount to be brought before Comsewogue district voters
(up from \$3,063,393 in '21-'22 budget)

Estimated Annual Tax Increase for Homeowners:

\$11
(for home assessed at \$400K)

Total Proposed Operating Budget:

Approximately \$6.4M
(includes anticipated contract revenue and other income)

Piercing the Tax Cap?

No.

Salaries & Benefits as % of Proposed Operating Budget: 72% (healthy range/proportion)

To Be Confirmed:

- Base increase re: hourly pay rates
- MP/MS Census 2020 District Resident Population Figures (awaiting gov't release of)

Special Factors:

- Delay in census figures (re: estimated contract income)
- CPI/inflation "spike"
- Publication timing "opportunity"
(allows for board to approve proposed operating budget as late as March 15 board meeting)

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 <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table> | | | Sa | M | Tu | W | Th | F | Sa | | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | May 2022 <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | Sa | M | Tu | W | Th | F | Sa | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print. |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|-----------------|--|-----------|----------|--------|----------|----|---|----|---|----|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|--|----|---|----|---|----|---|----|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 Mother's Day | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 Memorial Day | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | April 2022 <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> | | | Sa | M | Tu | W | Th | F | Sa | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | June 2022 <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> | | Sa | M | Tu | W | Th | F | Sa | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print. |
| Sa | M | Tu | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sa | M | Tu | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |