

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 19, 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 3/17/2022, 3/31/2022 & 4/14/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. ANNUAL BUDGET VOTE & TRUSTEE ELECTION 2022/2023 – RESULTS
 - 2. OTHER
- L. NEW BUSINESS
 - 1. PERSONNEL CHANGES
 - 2. POLICY REVIEW
 - A. PUBLIC RELATIONS AND PUBLICITY POLICY
 - B. SERVICE ANIMAL POLICY
 - C. SOCIAL MEDIA POLICY
 - 3. PROPOSED POLICY REVISION
 - A. EMPLOYEE SOCIAL NETWORKING POLICY
 - B. SECURITY CAMERA POLICY
 - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 5. 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
MARCH 15, 2022

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

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

ABSENT WITH NOTIFICATION:
Trustee McCrary

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on February 23, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated March 15, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the period ending January 31, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve warrant 3/22/1, dated March 15, 2022, in the amount of \$316,475.49. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for February 17, 2022 (\$113,413.75) and March 3, 2022 (\$114,650.66). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint the following as election workers for the 2022/23 Budget Vote and Trustee Election on April 5, 2022:

Carol Fazio (Head Teller) at \$15.50/hr

Lisa Spinazzola (Teller) at \$15.00/hr

Eileen Wrenn (Teller) at \$15.00/hr

TBD (Teller) at \$15.00/hr.

Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the 2021 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the revised *Public Participation at Board Meetings* policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the budget transfers in the amount of \$54,688.38 for fiscal year 2021-2022, as detailed on the attachment. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn the meeting at 6:49 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

April 2022

Personnel:

- Celebrated National Library Week (4/3-4/9) with "Spirit Week"-type activities
- CPL Employee Assistance Program Committee hosting Earth Day/Weekend seed-starting event for staff
- Twice-weekly, optional online staff meetups have proven successful

Operations:

- Charter amendment was approved/voted by Board of Regents at its 4/12 meeting
- Hosting Town of Brookhaven Recycling Day – 4/23 (eWaste, paper shredding, drug take-back)
- Exploring process for reserving Lending Library items for specific dates
- Exploring cashless printing options for public
- NYS Budget Summary: General Library Aid increased 6%, Construction Aid stayed the same
- CPL has loaned blood pressure monitors more times than the 7 other Suffolk public libraries in the pilot program; approximately 20 additional Suffolk libraries to join the program

Building & Grounds:

- Skylight Replacement – Bid Opening set for 4/28
- Hundreds of daffodil bulbs planted here by Old Town Blooms and teen volunteers have flowered throughout the property
- Community garden next steps: irrigation, beds, fence
- Looking at fall plan for parking lot resurfacing

Professional Activities:

- 3/28 DEI in a Sustainable Library (Webinar)
- 4/1 Inspire the Park (Webinar)
- 4/6 NYS Construction Grant (Webinar)
- 4/6 Compassionate Leadership (Webinar)
- 4/7 Sustainable Library Online Meetup (Online)
- 4/13 Mental Health Forum (County resources; online)

Community Activities:

- Met with D. Heberer and D. DeLone of Comsewogue School District re: planning student visits to Library, new teacher orientation presentation, etc.
- Girl Scout Troop's Pollinator Garden project planning continues; to be located on south lawn, east of community garden
- Garden Committee visited Bethel Hobbs Community Farm, Centereach

Active in Rotary, Mather, Jefferson's Ferry, Decision Women



Comsewogue Public Library

Personnel Report

April 19, 2022

New Appointment(s):

Leanna Rafael, Custodial Worker I (PT), effective March 16, 2022. Salary \$18.50 hr.
Anthony DiVona, Custodial Worker I (PT), effective March 21, 2022. Salary \$18.50 hr.
David Hiergesell, Guard (PT), effective March 21, 2022. Salary \$19.50 hr.
Leon Shek, Page (PT), effective April 11, 2022. Salary \$15.00 hr.

Resignation(s):

*Lynn Logan, Librarian I (PT) - Children's Services, effective March 31, 2022.
*Shannon Harrison, Library Clerk (FT) – Technical Services, effective April 15, 2022.

Leave of Absence:

*Mary O'Connor, Librarian I (PT) – Children's Services, effective March 30, 2022 to May 24, 2022.
{Parental Leave}

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2021/2022

E- 3

March 2022

	March 2022	Mar 2021	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	66	45	46.67%	8,662	8,924	-2.94%
2	Juvenile	41	11	272.73%	2,941	3,055	-3.73%
3	Total	107	56	91.07%	11,603	11,979	-3.14%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	19	11	72.73%	4,446	4,567	-2.65%
5	Port Jefferson Library	24	11	118.18%	1,677	1,730	-3.06%
Miller Place Borrower Registration:							
6	Comsewogue Library	33	17	94.12%	4,493	4,663	-3.65%
7	Port Jefferson Library	22	16	37.50%	2,061	2,302	-10.47%
8	Total CPL Members	159	84	89.29%	20,542	21,209	-3.14%
9	Library Visits *	9,111	5,687	60.21%	69,202	43,236	60.06%
10	Curbside Pick Up	33	70	-52.86%	326	1,615	-79.81%
Transactions							
11	Circulation of Physical Items:	24,567	23,548	4.33%	223,155	214,677	3.95%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,152	8,555	-4.71%	71,806	55,521	29.33%
13	Hoopla	786	995	-21.01%	7,603	9,157	-16.97%
14	Kanopy	148	183	-19.13%	1,693	1,545	9.58%
Circulation Other:**							
15	Museum Passes	37	8	n/a	325	34	n/a
16	Library of Things	83		n/a	218		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	791	510	55.10%	6,031	3,729	61.73%
18	Public Wireless Sessions	1,758	792	121.97%	14,408	6,333	127.51%
Interlibrary Loan:							
19	Items Loaned	1,181	1,426	-17.18%	10,174	11,793	-13.73%
20	Items Borrowed	1,545	1,507	2.52%	13,576	14,101	-3.72%

*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: March 2022

E-4

Program Name	Sessions	Registered	Attended
AARP Tax Preparation	5	12,12,12,12,12	15,14,15,13,14
ONLINE Breathe Together	5	43	6,5,5,6,8
ONLINE New English Speakers (Zoom)	5	n/a	7,8,7,3,4
ONLINE American Sign Language (Zoom)	1	25	7
ONLINE Covid Q&A with Dr Clair (Zoom)	1	3	2
		<i>views</i>	<i>7 (3-7day)</i>
Medicaid Enrollment Assistance	1	n/a	4
ONLINE The Betty White Story (Zoom)	1	5	8
Everyday Matinees	2	19,14	19,9
ONLINE Rob Scott Cooking Demo Videos (YouTube)	5	<i>redirect clicks</i>	58,59,38,50,41
		<i>views</i>	229,138,94,148,75
Defensive Driving	2	24,24	21,22
ONLINE Trivia	4	19,x,17,x	42,21,39,14
ONLINE Unbossed & Unbowed (Zoom)	1	3	2
		<i>redirect clicks</i>	1
Calming Art Club	1	11	6
ONLINE Optimize Your Immune System (Zoom)	1	4	10
		<i>views</i>	<i>11 (7-7day)</i>
Knit & Crochet	1	8	7
ONLINE Concert: Holi Celebration (Zoom)	1	2	5
ONLINE Travel Tuesday: Parks Part II (YouTube)	1	<i>views</i>	19
Chair Yoga (10am session, 11am session)	4	24,24	15,17,17,13
ONLINE Write This Way (Zoom)	1	21	9
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	9
Shared with other libraries around the country		<i>redirect clicks</i>	10
ONLINE Art Around The World (Zoom)	1	52	26

Adult Programming: Summary

ONLINE One-on-One Genealogy (Zoom)	Appt	2	2
Computer Basics	1	5	3
ONLINE Rob Scott Live (Zoom/Facebook Live)	1	n/a	14
(2 on Zoom; 12 on Facebook)		views	96 (94-7day)
Intro to Microsoft Word	1	4	3
HIICAP	Appt	2	2
ONLINE Pedestrian Safety (YouTube)	1	views	2
ONLINE Citizenship Preparation (Zoom)	1	1	3
Four-Strand Bracelet \$10pp	3	6,11,12	5,10,12
Irish Soda Bread \$5pp	2	6,12	4,10
One-on-One Appointments	unlimited	7	5
Career Counselor Appointments	unlimited	1	1
Social Work Student Intern Appointments	unlimited	12	12
TOTALS	55	483	827

* View counts as of 4/6/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
March 2022	55	483	827
YTD 2022	136	1270	2061
March 2021	47	475	827
YTD 2021	132	1265	2356

Children and Teen Services Department

March 2022 Statistics

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Family Movie Day Encanto All ages w/caregiver	49	1	13	14		27
Take & Make Pie on a Stick All ages w/caregiver	30	1	30	30		60
Babies Boogie Birth-17 mon, w/caregiver	16	1	9	9		18
Baby Bubble Wrap Art Birth-17 mon, w/caregiver	12	1	12	13		25
Baby Start Birth-17 mon, w/caregiver	18	1	16	16		32
Come Play with PlayHooray Birth-Prek, w/caregiver	52	3	38	38		76
Music and Movement 18-35 mon, w/caregiver	31	2	29	29		58
Toddler Tango 18-35 mon, w/caregiver	20	1	13	12		25
Hunt for Leprechaun Gold 18 mon-prek, w/caregiver	48	2	43	46		89
A Time for Kids March Lion 18 mon-prek, w/caregiver	35	2	31	30		61
Bunnies, Bunnies, Bunnies 2.5 year-prek, w/caregiver	60	3	58	61		119
Tales for Tots Mrs McNosh Hangs Up Her Wash 2.5 year-prek, w/caregiver	16	1	13	12		25
Explore and Discover Oceans 3 years -prek, w/caregiver	18	1	16	20		36
Zoo Fun 3.5 years-prek	14	1	11			11
Leprechaun Hat Craft Grades K-2	18	1	15			15
Opening Day Baseball Fun Grades K-2	25	1	7			7

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
St. Patrick's Day Invention Convention Grades K-2	20	1	19			19
Bunnies, Bunnies, Bunnies Grades K-5	58	3	43			43
STEM Workshop Grades K-5	22	1	16			16
Celebrate Women's History Grades 3-5	9	1	5			5
Chill Out Grades 3-5	24	1	20			20
Fishbowl Craft Grades 3-5	19	1	11			11
Creative Writing Workshop Grades 6-12	9	1			8	8
Introduction to iMove Grades 6-12	9	2			7	7
Pie for Pi Day Grades 6-12	12	1			12	12
Photo Scavenger Hunt Grades 6-12	15	1			6	6
Rainbow Wreath Grades 6-12	23	1			16	16
Remote Community Service Grades 6-12		7			93	93
Sculpey Lucky Charm Keychains Grades 6-12	16	1			12	12
Seed Sorting Grades 6-12	24	2			17	17
Teen Talk: Stormbreaker Grades 6-12	12	1			3	3
Pre-Licensing Course Students & Adults with a NYS Lerner Permit	13	1			10	10
Totals	747	49	468	330	184	982

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
SUMMARY OF STATISTICS	Mar '22	Mar '21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	49	51	133	140		
TOTAL # OF CHILDREN	468	1,158	1,350	2,574		
TOTAL # OF ADULTS	330	197	668	444		
TOTAL # OF TEENS	184	248	513	573		
TOTAL # OF PATRONS	982	1,603	2,531	3,605		

**** 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	271,894.81	116,530.64
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	2/14/2022	73,325.21	2/14/2022	73,325.21	0.00
8	2/28/2022	45,580.54	2/28/2022	45,580.54	0.00
9	3/14/2022	27,744.68	3/14/2022	27,744.68	0.00
10	3/28/2022	21,799.39	3/28/2022	21,799.39	0.00
11	4/11/2022	17,835.86	4/11/2022	17,835.86	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

\$1,870,783.82

Payments CPL Received

\$1,553,780.44

Payments US Bank Retained for Bonds

\$317,003.38

Interest Received*

Remaining Balance - Uncollected Taxes

\$1,192,609.18

Total Payments (including interest)

\$1,870,783.82

\$1,553,780.44

4/12/2022

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of February 28, 2022

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	3,033,992.69
1110 · Savings-Capital Improvements	780,087.18
1114 · Savings-Termination Pay	233,868.92
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	<u>4,095,368.83</u>
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Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	10,131.40
1154 · PREPAID EXPENSES	8,500.00

Total Other Current Assets	<u>18,631.40</u>
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Total Current Assets

<u>4,114,000.23</u>

TOTAL ASSETS

<u><u>4,114,000.23</u></u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Health Ins - enrollee contrib	2,293.67
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	371.64
2188 · AFLAC - Accident Ins	142.84
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	39,519.64
2194 · Aflac - Hospital	262.20

Total Other Current Liabilities	<u>42,865.15</u>
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Total Current Liabilities	<u>42,865.15</u>
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Total Liabilities	42,865.15
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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	-591,813.46

Total Equity	<u>4,071,135.08</u>
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TOTAL LIABILITIES & EQUITY

<u><u>4,114,000.23</u></u>

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending February 28, 2022

	<u>February 22</u>	<u>July 21 - February 22</u>
Revenue		
3301 · Tax Revenues	257,629.13	1,803,403.89
3302 · Fines	37.75	307.99
3304 · Interest Earned	256.17	2,223.58
3305 · Unclassified rev.-Copies	560.00	7,317.04
3306 · Unclassified rev.-Books	82.57	2,641.40
3307 · Unclassified rev.-Other	11.49	82.95
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	6,954.76	29,030.43
3312 · Local Sponsor Aid	0.00	6,106.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	802,051.47
3319 · Services - Mount Sinai	0.00	653,619.34
Total Revenue	<u>265,531.87</u>	<u>3,316,784.09</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending February 28, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	FEBRUARY	JULY - FEBRUARY		
4401 · Computer Supplies	0.00	5,892.63	12,000.00	-6,107.37
4402 · Computer Equipment/Parts	55.05	2,306.63	15,000.00	-12,693.37
4403 · Furniture & Equipment	1,105.00	2,601.78	23,000.00	-20,398.22
4404 · Salaries-Professional	146,332.98	1,197,223.33	1,967,760.00	-770,536.67
4405 · Salaries-Clerical	58,251.65	459,911.33	881,223.00	-421,311.67
4406 · Salaries-Custodial	4,713.72	41,412.67	70,008.00	-28,595.33
4407 · Salaries-Guard	1,550.25	14,214.88	67,101.00	-52,886.12
4410 · Library Books	11,907.77	78,459.00	125,600.00	-47,141.00
4412 · Audio Video	2,179.39	16,058.58	38,000.00	-21,941.42
4413 · Periodicals	75.20	14,442.16	15,600.00	-1,157.84
4414 · Computer Software	613.05	3,739.08	9,000.00	-5,260.92
4415 · Electronic Data Base	5,799.95	53,685.28	235,000.00	-181,314.72
4417 · OTHER THINGS LENDING	1,764.00	15,774.55	17,500.00	-1,725.45
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	2,861.92	30,320.53	60,000.00	-29,679.47
4421B · Children/Teen	3,923.00	27,760.00	60,000.00	-32,240.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	368.48	2,127.20	9,000.00	-6,872.80
4422B · Children/Teen	1,997.61	14,509.80	14,000.00	509.80
4428 · Conferences	1,370.00	5,581.69	12,000.00	-6,418.31
4429 · Circulation	110.05	45,590.78	61,000.00	-15,409.22
4430 · Office & Library Supplies	2,135.82	9,019.92	17,000.00	-7,980.08
4431 · Telecommunications	775.12	6,227.28	10,000.00	-3,772.72
4432 · Cartage	193.50	1,548.00	3,600.00	-2,052.00
4433 · Postage	0.00	5,738.53	13,000.00	-7,261.47
4434 · Publicity and Printing	0.00	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	2,196.31	64,835.81	82,500.00	-17,664.19
4438 · Membership Dues	0.00	1,210.00	3,000.00	-1,790.00
4439 · Equipment/Blding Maint & Repair	16,904.85	103,867.99	178,550.00	-74,682.01
4440 · Snow Removal	8,225.00	8,225.00	12,500.00	-4,275.00
4441 · Building Security	1,319.40	41,582.74	75,000.00	-33,417.26
4450 · Utilities	9,349.91	80,692.26	116,000.00	-35,307.74
4451 · Custodial Supplies	739.18	8,059.15	16,000.00	-7,940.85
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	1,519.72	12,624.01	20,000.00	-7,375.99
4471 · Workers Compensation Insurance	0.00	26,192.00	27,250.00	-1,058.00
4472 · Life Insurance	455.25	3,801.78	6,600.00	-2,798.22
4473 · Dental Insurance	2,584.62	22,587.87	41,000.00	-18,412.13
4474 · VISION INS	317.55	2,629.11	6,600.00	-3,970.89
4476 · 9020.8 Retirement Expense	0.00	417,060.00	407,000.00	10,060.00
4477 · 9030.8 Social Security Expense	15,837.00	125,931.90	224,000.00	-98,068.10
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	54,515.48	471,130.35	765,000.00	-293,869.65
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	317,003.38	265,000.00	52,003.38
4483 · Bond Administrative	0.00	131.25	763.00	-631.75
Total Expense	362,047.78	3,908,597.55	6,182,292.00	-2,273,694.45

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT

H

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
04/19/2022	24653	4th World Comics and Toys	1102 · Checking Account	
		4th World Comics and Toys	4422B · Children/Teen	18.00
				<u>18.00</u>
04/19/2022	24654	A Time For Kids, Inc.	1102 · Checking Account	
		A Time For Kids, Inc.	4421B · Children/Teen	550.00
				<u>550.00</u>
04/19/2022	24655	Adamko, Patricia	1102 · Checking Account	
		Adamko, Patricia	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24656	Adamko, Walter	1102 · Checking Account	
		Adamko, Walter	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24657	Advanced Plant Care, Inc.	1102 · Checking Account	
		Advanced Plant Care, Inc.	4439 · Equipment/Blding Maint & Repair	175.00
				<u>175.00</u>
04/19/2022	24658	Ajna Dance Inc	1102 · Checking Account	
		Ajna Dance Inc	4421A · Adult	350.00
				<u>350.00</u>
04/19/2022	24659	Albanese, Catherine	1102 · Checking Account	
		Albanese, Catherine	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24660	American Express	1102 · Checking Account	
		American Express	4403 · Furniture & Equipment	88.98
		American Express	4410 · Library Books	24.99
		American Express	4414 · Computer Software	13.83
		American Express	4415 · Electronic Data Base	12.00
		American Express	4417 · OTHER THINGS LENDING	-154.00
		American Express	4422B · Children/Teen	461.47
		American Express	4422A · Adult	202.30
		American Express	4428 · Conferences	1,049.30
		American Express	4430 · Office & Library Supplies	361.51
				<u>2,060.38</u>
04/19/2022	24661	Apple Inc.	1102 · Checking Account	
		Apple Inc.	4402 · Computer Equipment/Parts	849.95
				<u>849.95</u>
04/19/2022	24662	B&H Photo-Video	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 04/22/1 - April 19, 2022

Date	Num	Name	Account	Amount
		B&H Photo-Video	4430 · Office & Library Supplies	234.66
				<u>234.66</u>
04/19/2022	24663	Baker & Taylor	1102 · Checking Account	
		Baker & Taylor	4410 · Library Books	713.94
		Baker & Taylor	4410 · Library Books	26.15
				<u>740.09</u>
04/19/2022	24664	Baking Coach, Inc.	1102 · Checking Account	
		Baking Coach, Inc.	4421B · Children/Teen	1,445.00
		Baking Coach, Inc.	4421A · Adult	700.00
				<u>2,145.00</u>
04/19/2022	24665	Boyd Sloan, Melissa	1102 · Checking Account	
		Boyd Sloan, Melissa	4421A · Adult	880.00
				<u>880.00</u>
04/19/2022	24666	Brodart Company	1102 · Checking Account	
		Brodart Company	4410 · Library Books	8,022.50
		Brodart Company	4410 · Library Books	2,287.87
		Brodart Company	4430 · Office & Library Supplies	101.50
				<u>10,411.87</u>
04/19/2022	24667	Chicago Distribution Center	1102 · Checking Account	
		Chicago Distribution Center	4422A · Adult	65.99
				<u>65.99</u>
04/19/2022	24668	Crafts for Learning	1102 · Checking Account	
		Crafts for Learning	4421B · Children/Teen	350.00
				<u>350.00</u>
04/19/2022	24669	De Lage Landen Financial Services, Inc.	1102 · Checking Account	
		De Lage Landen Financial Services, Inc.	4456 · Rental Expenses	1,523.72
				<u>1,523.72</u>
04/19/2022	24670	DeFigueiredo, Anna	1102 · Checking Account	
		DeFigueiredo, Anna	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24671	Demco	1102 · Checking Account	
		Demco	4430 · Office & Library Supplies	473.72
				<u>473.72</u>
04/19/2022	24672	DeRosalia, Angela	1102 · Checking Account	
		DeRosalia, Angela	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
				510.30
04/19/2022	24673	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	1,017.88 <u>1,017.88</u>
04/19/2022	24674	Fay, Elizabeth M. Fay, Elizabeth M.	1102 · Checking Account 4421B · Children/Teen	250.00 <u>250.00</u>
04/19/2022	24675	Fazio, Carol Fazio, Carol	1102 · Checking Account 4435 · Annual Election	193.75 <u>193.75</u>
04/19/2022	24676	Forkin, Donna Forkin, Donna	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <u>510.30</u>
04/19/2022	24677	Forkin, James Forkin, James	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <u>510.30</u>
04/19/2022	24678	Fort, Brenda Fort, Brenda	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <u>510.30</u>
04/19/2022	24679	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	196.89 <u>196.89</u>
04/19/2022	24680	Fusco, Brandenstein & Rada, P.C. Fusco, Brandenstein & Rada, P.C.	1102 · Checking Account 4421A · Adult	300.00 <u>300.00</u>
04/19/2022	24681	Giaquinto and Company Giaquinto and Company	1102 · Checking Account 4437 · Accounting and Legal	7,500.00 <u>7,500.00</u>
04/19/2022	24682	Giery, Peter Giery, Peter	1102 · Checking Account 4451 · Custodial Supplies	60.79 <u>60.79</u>
04/19/2022	24683	Gilmore, Barbara Gilmore, Barbara	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <u>510.30</u>

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
04/19/2022	24684	Gilmore, Frederick	1102 · Checking Account	
		Gilmore, Frederick	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24685	Gomer, Regina	1102 · Checking Account	
		Gomer, Regina	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24686	Guardian	1102 · Checking Account	
		Guardian	4472 · Life Insurance	861.00
		Guardian	4473 · Dental Insurance	5,062.38
		Guardian	4474 · VISION INS	629.63
		Guardian	2185 · Health Ins - enrollee contrib	104.77
				<u>6,657.78</u>
04/19/2022	24687	Gutmann, Sarah	1102 · Checking Account	
		Gutmann, Sarah	4421A · Adult	200.00
				<u>200.00</u>
04/19/2022	24688	Hall, Dianne	1102 · Checking Account	
		Hall, Dianne	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24689	Hall, Erik	1102 · Checking Account	
		Hall, Erik	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24690	High Hopes Productions LLC	1102 · Checking Account	
		High Hopes Productions LLC	4421B · Children/Teen	930.00
				<u>930.00</u>
04/19/2022	24691	HomeStyle Landscaping & Design, Inc	1102 · Checking Account	
		HomeStyle Landscaping & Design, Inc	4440 · Snow Removal	6,325.00
		HomeStyle Landscaping & Design, Inc	4439 · Equipment/Blding Maint & Repair	1,657.00
				<u>7,982.00</u>
04/19/2022	24692	Ingram Library Services	1102 · Checking Account	
		Ingram Library Services	4410 · Library Books	25.14
				<u>25.14</u>
04/19/2022	24693	Iovino, Daniel	1102 · Checking Account	
		Iovino, Daniel	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT**

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
04/19/2022	24694	Iovino, Maria Iovino, Maria	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
04/19/2022	24695	Jaffe, Karen Jaffe, Karen	1102 · Checking Account 4479 · 9060.8 Health Insurance	<u>510.30</u> 510.30
04/19/2022	24696	JK Tech Solutions, Inc DBA Sharper Traini JK Tech Solutions, Inc DBA Sharper Traini JK Tech Solutions, Inc DBA Sharper Traini	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	 220.00 <u>500.00</u> 720.00
04/19/2022	24697	Johnson Controls Security Solutions Johnson Controls Security Solutions Johnson Controls Security Solutions	1102 · Checking Account 4441 · Building Security 4439 · Equipment/Blding Maint & Repair	 1,620.00 <u>2,500.00</u> 4,120.00
04/19/2022	24698	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	 <u>354.00</u> 354.00
04/19/2022	24699	Kelly-Edmunds, Anne Kelly-Edmunds, Anne	1102 · Checking Account 4421A · Adult	 <u>450.00</u> 450.00
04/19/2022	24700	King, George King, George	1102 · Checking Account 4479 · 9060.8 Health Insurance	 <u>510.30</u> 510.30
04/19/2022	24701	King, Katherine King, Katherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	 <u>510.30</u> 510.30
04/19/2022	24702	Levin, Ofra Levin, Ofra	1102 · Checking Account 4421A · Adult	 <u>1,195.00</u> 1,195.00
04/19/2022	24703	Long Island Rail Road Long Island Rail Road	1102 · Checking Account 4421A · Adult	 <u>461.25</u> 461.25
04/19/2022	24704	Lusak, Richard Lusak, Richard	1102 · Checking Account 4479 · 9060.8 Health Insurance	 <u>510.30</u>

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT**

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
				510.30
04/19/2022	24705	McHugh, Joan	1102 · Checking Account	
		McHugh, Joan	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24706	MCJ Cleaning Services	1102 · Checking Account	
		MCJ Cleaning Services	4439 · Equipment/Blding Maint & Repair	3,650.00
				<u>3,650.00</u>
04/19/2022	24707	Metropolitan Data Solutions Management C	1102 · Checking Account	
		Metropolitan Data Solutions Management C	4429 · Circulation	644.40
				<u>644.40</u>
04/19/2022	24708	Midwest Tape	1102 · Checking Account	
		Midwest Tape	4412 · Audio Video	2,230.98
		Midwest Tape	4415 · Electronic Data Base	1,400.55
				<u>3,631.53</u>
04/19/2022	24709	Mills, David	1102 · Checking Account	
		Mills, David	4421A · Adult	275.00
				<u>275.00</u>
04/19/2022	24710	Minard, Danielle	1102 · Checking Account	
		Minard, Danielle	4428 · Conferences	7.55
				<u>7.55</u>
04/19/2022	24711	Monaco, Ann	1102 · Checking Account	
		Monaco, Ann	4421A · Adult	5.00
				<u>5.00</u>
04/19/2022	24712	Nabco Entrances, Inc.	1102 · Checking Account	
		Nabco Entrances, Inc.	4439 · Equipment/Blding Maint & Repair	613.23
				<u>613.23</u>
04/19/2022	24713	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	110.40
				<u>110.40</u>
04/19/2022	24714	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	44.00
				<u>44.00</u>
04/19/2022	24715	NYS Employees' Health Ins Pending Accou	1102 · Checking Account	
		NYS Employees' Health Ins Pending Accou	2185 · Health Ins - enrollee contrib	2,883.37

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 04/22/1 - April 19, 2022

Date	Num	Name	Account	Amount
		NYS Employees' Health Ins Pending Accou	4479 · 9060.8 Health Insurance	57,398.83
				<u>60,282.20</u>
04/19/2022	24716	O'Connell, Carol	1102 · Checking Account	
		O'Connell, Carol	4479 · 9060.8 Health Insurance	1,632.90
				<u>1,632.90</u>
04/19/2022	24717	O'Neil, Mary Ellen	1102 · Checking Account	
		O'Neil, Mary Ellen	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24718	Olsen, Deborah	1102 · Checking Account	
		Olsen, Deborah	4428 · Conferences	20.00
				<u>20.00</u>
04/19/2022	24719	P.J.S. Post Office - Bulk	1102 · Checking Account	
		P.J.S. Post Office - Bulk	4433 · Postage	1,201.01
				<u>1,201.01</u>
04/19/2022	24720	PAYCHEX	1102 · Checking Account	
		PAYCHEX	4437 · Accounting and Legal	165.00
				<u>165.00</u>
04/19/2022	24721	Paychex of New York	1102 · Checking Account	
		Paychex of New York	4437 · Accounting and Legal	140.00
				<u>140.00</u>
04/19/2022	24722	Paychex of New York LLC	1102 · Checking Account	
		Paychex of New York LLC	4437 · Accounting and Legal	1,784.17
				<u>1,784.17</u>
04/19/2022	24723	Penn Hongthong Inc	1102 · Checking Account	
		Penn Hongthong Inc	4421A · Adult	200.00
				<u>200.00</u>
04/19/2022	24724	Popielaski, Joan	1102 · Checking Account	
		Popielaski, Joan	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24725	Popielaski, William	1102 · Checking Account	
		Popielaski, William	4479 · 9060.8 Health Insurance	510.30
				<u>510.30</u>
04/19/2022	24726	Poulos, Lisa	1102 · Checking Account	
		Poulos, Lisa	4435 · Annual Election	187.50
				<u>187.50</u>

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT**

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
				187.50
04/19/2022	24727	Quadient Finance USA, Inc. Quadient Finance USA, Inc.	1102 · Checking Account 4433 · Postage	700.00 <u>700.00</u>
04/19/2022	24728	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	250.00 <u>250.00</u>
04/19/2022	24729	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	67.00 <u>67.00</u>
04/19/2022	24730	Rotorpro Rotorpro	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	625.00 <u>625.00</u>
04/19/2022	24731	S & S Worldwide, Inc. S & S Worldwide, Inc.	1102 · Checking Account 4422B · Children/Teen	346.50 <u>346.50</u>
04/19/2022	24732	Schuck, Jason T. Schuck, Jason T.	1102 · Checking Account 4421A · Adult	150.00 <u>150.00</u>
04/19/2022	24733	SCLS - PALS SCLS - PALS	1102 · Checking Account 4429 · Circulation	6,879.13 <u>6,879.13</u>
04/19/2022	24734	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	1,690.00 <u>1,690.00</u>
04/19/2022	24735	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4435 · Annual Election	2,052.00 <u>2,052.00</u>
04/19/2022	24736	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	7,330.00 <u>7,330.00</u>
04/19/2022	24737	Seed Savers Exchange Seed Savers Exchange	1102 · Checking Account 4422A · Adult	76.10 <u>76.10</u>

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT**

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
04/19/2022	24738	Sessa, Sheryl	1102 · Checking Account	
		Sessa, Sheryl	4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
04/19/2022	24739	Sparling, Nicole Summers	1102 · Checking Account	
		Sparling, Nicole Summers	4421B · Children/Teen	300.00
				<u>300.00</u>
04/19/2022	24740	Spena, Catherine	1102 · Checking Account	
		Spena, Catherine	4428 · Conferences	20.00
				<u>20.00</u>
04/19/2022	24741	Spinazzola, Lisa	1102 · Checking Account	
		Spinazzola, Lisa	4435 · Annual Election	187.50
				<u>187.50</u>
04/19/2022	24742	Staples Business Credit	1102 · Checking Account	
		Staples Business Credit	4430 · Office & Library Supplies	484.66
				<u>484.66</u>
04/19/2022	24743	Suffolk Cooperative Library System	1102 · Checking Account	
		Suffolk Cooperative Library System	4410 · Library Books	160.79
		Suffolk Cooperative Library System	4412 · Audio Video	94.13
		Suffolk Cooperative Library System	1153 · PATRON ACCOUNTS-DISC TICKE	1,000.00
		Suffolk Cooperative Library System	4429 · Circulation	97.20
		Suffolk Cooperative Library System	4422B · Children/Teen	575.00
		Suffolk Cooperative Library System	4428 · Conferences	233.25
				<u>2,160.37</u>
04/19/2022	24744	Theresa's Programs LLC	1102 · Checking Account	
		Theresa's Programs LLC	4421A · Adult	850.00
				<u>850.00</u>
04/19/2022	24745	Thomas Klise/Crimson Multimedia	1102 · Checking Account	
		Thomas Klise/Crimson Multimedia	4412 · Audio Video	366.78
				<u>366.78</u>
04/19/2022	24746	Times Beacon Record Newspapers	1102 · Checking Account	
		Times Beacon Record Newspapers	4435 · Annual Election	1,655.08
		Times Beacon Record Newspapers	4439 · Equipment/Blding Maint & Repair	215.33
				<u>1,870.41</u>
04/19/2022	24747	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	198.05
				<u>198.05</u>

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT**

Warrant 04/22/1 - April 19, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
				198.05
04/19/2022	24748	Vamos, Michelle Vamos, Michelle	1102 · Checking Account 4421B · Children/Teen	1,200.00 <u>1,200.00</u>
04/19/2022	24749	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	106.00 <u>106.00</u>
04/19/2022	24750	Washburn, Elizabeth Washburn, Elizabeth	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30 <u>714.30</u>
04/19/2022	24751	Washburn, John Washburn, John	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30 <u>714.30</u>
04/19/2022	24752	Weik, Theresa Maria Weik, Theresa Maria	1102 · Checking Account 4421A · Adult	5.00 <u>5.00</u>
04/19/2022	24753	Whaling Museum Whaling Museum	1102 · Checking Account 4421B · Children/Teen	635.00 <u>635.00</u>
04/19/2022	24754	Wilson, Judy Wilson, Judy Wilson, Judy	1102 · Checking Account 4421B · Children/Teen 4422A · Adult	1,600.00 225.00 <u>1,825.00</u>
04/19/2022	24755	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	193.50 <u>193.50</u>
04/19/2022	24756	Wrenn, Eileen Wrenn, Eileen	1102 · Checking Account 4435 · Annual Election	187.50 <u>187.50</u>
TOTAL				<u><u>172,672.05</u></u>

11:44 AM

03/15/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
March 17, 2022

3/17/2022 Payroll
Check Register

I-1

Date	Num	Name	Account	Debit
03/17/2022	24641	Equitable Financial	1102 - Checking Account	4,467.00
		Equitable Financial	2184 - Annuity	4,467.00
03/17/2022	24642	Optimum	1102 - Checking Account	623.11
		Optimum	4431 - Telecommunications	623.11
TOTAL				5,090.11

3/17/2022 Payroll Warrant

Payroll Warrant	\$ 5,090.11
Paychex Payroll	\$ 103,915.77
TOTAL	\$ 109,005.88

APPROVED
MAR 15 2022
[Signature]

2:49 PM
03/28/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

March 31, 2022

3/31/2022 Payroll
Check Register I-2

Date	Num	Name	Account	Debit
03/31/2022	24643	Equitable Financial Equitable Financial	1102 - Checking Account 2184 - Annuity	4,467.00 <u>4,467.00</u> ✓
03/31/2022	24644	National Grid National Grid	1102 - Checking Account 4450 - Utilities	3,190.26 <u>3,190.26</u> ✓
03/31/2022	24645	NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst...	1102 - Checking Account 2186 - Retirement 2186 - Retirement 2186 - Retirement	3,882.22 175.95 903.00 <u>4,961.17</u> ✓
03/31/2022	24646	PSEGLI PSEGLI	1102 - Checking Account 4450 - Utilities	6,363.58 <u>6,363.58</u> ✓
03/31/2022	24647	Suffolk County Water Authority Suffolk County Water Authority	1102 - Checking Account 4450 - Utilities	163.08 <u>163.08</u> ✓
03/31/2022	24648	Verizon Verizon	1102 - Checking Account 4431 - Telecommunications	98.08 <u>98.08</u> ✓
TOTAL				<u>19,243.17</u>

APPROVED
MAR 28 2022
John J. [Signature]

3/31/2022 Payroll Warrant

Payroll Warrant	\$ 19,243.17
<u>Psychex Payroll</u>	<u>\$ 107,214.83</u>
TOTAL	\$ 126,458.00

2:35 PM

04/12/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
April 14, 2022

4/14/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
04/14/2022	24649	Aflac	1102 - Checking Account	
		Aflac	2187 - AFLAC - Cancer Care	557.46 <i>DE</i>
		Aflac	2188 - AFLAC - Accident Ins	214.26 <i>DE</i>
		Aflac	2190 - AFLAC - Short Term Disabil...	412.74 <i>DE</i>
		Aflac	2194 - Aflac - Hospital	393.30 <i>DE</i>
				<hr/> 1,577.76 <i>DE</i> ✓
04/14/2022	24650	AT&T	1102 - Checking Account	
		AT&T	4431 - Telecommunications	50.89
				<hr/> 50.89 <i>DE</i>
04/14/2022	24651	Equitable Financial	1102 - Checking Account	
		Equitable Financial	2184 - Annuity	4,467.00
				<hr/> 4,467.00 <i>DE</i> ✓
04/14/2022	24652	Optimum	1102 - Checking Account	
		Optimum	4431 - Telecommunications	622.30
				<hr/> 622.30 ✓
TOTAL				<hr/> 6,717.95

APPROVED
APR 12 2022
Debra J. Bennett

4/14/2022 Payroll Warrant

Payroll Warrant	\$ 6,717.95
<u>Paychex Payroll</u>	<u>\$ 103,954.00</u>
TOTAL	\$ 110,671.95

Results of Annual Library Budget Vote Trustee Election

K-1

Library Budget Vote

	2022/23	2021/22	2020/21	2019/20
tax rate change (per 100):	+ .27	+ .37	+ .27	+ .557
Budget (walk-in)				
<i>Yes</i>	80	70	72	93
<i>No</i>	3	5	2	4
<i>blank</i>		0	0	0
<i>void</i>		0	0	0
total walk-in/budget	83	75	74	97
Absentee Ballots				
Total mailed	411	480	252	203
Total returned (voted)	86	99	83	40
<i>Yes</i>	61	70	61	28
<i>No</i>	25	29	22	11
<i>blank</i>		0	0	1
<i>void</i>		0	0	0
total absentee/budg	86	99	83	40
TOTAL Budget Vote				
<i>Yes</i>	141	140	133	121
<i>No</i>	28	34	24	15
<i>blank</i>	0	0	0	1
<i>void</i>	0	0	0	0
TOTAL VOTES - BUDGET:	169	174	157	137
Trustee Election				
	2022/2023	2021/2022	2020/21	2019/20
Trustee (walk-in)	L. Olson	C. McCrary	C. DeStefano	J. Rossini
<i>Yes</i>	78	65	65	91
<i>Write-in</i>	2	3	6	1
<i>blank</i>	4	7	3	5
<i>void</i>		0	0	0
total walk-in/trustee	84	75	74	97
Absentee Ballots				
<i>Yes</i>	82	93	78	37
<i>Write-in</i>		1	0	0
<i>blank</i>	3	5	3	3
<i>void</i>		0	2	0
total absentee/trustee	85	99	83	40
TOTAL Trustee Election				
<i>Yes</i>	160	158	143	128
<i>Write-in</i>	2	4	6	1
<i>blank</i>	7	12	6	8
<i>void</i>	0	0	2	0
TOTAL VOTES - TRUSTEE:	169	174	157	137



Comsewogue Public Library

Public Relations and Publicity Policy

- Media Contact/Inquiries:** The Library Director serves as the sole Library spokesperson. Inquiries sent to and/or made at the Library are to be immediately referred to the Library Director or her designee, who will respond or redirect the inquiry.
- Written Communications:** All Library press communications must have the Library Director's (or her designee's) preapproval.
- Photographs/Recordings:** Members of the public who visit Library property and/or participate in Library-sponsored events grant the Library the right to use images/likenesses/recordings in which they appear for publicity/promotional purposes. Individuals/parents/caregivers must inform the Library in advance if they do not want photos/videos/recordings taken of themselves or of their child.
- Promotional Materials:** All Library promotional materials will meet standards established in the Library's Style Guide.
- Electronic Communications:** All official electronic communications should be transmitted via official Library channels, unless preapproval is obtained to do otherwise. Such communications are the property of the Library and subject to administrative review.
- Speaking Engagements:** Employees' speaking engagements must have the Director's (or her designee's) preapproval. All pertinent information concerning the event (sponsoring organization, nature/format of program, program/presentation topic, expected level of media coverage, etc.) must be submitted well in advance with a Meeting Attendance Request.
- Employment References:** Requests to verify employment and/or for employment references are to be directed to Administration. Employees may provide personal references after such a request has been approved by administration.



Comsewogue Public Library Service Animal Policy

Service animals are permitted at the Comsewogue Public Library in compliance with the Americans with Disabilities Act (ADA).

Service animals are defined by the ADA as working animals (not pets) that are individually trained to do work or perform tasks/duties for people with disabilities. The work/task/duties a service animal has been trained to provide must be directly related to the person's disability.

The animal must be under the handler's control at all times.

The animal must be harnessed, leashed (max. 6 ft. long), or tethered unless their device(s) interferes with the animal's work or the person's disability prevents using the device(s). In cases of device or leash-length interference, the handler must maintain control of the animal through voice, signal, or other effective controls.

The animal must stay in public areas, be housebroken and limit relief to outdoor areas. The animal handler is responsible for prompt removal and disposal of waste.

The animal is not to sit on furniture, indoors or out, as all seating is reserved for the public.

The animal must not demonstrate disruptive, agitated, or aggressive behavior, including but not limited to barking, whining, biting, growling, jumping, scratching, leash pulling, sniffing, or any harassment of Library staff or the public.

The animal must not harass, injure damage, sever, mutilate, or kill any animal or vegetation of any kind.

Library Staff will request the handler correct the animal's behavior if a service animal is not compliant with Library policy. If the handler does not take effective action and control the animal, Library staff will request that the animal be removed from Library grounds. In such a case, the handler will be able to continue the visit, or to visit on another occasion without the animal.

Approved by Board – November 17, 2015



Comsewogue Public Library

Social Media Policy

Comsewogue Public Library reserves the right to monitor social media content on all Comsewogue Public Library accounts and to remove messages, tags or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate.



Comsewogue Public Library Employee Social Networking Policy

The Comsewogue Public Library recognizes that social media is regularly used as a form of engagement and communication. The Library expects employees to exercise personal responsibility whenever they utilize social media. The Library has the right and responsibility to protect itself from the unauthorized disclosure of information and to protect its reputation as an institution and employer. The Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and work rules and policies. This policy includes basic guidelines for Library employees:

“Social media” and related technology include, but are not limited to, video, Wiki posts, social networking, sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs, online journals, diaries or personal newsletters not affiliated with the Comsewogue Public Library. This policy also is to relate to social media technologies and applications that are not yet existent.

Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, its employees, or anyone affiliated with the Library, including patrons and the public-at-large.

Employees are responsible for protecting confidential and proprietary Library information. Employees may not disclose any confidential or proprietary information relating to the Library, its patrons, affiliates, vendors, or suppliers, including, but not limited to business and financial information.

At all times, including when utilizing social media during non-work hours, employees are expected to comply with the Library’s policies regarding the confidentiality of Library operations. Employees may not, at any time, use social media to reference any work-related matters.

Unless specifically instructed, employees may not represent that they are communicating on behalf of the Comsewogue Public Library nor undertake any position that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.

Library employees are prohibited from taking photos of work-related information or non-public areas of the Library and posting this information on a social media site, unless expressly authorized by the Director or the Library Board.

Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party.

The Library requires that employees report all suspected violations of this policy to the Director. The Library will investigate and respond to all reports of violations of its social media policy and other related policies. Violation of this policy may result in disciplinary action up to and including termination. The Library reserves the right to take legal action if deemed necessary to protect the interests of the Library, its employees, patrons, or any other affiliated individual or entity.



Comsewogue Public Library Security Camera Policy

A sign at the main entrance indicates that video surveillance is in use on Library premises, as cameras are installed in locations where individuals lack a reasonable expectation of privacy. Additional signs throughout the Library indicate cameras are in use.

Confidentiality/privacy issues prohibit the general public from viewing ~~security camera footage~~ surveillance recordings, which are secured online and in a controlled area of the Library. Members of the general public may be advised to file a police report.

Only the Library Director or her designee may review surveillance recordings. In their absence, Security Staff and the Network Administrator may review recordings, as appropriate, and must promptly notify the Director of any such activity and the reasons therefore.

Law enforcement may be supplied with live shots/recordings in accordance with applicable state and federal laws and pursuant to the receipt of a proper legal request. This requirement may be waived by the Library Director.

Images may be shared, as appropriate in order to maintain safety, with the Suffolk Cooperative Library System and its member libraries.

A breach of this policy may result in disciplinary action up to and including dismissal. A Library employee who knows of an unauthorized disclosure/privacy breach must immediately inform the Director.

Board adopted 12/16/14

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 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 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.	

JUNE 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 Father's Day	20	21	22	23	24	25		
26	27	28	29	30				
		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			July 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 Vortex42 LLC. Free to print.

JULY 2022

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