

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MAY 24, 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. LIBRARY SERVICES – MILLER PLACE AND MOUNT SINAI SCHOOL DISTRICTS
 - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 4/28/2022 & 5/12/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. SKYLIGHT REPLACEMENT
 - 2. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED POLICY REVISION - PAID TIME OFF (PTO) POLICY (FT STAFF MEMBERS)
 - 2. 403(B) PLAN DOCUMENT AMENDMENT
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
APRIL 19, 2022

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

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

ABSENT WITH NOTIFICATION:
Trustee Spence

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Olsen, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on March 15, 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 April 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the Personnel Report dated April 19, 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 February 28, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve warrant 4/22/1, dated April 19, 2022, in the amount of \$172,672.05. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for March 17, 2022 (\$109,005.88), March 31, 2022 (\$126,458.00) and April 14, 2022 (\$110,671.95). Discussion followed. Approved unanimously.

The Board reviewed the results of the Library Budget Vote and Trustee Election for 2022-2023. The results were as follows:

Adoption of the 2022-2023 Annual Library Budget

Yes – 141 No – 28 Void – 0 Blank - 0 Total –169

Annual Election of Library Board Trustee – Lisa Olson

Yes – 160 Write-in – 2 Void – 0 Blank – 7 Total – 169

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the resignations of Lynn Logan (effective March 31, 2022) and Shannon Harrison (effective April 15, 2022) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the parental leave of absence of Mary O'Connor, effective March 30, 2022 to May 24, 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to reaffirm the *Public Relations and Publicity Policy*. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to reaffirm the *Service Animal Policy*. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to reaffirm the *Social Media Policy*. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to adopt the revised *Employee Social Networking Policy*. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the revised *Security Camera Policy*. Discussion followed. Approved unanimously.

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to change the date of the next meeting of the Board of Trustees to 6:00 pm on Tuesday, May 24, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adjourn the meeting at 6:54 P.M.
Approved unanimously.

Secretary, Board of Trustees

Director's Report

May 2022

Personnel

A small Earth Day Staff Celebration was held on 4/22. Staff were invited to plant seeds in small egg carton starter gardens. Many chose sunflower seeds and will plant their seedlings on the property for all to enjoy. This was an inexpensive, environmentally-friendly offering planned by the Staff EAP Committee which gently lifted morale and brought our group together in an enjoyable activity.

Operations

The Library wrote a (non-binding) letter of support, along with several other Suffolk Public Libraries, to help support Suffolk County as it seeks a NYS Local Government Efficiency Grant regarding electric vehicle charger installations.

The Library's National Poetry Month Community Project completed its third year and received positive feedback. Learn more at <https://poetry.cplib.org>

Building & Grounds

The Skylight Project's Bid Opening took place on 4/28.

We are gathering required quotes on running water access to the south lawn, and for installing a fence to surround the community garden.

Professional Activities

- 5/4 PALS Directors Meeting, SCLS
- 5/5 Sustainable Libraries Meetup (online)
- 5/9 Spoke with Nassau Library System and library staffs re: blood pressure monitor lending model
- 5/11 Car Charger Grant Opportunities Webinar with PSEGLI and Suffolk County
- 5/12 LILRC Conference on Equity/Diversity/Inclusion (online)
- 5/16-5/18 Spring on the Hill, NYLA, Albany (Meetings and Workshops)

Community Activities

Continued board roles with Mather, Jefferson's Ferry, Rotary, and Decision Women



Comsewogue Public Library

Personnel Report

May 24, 2022

New Appointments/Reclassifications/Promotions:

Michele Hanrahan, Page (PT), effective April 18, 2022. Salary \$15.00 hr.

Kimberly Dono, Librarian (PT) – Children’s Services, effective May 3, 2022. Salary \$30.08 hr.

Danielle Braun, Librarian I (PT) – Children’s Services, effective March 11, 2022. Salary \$30.08 hr.
{previously a Trainee}

Reinstate Appointment - Return from Leave of Absence/Parental Leave:

Brooke Robitsek, Librarian (PT) – Adult Department, effective April 20, 2022. Salary \$30.08 hr.

Results of School Districts' Annual Elections

E-3

Year	Comsewogue (school)			Miller Place						Mount Sinai							
	Budget			Budget			Lib Prop			Budget			Lib Prop				
	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes		
2022/ 2023	998	427	70.0%	1394	503	73.5%	*	1590	310	83.7%	944	275	77.4%	*	1073	143	88.2%
	total votes =		1425	total votes =		1897	total votes =		1900	total votes =		1219	total votes =		1216		
2021/ 2022	643	203	76.0%	903	257	77.8%		1009	144	87.5%	656	191	77.4%		737	109	87.1%
	total votes =		846	total votes =		1160	total votes =		1153	total votes =		847	total votes =		846		
2020/ 2021	2486	863	74.2%	2156	860	71.5%		2464	548	81.8%	2108	857	71.1%		2432	534	82.0%
	total votes =		3349	total votes =		3016	total votes =		3012	total votes =		2965	total votes =		2966		
<i>School votes 100% absentee ballot due to pandemic</i>																	
2019/ 2020	660	152	81.3%	610	173	77.9%		696	85	89.1%	1059	302	77.8%		1212	160	88.3%
	total votes =		812	total votes =		783	total votes =		781	total votes =		1361	total votes =		1372		
2018/ 2019	829	263	75.9%	619	209	74.8%		722	101	87.7%	769	19	97.6%		849	116	88.0%
	total votes =		1092	total votes =		828	total votes =		823	total votes =		788	total votes =		965		
2017/ 2018	789	208	79.1%	763	162	82.5%		830	97	89.5%	1,007	251	80.0%		1,111	144	88.5%
	total votes =		997	total votes =		925	total votes =		927	total votes =		1258	total votes =		1255		
2016/ 2017	828	194	81.0%	1064	236	81.8%		1153	141	89.1%	1150	275	80.7%		1266	159	88.8%
	total votes =		1022	total votes =		1300	total votes =		1294	total votes =		1425	total votes =		1425		

Comsewogue Public Library
Statistical Report 2021/2022

E-4

April 2022

	April 2022	Apr 2021	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	64	29	120.69%	8,552	8,868	-3.56%
2	Juvenile	34	6	466.67%	2,916	3,040	-4.08%
3	Total	98	35	180.00%	11,468	11,908	-3.69%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	23	3	666.67%	4,471	4,573	-2.23%
5	Port Jefferson Library	11	3	266.67%	1,648	1,732	-4.85%
Miller Place Borrower Registration:							
6	Comsewogue Library	14	11	27.27%	4,502	4,671	-3.62%
7	Port Jefferson Library	28	5	460.00%	2,046	2,301	-11.08%
8	Total CPL Members	135	49	175.51%	20,441	21,152	-3.36%
9	Library Visits *	8,765	5,217	68.01%	77,967	48,453	60.91%
10	Curbside Pick Up	32	77	-58.44%	358	1,692	-78.84%
Transactions							
11	Circulation of Physical Items:	24,102	22,112	9.00%	247,257	236,789	4.42%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	7,722	7,524	2.63%	79,528	63,045	26.14%
13	Hoopla	749	765	-2.09%	8,352	9,922	-15.82%
14	Kanopy	170	154	10.39%	1,863	1,699	9.65%
Circulation Other:**							
15	Museum Passes	82	8	n/a	407	42	n/a
16	Library of Things	84		n/a	302		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	695	488	42.42%	6,726	4,217	59.50%
18	Public Wireless Sessions	1,603	840	90.83%	16,011	7,173	123.21%
Interlibrary Loan:							
19	Items Loaned	1,065	1,148	-7.23%	11,239	12,941	-13.15%
20	Items Borrowed	1,595	1,627	-1.97%	15,171	15,728	-3.54%

*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: April 2022

E-5

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Chair Yoga (10am session, 11am session)	4	24,24	15,16,12,13
Everyday Matinees	2	24,24	22,20
ONLINE Rob Scott Cooking Demo Videos (YouTube)	5	<i>redirect clicks</i>	52,42,42,34,18
		<i>views</i>	7,83,66,68,150
Download eBooks with Libby	1	4	3
ONLINE Citizenship Preparation (Zoom)	1	1	1,2,5
AARP Tax Preparation	1	12	9
ONLINE Breathe Together	4	41	6,6,6,6
ONLINE New English Speakers (Zoom)	4	n/a	2,6,4,3
Computer Basics	2	4	3,3
Rob Scott Parmesan Italian Herb Biscuits	2	14,14	10,11
Medicaid Enrollment Assistance	1	n/a	1
Knit & Crochet	1	8	5
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	6
Shared with other libraries around the country		<i>redirect clicks</i>	10
ONLINE Trivia	5	17,x,x,15	31,50,19,37
ONLINE Concert: 4 Ways From Sunday (YouTube)	1	<i>views</i>	51
Hoppy Hour	1	18	9
Senior Advocate	appt	4	4
ONLINE One-on-One Genealogy (Zoom)	appt	4	2
Boneyarn: Slavery in NYC (Poetry/Author event)	1	3	4
Succulent Bird House \$5pp	2	9,15	8,14
Write This Way	1	16	9
Defensive Driving	1	30	23

Adult Programming: Summary

Intro to Microsoft Excel	1	8	5
ONLINE Ditch & Switch (Zoom)	1	7	7
		<i>views</i>	<i>9 (5-7day)</i>
Shred-Recycle-Dispose	1	n/a	365 cars
Floral Cake Decoration \$5pp	2	7,12	7,12
Earth-Friendly Compost	1	9	7
After Dinner Book Club (Long Island Reads)	1	6	5
Pet Adoption Fair	1	n/a	50
ONLINE Spring Brunch with Rob Scott (Zoom)	1	7	7
One-on-One Appointments	unlimited	1	1
Career Counselor Appointments	unlimited	1	1
Social Work Student Intern Appointments	unlimited	14	14
TOTALS	52	397	1126

* View counts as of 5/6/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
April 2022	52	397	1126
YTD 2022	188	1667	3187
April 2021	51	417	868
YTD 2021	183	1682	3224

Children and Teen Services Department

April 2022 Statistics

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Belle Visits the Library*** All ages w/caregiver	30	2	39	34		73
Meet the Farm Animals All ages w/caregiver		1	124	108		232
Spring Bingo All ages w/caregiver	12	1	7	8		15
Take & Make: Candy Sushi All ages w/caregiver	30	1	30	30		60
Baby Bop Birth-17 mon, w/caregiver	15	1	9	9		18
Baby Start Birth-17 mon, w/caregiver	16	1	10	10		20
Mother Goose on the Loose Birth-35 mon, w/caregiver	39	2	27	27		54
1000 Books Before Kindergarten Birth-prek, w/caregiver	34	2	21	21		42
Come Play with PlayHooray Birth-prek, w/caregiver	47	3	46	45		91
Shake & Make Music 18 mon-prek, w/caregiver	17	1	11	14		25
A Time for Kids: Jump Frog Jump 18 mon-prek, w/caregiver	36	2	25	25		50
Tot's Night Out 18 mon-prek, w/caregiver	18	1	13	17		30
Tales for Tots: The Very Hungry Caterpillar 2.5 years-prek, w/caregiver	19	1	17	18		35
Sheerly Delightful Sheep 3 years-prek, w/caregiver	14	1	10	10		20
Skolblicki's Scientists: Let's Celebrate Earth Day 3 years-prek, w/caregiver	17	1	8	8		16
Bunny Pallet Craft Grades K-2	17	1	14			14

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Mother's Day Picture Gift Grades K-2	14	1	8			8
Skolblicki's Scientists: From Egg to Chick Grades K-2	24	1	17			17
Spring Silhouettes Grades K-2	20	1	12			12
Once is Not Enough (Making Paper) Grades K-5	40	2	22			22
Spring Time Bunny Craft Grades K-5	49	2	28			28
Virtual STEAM Night Miller Place Schools Grades K-5		4	21			21
DIY Garden Grades 3-5	22	1	9			9
Flower Collage Grades 3-5	15	1	8			8
Mother's Day Picture Gift Grades 3-5	14	1	6			
Cover to Cover: The World According to Humphrey Grades 4&5	15	1	12			12
Among Us Game Session Grades 6-12	9	1			6	6
Baby Bunnies Grades 6-12	30	2			24	24
Babysitting 101 Grades 6-12	8	1			5	5
Bow Ties for Shelter Pets Grades 6-12	22	1			15	15
Creative Writing Workshop Grades 6-12	5	1			1	1
Macrame Wall Hanging Grades 6-12	14	1			9	9
Marshmallow Flower Cupckes Grades 6-12	20	1			15	15

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Remote Community Service Opportunities Grades 6-12		7			29	29
Toy Wash Grades 6-12	19	1			11	11
Totals	701	53	554	384	115	1047
<u>SUMMARY OF STATISTICS</u>	April '22	April '21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	53	49	186	189		
TOTAL # OF CHILDREN	554	795	1,904	3,369		
TOTAL # OF ADULTS	384	211	1,052	655		
TOTAL # OF TEENS	115	245	628	818		
TOTAL # OF PATRONS	1,047	1,251	3,578	4,856		

**** 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	4/25/2022	17,835.86	4/25/2022	17,835.86	0.00
13	5/9/2022	25,762.91	5/9/2022	25,762.91	0.00
14	5/16/2022	43,598.78	5/16/2022	43,598.78	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

\$1,957,981.37

Payments CPL Received

\$1,640,977.99

Payments US Bank Retained for Bonds

\$317,003.38

Interest Received*

Remaining Balance - Uncollected Taxes

\$1,105,411.63

Total Payments (including interest)

\$1,957,981.37

\$1,640,977.99

5/17/2022



2022 Policy Initiatives

Updated May 16, 2022

Media Literacy in New York State

These proposals address access, delivery, and development.

Media Literacy Professional Development

S8213 (Ryan)/6153A (Rosenthal)

Referred to Senate & Assembly Education Committees

Library Media Specialist K-12 Requirement

S8212 (Ryan)/A6225A (Rosenthal)

Referred to Senate Libraries Committee

Referred to Assembly Education Committee

Media Literacy Advisory Group Formation

S8214A (Ryan)/A6142B (Rosenthal)

Referred to Assembly Education Committee

Passed Senate Libraries Committee 3/9

Creation of Media Literacy Standards in K-12

S8215 (Ryan)/A8222 (Rosenthal)

Referred to Senate & Assembly Education Committees

School Library Facility Modernization

S6053 (Kaplan) / A6339 (Jensen)

This proposal would address the antiquated metrics within NY-CRR 91.1 and insert characteristics associated with a successful, 21st century school library.

Referred to Senate Libraries Committee

Referred to Assembly Education Committee

Construction Project Extension

S8429 (Ryan)/A9487(Jean Pierre)

This bill would provide libraries that have been impacted by COVID-19 and supply chain issues an additional two years (total of 6) to complete their construction projects while maintaining their eligibility for state aid.

Ways & Means Agenda 5/17

Passed Senate 5/10

Book Fair Tax Exemption

A861 (Cahill)

This bill would make books, magazines, pamphlets and other items sold at school sponsored book fairs exempt from sales tax.

Referred to Assembly Ways & Means

Association Retirement Opt-In Opportunity

S5179 (Palumbo)/A5824A (Thiele)

This bill would allow association libraries that meet certain criteria the ability to join the New York State Retirement System upon approval of their board.

Referred to Senate Civil Service & Pensions Committee

Held for Consideration in Assembly Government

Employees Committee 5/10



2022 Policy Initiatives Cont'd

Updated May 16, 2022

Double Taxation Survey

S7857A (Skoufis) / A9448A (Stirpe)

Requires two state agencies with the assistance of the library community to conduct a survey on the prevalence and fiscal impact of double taxation due to overlapping library districts.

Passed Senate Libraries Committee 5/11

Referred to Senate Finance Committee

Passed Assembly Libraries Committee 5/10

Ways & Means Committee Agenda 5/17

Gold Coast Library Elections

S7611(Gaughran)/A8110(Lavine)

Amends the Chapter for Gold Coast Library by extending when petitions are due from 13 days to 30 days.

Passed Assembly Libraries Committee 5/10

Assembly Rules Agenda 5/16

Passed Senate 3/22

Right to Repair Act

S4104 (Breslin)/A7006A (Fahy)

If implemented, the Fair Repair Act would allow libraries to identify a local service representative who could return the product in a shorter-time frame and/or at a lesser cost. For patrons who frequent their library, this means access to their desired content and information.

Passed Assembly Consumer Affairs 5/10

Consumer Affairs Agenda 5/17

Referred to Senate Consumer Protection

In the Works (Proposals Pending)

OPEB Reserve Funds

NYLA is seeking eligibility for library systems and certain libraries within the State to create and contribute to a reserve fund for other post-employment benefits.

Discussions on-going

2023 Priority

Permanent Reduction in Petition Signature Requirements

NYLA is seeking a decrease in the number of signatures needed for 259 and school district library elections.

Discussions on-going

2023 Priority

Modernization of Civil Service Process

Working with the Civil Service Committee, legislative partners and allies at external organizations, we are seeking amendments to processes and protocols within Civil Service for the field of librarianship.

Discussions on-going

2023 Priority

NYLA_1890



NYLA_1890



NYLA_189



Comsewogue Public Library

Cordially invites you to a

*Reception honoring the members of the
Library Research Committee (est. 1966)*

Join us to celebrate the Committee's achievements

*And mark the Library's 55th year of
Community service*



Saturday, June 4, 2022 at 10:00 a.m. at the Library



A reception will follow.

RSVP: cpladmin@cplib.org or 631-928-1212, x124

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of March 31, 2022

ASSETS**Current Assets****Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,538.04
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,421,334.21
1110 · Savings-Capital Improvements	780,120.31
1114 · Savings-Termination Pay	233,908.65
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 3,483,051.21

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	8,790.65
1154 · PREPAID EXPENSES	8,500.00

Total Other Current Assets 17,290.65

Total Current Assets 3,500,341.86

TOTAL ASSETS 3,500,341.86

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	2,315.73
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	557.46
2188 · AFLAC - Accident Ins	214.26
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness ind.	0.00
2190 · AFLAC - Short Term Disability	412.74
2191 · Reserve for Encumbrances	39,519.64
2194 · Aflac - Hospital	393.30

Total Other Current Liabilities 43,413.13

Total Current Liabilities 43,413.13

Total Liabilities 43,413.13

Equity

2200 · General Fund Balance	3,598,706.69
2201 · Capital Improvement Fund	792,444.10
2202 · Termination Payment Fund	271,797.75
Net Income	-1,206,019.81

Total Equity 3,456,928.73

TOTAL LIABILITIES & EQUITY 3,500,341.86

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending March 31, 2022

	<u>March 22</u>	<u>July 21 - March 22</u>
Revenue		
3301 · Tax Revenues	49,544.07	1,852,947.96
3302 · Fines	44.25	352.24
3304 · Interest Earned	187.53	2,411.11
3305 · Unclassified rev.-Copies	1,030.00	8,347.04
3306 · Unclassified rev.-Books	171.06	2,812.46
3307 · Unclassified rev.-Other	44.00	126.95
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	29,030.43
3312 · Local Sponsor Aid	678.00	6,784.00
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>51,698.91</u>	<u>3,368,483.00</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending March 31, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	MARCH	JULY - MARCH		
4401 · Computer Supplies	1,115.00	7,007.63	9,000.00	-1,992.37
4402 · Computer Equipment/Parts	16,982.15	19,288.78	21,000.00	-1,711.22
4403 · Furniture & Equipment	334.41	2,936.19	23,000.00	-20,063.81
4404 · Salaries-Professional	209,735.35	1,406,958.68	1,927,072.00	-520,113.32
4405 · Salaries-Clerical	90,402.49	550,313.82	881,223.00	-330,909.18
4406 · Salaries-Custodial	7,892.44	49,305.11	70,008.00	-20,702.89
4407 · Salaries-Guard	2,934.75	17,149.63	67,101.00	-49,951.37
4410 · Library Books	9,199.66	87,658.66	125,600.00	-37,941.34
4412 · Audio Video	1,778.99	17,837.57	38,000.00	-20,162.43
4413 · Periodicals	136.20	14,578.36	15,600.00	-1,021.64
4414 · Computer Software	132.77	3,871.85	6,000.00	-2,128.15
4415 · Electronic Data Base	164,869.98	218,555.26	235,000.00	-16,444.74
4417 · OTHER THINGS LENDING	1,685.92	17,460.47	17,500.00	-39.53
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors <i>4421A</i>	200.00	200.00	0.00	200.00
4421A · Adult	6,417.00	36,737.53	60,000.00	-23,262.47
4421B · Children/Teen	4,285.00	32,045.00	52,000.00	-19,955.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	423.50	2,550.70	9,000.00	-6,449.30
4422B · Children/Teen	718.44	15,228.24	22,000.00	-6,771.76
4428 · Conferences	53.68	5,635.37	12,000.00	-6,364.63
4429 · Circulation	305.67	45,896.45	61,000.00	-15,103.55
4430 · Office & Library Supplies	2,144.18	11,164.10	17,000.00	-5,835.90
4431 · Telecommunications	871.18	7,098.46	10,000.00	-2,901.54
4432 · Cartage	193.50	1,741.50	3,600.00	-1,858.50
4433 · Postage	2,839.26	8,577.79	13,000.00	-4,422.21
4434 · Publicity and Printing	9,971.00	29,988.22	36,000.00	-6,011.78
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	1,570.60	66,406.41	82,500.00	-16,093.59
4438 · Membership Dues	0.00	1,210.00	3,000.00	-1,790.00
4439 · Equipment/Blding Maint & Repair	10,477.14	114,345.13	178,550.00	-64,204.87
4440 · Snow Removal	0.00	8,225.00	12,500.00	-4,275.00
4441 · Building Security	13,366.55	54,949.29	75,000.00	-20,050.71
4450 · Utilities	18,418.03	99,110.29	122,000.00	-22,889.71
4451 · Custodial Supplies	850.79	8,909.94	16,000.00	-7,090.06
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	14,382.29	20,000.00	-5,617.71
4471 · Workers Compensation Insurance	0.00	26,192.00	27,250.00	-1,058.00
4472 · Life Insurance	405.75	4,207.53	6,600.00	-2,392.47
4473 · Dental Insurance	1,972.42	24,560.29	41,000.00	-16,439.71
4474 · VISION INS	219.64	2,848.75	6,600.00	-3,751.25
4476 · 9020.8 Retirement Expense	0.00	417,060.00	417,060.00	0.00
4477 · 9030.8 Social Security Expense	23,464.32	149,396.22	224,000.00	-74,603.78
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	57,279.22	528,409.57	765,000.00	-236,590.43
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	36,750.00	-36,750.00
4482 · Bond Principal	0.00	317,003.38	280,253.00	36,750.38
4483 · Bond Administrative	500.00	631.25	763.00	-131.75
Total Expense	665,905.26	4,574,502.81	6,182,292.00	-1,607,789.19

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 05/22/1 - May 24, 2022

H

Date	Num	Name	Account	Debit
05/24/2022	24766	A Shred Away Inc. A Shred Away Inc.	1102 · Checking Account 4430 · Office & Library Supplies	175.00
				175.00
05/24/2022	24767	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	400.00
				400.00
05/24/2022	24768	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00
				175.00
05/24/2022	24769	American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4414 · Computer Software 4422A · Adult 4422B · Children/Teen 442B · Conferences 4430 · Office & Library Supplies 4435 · Annual Election	14.27 73.29 640.83 143.12 15.20 55.00
				941.71
05/24/2022	24770	American Museum of Natural His... American Museum of Natural His...	1102 · Checking Account 1153 · PATRON ACCOUNTS-DIS...	25.00
				25.00
05/24/2022	24771	Apple Inc. Apple Inc.	1102 · Checking Account 4402 · Computer Equipment/Parts	2,093.00
				2,093.00
05/24/2022	24772	B&H Photo-Video B&H Photo-Video B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4401 · Computer Supplies 4402 · Computer Equipment/Parts 4430 · Office & Library Supplies	500.04 129.14 96.84
				726.02
05/24/2022	24773	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	971.90 84.50
				1,056.40
05/24/2022	24774	Baking Coach, Inc. Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen 4421A · Adult	970.00 700.00
				1,670.00
05/24/2022	24775	Blick Art Materials Blick Art Materials	1102 · Checking Account 4422A · Adult	64.19
				64.19
05/24/2022	24776	Brodart Company Brodart Company Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books 4422B · Children/Teen 4430 · Office & Library Supplies	6,751.08 2,707.30 358.20 240.80
				10,057.38
05/24/2022	24777	Cornell Cooperative Extension, S... Cornell Cooperative Extension, S... Cornell Cooperative Extension, S...	1102 · Checking Account 4421B · Children/Teen 4421A · Adult	1,000.00 200.00
				1,200.00
05/24/2022	24778	Cortes, Nicole Cortes, Nicole	1102 · Checking Account 4422B · Children/Teen	193.57
				193.57
05/24/2022	24779	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	3,039.44

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 05/22/1 - May 24, 2022**

Date	Num	Name	Account	Debit
				3,039.44
05/24/2022	24780	Discount School Supply	1102 · Checking Account	
		Discount School Supply	4422A · Adult	50.52
		Discount School Supply	4422B · Children/Teen	435.51
				486.03
05/24/2022	24781	Drum Industrial Sales Corp.	1102 · Checking Account	
		Drum Industrial Sales Corp.	4451 · Custodial Supplies	921.63
				921.63
05/24/2022	24782	Engelhardt, Debra	1102 · Checking Account	
		Engelhardt, Debra	4428 · Conferences	231.66
				231.66
05/24/2022	24783	Fun Express, LLC	1102 · Checking Account	
		Fun Express, LLC	4422B · Children/Teen	284.06
		Fun Express, LLC	4422A · Adult	8.81
				292.87
05/24/2022	24784	Giery, Peter	1102 · Checking Account	
		Giery, Peter	4439 · Equipment/Blding Maint & ...	183.87
				183.87
05/24/2022	24785	Green Earth Craft, Inc	1102 · Checking Account	
		Green Earth Craft, Inc	4421B · Children/Teen	250.00
				250.00
05/24/2022	24786	Guardian	1102 · Checking Account	
		Guardian	4472 · Life Insurance	400.80
		Guardian	4473 · Dental Insurance	2,508.22
		Guardian	4474 · VISION INS	310.99
		Guardian	2185 · Employee Ins - enrollee con...	51.71
				3,271.72
05/24/2022	24787	Guzman, Jacqueline	1102 · Checking Account	
		Guzman, Jacqueline	4421A · Adult	690.00
				690.00
05/24/2022	24788	High Hopes Productions LLC	1102 · Checking Account	
		High Hopes Productions LLC	4421B · Children/Teen	465.00
				465.00
05/24/2022	24789	HomeStyle Landscaping & Desig...	1102 · Checking Account	
		HomeStyle Landscaping & Desig...	4439 · Equipment/Blding Maint & ...	3,332.00
				3,332.00
05/24/2022	24790	Ingram Library Services	1102 · Checking Account	
		Ingram Library Services	4410 · Library Books	50.36
				50.36
05/24/2022	24791	Island Sound Press	1102 · Checking Account	
		Island Sound Press	4410 · Library Books	57.50
				57.50
05/24/2022	24792	JanWay Company USA, Inc.	1102 · Checking Account	
		JanWay Company USA, Inc.	4422A · Adult	266.73
				266.73
05/24/2022	24793	JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account	
		JK Tech Solutions, Inc DBA Shar...	4421A · Adult	1,860.00
				1,860.00
05/24/2022	24794	Kanopy, Inc	1102 · Checking Account	
		Kanopy, Inc	4415 · Electronic Data Base	397.00
				397.00
05/24/2022	24795	Ketcham Pump Company, Inc	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 05/22/1 - May 24, 2022

Date	Num	Name	Account	Debit
		Ketcham Pump Company, Inc	4439 · Equipment/Blding Maint & ...	350.00
				350.00
05/24/2022	24796	LDC Strategies LDC Strategies	1102 · Checking Account 4421A · Adult	150.00
				150.00
05/24/2022	24797	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	3,650.00
				3,650.00
05/24/2022	24798	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	2,022.01
				1,308.50
				3,330.51
05/24/2022	24799	Minard, Danielle Minard, Danielle Minard, Danielle	1102 · Checking Account 4422A · Adult 4428 · Conferences	32.26
				29.24
				61.50
05/24/2022	24800	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				55.20
05/24/2022	24801	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	22.00
				22.00
05/24/2022	24802	NYLA NYLA	1102 · Checking Account 4438 · Membership Dues	1,062.50
				1,062.50
05/24/2022	24803	NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee con...	55,218.25
				2,883.37
				58,101.62
05/24/2022	24804	Olsen, Deborah Olsen, Deborah	1102 · Checking Account 4428 · Conferences	20.00
				20.00
05/24/2022	24805	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	100.00
				100.00
05/24/2022	24806	P.J.S. Post Office - Bulk P.J.S. Post Office - Bulk	1102 · Checking Account 4433 · Postage	2,022.13
				2,022.13
05/24/2022	24807	Parker-Morales, Christine Parker-Morales, Christine	1102 · Checking Account 4428 · Conferences	13.46
				13.46
05/24/2022	24808	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	165.94
				165.94
05/24/2022	24809	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	555.00
				555.00
05/24/2022	24810	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	1,236.15
				1,236.15
05/24/2022	24811	Postmaster/Port Jefferson Station Postmaster/Port Jefferson Station	1102 · Checking Account 4433 · Postage	265.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 05/22/1 - May 24, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				265.00
05/24/2022	24812	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00
05/24/2022	24813	Quirk-Senyk, Jennifer Quirk-Senyk, Jennifer	1102 · Checking Account 4428 · Conferences	15.21
				15.21
05/24/2022	24814	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	67.00
				67.00
05/24/2022	24815	Ray-Block Stationery Co., Inc Ray-Block Stationery Co., Inc	1102 · Checking Account 4456 · Rental Expenses	8.03
				8.03
05/24/2022	24816	Rhode Island Novelty Rhode Island Novelty	1102 · Checking Account 4422B · Children/Teen	56.33
				56.33
05/24/2022	24817	S & S Worldwide, Inc. S & S Worldwide, Inc.	1102 · Checking Account 4422B · Children/Teen	143.12
				143.12
05/24/2022	24818	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	1,038.00
				1,038.00
05/24/2022	24819	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4434 · Publicity and Printing	10,589.00
				10,589.00
05/24/2022	24820	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	7,036.80
				7,036.80
05/24/2022	24821	Shake 'N Make Music LLC Shake 'N Make Music LLC	1102 · Checking Account 4421B · Children/Teen	300.00
				300.00
05/24/2022	24822	Skoblicki, Michelle A. Skoblicki, Michelle A.	1102 · Checking Account 4421B · Children/Teen	350.00
				350.00
05/24/2022	24823	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
05/24/2022	24824	Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies 4422A · Adult	394.81 14.99
				409.80
05/24/2022	24825	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4415 · Electronic Data Base 4422B · Children/Teen 4429 · Circulation	1,440.00 200.00 73.20
				1,713.20
05/24/2022	24826	The Jewish Musuem The Jewish Musuem	1102 · Checking Account 4417 · OTHER THINGS LENDING	500.00
				500.00
05/24/2022	24827	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	3,300.00 350.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 05/22/1 - May 24, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				3,650.00
05/24/2022	24828	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	64.01
				64.01
05/24/2022	24829	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	116.50
				116.50
05/24/2022	24830	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	53.00
				53.00
05/24/2022	24831	Vivas, Chris Vivas, Chris	1102 · Checking Account 4421B · Children/Teen	250.00
				250.00
05/24/2022	24832	W.B. Mason Co., Inc. W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4422B · Children/Teen 4422A · Adult	76.85
				48.48
				125.33
05/24/2022	24833	Wilson, Judy Wilson, Judy Wilson, Judy	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	470.00
				275.00
				745.00
05/24/2022	24834	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	226.40
				226.40
TOTAL				133,410.82

9:40 AM

04/26/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

April 28, 2022

I-1
4/28/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
04/28/2022	24757	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,447.00 4,447.00 ✓
04/28/2022	24758	National Grid National Grid	1102 · Checking Account 4450 · Utilities	2,101.98 2,101.98 ✓
04/28/2022	24759	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	2,674.74 58.65 602.00 3,335.39 ✓
04/28/2022	24760	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	6,993.04 6,993.04 ✓
TOTAL				16,877.41

APPROVED
APR 26 2022
[Signature]

4/28/2022 Payroll Warrant

Payroll Warrant	\$ 16,877.41
Paychex Payroll	\$ 106,287.41
TOTAL	\$ 123,164.82

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
May 12, 2022**

5/12/2022 Payroll
Check Register

I-2

Date	Num	Name	Account	Debit
05/12/2022	24761	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
				<u>1,051.84</u> ✓
05/12/2022	24762	AT&T	1102 · Checking Account	
		AT&T	4431 · Telecommunications	52.28
				<u>52.28</u> ✓
05/12/2022	24763	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	4,422.00
				<u>4,422.00</u> ✓
05/12/2022	24764	Optimum	1102 · Checking Account	
		Optimum	4431 · Telecommunications	622.30
				<u>622.30</u> ✓
05/12/2022	24765	Verizon	1102 · Checking Account	
		Verizon	4431 · Telecommunications	97.34
				<u>97.34</u> ✓
TOTAL				<u>6,245.76</u>

5/12/2022 Payroll Warrant

Payroll Warrant	\$ 6,245.76
Psychex Payroll	\$ 104,562.01
TOTAL	\$ 110,807.77

APPROVED
MAY 11 2022
[Signature]

H-1



May 9, 2022

Comsewogue Public Library
 170 Terryville Road
 Port Jefferson Station, New York 11776

Attn: Board of Trustees

Re: Comsewogue Public Library
 Skylight Replacement Project
 Contractor Recommendation
 Fidele Construction Inc.

Board of Trustees,

I have carefully reviewed the bids that were received and have had a post-bid telephone conversation with Fidel Echanique, President of Fidele Construction Inc. (the low bidder) to review the scope of the project. They have acknowledged the full scope of this project and I find them qualified to perform this contract.

We recommend that Fidele Construction Inc. be awarded the Skylight Replacement Project for the Base Bid amount of \$41,900.00 for a Total Contract Amount of \$41,900.00.

Sincerely,

John A. Tanzi, AIA
 Principal

Official Bid Results

Date & Time: April 28, 2022 & 2:00 pm
 Project: Comsewogue Public Library
 Skylight Replacement Project

Bidder	Bid Amount
Fidele Construction Inc.	\$41,900.00
Arrow Steel Window Corp.	\$46,858.00

John Tanzi Architects

Architecture | Engineering | Interiors
 129 Main Street - Unit 620, Stony Brook, New York 11790
 631-751-0108 www.jtarchitects.net



Comsewogue Public Library

Paid Time Off (PTO) Policy

Full-Time Staff Members

(previously Vacation Policy)

It is the policy of Comsewogue Public Library to provide each full-time employee with vacation time, sick time and personal time, inclusively know as *Paid Time Off*, on a periodic basis. The amount of *Paid Time Off* to which an employee becomes entitled is determined by the employee's length of service as a full-time employee. For full-time employees, PTO eligibility is as follows:

Vacation:

20 days/140 hours: all full-time employees with up to 5 years of full-time service completed at CPL

25 days/175 hours: all full-time employees with over 5 years of full-time service completed at CPL

Vacation time is awarded to each full-time employee on a calendar year basis and is pro-rated, as needed, for reasons such as termination of employment, unpaid absence or for new full-time appointments mid-year.

Vacation time does *not* accrue and must be used within each calendar year (January - December). Unused vacation time will be forfeited at the end of the calendar year.

Unused vacation time will be forfeited at time of separation of employment.

Sick:

All full-time employees receive 12 sick days/84 hours.

Sick time is awarded to each full-time employee on a calendar year basis and is pro-rated, as needed, for reasons such as termination of employment, unpaid absence or for new full-time appointments mid-year.

Sick leave for *over* three (3) days may require a doctor's note. Sick leave for *over* two (2) weeks will be applied toward Family Medical Leave Act (FMLA), if employee qualifies. A doctor's note giving authorization to return to work is required for all absences of two (2) weeks or longer and for all absences that included a hospital stay and/or any surgery (excluding oral surgery).

Sick time does accrue and will rollover into the following year.

As per Benefit Policy, upon New York State Retirement, accrued Sick time will be paid for at a rate of one day for every two days accrued with a cap of 100 days/700 hours (*if hired full-time on or after 3/1/10*) or 120 days/840 hours (*if hired full-time prior to 3/1/10*) paid sick.

Unused sick time will be forfeited due to resignations.

Personal:

All full-time employees receive 3 personal days/21 hours.

Personal time is awarded to each full-time employee on a calendar year basis and is pro-rated, as needed, for reasons such as termination of employment, unpaid absence or for new full-time appointments mid-year.

At the end of the calendar year, personal time turns into sick time and will rollover into the following year.

Unused personal time will be forfeited due to resignations.

The following has been developed for all full-time staff to comply with in order to maintain fairness among co-workers and to ensure that the Library will remain properly staffed (as determined by your Department Head and Library Director) for the continuation of quality service to our patrons.

1. PTO-vacation & personal requests of more than two consecutive days are to be submitted to your department head at least 1 month (or sooner) prior to the requested start date.
2. PTO requests for summer, expected busy times or holidays should be submitted by the specified date given to staff members by the department head.
3. Department heads will review PTO-vacation & personal requests for preliminary approval and forward requests to the Administration Office **prior** to scheduling time off.
4. Approval of PTO requests are subject to the demands of the department schedule.
5. ALL PTO-vacation & personal are subject to the Director's approval.
(Do not make plans, arrangements, etc. until you have received final approval.)
6. Any PTO request that extends beyond two (2) consecutive calendar weeks must be submitted in writing to the department head at least two (2) months (or sooner) prior to the requested vacation start date. The department head will submit this request to the Director and it will be reviewed and considered on a case-by-case basis.

*Effective January 1, 2011
Revised & Board approved – July 18, 2017
Revised & Board approved – November 20, 2018
Revised – May 24, 2022*

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
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		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 Vertex42 LLC. Free to print.

JULY 2022

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