

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 21, 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 – 5/26/2022 & 6/9/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. BOILER REPLACEMENT PROJECT
 - 2. OTHER
- L. NEW BUSINESS
 - 1. BUDGET TRANSFERS
 - 2. PERSONNEL CHANGES
 - 3. POLICY REVIEW – PROPOSED POLICY REVISION:
 - A. BEREAVEMENT LEAVE POLICY
 - B. VACATION POLICY - PT PROFESSIONAL & PT CLERICAL STAFF MEMBERS
 - 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
MAY 24, 2022

President DeStefano called the meeting to order at 6:00 p.m.

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

ABSENT WITH NOTIFICATION:

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on April 19, 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 May 2022. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the Personnel Report dated May 24, 2022. Discussion followed. Approved unanimously.

The Library Director reported that on May 17, 2022, the residents of the Miller Place and Mount Sinai School districts voted to continue the Library service contracts for 2022-2023.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the 2022-2023 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District and authorize Library Board President DeStefano to execute the corresponding Library Services Agreements. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee McCrary, seconded by Trustee Spence, to approve warrant 5/22/1, dated May 24, 2022, in the amount of \$ 133,410.82. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the payroll and payroll warrants for April 28, 2022 (\$123,164.82) and May 12, 2022 (\$110,807.77). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to award the contract for the Skylight Replacement Project to Fidele Construction Inc. for the Base Bid amount of \$41,900 (lowest bidder), as per the recommendation of John Tanzi, Architect. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to adopt the revised *Paid Time Off (PTO) Policy-FT Staff Members* (previously Vacation Policy-FT). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adopt the amendment to the Library's 403(b) Plan Document, reflecting eligibility for all employees. 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 McCrary, seconded by Trustee Spence, to adjourn into executive session to discuss a construction contract. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn from executive session and return to the regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to adjourn the meeting at 6:59 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

June 2022

Personnel

No report.

Operations

- A 55th Library Anniversary Ceremony and Reception was held on 6/4.
- Assembly Member Steve Englebright informed us in a letter dated 6/9 that the Library will be receiving a Local Initiative grant in the amount of \$10,000. This requires pending final approval from the State Comptroller's office.
- The NYS Education Department completed the library's charter amendment process. The Library's bylaws, as a result, will need to be amended. This will be presented at the July board meeting.
- We'll conduct an oral history interview with Brandon Pantorno, the Library's second Director, on 6/22. Mr. Pantorno devoted his entire career to CPL, from Page during high school to Library Director, and retired to Massachusetts ten years ago.

Building & Grounds

- A bid opening for the boiler project took place on 6/16. This project is on the June board meeting agenda.

Professional Activities

- LGBT Cultural Awareness (Webinar)
- Critical Librarianship (Webinar)
- FRES/Suffolk County Library as Extreme Weather Center (Webinar)
- Great Give Back Event Planning (Webinar)
- Sachem Public Library Garden Dedication
- Risk Management (Webinar)
- SCLS Directors Meeting followed by PLDA Meeting (Bellport Public Library, then Sayville)

Community Activities

The Library will host an outdoor concert for the community on June 18

Continued Board and Committee involvement re: Mather, Jefferson's Ferry, Rotary & Decision



Comsewogue Public Library

Personnel Report

June 21, 2022

New Appointments/Reclassifications/Promotions:

Kristen Ahearn, Librarian I (PT) – Adult Services, effective May 13, 2022. Salary \$30.08 hr.
{previously a Trainee}

Joan Lauria, Librarian I (PT) – Children’s Services, effective May 15, 2022. Salary \$30.08 hr.
{previously a Trainee}

Nicole Malley, Librarian I (PT) – Adult Services, effective June 1, 2022. Salary \$30.08 hr.
{previously a Trainee}

Resignation(s):

*Catherine Ferguson, Librarian I (PT) - Adult Services, effective June 16, 2022.

*Selay Gasteiger, Page, effective June 8, 2022.

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

*Mary O’Connor, Librarian I (PT) – Children’s Services, effective May 24, 2022.

COMSEWOGUE PUBLIC LIBRARY

BY-LAWS

ARTICLE I

The Comsewogue Public Library operates under an absolute charter granted September 26, 1969, by the Board of Regents for and on behalf of the New York State Education Department and later amended April 12, 2022. (The Provisional Charter was granted November 18, 1966, Port Jefferson Station-Terryville Public Library.)

The Library is governed under the terms of Article 5 of the New York State Education Law.

ARTICLE II

The Comsewogue Public Library's mission statement is to provide high-quality library services at a reasonable cost to community residents.

ARTICLE III

The Comsewogue Public Library shall be governed by a Board of Trustees, hereafter referred to as the "Board," consisting of five members, each elected for a five-year term. The term of office of one trustee shall expire each year. A separate petition, signed by at least twenty-five qualified voters of the Comsewogue School District shall be required to nominate a candidate. Said candidate must be a qualified voter of the Comsewogue School District. Each petition shall state the residence of each signer, and shall state the name and residence of the candidate. Each newly elected trustee is required to take office at the regular monthly meeting of the Board, in July. An oath of office will also be administered to a newly elected trustee and filed with the Suffolk County Clerk.

~~Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by appointment of the Board with the oath of office duly administered.~~

Vacancies due to cause other than expiration of term shall be filled by appointment of the Board, until the next annual Trustee Election. An oath of office will be administered to each newly appointed Trustee and filed with the Suffolk County Clerk. The balance of the unexpired term of the vacated seat will be placed on the ballot and petition procedures above will be followed. The vacated seat will be filled by the person receiving the second highest number of votes. The person receiving the highest number of votes will fill the five-year term.

ARTICLE IV

Officers of the Board shall be elected annually by a majority vote of the members of the Board at their organizational meeting in July, and shall be as follows:

President, Vice-President, Secretary, Fiscal Officer

No officer shall serve in the same elective office for more than two consecutive terms. After a lapse of one year a trustee may be elected again to the office he/she already held.

Officers and trustees serve without remuneration.

ARTICLE V

The President shall conduct the meetings of the Board and appoint with the approval of the Board committees and committee chairpersons.

The Vice-President shall preside over meetings in the President's absence.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. The Secretary shall preside over meetings in both the President's and Vice-President's absence.

The Fiscal Officer shall be the financial officer of the Board.

ARTICLE VI

The authority of the Board is vested in the Board as an entity. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the government of the library as may be necessary and in conformity with the law. The Board shall hire a Library Director who shall be considered the executive and administrative officer of the library under the direction and review of the Board. The Director shall be held responsible for the care of the library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; for public relations; and for the operation of the library under the financial conditions set forth in the annual budget. The Director attends and participates without vote in all meetings of the Board.

ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.

DRAFT - PROPOSED REVISION – 6/6/2022

4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.
5. Special meetings may be called by the President, or at the request of any three members of the Board.
6. Three trustees shall constitute a quorum.
7. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, he / she shall be deemed to have resigned.
8. Standing committees shall be a By-Laws committee and a Personnel committee.
9. Robert's Rules of Order shall govern all proceedings of the Board of Trustees.
10. The order of business at the regular meetings of the Board shall be as follows:

Call to Order
Pledge of Allegiance
Approval of Minutes of the previous meeting
Correspondence
Director's Report
Questions and Statements from the public
Financial Report
Approval of Bills
Reports from Standing Committees
Old Business
New Business
Questions and Statements from the public
Adjournment

ARTICLE VIII

Amendments to these by-laws may be made by majority vote at any regular meeting at which a quorum is present providing that the changes shall have been submitted in writing at the preceding regular meeting.

Adopted by Board: January 16, 2007
Revised July 19, 2022

Comsewogue Public Library
Statistical Report 2021/2022

E-4

May 2022

	April 2022	Apr 2021	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	71	39	82.05%	8,553	8,791	-2.71%
2	Juvenile	20	11	81.82%	2,920	3,003	-2.76%
3	Total	91	50	82.00%	11,473	11,794	-2.72%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	19	13	46.15%	4,485	4,585	-2.18%
5	Port Jefferson Library	5	8	-37.50%	1,637	1,740	-5.92%
Miller Place Borrower Registration:							
6	Comsewogue Library	36	13	176.92%	4,532	4,688	-3.33%
7	Port Jefferson Library	9	12	-25.00%	2,044	2,302	-11.21%
8	Total CPL Members	146	76	92.11%	20,490	21,067	-2.74%
9	Library Visits *	8,406	5,642	48.99%	86,373	54,095	59.67%
10	Curbside Pick Up	24	43	-44.19%	382	1,735	-77.98%
Transactions							
11	Circulation of Physical Items:	23,471	21,488	9.23%	270,728	258,277	4.82%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,111	7,800	3.99%	87,639	70,845	23.71%
13	Hoopla	793	846	-6.26%	9,145	10,768	-15.07%
14	Kanopy	139	230	-39.57%	2,002	1,929	3.78%
Circulation Other:**							
15	Museum Passes	48	8	n/a	455	50	n/a
16	Library of Things	77		n/a	379		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	662	467	41.76%	7,388	4,684	57.73%
18	Public Wireless Sessions	1,603	878	82.57%	17,614	8,051	118.78%
Interlibrary Loan:							
19	Items Loaned	941	1,050	-10.38%	12,180	13,991	-12.94%
20	Items Borrowed	1,467	1,422	3.16%	16,638	17,150	-2.99%

*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: May 2022

E-5

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Calming Art Club	1	10	9
Trivia Night	1	24	15
ONLINE Citizenship Preparation (Zoom)	2	2	4,4
ONLINE Breathe Together	5	41	6,6,7,7,6
ONLINE New English Speakers (Zoom)	5	n/a	4,2,3,5,5
ONLINE Recognizing & Dealing With PTSD (Zoom)	1	5	5
		<i>views</i>	<i>7 (1-7day)</i>
Computer Basics	2	6	2,3
ONLINE Trivia	3	x,10,16	17,48,30
Electric Vehicles 101	1	10	14
Medicaid Enrollment Assistance	1	n/a	1
ONLINE Cryptocurrency (Zoom)	1	17	4
		<i>views</i>	<i>18 (12-7day)</i>
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	<i>redirect clicks</i>	50,45,41,32
		<i>views</i>	<i>48,72,66,96</i>
Train Trip to NYC	1	44	31
Download eBooks with Libby	1	2	1
Rob Scott Chicken Fajita Penne Pasta Skillet	2	19,18	15,13
Everyday Matinee	1	21	14
Music & Mindfulness	3	21	5,1,5
Grow & Taste Garden	1	17	9
Knit & Crochet	2	12	8,6
ONLINE Native Plants In Your Garden (Zoom)	1	33	12
ONLINE Video Vacation: SW Spain (YouTube)	1	<i>views</i>	11
Google App Basics	1	6	4

Adult Programming: Summary

ONLINE Job Search for Remote Careers (Zoom)	1	12	4
		<i>views</i>	<i>20 (14-7day)</i>
Write This Way	1	16	11
Defensive Driving	1	39	30
HYBRID Plundered: Art in WWII (In-person/Zoom)	1	12 in-person	13
		9 Zoom	8
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	7
Shared with other libraries around the country			
Tea Time Book Club with Author	1	5	5
What's In The News?	1	7	5
ONLINE Anyone Can Paint & Draw (YouTube)	3	<i>views</i>	6,3,12
One-on-One Appointments	unlimited	0	0
Career Counselor Appointments	unlimited	3	3
Social Work Student Intern Appointments	unlimited	19	17
TOTALS	51	460	638

* View counts as of 6/2/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
May 2022	51	460	638
YTD 2022	239	2127	3825
May 2021	42	339	983
YTD 2021	225	2021	4207

Children and Teen Services Department

E-6

May 2022 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Folkale Fun: Cuckoo All ages w/caregiver	12	1	6	8		14
Outdoor Storywalk All ages w/caregiver	18	1	16	20		36
Take & Make: Colorful Sugar Cookies All ages w/caregiver	30	1	30	30		60
Lullaby Together Time: Flower Bloom Birth-12 mon, w/caregiver	9	1	4	4		8
Babies Boogie Birth-35 mon, w/caregiver	15	1	7	7		14
Zumbini Birth-35 mon, w/caregiver	30	2	19	17		36
Come Play with PlayHooray Birth-prek, w/caregiver	48	3	37	34		71
Fun with Toddlers 12-35 mon, w/caregiver	41	6	63	66		129
Sensory Fun 18-35 mon w/caregiver	12	1	7	6		13
Toddler Tango 18-35 mon w/caregiver	18	1	11	11		22
Time for Kids: Spring Flower Garden 18 mon-prek, w/caregiver	36	2	23	23		46
Tales for Tots: Mother 's Day Party 2.5 years-prek, w/caregiver	18	1	13	12		25
Are You My Mommy? 3 years-prek, w/caregiver	14	1	9	9		18
ClubHouse Kids** 3 years-prek, w/caregiver	16	3	18	18		36
Stretch Your Imagination 3 years-prek	13	1	10			10

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Drum Fun & Pokko Grades K-2	12	1	9			9
Scool Visit: Clinton Ave Grades K-2		2	446	25		471
Springtime Crafts Grades K-2	20	1	12			12
Bad Art Grades K-5	38	2	23			23
May the Fourth Be With You Grades K-5	46	2	18			18
Pet Pals Grades K-5	50	2	31			31
Slime Science Grades K-5	41	2	28			28
Drum Fun & Spree Grades 3-5	6	1	3			3
Fairy House Lamps Grades 3-5	15	1	3			3
Chat & Craft Grades 6-12	10	1			4	4
Comic Book Action Word Grades 6-12	9	1			7	7
Jedi Helpers Grades 6-12	36	2			18	18
Law Enforcement Appreciation Grades 6-12	20	1			15	15
Let's Chat Books Grades 6-12	3	1			2	2
Mental Health Awareness Grades 6-12	17	1			12	12
Remote Community Service Grades 6-12		5			11	11
Stress Relief Yoga Grades 6-12	11	1			7	7

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Tissue Paper Flowers	16	1			8	8
Grades 6-12						
High School ONLY Trivia	4	1			3	3
Grades 6-12						
Totals	684	55	846	290	87	1223
SUMMARY OF STATISTICS	May '22	May'21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	55	44	241	233		
TOTAL # OF CHILDREN	846	682	2,750	4,051		
TOTAL # OF ADULTS	290	194	1,342	849		
TOTAL # OF TEENS	87	198	715	1,016		
TOTAL # OF PATRONS	1,223	1,074	4,801	5,908		

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

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

Language other than English

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	5/23/2022	71,343.45	5/23/2022	71,343.45	0.00
16	5/31/2022	91,161.08	5/31/2022	91,161.08	0.00
17	6/6/2022	471,659.48	6/6/2022	471,659.48	0.00
18	6/13/2022	362,662.54	6/13/2022	362,662.54	0.00
19 *					0.00

TOTAL AMOUNT TAXES TO BE RAISED:		\$3,063,393.00
Total Payments From Town of Brk	\$2,954,807.92	
Payments CPL Received		\$2,637,804.54
Payments US Bank Retained for Bonds		\$317,003.38
Interest Received*		
Remaining Balance - Uncollected Taxes		\$108,585.08
Total Payments (including interest)	\$2,954,807.92	\$2,637,804.54

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of April 30, 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	2,055,463.14
1110 · Savings-Capital Improvements	780,152.37
1114 · Savings-Termination Pay	233,947.10
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 3,117,250.65

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	7,090.65
1154 · PREPAID EXPENSES	8,500.00

Total Other Current Assets 15,590.65

Total Current Assets 3,132,841.30

TOTAL ASSETS 3,132,841.30

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	197.40
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 40,768.88

Total Current Liabilities 40,768.88

Total Liabilities 40,768.88

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	-1,570,876.12

Total Equity 3,092,072.42

TOTAL LIABILITIES & EQUITY 3,132,841.30

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending April 30, 2022

	<u>April 22</u>	<u>July 21 - April 22</u>
Revenue		
3301 · Tax Revenues	35,671.72	1,888,619.68
3302 · Fines	89.17	441.41
3304 · Interest Earned	161.55	2,572.66
3305 · Unclassified rev.-Copies	671.00	9,018.04
3306 · Unclassified rev.-Books	537.41	3,349.87
3307 · Unclassified rev.-Other	31.00	157.95
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	0.00	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>37,161.85</u>	<u>3,405,644.85</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending April 30, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	APRIL	JULY - APRIL		
4401 · Computer Supplies	0.00	7,007.63	9,000.00	-1,992.37
4402 · Computer Equipment/Parts	849.95	20,138.73	21,000.00	-861.27
4403 · Furniture & Equipment	88.98	3,025.17	23,000.00	-19,974.83
4404 · Salaries-Professional	139,219.34	1,546,178.02	1,927,072.00	-380,893.98
4405 · Salaries-Clerical	61,282.78	611,596.60	881,223.00	-269,626.40
4406 · Salaries-Custodial	7,647.36	56,952.47	70,008.00	-13,055.53
4407 · Salaries-Guard	2,496.00	19,645.63	67,101.00	-47,455.37
4410 · Library Books	11,261.38	98,920.04	125,600.00	-26,679.96
4412 · Audio Video	2,691.89	20,529.46	38,000.00	-17,470.54
4413 · Periodicals	154.40	14,732.76	15,600.00	-867.24
4414 · Computer Software	13.83	3,885.68	6,000.00	-2,114.32
4415 · Electronic Data Base	1,766.55	220,321.81	235,000.00	-14,678.19
4417 · OTHER THINGS LENDING	(154.00)	17,306.47	17,500.00	-193.53
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	7,593.29	44,530.82	60,000.00	-15,469.18
4421B · Children/Teen	7,760.00	39,805.00	52,000.00	-12,195.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	628.66	3,179.36	9,000.00	-5,820.64
4422B · Children/Teen	1,597.86	16,826.10	22,000.00	-5,173.90
4428 · Conferences	1,306.25	6,941.62	12,000.00	-5,058.38
4429 · Circulation	7,591.91	53,488.36	61,000.00	-7,511.64
4430 · Office & Library Supplies	1,656.05	12,820.15	17,000.00	-4,179.85
4431 · Telecommunications	673.19	7,771.65	10,000.00	-2,228.35
4432 · Cartage	193.50	1,935.00	3,600.00	-1,665.00
4433 · Postage	1,901.01	10,478.80	13,000.00	-2,521.20
4434 · Publicity and Printing	0.00	29,988.22	36,000.00	-6,011.78
4435 · Annual Election	4,463.33	4,481.32	4,000.00	481.32
4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
4437 · Accounting and Legal	9,695.17	76,101.58	82,500.00	-6,398.42
4438 · Membership Dues	0.00	1,210.00	3,000.00	-1,790.00
4439 · Equipment/Blding Maint & Repair	9,435.56	123,780.69	178,550.00	-54,769.31
4440 · Snow Removal	6,325.00	14,550.00	12,500.00	2,050.00
4441 · Building Security	8,950.00	63,899.29	75,000.00	-11,100.71
4450 · Utilities	9,095.02	108,205.31	122,000.00	-13,794.69
4451 · Custodial Supplies	1,078.67	9,988.61	16,000.00	-6,011.39
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	1,523.72	15,906.01	20,000.00	-4,093.99
4471 · Workers Compensation Insurance	0.00	26,192.00	27,250.00	-1,058.00
4472 · Life Insurance	861.00	5,068.53	6,600.00	-1,531.47
4473 · Dental Insurance	5,062.38	29,622.67	41,000.00	-11,377.33
4474 · VISION INS	629.63	3,478.38	6,600.00	-3,121.62
4476 · 9020.8 Retirement Expense	0.00	417,060.00	417,060.00	0.00
4477 · 9030.8 Social Security Expense	15,830.61	165,226.83	224,000.00	-58,773.17
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	70,847.89	599,257.46	765,000.00	-165,742.54
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	0.00	631.25	763.00	-131.75
Total Expense	402,018.16	4,976,520.97	6,182,292.00	-1,205,771.03

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 06/22/1 - June 21, 2022

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Date	Num	Name	Account	Debit
06/21/2022	24845	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	275.00 <hr/> 275.00
06/21/2022	24846	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00 <hr/> 175.00
06/21/2022	24847	American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 1153 · PATRON ACCOUNTS-DIS... 4410 · Library Books 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4428 · Conferences 4430 · Office & Library Supplies	13,035.00 12.99 14.53 66.00 123.99 1,296.29 268.00 341.88 <hr/> 15,158.68
06/21/2022	24848	B&H Photo-Video B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4401 · Computer Supplies 4402 · Computer Equipment/Parts	199.94 267.80 <hr/> 467.74
06/21/2022	24849	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	717.82 11.50 <hr/> 729.32
06/21/2022	24850	Brodart Company Brodart Company Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books 4422A · Adult 4430 · Office & Library Supplies	5,255.96 1,287.67 92.29 163.37 <hr/> 6,799.29
06/21/2022	24851	CCH Incorporated CCH Incorporated	1102 · Checking Account 4410 · Library Books	197.86 <hr/> 197.86
06/21/2022	24852	Cobalt Electric Corp. Cobalt Electric Corp.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	450.00 <hr/> 450.00
06/21/2022	24853	Collaborative Summer Library Pr... Collaborative Summer Library Pr... Collaborative Summer Library Pr...	1102 · Checking Account 4422A · Adult 4421B · Children/Teen	1,045.08 1,674.38 <hr/> 2,719.46
06/21/2022	24854	Cornell Cooperative Extension, S... Cornell Cooperative Extension, S...	1102 · Checking Account 4421B · Children/Teen	350.00 <hr/> 350.00
06/21/2022	24855	Dell'Amore, Robert Dell'Amore, Robert	1102 · Checking Account 4421A · Adult	790.00 <hr/> 790.00
06/21/2022	24856	Demco Demco	1102 · Checking Account 4430 · Office & Library Supplies	202.62 <hr/> 202.62
06/21/2022	24857	Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen	31.94 <hr/> 31.94
06/21/2022	24858	Dormitory Authority of the State o... Dormitory Authority of the State o...	1102 · Checking Account 4483 · Bond Administrative	131.25 <hr/> 131.25

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 06/22/1 - June 21, 2022

Date	Num	Name	Account	Debit
				131.25
06/21/2022	24859	Environmental Ctrs of Setauket-S...	1102 · Checking Account	
		Environmental Ctrs of Setauket-S...	4421B · Children/Teen	250.00
				250.00
06/21/2022	24860	Giery, Peter	1102 · Checking Account	
		Giery, Peter	4439 · Equipment/Blding Maint & ...	66.51
				66.51
06/21/2022	24861	GovConnection, Inc.	1102 · Checking Account	
		GovConnection, Inc.	4401 · Computer Supplies	3,288.00
				3,288.00
06/21/2022	24862	Guardian	1102 · Checking Account	
		Guardian	4473 · Dental Insurance	2,508.22
		Guardian	4472 · Life Insurance	415.65
		Guardian	4474 · VISION INS	310.99
		Guardian	2185 · Employee Ins - enrollee con...	51.71
				3,286.57
06/21/2022	24863	Gutmann, Sarah	1102 · Checking Account	
		Gutmann, Sarah	4421A · Adult	200.00
				200.00
06/21/2022	24864	HomeStyle Landscaping & Desig...	1102 · Checking Account	
		HomeStyle Landscaping & Desig...	4439 · Equipment/Blding Maint & ...	1,657.00
				1,657.00
06/21/2022	24865	Ingram Library Services	1102 · Checking Account	
		Ingram Library Services	4410 · Library Books	13.49
		Ingram Library Services	4422A · Adult	29.13
				42.62
06/21/2022	24866	Jeroboam Group	1102 · Checking Account	
		Jeroboam Group	4414 · Computer Software	1,512.50
				1,512.50
06/21/2022	24867	JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account	
		JK Tech Solutions, Inc DBA Shar...	4421A · Adult	220.00
				220.00
06/21/2022	24868	Johnson Controls Fire Protection ...	1102 · Checking Account	
		Johnson Controls Fire Protection ...	4439 · Equipment/Blding Maint & ...	3,091.74
				3,091.74
06/21/2022	24869	Kanopy, Inc	1102 · Checking Account	
		Kanopy, Inc	4415 · Electronic Data Base	318.00
				318.00
06/21/2022	24870	Kelly-Edmunds, Anne	1102 · Checking Account	
		Kelly-Edmunds, Anne	4421A · Adult	300.00
				300.00
06/21/2022	24871	King, Adam	1102 · Checking Account	
		King, Adam	4421A · Adult	450.00
				450.00
06/21/2022	24872	Koch Tree Services, Inc.	1102 · Checking Account	
		Koch Tree Services, Inc.	4439 · Equipment/Blding Maint & ...	350.00
				350.00
06/21/2022	24873	Kristine Thomas LLC	1102 · Checking Account	
		Kristine Thomas LLC	4421A · Adult	225.00
				225.00
06/21/2022	24874	Long Island Ducks	1102 · Checking Account	
		Long Island Ducks	4421A · Adult	858.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 06/22/1 - June 21, 2022

Date	Num	Name	Account	Debit
				858.00
06/21/2022	24875	MCJ Cleaning Services	1102 · Checking Account	
		MCJ Cleaning Services	4439 · Equipment/Blding Maint & ...	3,650.00
				3,650.00
06/21/2022	24876	Merenda, John	1102 · Checking Account	
		Merenda, John	4421A · Adult	100.00
				100.00
06/21/2022	24877	Midwest Tape	1102 · Checking Account	
		Midwest Tape	4412 · Audio Video	1,650.71
		Midwest Tape	4415 · Electronic Data Base	1,442.48
				3,093.19
06/21/2022	24878	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	55.20
				55.20
06/21/2022	24879	New York Times	1102 · Checking Account	
		New York Times	4413 · Periodicals	22.00
				22.00
06/21/2022	24880	Newsday	1102 · Checking Account	
		Newsday	4413 · Periodicals	639.08
				639.08
06/21/2022	24881	Noah's Ark Animal Workshop Inc.	1102 · Checking Account	
		Noah's Ark Animal Workshop Inc.	4422B · Children/Teen	1,698.75
				1,698.75
06/21/2022	24882	NYS Employees' Health Ins Pend...	1102 · Checking Account	
		NYS Employees' Health Ins Pend...	4479 · 9060.8 Health Insurance	56,202.71
		NYS Employees' Health Ins Pend...	2185 · Employee Ins - enrollee con...	2,883.37
				59,086.08
06/21/2022	24883	Olsen, Deborah	1102 · Checking Account	
		Olsen, Deborah	4428 · Conferences	20.00
				20.00
06/21/2022	24884	Parker-Morales, Christine	1102 · Checking Account	
		Parker-Morales, Christine	4428 · Conferences	14.63
				14.63
06/21/2022	24885	PAYCHEX	1102 · Checking Account	
		PAYCHEX	4437 · Accounting and Legal	174.09
				174.09
06/21/2022	24886	Paychex of New York	1102 · Checking Account	
		Paychex of New York	4437 · Accounting and Legal	140.00
				140.00
06/21/2022	24887	Paychex of New York LLC	1102 · Checking Account	
		Paychex of New York LLC	4437 · Accounting and Legal	1,296.36
				1,296.36
06/21/2022	24888	Port Jefferson Free Library	1102 · Checking Account	
		Port Jefferson Free Library	4413 · Periodicals	893.61
				893.61
06/21/2022	24889	Quadient Finance USA, Inc.	1102 · Checking Account	
		Quadient Finance USA, Inc.	4430 · Office & Library Supplies	129.05
				129.05
06/21/2022	24890	Quigley, Deborah A.	1102 · Checking Account	
		Quigley, Deborah A.	4421A · Adult	250.00
				250.00

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 06/22/1 - June 21, 2022

Date	Num	Name	Account	Debit
06/21/2022	24891	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	201.00 <hr/> 201.00
06/21/2022	24892	Randisi, JoAnna Randisi, JoAnna	1102 · Checking Account 4421A · Adult	100.00 <hr/> 100.00
06/21/2022	24893	SAV-ON Printing SAV-ON Printing SAV-ON Printing SAV-ON Printing	1102 · Checking Account 4434 · Publicity and Printing 4429 · Circulation 4430 · Office & Library Supplies	308.00 309.25 146.00 <hr/> 763.25
06/21/2022	24894	Schnupp, Jeanne Marie Schnupp, Jeanne Marie	1102 · Checking Account 4421A · Adult	200.00 <hr/> 200.00
06/21/2022	24895	Schuck, Jason T. Schuck, Jason T.	1102 · Checking Account 4421A · Adult	200.00 <hr/> 200.00
06/21/2022	24896	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	377.00 <hr/> 377.00
06/21/2022	24897	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	5,314.25 <hr/> 5,314.25
06/21/2022	24898	Sparling, Nicole Summers Sparling, Nicole Summers	1102 · Checking Account 4421B · Children/Teen	300.00 <hr/> 300.00
06/21/2022	24899	Spena, Catherine Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences 4422A · Adult	20.00 50.86 <hr/> 70.86
06/21/2022	24900	Staples Business Credit Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies 4422A · Adult 4422B · Children/Teen	79.16 43.96 127.92 <hr/> 251.04
06/21/2022	24901	The Wall Street Journal The Wall Street Journal	1102 · Checking Account 4413 · Periodicals	659.88 <hr/> 659.88
06/21/2022	24902	Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult	500.00 <hr/> 500.00
06/21/2022	24903	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	55.18 <hr/> 55.18
06/21/2022	24904	Times Beacon Record Newspapers Times Beacon Record Newspapers	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	216.14 <hr/> 216.14
06/21/2022	24905	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	11,730.00 <hr/> 11,730.00
06/21/2022	24906	Trophy Hut Trophy Hut	1102 · Checking Account 4434 · Publicity and Printing	135.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 06/22/1 - June 21, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				135.00
06/21/2022	24907	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	267.95
				<u>267.95</u>
06/21/2022	24908	Vamos, Michelle	1102 · Checking Account	
		Vamos, Michelle	4421B · Children/Teen	1,200.00
				<u>1,200.00</u>
06/21/2022	24909	W.B. Mason Co., Inc.	1102 · Checking Account	
		W.B. Mason Co., Inc.	4430 · Office & Library Supplies	581.46
				<u>581.46</u>
06/21/2022	24910	Whaling Museum	1102 · Checking Account	
		Whaling Museum	4422A · Adult	650.00
				<u>650.00</u>
06/21/2022	24911	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	226.40
				<u>226.40</u>
06/21/2022	24912	Zambraski, Carolyn C.	1102 · Checking Account	
		Zambraski, Carolyn C.	4421A · Adult	250.00
				<u>250.00</u>
TOTAL				<u><u>140,105.55</u></u>

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT May 26, 2022

I-1
5/26/2022 Payroll
Check Register

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
05/26/2022	24835	Equitable Financial	1102 Checking Account	
		Equitable Financial	2184 Annuity	4,422.00
				<u>4,422.00</u>
05/26/2022	24836	NYS Employees Retirement System	1102 Checking Account	
		NYS Employees Retirement System	2186 Retirement	2,726.59
		NYS Employees Retirement System	2186 Retirement	602.00
		NYS Employees Retirement System	2186 Retirement	-110.67
				<u>3,217.92</u>
TOTAL				<u>7,639.92</u>

APPROVED
MAY 24 2022

5/26/2022 Payroll Warrant

Payroll Warrant	\$ 7,639.92
Paychex Payroll	\$ 106,641.22
TOTAL	\$ 114,281.14

10:01 AM

06/07/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT June 9, 2022

06/09/2022 Payroll *I-2*
Check Register

Date	Num	Name	Account	Debit
06/09/2022	24838	Aflac	1102 - Checking Account	
		Aflac	2187 - AFLAC - Cancer Care	371.64
		Aflac	2188 - AFLAC - Accident Ins	142.84
		Aflac	2190 - AFLAC - Short Term Disabil...	275.16
		Aflac	2194 - Aflac - Hospital	262.20
				1,051.84
06/09/2022	24839	AT&T	1102 - Checking Account	
		AT&T	4431 - Telecommunications	55.90
				55.90
06/09/2022	24840	Equitable Financial	1102 - Checking Account	
		Equitable Financial	2184 - Annuity	4,422.00
				4,422.00
06/09/2022	24841	National Grid	1102 - Checking Account	
		National Grid	4450 - Utilities	1,346.73
				1,346.73
06/09/2022	24842	Optimum	1102 - Checking Account	
		Optimum	4431 - Telecommunications	622.30
				622.30
06/09/2022	24843	PSEGLI	1102 - Checking Account	
		PSEGLI	4450 - Utilities	6,380.50
				6,380.50
06/09/2022	24844	Verizon	1102 - Checking Account	
		Verizon	4431 - Telecommunications	96.23
				96.23
TOTAL				13,975.50

06/09/2022 Payroll Warrant

Payroll Warrant	\$ 13,975.50
<u>Paychex Payroll</u>	<u>\$ 100,128.56</u>
TOTAL	\$ 114,104.06

APPROVED
JUN 07 2022



Comsewogue Public Library
Bereavement Leave Policy

Full-time employees will be granted:

- Up to five paid days off shall be granted for the death of an immediate family member of an employee.
- Up to three paid days off shall be granted for the death of an immediate family member of an employee's spouse.
- One paid day off shall be granted for the death of an aunt, uncle or any other relative of the employee.

Part-time employees will be granted:

- Up to three unpaid days off shall be granted for the death of an immediate family member of the employee or of the employee's spouse.
- One unpaid day off shall be granted for the death of an aunt, uncle or any other relative of the employee.

Immediate family, for the purpose of Bereavement Leave, is defined as spouse, child, parent, sibling, grandparent or grandchild of employee, including step family. "Ex" immediate family is excluded from Bereavement Leave.

Regarding relationships not addressed by this policy, employees may request time off using their accrued paid leave (personal, sick or vacation).

If additional time off is needed, the employee may request to use their accrued paid leave. Part-time employees who do not have accrued paid leave may make arrangements for additional time off by finding a coworker to agree to switch hours.

The Library Director has discretion to make exceptions/alter policy as deemed appropriate.



Comsewogue Public Library
Vacation Policy
P/T Professional & P/T Clerical Staff Members

After employment of one year, part-time professional and part-time clerical employees receive two weeks paid vacation time. The actual number of vacation hours granted is determined using the average number of regular hours (excludes Sundays) worked per pay period during the prior calendar year (January 1st – December 31st). This vacation time is to be taken over the course of no more than two calendar weeks during the year.

1. Vacation requests are to be submitted to the department head at least 1 month (or sooner) prior to the requested vacation start date.
2. Vacation requests for summer, expected busy times or holidays should be submitted by the specified date given to staff members by the department head. ~~For example, summer vacation requests should be submitted to the department head by April 30th.~~
3. Department heads will review vacation requests for preliminary approval and forward requests to the Administration Office **prior** to scheduling vacation.
4. Approval of vacation requests are subject to the demands of the department schedule.
5. ALL vacations are subject to the Director's approval.
(Do not make plans, arrangements, etc. until you have received final approval.)
6. Any vacation request that extends beyond 2 consecutive calendar weeks must be submitted in writing to the department head at least 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.
7. An employee requesting a portion of a week or a week's vacation must use the average number of hours normally worked within one week. An employee requesting *not to work* a Monday to Saturday period in a certain week, regardless of scheduled hours during the month/pay period, is required to use 1/2 annual vacation hours granted.
8. An employee requesting a day off, which they would normally be working (without using vacation time) is responsible to arrange for a co-worker to "switch" (within the same week) with them and must inform their department head.
9. If an employee is granted a *normally-worked* shift off (chose not to switch/was unable to switch) the employee is required to use the corresponding number of vacation hours.
10. Vacation time does *not* accrue and must be used within each calendar year.
11. Unused vacation time will be forfeited at time of separation of employment.

JULY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Independence Day	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		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		August 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.

AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	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		September 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.

SEPTEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
				1	2	3			
4	5 Labor Day	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26 Rosh Hashanah	27	28	29	30				
		August 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			October 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.	