

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 20, 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 – 11/23/2022 & 12/08/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. DATE OF BUDGET VOTE & TRUSTEE ELECTION 2023/2024
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
NOVEMBER 15, 2022

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

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Rossini
Assistant Director Malchiodi

ABSENT WITH NOTIFICATION:
Trustee McCrary
Trustee Spence
Director Engelhardt

Vice President Rossini conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the minutes of the regular meeting held on October 18, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

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

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Financial Reports for the periods ending September 30, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 11/22/1, dated November 15, 2022, in the amount of \$154,410.24. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for October 27, 2022 (\$123,994.51) and November 10, 2022 (\$198,461.70) Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the SCLS 2023 Budget. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve the SCLS Resource Sharing Code Amendment. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the medical leave request pursuant to the Family Medical Leave Act (FMLA) of Nicole Cortes, effective October 8, 2022 to September 1, 2023 and Lisa Randall, effective October 28, 2022 to January 21, 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve the resignation of Deborah Olsen, effective October 27, 2022 with thanks to services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Spence, to adjourn the meeting at 6:20 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

December 2022

Personnel

Trustee Training – Library Board education will be mandatory in NYS in 2023; details regarding online and in-person options to follow as they are made available via SCLS early in 2023

A 3-month evaluation was completed by the Director re: the new Assistant Library Director's job performance.

A Staff Holiday Potluck was held on 12/14.

Operations

- CPL was named a 4-Star Library by Library Journal (12/22 issue)
- \$10K check received (NYS Library Aid) via Steve Englebright's office
- Countywide, stats are up over 2021 (circulation if physical and e-items, use of Livebrary.com [products, membership registrations])

Building & Grounds

- Boiler Project – work continues, with a tank having just been received on 12/19 being installed on 12/20
- Skylight Replacement Project – some parts were delivered; some parts are delayed due to fabrication machine issues (re: frame hole drilling)
- Kitchenette & Flooring Replacements are on-order for 2 out of 3 areas
- Administration Recarpeting Update – savings as a result of P. Giery's attentiveness to the job
- Small tree removed from south lawn (was ailing for years)

Professional Activities

- 12/7 PALS Directors Meeting
- 12/9 Employee Handbook and Labor Law Updates, LILRC Webinar (Atty. Josh Bienstock)
- 12/12 SLI Mentoring Training, Webinar
- 12/16 SCLS Directors Meeting, Half Hollow Hills Community Library (DE, AM)
- 12/16 PLDA of Suffolk Winter Luncheon Meeting, Huntington (DE)

Community Activities

- PJST Civic Meeting (A. Malchiodi)
- Community Giving Opportunities at the Library (Food, Toys, Warm Clothing); generous community!
- Active in Rotary, Mather, Jefferson's Ferry, Decision

Comsewogue Public Library

Personnel Report
December 20, 2022*New Appointments/Promotions:*

Michele Hanrahan, Library Clerk (PT) – Circulation, effective November 22, 2022. Salary \$19.08 hr.
{was previously a Page}

Mary McManaman, Page, effective November 29, 2022. Salary \$15.34 hr.

Elsa Lehmann, Page, effective November 30, 2022. Salary \$15.34 hr.

Reinstate Appointment - Return from FMLA/Leave of Absence:

Patricia Eickwort, Library Clerk (FT) – Circulation, 18 hours/week, effective December 05, 2022.
Salary \$1,845 biweekly. *{Return to full-time 35 hours/week 12/19/22}*.

Resignations:

*Kristen Ahearn, Librarian (PT) – Adult Services, effective December 4, 2022.

*Natalie Metcalf, Librarian (PT) – Children’s Services, effective December 5, 2022.

*Requires Board Motion

*Comsewogue Public Library
Statistical Report 2022/2023*

E-4

November 2022

	Nov 2022	Nov 2021	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	61	58	5.17%	8,763	8,648	1.33%
2	Juvenile	23	16	43.75%	2,946	2,950	-0.14%
3	Total	84	74	13.51%	11,709	11,598	0.96%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	26	31	-16.13%	4,236	4,389	-3.49%
5	Port Jefferson Library	25	8	212.50%	1,539	1,657	-7.12%
Miller Place Borrower Registration:							
6	Comsewogue Library	26	20	30.00%	4,280	4,406	-2.86%
7	Port Jefferson Library	16	11	45.45%	1,918	2,057	-6.76%
8	Total CPL Members	136	125	8.80%	20,225	20,393	-0.82%
9	Library Visits *	8,225	6,984	17.77%	49,226	38,871	26.64%
10	Curbside Pick Up	23	34	-32.35%	150	196	-23.47%
Transactions							
11	Circulation of Physical Items:	22,839	23,609	-3.26%	129,672	132,428	-2.08%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	7,657	7,529	1.70%	41,017	39,851	2.93%
13	Hoopla	765	869	-11.97%	3,793	4,163	-8.89%
14	Kanopy	171	153	11.76%	805	908	-11.34%
Circulation Other:**							
15	Museum Passes	46	15	206.67%	408	195	109.23%
16	Library of Things	94		n/a	491		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	643	652	-1.38%	3,638	2,659	36.82%
18	Public Wireless Sessions	1,671	1,577	5.96%	8,507	6,875	23.74%
Interlibrary Loan:							
19	Items Loaned	1,014	1,262	-19.65%	5,402	4,441	21.64%
20	Items Borrowed	1,295	1,363	-4.99%	8,121	6,317	28.56%

*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: November 2022

E-5

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
AARP Smart Driver Course	2	26	22,22
ONLINE Breathe Together (Zoom)	5	49	4,4,4,8,8
ONLINE New English Speakers (Zoom)	5	n/a	4,2,3,4,4
ONLINE Loving-Kindness Meditation (Zoom)	1	30	6
		<i>views</i>	<i>60 (0-7day)</i>
Career Counseling	appt	4	4
ONLINE Art Around the World (Zoom)	1	21	8
Mah-Jongg & More	1	16	8
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	5
Shared with other libraries around the country			
Defensive Driving	1	20	17
Calming Art Club	1	14	10
Pub Trivia Night	1	22	18
What's In The News?	1	7	7
ONLINE Trivia (Email)	2	15,n/a	27,22
Everyday Matinees	1	40	26
Cricut Crafts	2	6,6	6,6
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
ONLINE Decoding the Mysteries of Cats (Zoom)	1	17	28
Better World Book Club	1	8	4
Write This Way	1	15	8
Concert: Transitions Saxophone Quartet	1	73	47
ONLINE Rob Scott Cooking Demo Videos (YouTube)	2	<i>redirect clicks</i>	48,44
		<i>views</i>	145,13

Adult Programming: Summary

Video Vacation: Arizona (YouTube)	1	views	17
ONLINE The Dogs of Chernobyl (Zoom)	1	14	11
One-on-One Appointments	unlimited	1	1
Social Work Intern	unlimited	27	27
TOTALS	33	435	498

* View counts as of 12/12/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
November 2022	33	435	498
YTD 2022	483	4830	8335
November 2021	45	398	552
YTD 2021	477	4045	7568

Children and Teen Services Department

November 2022 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Pajama Storytime	12	1	17	16		33
All ages w/caregiver						
Spiderman Swings into the Library***	46	3	65	48		113
All ages w/caregiver						
Babies Boogie	15	1	5	7		12
Birth-17 mon, w/caregiver						
Baby Start	16	1	6	7		13
Birth-17 mon, w/caregiver						
Mother Goose on the Loose	43	2	36	38		74
Birth-35 mon, w/caregiver						
Come Play with Play Hooray	54	3	43	42		85
Birth-prek, w/caregiver						
Magnet Madness		1	21	18		39
12 mon-prek, w/caregiver						
Sensational Playtime	30	2	21	20		41
18-35 mon, w/caregiver						
A Time for Kids: Thanksgiving Turkey	52	3	35	35		70
18-35 mon, w/caregiver						
Toddler Tango	17	1	11	14		25
18-35 mon, w/caregiver						
Tot's Night Out	18	1	5	5		10
18 mon-prek, w/caregiver						
Tales for Tots: Celebrate Nat'l Picture Book Mon.	20	1	15	15		30
2.5 years-prek, w/caregiver						
Turkey Time	20	1	15	14		29
3 years-prek, w/caregiver						
Celebrate Thanksgiving	25	1	19			19
Grades K-2						
Scarecrow Friends	21	1	13			13
Grades K-2						

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
STEM Workshop	25	1	22			22
Grades K-2						
Two Birds, Two Tales	21	1	13			13
Grades K-2						
Chess Club	21	2	13			13
Grades K-5						
Thanksgiving Donuts	39	2	31			31
Grades K-5						
Thanksgiving Fun	25	1	17			17
Grades K-5						
Holiday Keepsake	23	1	8			8
Grades 3-5						
School Visit Terryville Rd: Eng. Lang. Learners		1	69	7		76
Grades 3-5						
STEM Workshop	13	1	9			9
Grades 3-5						
Tech Tasting Night	17	1	15			15
Grades 3-5						
3D Snowflakes	24	1			18	18
Grades 6-12						
3D Turkeys	22	1			14	14
Grades 6-12						
Adopt Me Bandanas	24	1			22	22
Grades 6-12						
Agents of Change	15	1			5	5
Grades 6-12						
Chess Buddies Volunteer	12	2			3	3
Grades 6-12						
Food Placemats	24	1			16	16
Grades 6-12						
Let's Chat Books	4	1			2	2
Grades 6-12						
Remote Community Services		5			16	16
Grades 6-12						

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Teen STEM Workshop	14	1			6	6
Grades 6-12						
Teen Talk	6	1			3	3
Grades 6-12						
Teen Tech Volunteers	19	1			15	15
Grades 6-12						
Totals	737	50	524	286	120	930
<u>SUMMARY OF STATISTICS</u>	Nov '22	YTD '22				
TOTAL # OF SESSIONS	50	562				
TOTAL # OF CHILDREN	524	7,903				
TOTAL # OF ADULTS	286	3,313				
TOTAL # OF TEENS	120	1,974				
TOTAL # OF PATRONS	930	13,190				

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

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

Language other than English
Technology taught/used

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

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,856.48
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,022,243.80
1110 · Savings-Capital Improvements	783,131.14
1114 · Savings-Termination Pay	234,183.06
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 3,087,564.48

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	7,423.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 7,923.65

Total Current Assets 3,095,488.13

TOTAL ASSETS 3,095,488.13

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	200.65
2186 · Retirement	110.67
2187 · AFLAC - Cancer Care	306.84
2188 · AFLAC - Accident Ins	96.88
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	120.60

Total Other Current Liabilities 79,876.54

Total Current Liabilities 79,876.54

Total Liabilities 79,876.54

Equity

2200 · General Fund Balance	3,772,257.69
2201 · Capital Improvement Fund	780,573.55
2202 · Termination Payment Fund	272,265.30
Net Income	-1,809,484.95

Total Equity 3,015,611.59

TOTAL LIABILITIES & EQUITY 3,095,488.13

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending October 31, 2022

	<u>October 22</u>	<u>July 22 - October 22</u>
Revenue		
3301 · Tax Revenues	0.00	46.72
3302 · Fines	63.46	259.61
3304 · Interest Earned	1,173.44	3,271.65
3305 · Unclassified rev.-Copies	1,025.00	3,170.00
3306 · Unclassified rev.-Books	655.56	1,812.53
3307 · Unclassified rev.-Other	25.89	103.48
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	5.00
3312 · Local Sponsor Aid	0.00	6,287.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
Total Revenue	<u>2,943.35</u>	<u>14,955.99</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending October 31, 2022

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	OCTOBER	JULY - OCTOBER		
4401 · Computer Supplies	1,993.22	5,155.76	13,000.00	-7,844.24
4402 · Computer Equipment/Parts	110.21	480.42	28,000.00	-27,519.58
4403 · Furniture & Equipment	278.79	7,360.39	52,000.00	-44,639.61
4404 · Salaries-Professional	160,949.94	631,433.35	2,134,860.00	-1,503,426.65
4405 · Salaries-Clerical	59,229.64	251,494.24	865,153.00	-613,658.76
4406 · Salaries-Custodial	8,520.21	33,145.34	105,814.00	-72,668.66
4407 · Salaries-Guard	2,422.71	9,542.98	30,070.00	-20,527.02
4410 · Library Books	7,713.51	24,432.02	125,000.00	-100,567.98
4412 · Audio Video	2,275.83	5,459.32	33,000.00	-27,540.68
4413 · Periodicals	77.20	10,891.20	15,000.00	-4,108.80
4414 · Computer Software	1,147.44	2,670.18	8,000.00	-5,329.82
4415 · Electronic Data Base	1,611.40	33,365.83	240,000.00	206,634.17
4417 · OTHER THINGS LENDING	2,175.00	9,646.00	17,500.00	-7,854.00
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	225.00	225.00	0.00	225.00
4421A · Adult	5,193.93	15,059.45	62,000.00	-46,940.55
4421B · Children/Teen	9,025.00	20,689.00	62,000.00	-41,311.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	111.90	997.26	7,000.00	-6,002.74
4422B · Children/Teen	1,244.95	3,648.11	22,000.00	-18,351.89
4428 · Conferences	395.87	4,014.47	11,000.00	-6,985.53
4429 · Circulation	6,946.42	37,020.65	60,000.00	-22,979.35
4430 · Office & Library Supplies	23.97	3,236.48	16,000.00	-12,763.52
4431 · Telecommunications	779.94	3,120.21	9,800.00	-6,679.79
4432 · Cartage	226.40	905.60	3,000.00	-2,094.40
4433 · Postage	700.00	3,680.71	13,000.00	-9,319.29
4434 · Publicity and Printing	134.00	19,308.92	36,000.00	-16,691.08
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	11,482.73	33,039.38	82,500.00	-49,460.62
4438 · Membership Dues	835.00	1,160.00	2,920.00	-1,760.00
4439 · Equipment/Blding Maint & Repair	13,498.50	75,730.30	178,000.00	-102,269.70
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	7,064.07	20,122.22	76,552.00	-56,429.78
4450 · Utilities	12,295.76	50,703.50	120,000.00	-69,296.50
4451 · Custodial Supplies	1,372.14	4,578.06	16,000.00	-11,421.94
4453 · Employees Assistance Program	65.76	3,168.26	3,250.00	-81.74
4454 · Insurance - Library	0.00	61,008.41	63,380.00	-2,371.59
4456 · Rental Expenses	1,543.67	6,608.65	19,400.00	-12,791.35
4471 · Workers Compensation Insurance	0.00	26,606.00	27,000.00	-394.00
4472 · Life Insurance	518.79	1,922.52	5,600.00	-3,677.48
4473 · Dental Insurance	2,155.68	9,533.52	33,000.00	-23,466.48
4474 · VISION INS	235.56	1,124.65	4,300.00	-3,175.35
4476 · 9020.8 Retirement Expense	0.00	0.00	311,000.00	-311,000.00
4477 · 9030.8 Social Security Expense	16,454.95	68,709.35	230,000.00	-161,290.65
4478 · Unemployment Insurance	227.00	227.00	2,000.00	-1,773.00
4479 · 9060.8 Health Insurance	75,936.03	259,240.23	822,439.00	-563,198.77
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	22,500.00	-22,500.00
4482 · Bond Principal	0.00	0.00	290,000.00	-290,000.00
4483 · Bond Administrative	0.00	0.00	679.00	-679.00
66900 · Reconciliation Discrepancies	(2.00)	-2.00	0.00	-2.00
Total Expense	417,196.12	1,824,440.94	6,360,895.00	-4,536,454.06

3:40 PM

12/19/22

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COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 12/22/1 - December 20, 2022

Date	Num	Name	Account	Debit
12/20/2022	25412	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	1,200.00 <hr/> 1,200.00
12/20/2022	25413	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	200.00 <hr/> 200.00
12/20/2022	25414	Alliance Entertainment LLC Alliance Entertainment LLC	1102 · Checking Account 4412 · Audio Video	66.43 <hr/> 66.43
12/20/2022	25415	American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4403 · Furniture & Equipment 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4430 · Office & Library Supplies 4451 · Custodial Supplies	102.90 12.13 370.56 310.08 721.54 14.38 179.43 <hr/> 1,711.02
12/20/2022	25416	B&H Photo-Video B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4402 · Computer Equipment/Parts 4417 · OTHER THINGS LENDING	7,489.43 28.44 <hr/> 7,517.87
12/20/2022	25417	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	1,365.15 120.41 <hr/> 1,485.56
12/20/2022	25418	Baking Coach, Inc. Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen 4421A · Adult	4,415.00 750.00 <hr/> 5,165.00
12/20/2022	25419	Battery Solutions Battery Solutions	1102 · Checking Account 4421A · Adult	290.00 <hr/> 290.00
12/20/2022	25420	Best Climate Control Corp. Best Climate Control Corp.	1102 · Checking Account 4403 · Furniture & Equipment	97,910.32 <hr/> 97,910.32
12/20/2022	25421	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	2,835.29 5,400.48 <hr/> 8,235.77
12/20/2022	25422	Chicago Distribution Center Chicago Distribution Center	1102 · Checking Account 4422A · Adult	114.45 <hr/> 114.45
12/20/2022	25423	Children's Museum of the East End Children's Museum of the East End	1102 · Checking Account 4417 · OTHER THINGS LENDING	300.00 <hr/> 300.00
12/20/2022	25424	Cornell Cooperative Extension, Suffolk Co Cornell Cooperative Extension, Suffolk Co	1102 · Checking Account 4421B · Children/Teen	200.00 <hr/> 200.00
12/20/2022	25425	Curley, Lisamarie Curley, Lisamarie	1102 · Checking Account 4421B · Children/Teen	350.00 <hr/> 350.00
12/20/2022	25426	De Lage Landen Financial Services, Inc. De Lage Landen Financial Services, Inc.	1102 · Checking Account 4456 · Rental Expenses	1,562.19 <hr/> 1,562.19

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 12/22/1 - December 20, 2022

Date	Num	Name	Account	Debit
				1,562.19
12/20/2022	25427	Degnan, Brian Degnan, Brian	1102 · Checking Account 4428 · Conferences	16.25
				16.25
12/20/2022	25428	Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen	43.72
				43.72
12/20/2022	25429	Dormitory Authority of the State of NY Dormitory Authority of the State of NY	1102 · Checking Account 4483 · Bond Administrative	89.25
				89.25
12/20/2022	25430	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	2,891.77
				2,891.77
12/20/2022	25431	EnvisionWare EnvisionWare	1102 · Checking Account 4414 · Computer Software	725.00
				725.00
12/20/2022	25432	Frick Collection Frick Collection	1102 · Checking Account 4417 · OTHER THINGS LENDING	200.00
				200.00
12/20/2022	25433	Giery, Peter Giery, Peter	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	27.69
				27.69
12/20/2022	25434	GranPrints GranPrints	1102 · Checking Account 4430 · Office & Library Supplies	1,161.40
				1,161.40
12/20/2022	25435	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Employee Ins - enrollee contrib	469.29 2,584.62 330.68 56.77
				3,441.36
12/20/2022	25436	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	400.00
				400.00
12/20/2022	25437	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	465.00
				465.00
12/20/2022	25438	Home Health and Spirit Corporation Home Health and Spirit Corporation	1102 · Checking Account 4421A · Adult	409.00
				409.00
12/20/2022	25439	HomeStyle Landscaping & Design, Inc HomeStyle Landscaping & Design, Inc	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	2,482.00
				2,482.00
12/20/2022	25440	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	22.84
				22.84
12/20/2022	25441	Johnson Controls Fire Protection LP Johnson Controls Fire Protection LP	1102 · Checking Account 4441 · Building Security	1,923.00
				1,923.00
12/20/2022	25442	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	451.00

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**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 12/22/1 - December 20, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				451.00
12/20/2022	25443	Kelly-Edmunds, Anne Kelly-Edmunds, Anne	1102 · Checking Account 4421A · Adult	450.00
				450.00
12/20/2022	25444	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
12/20/2022	25445	Koch Tree Services, Inc. Koch Tree Services, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	400.00
				400.00
12/20/2022	25446	Long Island Chess Nuts Association Long Island Chess Nuts Association	1102 · Checking Account 4421B · Children/Teen	600.00
				600.00
12/20/2022	25447	Long Island Children's Museum Long Island Children's Museum	1102 · Checking Account 4417 · OTHER THINGS LENDING	2,600.00
				2,600.00
12/20/2022	25448	Longwood Public Library Longwood Public Library	1102 · Checking Account 4428 · Conferences	28.29
				28.29
12/20/2022	25449	Lund Valve Testing Lund Valve Testing	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	49.00
				49.00
12/20/2022	25450	Matthew Bender & Co. Inc. Matthew Bender & Co. Inc.	1102 · Checking Account 4410 · Library Books	138.00
				138.00
12/20/2022	25451	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,700.00
				3,700.00
12/20/2022	25452	Metropolitan Data Solutions Manageme... Metropolitan Data Solutions Manageme...	1102 · Checking Account 4429 · Circulation	1,515.00
				1,515.00
12/20/2022	25453	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	2,326.54
				1,405.37
				3,731.91
12/20/2022	25454	Milburn Flooring Mills Milburn Flooring Mills	1102 · Checking Account 4403 · Furniture & Equipment	6,193.17
				6,193.17
12/20/2022	25455	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	32.62
				32.62
12/20/2022	25456	Nassau County Library Association Nassau County Library Association	1102 · Checking Account 4410 · Library Books	73.45
				73.45
12/20/2022	25457	New York Irrigation, Inc. New York Irrigation, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	60.00
				60.00
12/20/2022	25458	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	22.00
				22.00
12/20/2022	25459	New York Times	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 12/22/1 - December 20, 2022

Date	Num	Name	Account	Debit
		New York Times	4413 · Periodicals	55.20
				55.20
12/20/2022	25460	NYS Employees' Health Ins Pending Ac...	1102 · Checking Account	
		NYS Employees' Health Ins Pending Ac...	4479 · 9060.8 Health Insurance	68,739.27
		NYS Employees' Health Ins Pending Ac...	2185 · Employee Ins - enrollee contrib	3,768.09
				72,507.36
12/20/2022	25461	NYS Employees Retirement System	1102 · Checking Account	
		NYS Employees Retirement System	4476 · 9020.8 Retirement Expense	294,405.00
				294,405.00
12/20/2022	25462	P.J.S. Post Office - Bulk	1102 · Checking Account	
		P.J.S. Post Office - Bulk	4433 · Postage	2,404.51
				2,404.51
12/20/2022	25463	PAYCHEX	1102 · Checking Account	
		PAYCHEX	4437 · Accounting and Legal	363.90
				363.90
12/20/2022	25464	Paychex of New York	1102 · Checking Account	
		Paychex of New York	4437 · Accounting and Legal	140.00
				140.00
12/20/2022	25465	Paychex of New York LLC	1102 · Checking Account	
		Paychex of New York LLC	4437 · Accounting and Legal	916.08
				916.08
12/20/2022	25466	Quadient Leasing USA, Inc.	1102 · Checking Account	
		Quadient Leasing USA, Inc.	4456 · Rental Expenses	238.56
				238.56
12/20/2022	25467	Quigley, Deborah A.	1102 · Checking Account	
		Quigley, Deborah A.	4421A · Adult	250.00
				250.00
12/20/2022	25468	Quirk-Senyk, Jennifer	1102 · Checking Account	
		Quirk-Senyk, Jennifer	4428 · Conferences	16.25
				16.25
12/20/2022	25469	R.C. Gluck Associates LLC	1102 · Checking Account	
		R.C. Gluck Associates LLC	4421A · Adult	195.00
				195.00
12/20/2022	25470	Ray-Block Stationery Co., Inc	1102 · Checking Account	
		Ray-Block Stationery Co., Inc	4456 · Rental Expenses	6.47
				6.47
12/20/2022	25471	Rotorpro	1102 · Checking Account	
		Rotorpro	4439 · Equipment/Blding Maint & Repair	625.00
				625.00
12/20/2022	25472	Royal Princess Prep Party Company	1102 · Checking Account	
		Royal Princess Prep Party Company	4421B · Children/Teen	900.00
				900.00
12/20/2022	25473	Spena, Catherine	1102 · Checking Account	
		Spena, Catherine	4428 · Conferences	53.13
				53.13
12/20/2022	25474	School Specialty	1102 · Checking Account	
		School Specialty	4422A · Adult	39.51
		School Specialty	4430 · Office & Library Supplies	10.89
				50.40
12/20/2022	25475	Scott, Robert G.	1102 · Checking Account	
		Scott, Robert G.	4421A · Adult	314.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 12/22/1 - December 20, 2022

Date	Num	Name	Account	Debit
				314.00
12/20/2022	25476	Searles Graphics, Inc. Searles Graphics, Inc.	1102 · Checking Account 4434 · Publicity and Printing	10,589.00
				10,589.00
12/20/2022	25477	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	8,247.96
				8,247.96
12/20/2022	25478	Sensational Playtime Inc. Sensational Playtime Inc.	1102 · Checking Account 4421B · Children/Teen	600.00
				600.00
12/20/2022	25479	SoFo SoFo	1102 · Checking Account 4417 · OTHER THINGS LENDING	100.00
				100.00
12/20/2022	25480	Sparling, Nicole Summers Sparling, Nicole Summers	1102 · Checking Account 4421B · Children/Teen	300.00
				300.00
12/20/2022	25481	Stephen Quandt Feline Behavior Associ... Stephen Quandt Feline Behavior Associ...	1102 · Checking Account 4421A · Adult	400.00
				400.00
12/20/2022	25482	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4415 · Electronic Data Base 4428 · Conferences 4429 · Circulation	10,083.66 1,615.00 111.60
				11,810.26
12/20/2022	25483	Suffolk County Historical Society Suffolk County Historical Society	1102 · Checking Account 4438 · Membership Dues	50.00
				50.00
12/20/2022	25484	Summers, Patricia M. Summers, Patricia M.	1102 · Checking Account 4421A · Adult	175.00
				175.00
12/20/2022	25485	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	2,675.00 700.00
				3,375.00
12/20/2022	25486	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	205.62
				205.62
12/20/2022	25487	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	7,820.00
				7,820.00
12/20/2022	25488	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	104.85
				104.85
12/20/2022	25489	Utica National Insurance Co. Utica National Insurance Co.	1102 · Checking Account 4471 · Workers Compensation Insurance	1,817.00
				1,817.00
12/20/2022	25490	W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4430 · Office & Library Supplies	661.86
				661.86
12/20/2022	25491	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	226.40

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COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 12/22/1 - December 20, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				226.40
12/20/2022	25492	World Book Inc.	1102 · Checking Account	
		World Book Inc.	4410 · Library Books	999.00
				<u>999.00</u>
TOTAL				<u><u>582,324.14</u></u>

3:57 PM

11/21/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 23, 2022

I-1
11/23/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
11/23/2022	25403	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	6,242.00 6,242.00 ✓
11/23/2022	25404	NYS Employees Retirement System NYS Employees Retirement System NYS Employees Retirement System	1102 · Checking Account 2186 · Retirement 2186 · Retirement	3,064.34 202.00 3,266.34 ✓
TOTAL				9,508.34

11/23/2022 Payroll Warrant

Payroll Warrant	\$ 9,508.34
<u>Paychex Payroll</u>	<u>\$ 112,862.47</u>
TOTAL	\$ 122,370.81

12:36 PM

12/06/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
December 8, 2022

I-2
12/08/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
12/08/2022	25405	Aflac Aflac Aflac Aflac Aflac	1102 · Checking Account 2187 · AFLAC - Cancer Care 2188 · AFLAC - Accident Ins 2190 · AFLAC - Short Term Disability 2194 · Aflac - Hospital	206.64 67.60 275.16 120.60 <hr/> 670.00
12/08/2022	25406	AT&T AT&T	1102 · Checking Account 4431 · Telecommunications	<hr/> 52.35 52.35
12/08/2022	25407	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	<hr/> 6,242.00 6,242.00
12/08/2022	25408	National Grid National Grid	1102 · Checking Account 4450 · Utilities	<hr/> 1,817.60 1,817.60
12/08/2022	25409	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	<hr/> 625.25 625.25
12/08/2022	25410	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	<hr/> 7,091.38 7,091.38
12/08/2022	25411	Verizon Verizon	1102 · Checking Account 4431 · Telecommunications	<hr/> 101.68 101.68
TOTAL				<hr/> 16,600.26

12/08/2022 Payroll Warrant

Payroll Warrant	\$ 16,600.26
<u>Paychex Payroll</u>	<u>\$ 117,746.37</u>
TOTAL	\$ 134,346.63



L-1

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

September 22, 2020

To: Member Library Boards of Trustees
From: SCLS Board of Trustees

Re: Updated **Common Vote Date**

Over the past number of years the Suffolk Cooperative Library System has been working with the Public Library Directors' Association of Suffolk County on establishing a common voting day for public libraries in Suffolk County.

The dates, times and locations of library budget votes are set according to the laws of New York State and reflect the diversity of library governance and differing fiscal years. We believe that library budget votes and trustee elections should always be scheduled to give local taxpayers the greatest opportunity to participate in the election process.

The SCLS Board of Trustees is recommending that the public libraries of Suffolk County continue to work towards an annual voting day. The SCLS Board of Trustees is recommending that libraries with a July 1 – June 30 fiscal year choose to hold their annual votes on a common Tuesday in April. A schedule of qualified upcoming voting dates is at the bottom of this letter.

For those libraries with a January 1 – December 31 fiscal year we recognize that this objective would be very difficult to accomplish at this time. We have asked our director, Kevin Verbesey, to continue to work to assist and support those libraries with identifying voting dates that best meet their local community needs.

We make these recommendations with the understanding that in some cases local voters are better served by voting on another day or date. We feel strongly that the most important consideration when choosing a voting date should always be the positive opportunity for voter participation in each individual community.

Please do not hesitate to contact Mr. Verbesey at anytime if you have any questions or concerns about this issue. We look forward to continuing to work with you to serve your community.

Qualified Voting Dates

- 2021 Tuesday, April 6
- 2022 Tuesday, April 5
- 2023 Tuesday, April 4
- 2024 Tuesday, April 2
- 2025 Tuesday, April 8

JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 ML King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 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

February 2023

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			

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[2023 Calendars](#)

[2024 Calendars](#)

FEBRUARY 2023

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 Presidents' Day	21	22	23	24	25
26	27	28				

January 2023

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				

March 2023

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

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