

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MAY 16, 2023

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 – 04/27/2023 & 05/11/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. COLLECTION DEVELOPMENT POLICY - REVIEW
 - 2. PROPOSED POLICY REVISIONS – SEXUAL HARASSMENT PREVENTION POLICY
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
APRIL 18, 2023

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

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

ABSENT WITH NOTIFICATION:

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on March 21, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Director's Report dated April 2023. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Personnel Report dated April 18, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Financial Reports for the period ending March 21, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve warrant 04/23/1, dated April 18, 2023, in the amount of \$153,594.53. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for March 30, 2023 (\$134,606.64) and April 13, 2023 (\$119,778.32). Discussion followed. Approved unanimously.

The Board reviewed the results of the Library Budget Vote and Trustee Election for 2023-2024. The results were as follows:

Adoption of the 2023-2024 Annual Library Budget

Yes – 104 No – 20 Void – 0 Blank – 0 Total – 125

Annual Election of Library Board Trustee – Kevin Spence

Yes – 104 Write-in – 3 Void – 0 Blank – 11 Total - 118

Other: The Library Board and Director briefly discussed library displays. The Library Board asked the Director to provide additional information at the next board meeting.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the resignations of Nicole Malley (effective March 31, 2023) and Stephanie Manganello (effective March 27, 2023) with thanks for services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 7:02 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

May 2023

Personnel

- Staff enjoyed and was appreciative of bagel breakfast Trustees provided on the occasion of National Library Workers Day
- A new, expanded Sexual Harassment Prevention Policy (included in packet) was issued by NYS and needs adoption under New Business. CPL's attorney advises the best approach is to rescind the current policy, then adopt the new one. Copies of the current policy will be available for review at the Board Meeting, should trustees wish to compare the two.

Operations

- 4/24 Legislator Anker presented CPL with a Certificate of Appreciation during National Library Week. Trustee Spence represented the Board at this event.
- 4/25 Staff Safety Committee Meeting, Chaired by A. Malchiodi
- 5/2 Facility Planning Mtg. with John Tanzi, Architect

Building & Grounds

Boiler Project:

- All pumps installed, running, and tested, with old pumps slated for decommissioning
- Notified by SCLS on 3/29 & 4/26 that CPL will receive additional project grant funds, with new grant total up from \$160K to \$177K

Milkweed Plants (Pollinators):

- We were notified by MonarchWatch.org that the Library's grant application was approved. Plants were received and will be planted along south lawn fence.

Professional Activities

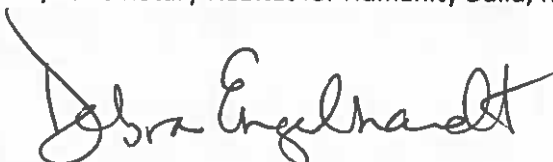
- 4/19 Library Marketing Plan 101 (webinar) – A.M.
- 4/21 Brookhaven Directors Zone Mtg.
- 5/3 Library Automation Directors Meeting (PALS) (online)

Community Activities

Rotary, Mather, Jefferson's Ferry, Decision

4/25 PJST Civic Mtg. - A.M.

4/28 PJ Rotary Habitat for Humanity Build, Riverhead - A.M.



Comsewogue Public Library

Personnel Report
May 16, 2023*New Appointments/Promotions:*

Abigail Szwed, Librarian I – Adult Services, effective May 5, 2023. Salary \$30.76 hr.

Amanda Lotito, Librarian I – Adult Services (25 hrs./wk.), effective May 7, 2023. Salary \$30.76 hr.
{increased from 17.5 hrs./wk.}

Jennifer Zwolak, Librarian I – Adult Services (25 hrs./wk.), effective May 7, 2023. Salary \$30.76 hr.
{increased from 17.5 hrs./wk.}

Comsewogue Public Library
Statistical Report 2022/2023

E-3

April 2023

	Apr 2023	Apr 2022	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	68	64	6.25%	8,734	8,552	2.13%
2	Juvenile	20	34	-41.18%	2,898	2,916	-0.62%
3	Total	88	98	-10.20%	11,632	11,468	1.43%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	32	23	39.13%	4,355	4,471	-2.59%
5	Port Jefferson Library	17	11	54.55%	1,609	1,648	-2.37%
Miller Place Borrower Registration:							
6	Comsewogue Library	32	14	128.57%	4,376	4,502	-2.80%
7	Port Jefferson Library	13	28	-53.57%	1,996	2,046	-2.44%
8	Total CPL Members	152	135	12.59%	20,363	20,441	-0.38%
9	Library Visits *	9,504	8,765	8.43%	92,017	77,967	18.02%
10	Curbside Pick Up	25	32	-21.88%	263	358	-26.54%
Transactions							
11	Circulation of Physical Items:	23,536	24,102	-2.35%	242,918	247,257	-1.75%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,028	7,722	16.91%	84,320	79,528	6.03%
13	Hoopla	723	749	-3.47%	7,262	8,352	-13.05%
14	Kanopy	159	170	-6.47%	1,666	1,863	-10.57%
Circulation Other:**							
15	Museum Passes	68	82	-17.07%	658	407	61.67%
16	Library of Things	122	84	45.24%	944	302	n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	723	695	4.03%	7,247	6,726	7.75%
18	Public Wireless Sessions	1,734	1,603	8.17%	17,256	16,011	7.78%
Interlibrary Loan:							
19	Items Loaned	929	1,065	-12.77%	10,586	11,239	-5.81%
20	Items Borrowed	1,499	1,595	-6.02%	15,926	15,171	4.98%

*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 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
ONLINE Trivia (Email)	2	n/a,14	18,33
Defensive Driving	2	11	11,11
AARP Tax Assistance	2	11,7	12,7
ONLINE Breathe Together	4	55	4,2,6,6
ONLINE New English Speakers (Zoom)	4	n/a	4,8,10,8
Chess Club	4	n/a	10,10,5,5
ONLINE Rob Scott Cooking Demo Videos (YouTube)	1	<i>redirect clicks</i>	104
		<i>views</i>	119
Medicaid ABD Enrollment	1	n/a	3
Computer Basics	2	11	5,7
Mah-Jongg & More	2	n/a	6,6
Spring Flower Arrangement \$5	2	16,13	15,13
Senior Advocate	Appt	5	5
Quickbooks	1	12	5
Career Counseling	Appt	4	4
Long Island Reads Film Series	3	4,6,8	4,5,6
Country Line Dancing	3	30	21,17,19
Knit & Crochet	1	n/a	6
Music, Movies & More Trivia	2	11,17	12,15
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Bus Trip: Orchid Show @ NY Botanical Gardens \$150	1	50	48
Calming Art Club	1	20	11

Adult Programming: Summary

What's In The News?	1	7	7
Shred-Recycle-Dispose	1	n/a	400
<i>Collected 17,460 lb paper & 5,220 lb eWaste</i>			
Laughter Yoga	2	22	14,11
Middle Eastern Cuisine	2	20,16	20,18
AARP Smart Driver Course	2	24	20,20
Long Island Reads Book Club	2	5,8	4,3
Write This Way	1	18	12
Breadmaking 101	1	25	21
One-on-One Appointments	unlimited	0	0
Social Work Intern Appointments	unlimited	31	31
TOTALS	50	485	1092

* View counts as of 5/8/23

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
April 2023	50	485	1092
YTD 2023	182	2155	3066
April 2022	52	397	1126
YTD 2022	188	1667	3187

April 2023 - J/YA Program Statistic Summary

	April '23	April'22		YTD '23	YTD '22
Family:					
Total # of Sessions	4	5		15	12
Total # of Attendees	415	380		818	760
Birth-PreK:					
Total # of Sessions	29	16		116	60
Total # of Attendees	759	401		3082	1373
Grades K-5:					
Total # of Sessions	14	16		71	49
Total # of Attendees	197	157		1,215	823
Grades 6-12:					
Total # of Sessions	14	16		65	63
Total # of Attendees	160	115		917	628
TOTAL # of <u>ALL</u> Sessions	61	53		267	184
TOTAL # of <u>ALL</u> Attendees	1,531	1,053		6,032	3,584

Comsewogue Public Library 2022/2023 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	12/30/2022	147,758.24	12/30/2022	147,758.24	
2	1/9/2023	157,608.78	1/9/2023	110,326.15	47,282.63
3	1/17/2023	537,839.98	1/17/2023	376,487.99	161,351.99
4	1/23/2023	468,886.14	1/23/2023	365,020.76	103,865.38
5	1/30/2023	273,845.26	1/30/2023	273,845.26	
6	2/6/2023	141,847.91	2/6/2023	141,847.91	
7	2/13/2023	72,894.06	2/13/2023	72,894.06	
8	2/21/2023	43,342.42	2/21/2023	43,342.42	
9	3/6/2023	25,611.43	3/6/2023	25,611.43	
10	3/20/2023	15,760.88	3/20/2023	15,760.88	
11	4/3/2023	15,760.88	4/3/2023	15,760.88	
12	4/17/2023	15,760.88	4/20/2023	15,760.88	
13	5/1/2023	19,701.10	5/1/2023	19,701.10	
14	5/8/2023	25,611.43	5/8/2023	25,611.43	
15					
16					
17					
18					
19					
20 *					

TOTAL AMOUNT TAXES TO BE RAISED: \$3,124,048.00

Total Payments From Town of Brk	\$1,962,229.39		
Payments CPL Received		\$1,649,729.39	
Payments US Bank Retained for Bonds			\$312,500.00
Interest Received*		0.00	
Remaining Balance - Uncollected Taxes		\$1,474,318.61	
Total Payments (including interest)	\$1,962,229.39	\$1,649,729.39	

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
 As of March 31, 2023

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	9,338.50
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,264,680.57
1110 · Savings-Capital Improvements	791,148.83
1114 · Savings-Termination Pay	154,229.66
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 3,258,547.56

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	16,338.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 16,838.65

Total Current Assets

3,275,386.21

TOTAL ASSETS

3,275,386.21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	200.49
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	407.16
2188 · AFLAC - Accident Ins	126.42
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	281.34
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	222.12

Total Other Current Liabilities 80,003.27

Total Current Liabilities

80,003.27

Total Liabilities

80,003.27

Equity

2200 · General Fund Balance	3,852,403.17
2201 · Capital Improvement Fund	780,573.55
2202 · Termination Payment Fund	192,119.82
Net Income	-1,629,713.60

Total Equity

3,195,382.94

TOTAL LIABILITIES & EQUITY

3,275,386.21

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending March 31, 2023

	<u>March 23</u>	<u>July 22 - March 23</u>
Revenue		
3301 · Tax Revenues	41,372.31	1,885,441.82
3302 · Fines	58.26	493.10
3304 · Interest Earned	2,260.65	12,319.90
3305 · Unclassified rev.-Copies	899.74	6,963.75
3306 · Unclassified rev.-Books	160.20	3,126.22
3307 · Unclassified rev.-Other	12.60	169.58
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	10,000.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	6,368.40	6,419.40
3312 · Local Sponsor Aid	0.00	6,985.00
3313 · PILOT Revenue	488.10	3,560.30
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	831,158.94
3319 · Services - Mount Sinai	0.00	676,042.54
Total Revenue	<u>51,620.26</u>	<u>3,442,680.55</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending March 31, 2023

Expense	ACTUAL		Budget	\$ Over Budget
	MARCH	JULY - MARCH		
4401 · Computer Supplies	2,444.99	10,765.44	13,000.00	-2,234.56
4402 · Computer Equipment/Parts	205.80	8,175.65	28,000.00	-19,824.35
4403 · Furniture & Equipment	261.97	220,309.55	52,000.00	168,309.55
4404 · Salaries-Professional	235,925.56	1,505,966.29	2,148,048.48	-642,082.19
4405 · Salaries-Clerical	86,547.52	637,590.21	932,110.00	-294,519.79
4406 · Salaries-Custodial	11,639.81	80,897.15	105,814.00	-24,916.85
4407 · Salaries-Guard	3,429.68	21,706.38	30,070.00	-8,363.62
4410 · Library Books	9,325.01	85,304.38	125,000.00	-39,695.62
4412 · Audio Video	1,652.61	14,634.31	33,000.00	-18,365.69
4413 · Periodicals	158.40	11,417.40	15,000.00	-3,582.60
4414 · Computer Software	131.42	8,215.28	8,000.00	215.28
4415 · Electronic Data Base	1,571.29	217,697.36	240,000.00	-22,302.64
4417 · OTHER THINGS LENDING	500.00	15,778.78	17,500.00	-1,721.22
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	10,322.50	43,481.86	62,000.00	-18,518.14
4421B · Children/Teen	4,440.00	51,314.00	62,000.00	-10,686.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	2,624.77	5,797.84	7,000.00	-1,202.16
4422B · Children/Teen	2,420.13	14,211.69	22,000.00	-7,788.31
4428 · Conferences	547.49	8,142.23	11,000.00	-2,857.77
4429 · Circulation	326.88	46,773.27	60,000.00	-13,226.73
4430 · Office & Library Supplies	2,746.98	11,839.41	16,000.00	-4,160.59
4431 · Telecommunications	884.49	7,123.41	9,800.00	-2,676.59
4432 · Cartage	226.40	2,037.60	3,000.00	-962.40
4433 · Postage	0.00	9,341.87	13,000.00	-3,658.13
4434 · Publicity and Printing	10,648.00	40,845.92	36,000.00	4,845.92
4435 · Annual Election	0.00	1,093.00	3,700.00	-2,607.00
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	1,148.46	68,361.58	82,500.00	-14,138.42
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Blding Maint & Repair	44,573.15	173,503.03	178,000.00	-4,496.97
4440 · Snow Removal	2,675.00	4,325.00	13,500.00	-9,175.00
4441 · Building Security	7,766.14	57,345.82	76,552.00	-19,206.18
4450 · Utilities	16,570.47	106,881.35	120,000.00	-13,118.65
4451 · Custodial Supplies	1,162.69	11,747.95	16,000.00	-4,252.05
4453 · Employees Assistance Program	0.00	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	1,822.59	16,444.75	19,400.00	-2,955.25
4471 · Workers Compensation Insurance	0.00	28,423.00	27,000.00	1,423.00
4472 · Life Insurance	444.54	4,145.22	5,600.00	-1,454.78
4473 · Dental Insurance	2,385.88	21,890.86	33,000.00	-11,109.14
4474 · VISION INS	304.42	2,691.41	4,300.00	-1,608.59
4476 · 9020.8 Retirement Expense	(110.67)	294,294.33	311,000.00	-16,705.67
4477 · 9030.8 Social Security Expense	25,470.35	163,486.10	230,000.00	-66,513.90
4478 · Unemployment Insurance	0.00	340.50	2,000.00	-1,659.50
4479 · 9060.8 Health Insurance	63,732.59	595,599.05	822,439.00	-226,839.95
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	312,500.00	290,000.00	22,500.00
4483 · Bond Administrative	500.00	589.25	679.00	-89.75
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	557,427.31	5,072,394.15	6,441,040.48	-1,368,646.33

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05/15/23

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COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 May 16, 2023

Date	Num	Name	Account	Debit
05/16/2023	25877	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	425.00 425.00
05/16/2023	25878	Ace Hardware Ace Hardware	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	182.07 182.07
05/16/2023	25879	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	200.00 200.00
05/16/2023	25880	Amcase, Inc Amcase, Inc	1102 · Checking Account 4403 · Furniture & Equipment	13,374.93 13,374.93
05/16/2023	25881	American Express American Express American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4403 · Furniture & Equipment 4410 · Library Books 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4430 · Office & Library Supplies 4433 · Postage 4435 · Annual Election	262.25 12.99 12.31 258.33 17.78 18.96 257.69 30.33 49.50 920.14
05/16/2023	25882	American Museum of Natural History American Museum of Natural History	1102 · Checking Account 1153 · PATRON ACCOUNTS-DISC TICK...	25.00 25.00
05/16/2023	25883	Anzalone, Jonathan D. Anzalone, Jonathan D.	1102 · Checking Account 4421B · Children/Teen	175.00 175.00
05/16/2023	25884	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 4417 · OTHER THINGS LENDING	99.23 243.00 202.76 544.99
05/16/2023	25885	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	9.68 1,159.19 1,168.87
05/16/2023	25886	Blackstone Publishing Blackstone Publishing	1102 · Checking Account 4412 · Audio Video	28.74 28.74
05/16/2023	25887	Blick Art Materials Blick Art Materials	1102 · Checking Account 4422B · Children/Teen	38.47 38.47
05/16/2023	25888	Boyle, Natalie Boyle, Natalie	1102 · Checking Account 4421A · Adult	300.00 300.00
05/16/2023	25889	Brodart Company Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books 4430 · Office & Library Supplies	3,407.62 6,824.30 170.55 10,402.47
05/16/2023	25890	Bush, Debra Bush, Debra	1102 · Checking Account 4428 · Conferences	59.78

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05/15/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 May 16, 2023

Date	Num	Name	Account	Debit
				59.78
05/16/2023	25891	Cammarano, Jenny Cammarano, Jenny	1102 · Checking Account 4428 · Conferences	30.79
				30.79
05/16/2023	25892	Cornell Cooperative Extension, Suffolk Co Cornell Cooperative Extension, Suffolk Co	1102 · Checking Account 4421B · Children/Teen	225.00
				225.00
05/16/2023	25893	Curley, Lisamarie Curley, Lisamarie	1102 · Checking Account 4421B · Children/Teen	350.00
				350.00
05/16/2023	25894	De Lage Landen Financial Services, Inc. De Lage Landen Financial Services, Inc.	1102 · Checking Account 4456 · Rental Expenses	1,562.19
				1,562.19
05/16/2023	25895	Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen	201.69
				201.69
05/16/2023	25896	Dusling, Barbara Dusling, Barbara	1102 · Checking Account 4421A · Adult	150.00
				150.00
05/16/2023	25897	Fun Express, LLC Fun Express, LLC Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen 4422A · Adult 4430 · Office & Library Supplies	403.39 28.88 50.44
				482.71
05/16/2023	25898	Giery, Peter Giery, Peter Giery, Peter	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair 4451 · Custodial Supplies	232.73 196.77
				429.50
05/16/2023	25899	GranPrints GranPrints	1102 · Checking Account 4430 · Office & Library Supplies	240.00
				240.00
05/16/2023	25900	Grey House Publishing Grey House Publishing	1102 · Checking Account 4410 · Library Books	432.50
				432.50
05/16/2023	25901	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	200.00
				200.00
05/16/2023	25902	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	310.00
				310.00
05/16/2023	25903	Holtz, Loretta Holtz, Loretta	1102 · Checking Account 4428 · Conferences	17.03
				17.03
05/16/2023	25904	HomeStyle Landscaping & Design, Inc HomeStyle Landscaping & Design, Inc HomeStyle Landscaping & Design, Inc	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair 4440 · Snow Removal	5,132.00 1,300.00
				6,432.00
05/16/2023	25905	Ingram Library Services Ingram Library Services Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books 4410 · Library Books 4422A · Adult	32.20 12.59 13.49
				58.28

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05/15/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 May 16, 2023

Date	Num	Name	Account	Debit
05/16/2023	25906	JK Tech Solutions, Inc DBA Sharper Tra... JK Tech Solutions, Inc DBA Sharper Tra... JK Tech Solutions, Inc DBA Sharper Tra...	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	440.00 250.00 <hr/> 690.00
05/16/2023	25907	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	<hr/> 361.00 361.00
05/16/2023	25908	Ketcham Pump Company, Inc Ketcham Pump Company, Inc	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<hr/> 350.00 350.00
05/16/2023	25909	King, Adam King, Adam	1102 · Checking Account 4421B · Children/Teen	<hr/> 195.00 195.00
05/16/2023	25910	Koch Tree Services, Inc. Koch Tree Services, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<hr/> 235.00 235.00
05/16/2023	25911	Long Island Science Center Long Island Science Center	1102 · Checking Account 4421B · Children/Teen	<hr/> 275.00 275.00
05/16/2023	25912	Longwood Public Library Longwood Public Library	1102 · Checking Account 4428 · Conferences	<hr/> 29.32 29.32
05/16/2023	25913	Lunarola, Michele Lunarola, Michele	1102 · Checking Account 4428 · Conferences	<hr/> 20.00 20.00
05/16/2023	25914	Mazza, Linda Mazza, Linda	1102 · Checking Account 4421A · Adult	<hr/> 200.00 200.00
05/16/2023	25915	McHugh, Joan McHugh, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	<hr/> 494.70 494.70
05/16/2023	25916	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	<hr/> 3,700.00 3,700.00
05/16/2023	25917	MD Design Studio MD Design Studio	1102 · Checking Account 4421B · Children/Teen	<hr/> 440.00 440.00
05/16/2023	25918	Merenda, John Merenda, John	1102 · Checking Account 4421A · Adult	<hr/> 100.00 100.00
05/16/2023	25919	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	<hr/> 1,459.18 1,488.22 2,947.40
05/16/2023	25920	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	<hr/> 61.17 61.17
05/16/2023	25921	Moss, Andrea Moss, Andrea	1102 · Checking Account 4421A · Adult	<hr/> 425.00 425.00
05/16/2023	25922	Naela's Organics Inc Naela's Organics Inc	1102 · Checking Account 4421A · Adult	<hr/> 900.00

1:02 PM

05/15/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
 May 16, 2023

Date	Num	Name	Account	Debit
				900.00
05/16/2023	25923	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	24.00
				24.00
05/16/2023	25924	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				55.20
05/16/2023	25925	NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee contrib	63,732.59 3,768.09
				67,500.68
05/16/2023	25926	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	100.00
				100.00
05/16/2023	25927	Pavone, Lisa Pavone, Lisa	1102 · Checking Account 4421B · Children/Teen	495.00
				495.00
05/16/2023	25928	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	181.95
				181.95
05/16/2023	25929	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	280.00
				280.00
05/16/2023	25930	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	947.06
				947.06
05/16/2023	25931	Polzella, Michael Polzella, Michael	1102 · Checking Account 4428 · Conferences	30.79
				30.79
05/16/2023	25932	Posthauer, Patricia Posthauer, Patricia	1102 · Checking Account 4421A · Adult	200.00
				200.00
05/16/2023	25933	Postmaster/Port Jefferson Station Postmaster/Port Jefferson Station	1102 · Checking Account 4433 · Postage	290.00
				290.00
05/16/2023	25934	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00
05/16/2023	25935	Ray-Block Stationery Co., Inc Ray-Block Stationery Co., Inc	1102 · Checking Account 4456 · Rental Expenses	40.32
				40.32
05/16/2023	25936	S & S Worldwide, Inc. S & S Worldwide, Inc. S & S Worldwide, Inc.	1102 · Checking Account 4422B · Children/Teen 4430 · Office & Library Supplies	62.85 189.18
				252.03
05/16/2023	25937	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	7,325.56
				7,325.56
05/16/2023	25938	Sessa, Sheryl Sessa, Sheryl	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				714.30

1:02 PM

05/15/23

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
May 16, 2023**

Date	Num	Name	Account	Debit
05/16/2023	25939	Singer, Lauren G. Singer, Lauren G.	1102 · Checking Account 4421B · Children/Teen	375.00
				<u>375.00</u>
05/16/2023	25940	Sparling, Nicole Summers Sparling, Nicole Summers	1102 · Checking Account 4421B · Children/Teen	325.00
				<u>325.00</u>
05/16/2023	25941	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	54.72
				<u>54.72</u>
05/16/2023	25942	Staples Business Credit Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies 4422A · Adult 4401 · Computer Supplies	156.63 36.87 110.99
				<u>304.49</u>
05/16/2023	25943	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4428 · Conferences 4429 · Circulation	1,440.00 91.02
				<u>1,531.02</u>
05/16/2023	25944	TD3 Innovative Gaming TD3 Innovative Gaming	1102 · Checking Account 4421B · Children/Teen	550.00
				<u>550.00</u>
05/16/2023	25945	The Jewish Musuem The Jewish Musuem	1102 · Checking Account 4417 · OTHER THINGS LENDING	500.00
				<u>500.00</u>
05/16/2023	25946	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	1,650.00 700.00
				<u>2,350.00</u>
05/16/2023	25947	Thomas Klise/Crimson Multimedia Thomas Klise/Crimson Multimedia	1102 · Checking Account 4412 · Audio Video	295.23
				<u>295.23</u>
05/16/2023	25948	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,910.00
				<u>3,910.00</u>
05/16/2023	25949	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	198.05
				<u>198.05</u>
05/16/2023	25950	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	28.62
				<u>28.62</u>
05/16/2023	25951	Weinstein, Barbara Weinstein, Barbara	1102 · Checking Account 4421A · Adult	990.00
				<u>990.00</u>
05/16/2023	25952	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	271.68
				<u>271.68</u>
TOTAL				<u><u>140,711.44</u></u>

I-1

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04/25/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
April 27, 2023

04/27/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
04/27/2023	25868	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,152.00 4,152.00 ✓
04/27/2023	25869	NYS Employees Retirement System NYS Employees Retirement System NYS Employees Retirement System	1102 · Checking Account 2186 · Retirement 2186 · Retirement	3,186.99 102.00 3,288.99 ✓
TOTAL				7,440.99

04/27/2023 Payroll Warrant

Payroll Warrant	\$ 7,440.99
<u>Paychex Payroll</u>	<u>\$ 115,760.04</u>
TOTAL	\$ 123,201.03



12:08 PM

05/09/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
May 11, 2023

I-2
5/11/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
05/11/2023	25870	Aflac Aflac Aflac Aflac Aflac	1102 · Checking Account 2187 · AFLAC - Cancer Care 2188 · AFLAC - Accident Ins 2190 · AFLAC - Short Term Disability 2194 · Aflac - Hospital	271.44 84.28 187.56 148.08 <hr/> 691.36 ✓
05/11/2023	25871	AT&T AT&T	1102 · Checking Account 4431 · Telecommunications	<hr/> 53.71 ✓ 53.71 ✓
05/11/2023	25872	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	<hr/> 4,152.00 ✓ 4,152.00 ✓
05/11/2023	25873	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	<hr/> 625.32 ✓ 625.32 ✓
05/11/2023	25874	National Grid National Grid	1102 · Checking Account 4450 · Utilities	<hr/> 1,694.30 ✓ 1,694.30 ✓
05/11/2023	25875	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	<hr/> 5,075.33 ✓ 5,075.33 ✓
05/11/2023	25876	Verizon Verizon	1102 · Checking Account 4431 · Telecommunications	<hr/> 102.09 ✓ 102.09 ✓
TOTAL				<hr/> <hr/> 12,394.11

5/11/2023 Payroll Warrant

Payroll Warrant	\$ 12,394.11
<u>Paychex Payroll</u>	<u>\$ 113,128.25</u>
TOTAL	\$ 125,522.36



Comsewogue Public Library Collection Development Policy

The Comsewogue Public Library selects, acquires, and provides free and open access to materials that assist the Library in meeting its collection objectives. Materials are selected and retained in a variety of formats for the interest, information, and enlightenment of all patrons in the community served.

Responsibility for the collection, including selection (or in the case of a gift, acceptance) and retention, ultimately rests with the Library Director.

The day-to-day responsibility of selecting collection materials is delegated to qualified professional staff members who are to employ the criteria listed in this policy.

It is the responsibility of the patron to establish, should he/she/they desire, limits on access (reading, listening, viewing) to specific resources; including access of a child of a patron.

Materials selection may be guided by existing collection content and by budget and space restrictions.

Collection Objectives:

- Promote literacy
- Promote inclusivity
- Support continuous, lifelong learning
- Support the community's educational, civic, and cultural activities and interests
- Assist people to become functioning members of society
- Encourage freedom of expression
- Provide access to a variety of opinions and diverse views
- Provide connections to community resources and governmental agencies
- Provide materials that enrich the individual's enjoyment of life

Items will receive individual consideration in terms of quality, scholarship, artistic merit, intended audience, etc. No one standard can be applied in all cases.

Collection Criteria:

Selection and retention criteria are based on:

- Reviews of critics, media, public, inclusion in standard bibliographies, indexes
- Suitability for library use (format, ease of use, etc.)
- Suitability of content/subject/style in relation to intended audience
- Relevance as a "document of the times"
- Relation to the Library's existing collection and/or to other available material on the subject
- Author/artist/publisher/producer's authority/qualifications/accuracy
- Cost and availability

Items should enhance the existing Library collection, taking into account/focusing upon:

- Importance of work when compared to other works on subject
- Importance to the collection/of subject/of point of view
- Extent of existent retrospective and current subject coverage
- Adequate coverage when there is a scarcity of published material on the subject
- Representation of an important movement, genre, trend, or national culture
- Artistic presentation and experimentation
- Contemporary materials of current interest/possible future significance
- Contemporary materials representing various points of view
- Contemporary materials reflecting current conditions, trends, controversies
- Content by and about a wide array of people and cultures
- Content meeting needs, interests, and abilities of community served
- Regular auditing of collection and addressing of gaps
- Identification and addressing of unexpressed community information needs

Materials are not excluded based on the origin, background, or views of their creators.

Collection Assessment/Maintenance:

Library materials are continuously assessed based on specific criteria for appropriateness for continued inclusion in the collection based on condition, content, relevance, and demand.

The de-selection of materials is a formal, necessary, routine process conducted by information professional staff members to ensure and maintain collection vitality, size, and scope.

Consideration is given to a variety of factors and de-selection criteria may be weighed differently depending on the materials in question and the situation at hand.

Deselected materials may be forwarded to another not-for-profit entity, recycled, or discarded.

Displays and Library-Initiated Programs:

- Displays and Library-initiated programs are designed and developed by the Library's professionals and such incorporate their expertise regarding information resources, community interests, the collections of and the services available from the Library.
- Any items from the Library's collection may be displayed at any time
- Opinions presented by speakers at public fora are those of the speakers and do not reflect an endorsement by the Library.
- Complaints concerning displays and Library-initiated programs are to be considered within the same framework utilized with regard to any other disputed materials, as reflected in the Reconsideration of Materials Section.

Reconsideration of Materials:

While an individual may reject a library resource for themselves, they may not exercise censorship restricting access to resources by others. A community member may formally question the appropriateness of a particular item in the collection through the submission to the Library Director of a completed *Request for Reconsideration of Material* form, available at cplib.org.

A request for reconsideration must be filed by an individual (on behalf of themselves or a minor child) who currently resides in the Comsewogue, Mount Sinai, or Miller Place School Districts.

The materials objection/reevaluation request process is to be applied in a timely and consistent manner:

- Collection Development Policy is presented and explained
- *Request for Reevaluation of a Library Resource* form is provided and explained
- Completed form referred to Review Committee (consisting of the Director and two qualified information professionals, as selected by the Director)
- Review Committee reevaluates title within framework of Collection Development Policy
- Library Director reports to community member the Committee's determination

Sexual Harassment Policy for All Employers in New York State



Combating Sexual Harassment

Comsewogue Public Library Sexual Harassment Prevention Policy

Purpose and Goals

Comsewogue Public Library is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but Comsewogue Public Library recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the word and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This Policy is one component of Comsewogue Public Library's commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with Comsewogue Public Library. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <http://www.eeoc.gov/filing-charge-discrimination>.

Sexual Harassment and Discrimination Prevention Policy:

1. Comsewogue Public Library policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly

Adoption of this policy does not constitute a defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any services through a contract with Comsewogue Public Library. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not direct employees of the company.

2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee Comsewogue Public Library who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject Comsewogue Public Library to liability for harm to targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Comsewogue Public Library will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. Comsewogue Public Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, Comsewogue Public Library will act as required. In addition to any required discipline, Comsewogue Public Library will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report

harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Comsewogue Public Library's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual

harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence, which are of a sexual nature, or which are directed as an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body; or
 - Rape, sexual battery, molestation or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;

- This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationships;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities:
 - Dress code that place more emphasis on woman's attire;
 - Leaving parents/caregivers out of meetings.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black woman employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behavior in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful in any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

1. Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
2. Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or other anti-discrimination law;
3. Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
4. Reported that another employee has been sexually harassed or discriminated against; or
5. Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Library Director.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Library Director. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment of discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Comsewogue Public Library will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

Comsewogue Public Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize and employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Library Director:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Library Director will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Library Director will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a) A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b) A list of names of those interviewed, along with a detailed summary of their statements;
 - c) A timeline of events;
 - d) A summary of prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e) The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Comsewogue Public Library but is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the

following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Comsewogue Public Library does not extend your time to file with DHR or in court. The three years are counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1 (800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a

voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue letter permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlines above is aimed at providing employees at the Comsewogue Public Library and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression. Age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlines above should be considered applicable to all protected classes.

Board approved May 16, 2023

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