

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 20, 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. LIBRARY SERVICES – MILLER PLACE & MOUNT SINAI SCHOOL DISTRICTS
 - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 05/25/2023 & 06/08/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. BUILDING REPAIR: BOILER REPLACEMENT PROJECT/CAPITAL IMPROVEMENT - FUND TRANSFER
 - 2. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED POLICY REVISION: INVESTMENT POLICY
 - 2. BUDGET TRANSFERS
 - 3. PERSONNEL CHANGES
 - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 5. 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
MAY 16, 2023

Trustee Olson called the meeting to order at 6:04 p.m.

PRESENT: Trustee Olson
Trustee Spence
Trustee DeStefano
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee McCrary
Trustee Rossini

ALSO PRESENT: Assistant Director Andrea Malchiodi, Head of Children’s & Teen Services Christina Heaney, and members of the public.

Trustee Olson conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the minutes of the regular meeting held on April 18, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to advance to Period for Public Discussion. Discussion followed. Approved unanimously.

Members of the public spoke.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to return to regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the Director’s Report dated May 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Personnel Report dated May 16, 2023. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the Financial Reports for the period ending April 18, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 05/23/1, dated May 16, 2023, in the amount of \$140,711.44. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the payroll and payroll warrants for April 27, 2023 (\$123,201.03) and May 11, 2023 (\$125,522.36). Discussion followed. Approved unanimously.

The Library Board reviewed the Collection Development Policy. Discussion followed.

The Director presented New York State's new Sexual Harassment Prevention policy.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to rescind the Library's current Sexual Harassment Prevention Policy and to adopt the revised/updated Sexual Harassment Prevention Policy in accordance with New York State law. 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 DeStefano, to adjourn the meeting at 6:53 P.M. Approved unanimously.

Secretary, Board of Trustees

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 world 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>.

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.

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 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 at 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

never 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.

Complaint Form for Reporting Sexual Harassment



Combating Sexual Harassment

Comsewogue Public Library

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment or gender discrimination, you are encouraged, but not required, to complete this form and submit it to Debra Engelhardt, Library Director; email: debbie@cplib.org or fax: 631-928-6281. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other (please specify)

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

This is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information?

Signature: _____

Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Sexual harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.

Director's Report

June 2023

Personnel

New minimum wage rates will be adopted at the December Board Meeting.

Operations

The Miller Place and Mount Sinai School Districts' contracts for library services for the 2023-2024 service year were signed by key parties at Comsewogue and Port Jefferson Libraries following successful May proposition votes at the schools. The contracts have been forwarded to the school districts for signatures of district representatives.

Andrea Malchiodi and I took a photo with Assemblyman Ed Flood here at the Library on June 2 in celebration of the Pet Food Drive the Assemblyman sponsored in cooperation with Long Island Cares, and which the Library promoted and hosted.

The Library hosted a community event on June 3 – The Summer Kickoff. The two-hour event was held inside the Library and on the grounds, with approximately 800 people attending. About 400 children, teens, and adults registered for the Library's Summer Reading Clubs on this day, which broke records for day-one registrations. There were tech demos, crafts, face painting, balloon animals, farm animals, popcorn and ice cream. We got great feedback from the attendees. The staff is already planning for next year's event, looking to continuously improve patron satisfaction and increase the number of reading club registrations and overall community engagement.

Building & Grounds

The boiler project is entering its final stages as the installer company must now continue to work with our HVAC maintenance company to finalize configuration of the Building Management System and close out remaining details.

Professional Activities

6/16 SCLS Directors Meeting & PLDA Luncheon, West Babylon

6/20 LILRC Annual Membership Meeting & NYLA Speaker, Half Hollow Hills (Dix Hills)

Community Activities

5/21 The Library Staff formed a team to take part in the Mather Health Walk

The Library presented a display table at the event, in partnership with the Port Jefferson Free Library.

5/24 I presented a Rotary Scholarship to Claire Lin, graduating senior, at the High School.

I am representing Port Jefferson Rotary as a member of the Board of Camp Pa-Qua-Tuck, a Rotary-owned camp for differently-abled children in Center Moriches.

I am also serving on the Board of Hope Children's Fund, a local organization that runs a children's school in Kenya.

I also volunteer through Board service with Mather Hospital, Jefferson's Ferry, Decision Women in Commerce & Professions.



Comsewogue Public Library

Personnel Report
June 20, 2023

Resignations:

*Maria Doran, Librarian I (PT) – Children’s Services, effective May 26, 2023.

*Requires Board Motion

Results of School Districts' Annual Elections

Year	Comsewogue (school)			Miller Place						Mount Sinai					
	Budget			Budget			Lib Prop			Budget			Lib Prop		
	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes
2023/ 2024	499	200	71.4%	837	291	74.2%	981	147	87.0%	920	320	74.2%	1037	177	85.4%
	total votes =		699	total votes =		1128	total votes =		1128	total votes =		1240	total votes =		1214
2022/ 2023	998	427	70.0%	1394	503	73.5%	1590	310	83.7%	944	275	77.4%	1073	143	88.2%
	total votes =		1425	total votes =		1897	total votes =		1900	total votes =		1219	total votes =		1216
2021/ 2022	643	203	76.0%	903	257	77.8%	1009	144	87.5%	656	191	77.4%	737	109	87.1%
	total votes =		846	total votes =		1160	total votes =		1153	total votes =		847	total votes =		846
2020/ 2021	2486	863	74.2%	2156	860	71.5%	2464	548	81.8%	2108	857	71.1%	2432	534	82.0%
	total votes =		3349	total votes =		3016	total votes =		3012	total votes =		2965	total votes =		2966
<i>School votes 100% absentee ballot due to pandemic</i>															
2019/ 2020	660	152	81.3%	610	173	77.9%	696	85	89.1%	1059	302	77.8%	1212	160	88.3%
	total votes =		812	total votes =		783	total votes =		781	total votes =		1361	total votes =		1372
2018/ 2019	829	263	75.9%	619	209	74.8%	722	101	87.7%	769	19	97.6%	849	116	88.0%
	total votes =		1092	total votes =		828	total votes =		823	total votes =		788	total votes =		965
2017/ 2018	789	208	79.1%	763	162	82.5%	830	97	89.5%	1,007	251	80.0%	1,111	144	88.5%
	total votes =		997	total votes =		925	total votes =		927	total votes =		1258	total votes =		1255

*Comsewogue Public Library
Statistical Report 2022/2023*

E-4

May 2023

	May 2023	May 2022	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	67	71	-5.63%	8,796	8,553	2.84%
2	Juvenile	34	20	70.00%	2,923	2,920	0.10%
3	Total	101	91	10.99%	11,719	11,473	2.14%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	22	19	15.79%	4,373	4,485	-2.50%
5	Port Jefferson Library	16	5	220.00%	1,601	1,637	-2.20%
Miller Place Borrower Registration:							
6	Comsewogue Library	32	36	-11.11%	4,401	4,532	-2.89%
7	Port Jefferson Library	19	9	111.11%	2,001	2,044	-2.10%
8	Total CPL Members	155	146	6.16%	20,493	20,490	0.01%
9	Library Visits *	9,415	8,406	12.00%	101,432	86,373	17.43%
10	Curbside Pick Up	19	24	-20.83%	282	382	-26.18%
Transactions							
11	Circulation of Physical Items:	23,584	23,471	0.48%	266,502	270,728	-1.56%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,456	8,111	4.25%	92,776	87,639	5.86%
13	Hoopla	675	793	-14.88%	7,937	9,145	-13.21%
14	Kanopy	312	139	124.46%	1,978	2,002	-1.20%
Circulation Other:**							
15	Museum Passes	45	48	-6.25%	703	455	54.51%
16	Library of Things	140	77	81.82%	1,084	379	n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	794	662	19.94%	8,041	7,388	8.84%
18	Public Wireless Sessions	1,696	1,603	5.80%	18,952	17,614	7.60%
Interlibrary Loan:							
19	Items Loaned	981	941	4.25%	11,567	12,180	-5.03%
20	Items Borrowed	1,531	1,467	4.36%	17,457	16,638	4.92%

*Estimated due to door counter malfunction 12/22/21- 1/20/22 Door Counter since replaced

**Prior to Aug 2021 stats did not include "Print on Demand" museum passes

Adult Programming: May 2023

E-5

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
ONLINE New English Speakers (Zoom)	5	n/a	8,6,7,5,5
Chess Club	5	n/a	2,5,7,5,2
Everyday Matinees	2	30,31	18,16
Medicaid ABD Enrollment	1	n/a	3
ONLINE Trivia (Email)	2	n/a,14	17,33
Intro to Microsoft Word	1	6	4
Mah-Jongg & More	2	n/a	3
Train Trip to NYC \$	1	47	33
Concert: Just Sixties	1	144	127
Cricut Crafts	2	6,6	6,4
ONLINE Breathe Together	4	58	6,8,9,7
Maximize Your Social Security	1	9	6
From Worrier to Warrior	1	14	11
Knit & Crochet	1	n/a	5
Lucille Ball	1	8	9
Weaving \$	2	11,8	9,8
AARP Smart Driver Course	2	22	22,22
Cinco De Mayo	2	20,20	20,18
ONLINE Rob Scott Cooking Demo Videos (YouTube)	1	<i>redirect clicks</i>	68
		<i>views</i>	82
Toxin-Free Cleaning	2	9,9	6,3
Career Counseling	Appt	4	4

Adult Programming: Summary

Write This Way	1	20	9
Defensive Driving	1	33	28
Calming Art Club	1	20	14
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
NYS Safe Boating	2	15	14,14
One-on-One Appointments	unlimited	1	1
Social Work Intern Appointments	unlimited	16	16
TOTALS	44	585	657

** View counts as of 6/1/23*

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
May 2023	44	585	657
YTD 2023	226	2740	3723
May 2022	51	460	638
YTD 2022	239	2127	3825

May 2023 Program Statistics: Family, All Ages

	May '23	May '22		YTD '23	YTD '22	
Family:						
Total # of Sessions	2	3		17	15	
Total # of Attendees	22	110		840	870	
Birth-PreK:						
Total # of Sessions	26	23		142	83	
Total # of Attendees	715	428		3,797	1,801	
Grades K-5:						
Total # of Sessions	33	14		104	63	
Total # of Attendees	1,873	598		3,088	1,421	
Grades 6-12:						
Total # of Sessions	14	15		79	78	
Total # of Attendees	113	87		1,030	715	
TOTAL # of ALL Sessions	75	55		342	239	
TOTAL # of ALL Attendees	2,723	1,223		8,755	4,870	

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	5/15/2023	47,282.64	5/15/2023	47,282.64	
16	5/22/2023	63,043.51	5/22/2023	63,043.51	
17	5/30/2023	415,693.17	5/30/2023	415,693.17	
18	6/5/2023	309,307.24	6/5/2023	309,307.24	
19	6/12/2023	326,684.16	6/12/2023	326,684.16	
20 *					

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

Total Payments From Town of Brk \$3,124,240.11

Payments CPL Received \$2,811,740.11

Payments US Bank Retained for Bonds \$312,500.00

Interest Received* 0.00

Remaining Balance - Uncollected Taxes \$0.00

Total Payments (including interest) \$3,124,240.11 \$2,811,740.11

Comsewogue Public Library 2022/2023 PILOT Receipts

(PILOT = Payment In Lieu Of Taxes)

PILOTS received from Brookhaven Town / US Bank, Trustee

	Industrial Development Agency Payment Date	Total \$ Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Name of Project(s)
1	1/26/2023	1,158.66	1/29/2023	1,158.66	Brightview PJ & Rail
2	2/14/2023	1,913.54	2/22/2023	1,913.54	Vistas of PJ
3	2/27/2023	488.10	3/6/2023	488.10	PJ Crossing
4	5/19/2023	324.42	5/30/2023	324.42	Rail Realty
5					
6					
7					

Total Payments From Industrial Dev Agency	\$3,884.72	
Payments CPL Received		\$3,884.72
Interest Received*		

Total PILOT Payments (including interest) 3,884.72

PILOTS Received from School Districts

From	Date Received	Check #	Amount

Total PILOTs received directly: 0.00

GRAND TOTAL ALL PILOTS RECEIVED:	3,884.72
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(3313)

5/31/2023

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COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
 As of April 30, 2023

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	9,638.50
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,906,350.94
1110 · Savings-Capital Improvements	793,205.14
1114 · Savings-Termination Pay	154,255.01
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 2,902,599.59

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	14,224.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 14,724.65

Total Current Assets 2,917,324.24

TOTAL ASSETS 2,917,324.24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	196.32
2186 · Retirement	51.00
2187 · AFLAC - Cancer Care	271.44
2188 · AFLAC - Accident Ins	84.28
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	187.56
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	148.08

Total Other Current Liabilities 79,704.42

Total Current Liabilities 79,704.42

Total Liabilities 79,704.42

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	-1,987,476.72

Total Equity 2,837,619.82

TOTAL LIABILITIES & EQUITY 2,917,324.24

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending April 30, 2023

	<u>April 23</u>	<u>July 22 - April 23</u>
Revenue		
3301 · Tax Revenues	31,521.76	1,916,963.58
3302 · Fines	218.12	711.22
3304 · Interest Earned	2,255.96	14,575.86
3305 · Unclassified rev.-Copies	854.00	7,817.75
3306 · Unclassified rev.-Books	825.15	3,951.37
3307 · Unclassified rev.-Other	19.60	189.18
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	20.00	6,439.40
3312 · Local Sponsor Aid	0.00	6,985.00
3313 · PILOT Revenue	0.00	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>35,714.59</u>	<u>3,478,395.14</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending April 30, 2023

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	APRIL	JULY - APRIL		
4401 · Computer Supplies	1,778.99	12,544.43	13,000.00	-455.57
4402 · Computer Equipment/Parts	502.00	8,677.65	28,000.00	-19,322.35
4403 · Furniture & Equipment	220.03	220,529.58	52,000.00	168,529.58
4404 · Salaries-Professional	159,164.84	1,665,131.13	2,148,048.48	-482,917.35
4405 · Salaries-Clerical	59,197.87	696,788.08	932,110.00	-235,321.92
4406 · Salaries-Custodial	7,962.64	88,859.79	105,814.00	-16,954.21
4407 · Salaries-Guard	2,332.98	24,039.36	30,070.00	-6,030.64
4410 · Library Books	5,287.95	90,592.33	125,000.00	-34,407.67
4412 · Audio Video	1,677.85	16,312.16	33,000.00	-16,687.84
4413 · Periodicals	0.00	11,417.40	15,000.00	-3,582.60
4414 · Computer Software	11.52	8,226.80	8,000.00	226.80
4415 · Electronic Data Base	2,401.21	220,098.57	240,000.00	-19,901.43
4417 · OTHER THINGS LENDING	1,897.41	17,676.19	17,500.00	176.19
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	4,485.12	47,966.98	62,000.00	-14,033.02
4421B · Children/Teen	4,253.00	55,567.00	62,000.00	-6,433.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	698.83	6,496.67	7,000.00	-503.33
4422B · Children/Teen	525.55	14,737.24	22,000.00	-7,262.76
4428 · Conferences	1,350.26	9,492.49	11,000.00	-1,507.51
4429 · Circulation	7,257.95	54,031.22	60,000.00	-5,968.78
4430 · Office & Library Supplies	664.80	12,504.21	16,000.00	-3,495.79
4431 · Telecommunications	680.48	7,803.89	9,800.00	-1,996.11
4432 · Cartage	226.40	2,264.00	3,000.00	-736.00
4433 · Postage	700.00	10,041.87	13,000.00	-2,958.13
4434 · Publicity and Printing	0.00	40,845.92	36,000.00	4,845.92
4435 · Annual Election	2,465.79	3,558.79	3,700.00	-141.21
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	8,870.78	77,232.36	82,500.00	-5,267.64
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Building Maint & Repair	10,102.50	183,605.53	178,000.00	5,605.53
4440 · Snow Removal	0.00	4,325.00	13,500.00	-9,175.00
4441 · Building Security	6,425.51	63,771.33	76,552.00	-12,780.67
4450 · Utilities	0.00	106,881.35	120,000.00	-13,118.65
4451 · Custodial Supplies	1,162.41	12,910.36	16,000.00	-3,089.64
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	0.00	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	426.54	4,571.76	5,600.00	-1,028.24
4473 · Dental Insurance	2,385.88	24,276.74	33,000.00	-8,723.26
4474 · VISION INS	322.42	3,013.83	4,300.00	-1,286.17
4476 · 9020.8 Retirement Expense	0.00	294,294.33	311,000.00	-16,705.67
4477 · 9030.8 Social Security Expense	17,161.91	180,648.01	230,000.00	-49,351.99
4478 · Unemployment Insurance	227.00	567.50	2,000.00	-1,432.50
4479 · 9060.8 Health Insurance	80,649.29	676,248.34	822,439.00	-146,190.66
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	0.00	589.25	679.00	-89.75
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	393,477.71	5,465,871.86	6,441,040.48	-975,168.62

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
06/20/2023	25964	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$275.00
			Contractors:Children/Teen	\$275.00
06/20/2023	25965	Abstract Mechanical Corp.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$750.00
				\$750.00
06/20/2023	25966	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$9.09
				\$9.09
06/20/2023	25967	Advanced Plant Care, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$200.00
				\$200.00
06/20/2023	25968	American Express	1102 Checking Account	
			4422B Library Programs:Program	\$2,730.02
			Supplies:Children/Teen	
			4403 Furniture & Equipment	\$0.97
			4410 Library Books	\$67.72
			4417 OTHER THINGS LENDING	\$794.18
			4422A Library Programs:Program Supplies:Adult	\$111.33
			4414 Computer Software	\$12.44
			4439 Equipment/Blding Maint & Repair	\$93.10
			4430 Office & Library Supplies	\$190.20
			4451 Custodial Supplies	\$53.78
			4433 Postage	\$35.59
			4437 Accounting and Legal	\$454.10
				\$4,543.43
06/20/2023	25969	Audio Video Invasion	1102 Checking Account	
			4402 Computer Equipment/Parts	\$599.00
			4439 Equipment/Blding Maint & Repair	\$175.00
				\$774.00
06/20/2023	25970	B&H Photo-Video	1102 Checking Account	
			4402 Computer Equipment/Parts	\$15,199.00
			4430 Office & Library Supplies	\$212.76
				\$15,411.76
06/20/2023	25971	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$2,052.49

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4410 Library Books	\$41.69
				\$2,094.18
06/20/2023	25972	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$475.00
				\$475.00
06/20/2023	25973	Benter, Doris J.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$275.00
				\$275.00
06/20/2023	25974	Best Climate Control Corp.	1102 Checking Account	
			4403 Furniture & Equipment	\$98,289.38
				\$98,289.38
06/20/2023	25975	Bollman, Katherine	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$62.50
				\$62.50
06/20/2023	25976	Brodart Company	1102 Checking Account	
			4410 Library Books	\$1,933.26
			4410 Library Books	\$4,499.30
				\$6,432.56
06/20/2023	25977	Bush, Debra	1102 Checking Account	
			4428 Conferences	\$15.72
				\$15.72
06/20/2023	25978	Cornell Cooperative Extension, Suffolk Co	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$1,220.00
				\$1,220.00
06/20/2023	25979	De Lage Landen Financial Services, Inc.	1102 Checking Account	
			4456 Rental Expenses	\$1,562.19
				\$1,562.19
06/20/2023	25980	Degnan, Brian	1102 Checking Account	
			4428 Conferences	\$17.03
				\$17.03
06/20/2023	25981	Dell'Amore, Robert	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4421A Library Programs:Program Contractors:Adult	\$900.00
				\$900.00
06/20/2023	25982	Demco	1102 Checking Account	
			4430 Office & Library Supplies	\$555.73
				\$555.73
06/20/2023	25983	Dormitory Authority of the State of NY	1102 Checking Account	
			4483 Bond Administrative	\$89.25
				\$89.25
06/20/2023	25984	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$2,938.11
				\$2,938.11
06/20/2023	25985	Eickwort, Patricia	1102 Checking Account	
			4428 Conferences	\$30.79
				\$30.79
06/20/2023	25986	Fay, Elizabeth M.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$275.00
				\$275.00
06/20/2023	25987	Fidele Construction Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$8,380.00
				\$8,380.00
06/20/2023	25988	Forman, Jeff	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$466.50
			4421A Library Programs:Program Contractors:Adult	\$466.50
				\$933.00
06/20/2023	25989	Frizzell, Claudia	1102 Checking Account	
			4428 Conferences	\$30.79
				\$30.79
06/20/2023	25990	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$892.31
				\$892.31
06/20/2023	25991	GranPrints	1102 Checking Account	
			4430 Office & Library Supplies	\$1,058.95

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$1,058.95
06/20/2023	25992	Guardian	1102 Checking Account	
			4472 Life Insurance	\$444.54
			4473 Dental Insurance	\$2,431.82
			4474 VISION INS	\$313.42
			2185 Employee Ins - enrollee contrib	\$52.13
				\$3,241.91
06/20/2023	25993	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$200.00
				\$200.00
06/20/2023	25994	Hampton Jitney	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
06/20/2023	25995	Hayes, Lillian A.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$700.00
				\$700.00
06/20/2023	25996	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$620.00
				\$620.00
06/20/2023	25997	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$6,028.50
				\$6,028.50
06/20/2023	25998	HON Company	1102 Checking Account	
			4403 Furniture & Equipment	\$3,105.28
				\$3,105.28
06/20/2023	25999	Ingram Library Services	1102 Checking Account	
			4410 Library Books	\$39.88
				\$39.88
06/20/2023	26000	Irvine, Donna	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$600.00
				\$600.00
06/20/2023	26001	JanWay Company USA, Inc.	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4422A Library Programs:Program Supplies:Adult	\$500.89
				\$500.89
06/20/2023	26002	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$220.00
				\$220.00
06/20/2023	26003	Johnson Controls Fire Protection LP	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$2,471.28
				\$2,471.28
06/20/2023	26004	Kanopy, Inc	1102 Checking Account	
			4415 Electronic Data Base	\$312.00
				\$312.00
06/20/2023	26005	Kelly-Edmunds, Anne	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$450.00
				\$450.00
06/20/2023	26006	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$750.00
				\$750.00
06/20/2023	26007	Kids 4 Ever Fit DBA Jumpbunch	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$360.00
				\$360.00
06/20/2023	26008	Koch Tree Services, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$235.00
				\$235.00
06/20/2023	26009	Lakeshore Learning Materials	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$483.89
				\$483.89
06/20/2023	26010	Letter Perfect Graphics	1102 Checking Account	
			4434 Publicity and Printing	\$480.00
				\$480.00
06/20/2023	26011	Long Island Ducks	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$910.00
				\$910.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
06/20/2023	26012	Long Island Music & Entertainment Hall of Fame	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$750.00
				\$750.00
06/20/2023	26013	Long Island Science Center	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$520.00
				\$520.00
06/20/2023	26014	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
06/20/2023	26015	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,700.00
				\$3,700.00
06/20/2023	26016	Metropolitan Data Solutions Management Co	1102 Checking Account	
			4429 Circulation	\$1,784.80
				\$1,784.80
06/20/2023	26017	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$1,937.99
			4415 Electronic Data Base	\$1,357.25
				\$3,295.24
06/20/2023	26018	Milburn Flooring Mills	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$9,078.70
				\$9,078.70
06/20/2023	26019	Minard, Danielle	1102 Checking Account	
			4428 Conferences	\$6.15
				\$6.15
06/20/2023	26020	New York Irrigation, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$350.00
				\$350.00
06/20/2023	26021	New York Times	1102 Checking Account	
			4413 Periodicals	\$110.40
				\$110.40

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
06/20/2023	26022	New York Times	1102 Checking Account 4413 Periodicals	\$48.00 \$48.00
06/20/2023	26023	North Babylon Public Library	1102 Checking Account 3306 Unclassified rev.-Books	\$12.99 \$12.99
06/20/2023	26024	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	\$61,992.67 \$3,665.21 \$65,657.88
06/20/2023	26025	P.J.S. Post Office - Bulk	1102 Checking Account 4433 Postage	\$2,553.75 \$2,553.75
06/20/2023	26026	Parker-Morales, Christine	1102 Checking Account 4428 Conferences	\$17.03 \$17.03
06/20/2023	26027	PAYCHEX	1102 Checking Account 4437 Accounting and Legal	\$194.66 \$194.66
06/20/2023	26028	Paychex of New York	1102 Checking Account 4437 Accounting and Legal	\$140.00 \$140.00
06/20/2023	26029	Paychex of New York LLC	1102 Checking Account 4437 Accounting and Legal	\$935.44 \$935.44
06/20/2023	26030	Port Jefferson Free Library	1102 Checking Account 4413 Periodicals	\$999.03 \$999.03
06/20/2023	26031	Quadient Leasing USA, Inc.	1102 Checking Account 4456 Rental Expenses	\$238.56 \$238.56
06/20/2023	26032	Quigley, Deborah A.	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4421A Library Programs:Program Contractors:Adult	\$250.00
				\$250.00
06/20/2023	26033	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$325.00
				\$325.00
06/20/2023	26034	Ray-Block Stationery Co., Inc	1102 Checking Account	
			4456 Rental Expenses	\$86.02
				\$86.02
06/20/2023	26035	S & S Worldwide, Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$4.10
				\$4.10
06/20/2023	26036	SAV-ON Printing	1102 Checking Account	
			4434 Publicity and Printing	\$745.00
				\$745.00
06/20/2023	26037	Schnupp, Jeanne Marie	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$200.00
				\$200.00
06/20/2023	26038	Scott, Robert G.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$790.00
				\$790.00
06/20/2023	26039	Searles Graphics, Inc.	1102 Checking Account	
			4435 Annual Election	\$220.00
			4434 Publicity and Printing	\$10,589.00
				\$10,809.00
06/20/2023	26040	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$7,866.42
				\$7,866.42
06/20/2023	26041	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
06/20/2023	26042	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$135.28
			4422B Library Programs:Program	\$212.97

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			Supplies:Children/Teen	
			4430 Office & Library Supplies	\$114.17
				\$462.42
06/20/2023	26043	Suffolk Cooperative Library System	1102 Checking Account	
			4429 Circulation	\$66.42
			4422A Library Programs:Program Supplies:Adult	\$120.00
			4415 Electronic Data Base	\$3,589.00
				\$3,775.42
06/20/2023	26044	Suffolk County Board of Elections	1102 Checking Account	
			4435 Annual Election	\$127.15
				\$127.15
06/20/2023	26045	TD3 Innovative Gaming	1102 Checking Account	
			4421B Library Programs:Program	\$275.00
			Contractors:Children/Teen	
				\$275.00
06/20/2023	26046	The Wall Street Journal	1102 Checking Account	
			4413 Periodicals	\$719.88
				\$719.88
06/20/2023	26047	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$3,380.00
			4421B Library Programs:Program	\$700.00
			Contractors:Children/Teen	
				\$4,080.00
06/20/2023	26048	Thermal Solutions, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$8,900.00
				\$8,900.00
06/20/2023	26049	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$75.12
				\$75.12
06/20/2023	26050	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,910.00
				\$3,910.00
06/20/2023	26051	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$198.05
				\$198.05

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/23/01

June 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
06/20/2023	26052	W.B. Mason Co., Inc.	1102 Checking Account 4430 Office & Library Supplies	\$749.90 \$749.90
06/20/2023	26053	Waldron, Jean	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$750.00 \$750.00
06/20/2023	26054	Wilson, Judy	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$550.00 \$550.00
06/20/2023	26055	Winters Bros. Hauling of LI, LLC	1102 Checking Account 4432 Cartage	\$271.68 \$271.68
06/20/2023	26056	Wolff, Lawrence	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$225.00 \$225.00
06/20/2023	26057	Zambraski, Carolyn C.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$250.00 \$250.00
TOTAL				\$307,327.19

12:00 PM

05/23/23

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
May 25, 2023

05/25/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
05/25/2023	25953	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,152.00 4,152.00 ✓
05/25/2023	25954	NYS Employees Retirement System NYS Employees Retirement System NYS Employees Retirement System	1102 · Checking Account 2186 · Retirement 2186 · Retirement	3,209.39 102.00 3,311.39 ✓
TOTAL				7,463.39

05/25/2023 Payroll Warrant

Payroll Warrant	\$ 7,463.39
Paychex Payroll	\$ 115,623.48
TOTAL	\$ 123,086.87

APPROVED
MAY 23 2023
[Signature]

COMSEWOGUE PUBLIC LIBRARY

06/08/2023 Payroll
Check Register

WARRANT DETAIL REPORT

June 8, 2023

DATE	NUM	VENDOR	ACCOUNT	DEBIT
06/08/2023	25955	Aflac	1102 Checking Account	
		Aflac	2190 AFLAC - Short Term Disability	\$187.56
		Aflac	2188 AFLAC - Accident Ins	\$84.28
		Aflac	2187 AFLAC - Cancer Care	\$271.44
		Aflac	2194 Aflac - Hospital	\$148.08
				\$691.36
06/08/2023	25958	AT&T	1102 Checking Account	
		AT&T	4431 Telecommunications	\$55.10
				\$55.10
06/08/2023	25959	Equitable Financial	1102 Checking Account	
		Equitable Financial	2184 Annuity	\$4,152.00
				\$4,152.00
06/08/2023	25960	National Grid	1102 Checking Account	
		National Grid	4450 Utilities	\$1,209.38
				\$1,209.38
06/08/2023	25961	Optimum	1102 Checking Account	
		Optimum	4431 Telecommunications	\$625.32
				\$625.32
06/08/2023	25962	PSEGLI	1102 Checking Account	
		PSEGLI	4450 Utilities	\$5,031.96
				\$5,031.96
06/08/2023	25963	Verizon	1102 Checking Account	
		Verizon	4431 Telecommunications	\$101.49
				\$101.49
TOTAL				\$11,866.61

* Checks # 25956 & 25957 - VOID, due to printer error

06/08/2023 Payroll Warrant

Payroll Warrant	\$ 11,866.61
Paychex Payroll	\$ 110,477.49
TOTAL	\$ 122,344.10

APPROVED
JUN 06 2023
[Signature]

Comsewogue Public Library
Capital Improvement Projects - Boiler Replacement
Fund Transfer & 2022/23 Budget Increase

June 20, 2023

As per Board Motion on 6/21/22, the contract for the Boiler Replacement Project was awarded to Best Climate Control, Corp., for the Base Quote amount of \$356,980 and Alternate I amount of \$57,490. This project is not to exceed \$414,470 and is to be funded by the Capital Improvement Fund assignment and will increase the 2022-2023 operating budget by the same amount.

This project is in progress. Amount paid to date is \$304,160.55

<i>From:</i>	<u>Amount</u>	<i>To:</i>	<u>Amount</u>
Capital Imp Fund account	\$304,160.55	General Operating account (4403) Furniture & Equipment	\$304,160.55
<u>Total transfer out</u>	\$304,160.55	<u>Total transfers in</u>	\$304,160.55



Comsewogue Public Library *Investment Policy*

1. Scope

This investment policy applies to all monies and other financial resources available for investment by the Comsewogue Public Library on its own behalf or on behalf of any other entity or individual.

2. Objectives

The primary objectives of the Library's investment activities are, in priority order,

- to conform to all applicable federal, state and other legal requirements (legal),
- to adequately safeguard principal (safety),
- to provide sufficient liquidity to meet all operating requirements (liquidity) and
- to obtain a reasonable rate of return (yield.)

3. Delegation of Authority

The Board's responsibility for administration of the investment program is delegated to the Library Director who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

4. Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Comsewogue Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

5. Diversification

It is the policy of the Comsewogue Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

6. Internal Controls

It is the policy of the Comsewogue Public Library that all monies collected by any officer or employee of the government to deposit those funds in the bank within five (5) business days of receipt.

The Director or her designee is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and managed in compliance with applicable laws and regulations.

7. Designation of Depositories

The Library may deposit monies in any commercial bank or trust company authorized to do business in New York State. The bank and trust companies authorized for the deposit of monies are designated annually at the Organizational Meeting of the Board of Trustees and at any time of the year other local bank(s) may be added to the list of designated depositories of library funds as recommended by the Library Treasurer or Director and approved at a regular meeting of the Board of Trustees.

8. Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, § 10, all deposits of the Comsewogue Public Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from categories designated in Appendix A to this policy.
- By an "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Library with an aggregate value equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
- By certificates of deposit obtained through a depository institution that has a main office or a branch office in this state and that contractually agrees to place the funds in federally insured depository institutions through the IntraFi Network Deposits CD option.
- By savings and/or demand deposit accounts placed through a depository institution that has a main or branch office in this state and that contractually agrees to place funds in federally insured depository institutions through the IntraFi Network Deposits DDA-MMDA Option.

9. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Comsewogue Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Comsewogue Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Library a preferred interest in the securities.

10. Permitted Investments

As authorized by General Municipal Law, § 11, the Comsewogue Public Library authorizes the Director to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts,
- Certificates of deposits,
- Obligations of the United States of America,
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America,
- Obligations of the State of New York,

All investment obligations shall be payable or redeemable at the option of the Comsewogue Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Comsewogue Public Library within two years of the date of purchase.

11. Authorized Financial Institutions and Dealers

The Comsewogue Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

12. Purchase of Investments

The Director or her designee is authorized to contract for the purchase of approved investments from eligible banks or trust companies. All purchased obligations, unless registered or inscribed in the name of the Comsewogue Public Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with the prior written authorization from the Director. All such transactions shall be confirmed in writing to the Comsewogue Public Library by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

13. Repurchase Agreements

Repurchase agreements are not authorized under this policy.

Appendix A

Schedule of Eligible Securities

- yes 1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- no 2) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- yes 3) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance guaranty.
- yes 4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
- yes 5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- no 6) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- yes 7) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.
- no 8) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- no 9) Any mortgage rated securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- no 10) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the day they are pledged.
- no 11) Zero coupon obligations of the United States government marketed as "Treasury strips".

Comsewogue Public Library
Budget Transfers
June 20, 2023

From :

To:

<u>Budget Line</u>	<u>Amount</u>
(4404) Salaries - Professional	29,800.00
(4405) Salaries - Clerical	29,423.00
(4429) Circulation	4,000.00
(4440) Snow Removal	7,800.00
(4454) Library Insurance	2,300.00
(4476) Retirement Expense	16,700.00

<u>Budget Line</u>	<u>Amount</u>
(4414) Computer Software	500.00
(4417) Other Things Lending	3,500.00
(4421B) Program Contractors - Children/Teens	5,000.00
(4428) Conferences	600.00
(4434) Publicity & Printing	18,000.00
(4439) Equipment/Building Maint & Repair	60,500.00
(4456) Rental Expenses	500.00
(4471) Workers Compensation Insurance	1,423.00

Total transfer out 90,023.00

Total transfers in 90,023.00

JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Meeting	19	20	21	22
23	24	25	26	27	28	29
30	31	June 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		August 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		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/
		<u>2023 Calendars</u>		<u>2024 Calendars</u>		

AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 <i>Meeting</i>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
		July 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		September 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		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/
		2023 Calendars		2024 Calendars		

SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 <i>Meeting</i>	20	21	22	23
24	25	26	27	28	29	30
		August 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		October 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		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2023 Calendars 2024 Calendars