

COMSEWOGUE PUBLIC LIBRARY
ORGANIZATIONAL MEETING
JULY 18, 2023

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. OATH OF OFFICE
- D. NOMINATION OF OFFICERS
 - 1. PRESIDENT
 - 2. VICE PRESIDENT
 - 3. SECRETARY
 - 4. FISCAL OFFICER
- E. ELECTION OF OFFICERS
- F. LEGAL ADVISOR APPOINTMENT
- G. LIBRARY DISTRICT TREASURER APPOINTMENT
- H. LIBRARY INDEPENDENT EXTERNAL AUDITOR APPOINTMENT
- I. INSURANCE AGENT APPOINTMENT
- J. OFFICAL NEWSPAPER DESIGNATION
- K. RECORDS ACCESS/MANAGEMENT OFFICER APPOINTMENT
- L. SEXUAL HARASSMENT PREVENTION COMPLIANCE OFFICER APPOINTMENT
- M. TIME AND PLACE OF REGULAR BOARD MEETINGS
- N. DESIGNATION OF DEPOSITORY ACCOUNTS
- O. POSTAGE DEPOSIT ACCOUNTS
 - 1. BULK MAILING - \$3,100
 - 2. POSTAGE METER- \$700
- P. PETTY CASH FUNDS
 - 1. CASH REGISTER FUND - \$210
 - 2. PETTY CASH FUND - \$150
 - 3. COPIER/PRINTER FUND - \$150
 - 4. CASH ON HAND FUND - \$350

Q. SIGNATORIES FOR SAVINGS AND CHECKING ACCOUNTS

R. REVIEW/REAFFIRMATION

1. DEFENSE AND INDEMNIFICATION OF OFFICERS AND EMPLOYEES POLICY
2. CODE OF ETHICS
3. OPEN MEETING LAW STATEMENT
4. FREEDOM OF INFORMATION POLICY
5. BY-LAWS
6. PROCUREMENT POLICY
7. WORKPLACE VIOLENCE POLICY
8. EMPLOYEE RECRUITMENT STATEMENT

S. OTHER

1. PAYMENT OF CLAIMS IN ADVANCE OF AUDIT
2. AUTHORIZATION OF FACSIMILE SIGNATURE FOR PAYROLL CHECKS
3. MILEAGE REIMBURSEMENT RATE

T. ADJOURNMENT



Comsewogue Public Library
Defense and Indemnification of Officers and
Employees Policy

The Comsewogue Public Library Board of Trustees confers on library employees the benefits contained in *NYS Public Officers Law, Section 18: Defense and indemnification of officers and employees of public entities*.

Public Officers Law §18 is the principal defense and indemnification statute for employees of public entities.

Section 18 generally requires a "public entity" that has adopted the provisions of that section to provide for the defense and indemnification of its "employees" in any civil action or proceeding arising out of any alleged act or omission which occurred or allegedly occurred while the officer or employee was acting within the scope of his or her public employment or duties (Public Officers Law, '18[2]-[4]).

The term "employee" is defined to include any person holding a position by election, appointment or employment "in the service of a public entity ..." (Public Officers Law §18[1](b)).



COMSEWOGUE PUBLIC LIBRARY

CODE OF ETHICS

Section 1. Purpose.

Officers and employees of the Comsewogue Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Comsewogue Public Library recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Under the terms of this policy, rules of conduct considered to be of a nature within the bounds of ethical practices are promulgated for officers and employees of the Comsewogue Public Library. These rules are to be considered as a guide for conduct.

These rules are not to be in conflict with, or to propose superscription of New York State Law.

Section 2. Definitions.

- (a) The term "municipal officer or employee" shall apply to any officer or employee of the Library, whether paid or unpaid, including the members of any committees established by the Library's Board of Directors.
- (b) "Board" means the governing board of the Comsewogue Public Library.
- (c) "Code" means this code of ethics.
- (d) "Interest" means a direct or indirect financial or material benefit accruing to a municipal officer or employee as the result of a business or professional transaction relating to the Library which the officer or employee serves. Interest does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Library, or a lawful class of such residents or taxpayers. A Trustee or employee is deemed to have an interest when he or she, his or her spouse, or a member of his or her household, is a director, trustee/officer, or employee. For the purpose of this policy, a trustee or employee shall be deemed to have an interest in the affairs of (1) a spouse, minor children or dependents; (2) a firm, partnership or association of which he/she is a member or employee; (3) a corporation of which he/she is an officer, director or employee; and (4) a corporation any stock of which is owned or controlled directly by him/her.
- (e) "Library" means Comsewogue Public Library.
- (f) "Library Trustee or employee" means an unpaid Trustee or paid employee of the Comsewogue Public Library.

- (g) "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, grandparent, grandchild, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a Trustee or employee, and individuals having any of these relationships to the spouse of the Trustee or employee.

Section 3. Applicability.

This code of ethics applies to the Trustees and employees of the Comsewogue Public Library, and shall supersede any prior Library code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Comsewogue Public Library.

Section 4. Prohibition on use of municipal position for personal or private gain.

No Trustee or employee shall use his or her Library position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

- (a) Whenever a matter requiring the exercise of discretion comes before a Trustee or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the Trustee or employee shall disclose in writing the nature and extent of the interest. A matter requiring the exercise of discretion where the disposition of the matter could result in a direct or indirect financial or material benefit involves but is not limited to any relationship by blood or marriage with any person or persons under consideration for appointment or hiring, including contractors, suppliers, or other vendors seeking to contract with the Library,
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the Trustee or employee, or when the Trustee or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the Library. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Library Director or Board of Trustees having the power to appoint to the person's position. In addition, in the case of a person serving on a Library board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

- (a) No Trustee or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a Trustee or employee from exercising or performing a power or duty:
 - (1) if the power or duty is vested in a Trustee as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) if the power or duty that is vested in a Trustee individually, then the power or duty shall be exercised or performed by another person to whom the officer may lawfully delegate the function.
 - (3) if the power or duty is vested in an employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

- (a) This code's prohibition on use of a Library position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:
 - (1) adoption of the Library's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all Trustees or employees;
 - (ii) all residents or taxpayers of the Library or an area served by the Library; or
 - (iii) the general public; or
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;
 - (2) which comes before a Trustee when the Trustee would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

- (a) No Trustee or employee may acquire the following investments:
- (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
 - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Trustee or employee from acquiring any other investments or the following assets:
- (1) real property located within the Library District and used as his or her personal residence;
 - (2) less than five percent of the stock of a publicly traded corporation; or
 - (3) bonds or notes issued by the Library and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No Trustee or employee, during his or her tenure as a Trustee or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the Library in connection with litigation, negotiations or any other matter to which the municipality is a party.

§ 805-a. 1.c. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee; or d. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

Section 10. Future employment.

- (a) No Trustee or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Trustee or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No Trustee or employee, for the two-year period after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Library, board, department or comparable organizational unit for which he or she serves.
- (c) No Trustee or employee, at any time after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Trustee or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a Trustee or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the Library; or
- (b) asserting a claim against the Library on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of Library Resources

- (a) Library resources shall be used for lawful Library purposes. Library resources include, but are not limited to, Library personnel, and the Library's money, equipment, materials, supplies or other property.
- (b) No Trustee or employee may use or permit the use of Library resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Library resources authorized by law or Library policy;
 - (2) the use of Library resources for personal or private purposes when provided to a Trustee or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Library telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Trustee or employee shall cause the Library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

- (a) No Trustee or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

§ 801. Conflicts of interest prohibited.

Except as provided in section eight hundred two of this chapter, (1) no municipal officer or employee shall have an interest in any contract with the municipality of which he is an officer or employee, when such officer or employee, individually or as a member of a board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder (b) audit bills or claims under the contract, or (c) appoint an officer or employee who has any of the powers or duties set forth above and (2) no chief fiscal officer, treasurer, or his deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the municipality of which he is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any municipal officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

- (b) Every Trustee and employee shall disclose interests in contracts with the Library at the time and in the manner required by section 803 of the General Municipal Law.

§ 803. Disclosure of interest.

1. Any municipal officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the municipality of which he is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

2. Notwithstanding the provisions of subdivision one of this section, disclosure shall not be required in the case of an interest in a contract described in subdivision two of section eight hundred two hereof.

Section 14. Nepotism.

Except as otherwise required by law:

- (a) To avoid the reality or appearance of improper influence or favor, no Trustee or employee, either individually or as a member of a board, may recommend for employment or participate in any decision specifically to appoint, hire, promote, discipline or discharge any relative through blood or marriage for any position at, for or within the Library or the Library board. For the purpose of this policy, the term "relative" shall include: parent, sibling, child, step relative, spouse, adopted or foster child, mother or father-in-law, daughter or son-in-law, grandparent, grandchild, aunt or uncle, niece or nephew, or any person whose relationship is similar to that of persons who are related by blood or marriage.
- (b) No Trustee or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

- (a) No Trustee or employee shall directly or indirectly compel or induce a Trustee or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Trustee or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Trustee or employee, or an applicant for a position as a Trustee or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No Trustee or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

§ 805-a. 1.b. [Certain action prohibited. 1. No municipal officer or employee shall:] disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interests.

Section 17. Gifts.

- (a) No Trustee or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Trustee or employee may directly or indirectly solicit any gift.
- (c) No Trustee or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
 - (1) the gift reasonably appears to be intended to influence the Trustee or employee in the exercise or performance of his or her official powers or duties;
 - (2) the gift could reasonably be expected to influence the Trustee or employee in the exercise or performance of his or her official powers or duties; or
 - (3) the gift is intended as a reward for any official action on the part of the Trustee or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments,

entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a Trustee or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks action involving the exercise of discretion by or with the participation of the Trustee or employee.

(2) A gift to a Trustee or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the Library;

(2) gifts from a person with a family or personal relationship with the Trustee or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Trustee or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a Trustee or employee, or other service to the community; or

(6) meals and refreshments provided when a Trustee or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

(7) gifts of plants/flowers and food, which belong to the entire staff even if addressed to a single employee and will be placed in the staff lounge so all employees may enjoy. Under no circumstances may an employee take such gifts home.

Exception: gifts from relatives in honor of an employee's birthday or other occasion.

§ 805-a. Certain action prohibited. 1. No municipal officer or employee shall: a. directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

Section 18. Board of Ethics.

- (a) There is hereby established a board of ethics for the Library. The board of ethics shall consist of three members, a majority of whom shall not be Trustees or employees of the Library, but at least one of whom must be a Trustee or employee. The members of such board of ethics shall be appointed by the Board of Trustees of the Comsewogue Public Library, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics. In determining who shall serve, the Board will act under the advice of legal counsel.
- (b) The board of ethics shall render advisory opinions to the Trustees and employees of the Comsewogue Public Library with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such Trustee or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the Library's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Board of Trustees of the Comsewogue Public Library.

Section 19: Filing of Damage Suit

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against this Library, or any agency thereof, on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 20: Penalties

In addition to any penalty contained in any other provision by law, any person who shall knowingly or intentionally violate any of the provisions of this Code may be fined, suspended, or removed from the office or employment, as the case may be, in the manner provided by law.
(§805-a. 2.)

Section 21: Relationships with Fellow Board Members

Members of the Board of the Comsewogue Public Library recognize that:

- (a) a Library Board is legally empowered to act only at a public meeting through a majority of its members;
- (b) it is in the best interests of the community that Board actions be based on an honest exchange of views among board members based on all the information available concerning any specific matter; and

- (c) it is the function of the Board to establish broad policy mandates and goals, and to address itself to categories of concern rather than individual difficulties.

Section 22: Personal Responsibilities

In view of the foregoing considerations, it shall be the constant endeavor of each member of the Board:

- (a) to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points at issue;
- (b) to present to all members of the Board any information which may assist the Board in the discharge of its duties;
- (c) to base personal decisions upon all available facts in each situation; to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by the final majority decision of the Board;
- (d) to remember at all times that an individual has no legal authority outside the meetings of the Board, and to conduct relationships with staff, local citizenry, and all media of communication on the basis of fact;
- (e) to resist temptations and outside pressures to use the position as a Board member for personal benefit or to benefit any other individual or agency apart from the total interest of the Library;
- (f) to issue formal directives or orders to the district on the authorization of the Board only;
- (g) never to neglect personal and legal obligations to the community, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, to have a moral and civic obligation to the community.

Section 23. Posting and distribution.

- (a) The Director of the Comsewogue Public Library must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the Library's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.
- (b) The Director of the Comsewogue Public Library must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes a Trustee and employee of the Comsewogue Public Library.
- (c) Every Trustee or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Senior Administrative Assistant, who must maintain such acknowledgments as a public record.

- (d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a Trustee or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 24. Enforcement.

Any Trustee or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 25. Effective date.

This code takes effect on October 21, 2014.

COMSEWOGUE PUBLIC LIBRARY
ACKNOWLEDGMENT OF CODE OF ETHICS

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult my supervisor, and he/she/we will consult with members of Administration, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

Name

Signature

Date

*Revised and Board Adopted ~ 10/21/2014, 4/18/2018
Board Reviewed and Reaffirmed-7/20/2021, 7/19/2022*



Comsewogue Public Library
Open Meeting Law – Statement

As it is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the community be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy, the Comsewogue Public Library adheres to *NYS Public Meeting Law, Art. 7, Sec. 100-111*.

R-4



Comsewogue Public Library

Freedom of Information Policy

Public access to public library records is guaranteed through New York State's Freedom of Information Law (FOIL) as found in NYS Public Officers Law Sec. 87 et. seq.

Comsewogue Public Library strictly adheres to FOIL dictates and best practices.

The Library Director serves as the Library's Records Access Officer.

Information about FOIL and the process for requesting records is found at cplib.org.

*Board Adopted 7/20/2021
Board Reviewed & Reaffirmed – 7/19/2022*

COMSEWOGUE PUBLIC LIBRARY

BY-LAWS

ARTICLE I

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

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

ARTICLE II

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

ARTICLE III

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

Vacancies due to causes other than expiration of terms shall be filled by appointment of the Board through the date of the next Annual Trustee Election. The balance of any unexpired term will be filled by an elected Trustee to serve immediately following his/her/their election. Should there be more than one vacancy, the candidate(s) receiving the highest number of votes will fill full-term seat(s) and the candidate(s) receiving the next highest number of votes will fill the partial term seat(s)/unexpired term(s).

ARTICLE IV

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

President, Vice-President, Secretary, Fiscal Officer

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

Officers and trustees serve without remuneration.

ARTICLE V

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

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

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

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

ARTICLE VI

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

ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.
4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.

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

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

ARTICLE VIII

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

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



Comsewogue Public Library

Procurement Policy

This policy sets forth the principles and procedures of the Comsewogue Public Library to meet the requirements of General Municipal Law, Section 104-b.

1. Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the Board of Trustees of the Comsewogue Public Library hereby adopts internal policies and procedures governing all procurements of goods and services which are not required to be obtained pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or any other general, special or local law.

2. Determining Whether Procurements are Subject to Formal Bidding

- a. All purchase contracts for commodities or services which can reasonably be expected to exceed TWENTY THOUSAND DOLLARS (\$20,000) during a given fiscal year shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- b. All contracts for public work which can reasonably be expected to exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000) shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- c. The following types of procurements are not required to be competitively bid under Section 103 of General Municipal Law:
 - i. Purchases made directly from a qualified contract held by: the New York State Office of General Services; any Suffolk County agency; any preferred source, as defined by the State Finance Law; any other qualified Public Authority or qualified Public Benefit Corporation.
 - ii. Work or services of public utilities regulated by the New York State Public Service Commission, for which the rates charged to consumers have been tariffed in accordance with the provisions of Public Service Law.
 - iii. Procurement of professional services. For the purposes of this section, professional services shall mean those services involving a relationship of trust and confidence that require specialized skills, use of expert judgment, and/or a high degree of creativity.
 - iv. Operating Leases. Documentation shall include written quotations and a cost-benefit analysis of leasing versus purchasing.

- v. Insurance. Documentation shall include specifications, awarding resolution, and documented quotations.
- vi. Second-Hand Equipment from Other Governments. Documentation shall include market price comparisons.

3. Statutory Exceptions from these Policies and Procedures

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contracts), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), Corrections Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by the use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

4. Non-Bid Procurements

- a. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued at ONE THOUSAND DOLLARS (\$1,000) or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.
- b. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued between ONE THOUSAND DOLLARS (\$1,000) and FIVE THOUSAND DOLLARS (\$5,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least one other documented quotation is received.
- c. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND (\$10,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- d. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of TEN THOUSAND DOLLARS (\$10,000) but less than TWENTY THOUSAND DOLLARS (\$20,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- e. The Library Director, or such designee as may be appointed by the Library Director, is authorized to enter into public work contracts on behalf of the Library valued at TWENTY THOUSAND DOLLARS (\$20,000) or more but less than THIRTY-FIVE THOUSAND DOLLARS (\$35,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least three (3) other documented quotations are received.

5. Documentation Needed for Non-Bid Procurements

- a. **Verbal Quotations:** The record should include at a minimum the date of the quotation, item or service desired, price quoted, name of vendor, and name of vendor's representative.
- b. **Written Quotations:** Vendors should provide at a minimum the date of the quotation, description of items or details of services to be provided, price quotation, and name of contact. Quotations transmitted by fax and email are acceptable provided such transmissions include the aforementioned information.
- c. **Requests for Proposals:** The Library shall award contracts for professional services only after three professionals are contacted directly asking for the submission of written proposals. Requests for proposals and evaluations of proposals may consider price and other factors such as experience, knowledge of library and municipal law, continuity and suitability for the Library's needs.

6. Awards to Other than the Lowest Dollar Offerer

- a. Whenever any award is made to other than the lowest dollar offerer, the reasons such an award is to an offerer other than the lowest dollar offerer should be documented as follows:
 - i. A memorandum to the file that details how the award meets the statutory criteria for awards to other than the lowest dollar offerer.
 - ii. Record of vendors contacted and price quotations received.
- b. Any purchase of more than ONE THOUSAND DOLLARS (\$1,000) awarded to other than the lowest dollar offerer shall be made only with the prior approval of the Library's Board of Trustees.

7. Items Excepted from Policies and Procedures by Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in its sole discretion, the solicitation of alternative proposals or quotations will not be in the best interest of the Comsewogue Public Library:

- a. An emergency where time is a crucial factor
- b. Procurements for which there is no possibility of competition
- c. Procurements valued at ONE THOUSAND DOLLARS (\$1,000) or less
- d. Procurements for which the appropriate number of documented quotations are requested and not received.

8. Annual Review

The Board of Trustees shall annually, at its reorganizational meeting, review these policies and procedures. The Library Director shall be responsible for conducting an annual review of the procurement policy and the internal control structure established to ensure compliance with the procurement policy each July.

9. Unintentional Failure to Comply

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void an action taken or give rise to a cause of action against the Comsewogue Public Library or any officer or employee thereof.

10. Best Value Award

The Governing Board of the Comsewogue Public Library authorizes the use of a Best Value Award methodology, in the competitive bidding process, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law). Contract may be awarded on the basis of best value, as authorized by section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law.

Board Approved Resolution (#10) – December 17, 2013

11. "Piggybacking" – an Exception to Competitive Bidding

Pursuant to NY General Municipal Law Section 103 (16) the Library adopts the subject statutory prerogative to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state, or any other political subdivision or district therein; such procurement to be effected under the terms of the Guidance Memorandum issued in November of 2012 by the Office of the State Comptroller.

Board Approved Resolution (#11) – April 15, 2014

*Board Approved – October 15, 2013
Board Approved Additions – December 17, 2013 & April 15, 2014
Board Reviewed & Reaffirmed - July 21, 2020
Revised & Board adopted – March 16, 2021
Board Reviewed & Reaffirmed – July 20, 2021, July 19, 2022*



Comsewogue Public Library Workplace Violence Policy

Most important to Comsewogue Public Library is the safety and security of its employees. Threats, threatening behavior, and/or acts of violence against other employees, visitors, guests or other individuals by anyone on Comsewogue Public Library property will not be tolerated.

Comsewogue Public Library will provide training for all employees on workplace violence prevention measures and other information contained within the Library's written program as part of the onboarding process and annually thereafter. An annual employer-conducted risk evaluation will take place using the CPL Risk Evaluation Forms: *Evaluation of the Physical Environment* and *List of Risks and Mitigation Efforts*.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Comsewogue Public Library property will be removed from the premises as quickly as safety permits and shall remain off Comsewogue Public Library premises pending the outcome of an investigation.

Comsewogue Public Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Comsewogue Public Library personnel are responsible for notifying the contact person designated below of any threats they have witnessed or received, and/or of any threats they have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on an organizationally-controlled site. Reports are to be made using the *Workplace Violence Incident Report Form*.

An employee who applies for or obtains a protective or restraining order that lists Library locations as protected areas must provide a copy of the petition and declarations used to seek the order, as well as a copy of any temporary or permanent protective or restraining order that was granted.

The Comsewogue Public Library, at the request of an employee or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on library property unless necessary to transact library-related business. This policy particularly applies in cases where the employee suspects an act of violence will result from encounter with said individual(s).

To the extent possible, the Library shall maintain the confidentiality of investigations of workplace violence. The Library will act on the basis of anonymous complaints where it has a reasonable basis to believe there has been a violation of the policy and that the safety and welfare of Library employees would be served by such action.

Designated Contact Person:

Debra Engelhardt
Library Director
Administration

debbie@cplib.org
631/928-1212, ext. 112

*Board approved 7/16/2013, 10/20/2020
Revised & Board adopted 7/19/2022*



Comsewogue Public Library
Employee Recruitment Statement

Comsewogue Public Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner.

The Library's administrative and search committee processes and practices shall embrace best practices to encourage broad applicant pools, guard against implicit bias, and ensure consistency throughout recruitment, hiring, and onboarding.

All methods will be reviewed on an ongoing basis by those closest to the aforementioned processes, and this statement shall annually come under board review.



Comsewogue Public Library

Payment of Claims in Advance of Audit

RESOLVED that, in accordance with NYS Education Law, Section 1724, the Comsewogue Public Library Board of Trustees authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

*Board adopted 9/17/13, 7/15/14, 7/21/15, 7/19/16,
7/18/17, 7/17/18, 7/16/19, 7/21/20, 7/20/2021, 7/19/2022*

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 18, 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 – 06/22/2023 & 07/06/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PRESENTATION: PROPOSED FACILITY UPGRADES/CAPITAL PLAN
 - 2. OBSOLETE/DAMAGED BEYOND REPAIR EQUIPMENT
 - 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.

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JUNE 20, 2023

President McCrary called the meeting to order at 6:01 p.m.

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

ABSENT WITH NOTIFICATION:
Trustee DeStefano

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on May 16, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the Personnel Report dated June 20, 2023. Discussion followed. Approved unanimously.

The Library Director reported that on May 16, 2023, the residents of Miller Place and Mount Sinai School Districts voted to continue the Library service contracts for 2023-2024.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adopt the 2023-2024 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District and authorize Library Board President McCrary to execute the corresponding Library Services Agreements. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the period ending April 30, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve warrant 06/23/1, dated June 20, 2023, in the amount of \$307,327.19. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the payroll and payroll warrants for May 25, 2023 (\$123,086.87) and June 08, 2023 (\$122,344.10). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that Pursuant to the June 21, 2022 Board Motion authorizing the Boiler Replacement Project, the Board authorizes the \$304,160.55 increase to the 2022/2023 operating budget to budget line (4403) Furniture & Equipment. The Board further authorizes the transfer of \$304,160.55 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the revised Investment Policy. Discussion followed. Approve unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the budget transfers in the amount of \$90,023.00 for fiscal year 2022-2023 as detailed on the attachment. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the resignation of Maria Doran (effective May 26, 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 Rossini, seconded by Trustee Olson, to adjourn the meeting at 6:40 P.M. Approved unanimously.

Secretary, Board of Trustees



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".

Director's Report July 2023

Personnel

- Safety Committee Meeting (7/18 w/AM/)
- Trustee Education 2023: Information regarding an array of trustee education offerings that can be accessed via the SCLS Gateway website is included following this report. I will be providing the trustees with a login and password to access this compilation of educational opportunities that count toward the two-hour trustee minimum per year that New York State requires.

Operations

- C. Spina and I met with library auditors Jill Sanders & Jennifer Seminario to prepare for the year-end audit
- Efforts to make it easier for the public to learn when the next Library Board of Trustees Meeting will be held include:
 - a statement on the back of the newsletter near the board members listing
 - a clickable link in the homepage footer that leads to a highlighted statement regarding the board meeting schedule

The Library generally explains that board meetings are usually held on the third Tuesday, and suggests those interested in attending call ahead to confirm the date and time. Board meeting dates sometimes change and we want the public to have the most up-to-date information before they set out for our meeting. We have traditionally avoided putting a specific date in print to minimize inconveniencing the public should date/time details change.

Building & Grounds

Boiler Project Update: (I'll have a fresh update at the Board Meeting.)

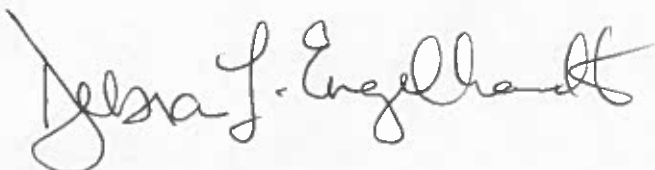
- Best Climate Control is still in the process of working with Trane's Controls Division to modify the Library's current Trane programming to allow all the equipment to work together.
- The expansion tank has a small leak – a manufacturer's issue. A replacement tank should be arriving soon.

Professional Activities

- Lisa Olson and Andrea Malchiodi attended the New Trustee Workshop at SCLS on 7/10, which was preceded by a SCLS Open House
- I was a guest presenter at a Sustainable Libraries Initiative webinar on Library Materials and Collections (7/6)

Community Activities

- Mather Hospital Advisory Board Meeting
- Port Jefferson Rotary Club Meetings and Committee Work
- Camp Pa-Qua-Tuck Board Meetings (Rotary-Owned)
- Hope Children's Fund Board Meetings



Comsewogue Public Library
Highlights/Director's Self-Evaluation

July 2022-June 2023

Working with a variety of key staff, here are some highlights of what I worked on, where I focused most closely over the past year, and what we accomplished:

Personnel

- The Library added an Assistant Director to the Administrative Staff
- Employee Retirement Incentive Program executed
- Advised re: library internship with Suffolk Community College student (radio & TV production)
- Shared information with Board re: NYS mandatory trustee training and array of options
- Conducted oral history interview with former CPL Director Brandon Pantorno as part of 55th anniversary year activities and for local history collection
- Enhanced new hire welcome protocols
- Staff Longevity Recognition

Operations

- CPL named a 4-Star Library by Library Journal (12/22 issue)
- The Library received the cleanest possible audit opinion
- Sustainability Initiative certification ceremony & reception held
- Assisted with smooth Business Office staffing transition
- Worked on/assisted with operating budget preparation and proposal, library vote/election and budget hearing preparation, library service contract preparation and execution
- Library of Things Collection greatly expanded and items now reservable
- Planning Work – Blue Sky Thinking Session, Values Development, Facility Plan Update/Capital Plan Development
- Summer Beach Outreach Initiative

Building & Grounds

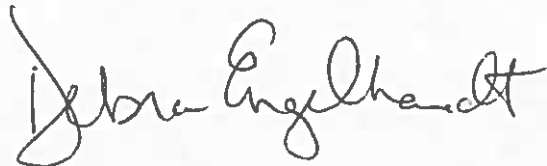
- Tree work completed campus wide
- Skylight replacement project substantially complete
- Boiler replacement project substantially complete (NYS grant funding pending receipt)
- Staff lounge flooring replaced and new cabinets installed
- Children's Workshop and Community Room Kitchen flooring replaced
- Administration Suite flooring replaced
- Little Free Pantry installed on grounds

Professional Activities

- Took in continuing education across a wide variety of topics: marketing, economic risk, compensation, mentoring training, labor law, hiring, collection policies, gender, advocating for community change, spreadsheets, grants
- Attended meetings of: Brookhaven Directors (Zone), Partnership of Automated Libraries of Suffolk, SCLS Directors membership, LI Lib, Resources Council, Suffolk County, Healthy Libraries Partnership, Sustainable Libraries Initiative (became a mentor), NYS Library – Vision 2022, Public Library Directors Association, NYS ConnectALL Initiative
- Taught New Supervisors Personnel Session (part of SCLS series) to 40 Suffolk Public Library managers
- Conference presentation with Mather Hospital in Washington, D.C.
- Participated in local and State advocacy activities

Community Activities

- Active with Mather, Rotary, Jefferson's Ferry, Decision Women, Hope Children's Fund, Camp Pa-Qua-Tuck
- Girl Scouts Library Pollinator Garden Ribbon-Cutting took place
- Partnered with school districts in a variety of ways
- Partnering with Agape Meals for Kids & LI Cares
- Partnered with elected representatives at State, County, and Town levels
- Attended PJST Civic Meetings
- Supported a variety of "drives" at the Library re: community giving

A handwritten signature in black ink, reading "Debra Engelhardt". The signature is written in a cursive style with a large initial 'D' and 'E'.

Go to: portal.librarysystem.org

E-1



Choose: Support Services, then Trustee Resources

Search for information on this site

Search

[Home](#)

Trustee Resources

For New Trustees

Welcome to your new journey as a library trustee! Below you will find a vast variety of resources to assist you in your newly appointed duties. Beginning January 1, 2023 all NYS public library trustees are mandated to complete two hours of continuing education training.

Don't know where to start? Try:

- [What Every Trustee Should Know](#) (2013; 1h, 2m)
- [Handbook for Library Trustees of New York State](#) (2018; 122 pgs)
- [Checklist for Effective Library Trustees](#) (2018; 1 pg)

Critical Library Documents Recommended for Review



Trustee Basics

- Trustee Requirements
 - Oath of Office ([Legislation](#)) - public library trustees must give and have their oath of office filed within 30 days of start of term.
 - Continuing Education ([Legislation](#)) - all library trustees must complete 2 hours annually.
- [Division of Library Development](#)
 - [D.L.D. - Trustee Resources](#)
 - [Handbook for Library Trustees of New York State](#)
 - [Trustee Webinars](#) (On-Demand Recordings)
 - [Upcoming Webinar Calendar](#) not all webinars will be geared towards trustees
 - [Statement on the Governance Role of a Trustee or Board Member](#)
 - [New York State's Public Library Systems](#)
 - [Types of Public Libraries: A Comparison](#)

Continuing Education

NYLA Trustee Handbook Club

- 08/15/23 @ 5pm - Strategic Planning ([Register](#))
- 10/17/23 @ 5pm - Equity, Diversity, Inclusion, Access & Justice ([Register](#))
- 12/19/23 @ 5pm - Financing & Managing Construction Projects ([Register](#))

NYS Library Webinars

- [Upcoming Webinar Calendar](#) not all webinars will be geared towards trustees
- [Freedom of Information Law Virtual Training](#) (2023; 1h, 17m)
This session provides an opportunity for attendees to learn more about an agency's responsibilities in relation to the Freedom of Information Law. The class will provide an opportunity for questions and answers from the instructor.
- [Open Meetings Law Virtual Training](#) (2023; 1h, 25m)
This session provides an opportunity for attendees to learn more about a public body's responsibilities in relation to the Open Meetings Law, particularly with regard to several recent statutory amendments. The class will focus in part on recent changes to the ability of a public body to meet through the use of videoconferencing.

WebJunction

- [Proactive Planning for Library Staff Transitions](#) (2023; 1h)
This webinar introduces practical approaches to preserve organizational knowledge, clarify processes for current staff and trustees, and ease the learning curve for new employees.
- **Getting on Board Series**
 - [Getting on Board: Board Basics](#) (2012; 13m)
 - [Getting on Board: Advocacy and Money Matters](#) (2012; 16m)
 - [Getting on Board: Buildings](#) (2012; 17m)
 - [Getting on Board: Hiring and Managing Relationships](#) (2012; 12m)
 - [Getting on Board: Orientation](#) (2012; 11m)
 - [Getting on Board: Planning and Meetings](#) (2012; 15m)
 - [Getting on Board: Policies](#) (2012; 9m)
 - [Getting on Board: PR and Marketing](#) (2012; 13m)

NYS Committee on Open Government

- [Training Videos](#) (YouTube Playlist)
- [Presentation Slides on FOIL & Open Meeting Law](#)

NYS Education Department Vimeo Playlist

- [The Connection Between Community Engagement and Marketing Your Library](#) (56m)
An overview of how to improve a library's community engagement and effectively market your library "brand." *Presented by Libby Post, President & Strategist In Chief, Communications Services*
- [Strong Advocacy, Stronger Fund Raising](#) (45m)
A primer on library advocacy, messaging, and fundraising. *Presented by Libby Post, President & Strategist In Chief, Communications Services*
- [Understanding SHPO: A Primer for Library Construction Projects](#) (1h, 28m)
An overview of the New York State Historic Preservation Office (SHPO) and their work related to library construction projects. *Presented by Nancy Herter, Erin Czernecki, Tim Lloyd, and Weston Davey from SHPO.*

The Academy for NYS Local Officials

- **Fiscal Oversight Responsibilities of the Governing Board** (2023; 48m)
[Register to View Slides](#)
This session will discuss some key functions including budget responsibilities, interim reporting, the audit of claims, and the annual audit requirements.
- **Shared Services in Local Government** (2021; 45m)
[Register to View Slides](#)
This session will discuss the benefits and challenges of establishing cooperative ventures with local government partners, recommended practices and resources to assist you.
- **Understanding Fund Balance** (2021; 49m)
[Register to View Slides](#)
- This session will explain what fund balance is, the components of fund balance and considerations when monitoring and analyzing the various levels of fund balance.

Additional Resources

[Annual Library Board Organization Meeting Checklist](#)

Minimum Standards for New York's Public and Association Libraries



Legal Resources



Professional Organizations



HANDBOOK FOR LIBRARY TRUSTEES OF NEW YORK STATE

2018
Edition

Jerry Nichols,
Palmer School of Library and Information
Science, LIU Post, Brookville, NY

Rebekkah Smith Aldrich,
Mid Hudson Library System, Poughkeepsie, NY

With the assistance of the
Library Trustees Association of New York State
New York Library Association
New York State Library
Public Library Systems Directors Organization of New York State

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THE LIBRARY NETWORK IN NEW YORK STATE

Libraries and library trustees in New York State are supported by one of the most extensive and comprehensive library networks in the country. This network is both institutional and digital.

Each public library is chartered by the Board of Regents of the University of the State of New York, one part of the vast statewide educational system. The Regents' responsibilities include oversight of all educational and cultural institutions, including more than 750 public libraries, over \$1.3 billion in public library operating funds and over 6,000 public library trustees.

The Regents appoint the Commissioner of Education, who is the chief executive officer of the State Education Department. Among the major offices of the Education Department is the Office of Cultural Education, comprised of the State Archives, State Library, State Museum and the Office of Educational Television and Public Broadcasting. The Assistant Commissioner for Libraries, also known as the State Librarian, is responsible for the activities of the New York State Library, which includes the Research Library, the Division of Library Development (DLD) and the Talking Books and Braille Library. The Division of Library Development coordinates and administers federal and state aid programs as well as the rules and regulations that govern public libraries and library systems. The Division of Library Development also helps to develop new statewide programs of library service and provides guidance on charter changes and other matters that must be referred to the Board of Regents.

Nearer to the local library, and its first source of assistance and resources, is the public library system. Virtually all of the public libraries in the state belong to one of the twenty-three public library systems. There are three types of public library systems: consolidated, federated and cooperative. Each has a different legal structure and relationship with its members or, in the case of consolidated systems, its branches. A comparison of the types of public library systems is available on the State Library's website (www.nysl.nysed.gov/libdev/libs/libtypes.htm).

Each public library system develops its own plan of service, reflecting the needs of the libraries in the area the system serves. Local governance and control allows library systems to offer programs and services that vary greatly from one region to another. Nevertheless, all public library systems share the same common purpose and responsibility for the development and improvement of their member libraries while saving local tax dollars. The systems are also responsible for providing library service in those areas without public libraries and coordinating resource sharing among member libraries. Each system is also required to designate a central library or co-central libraries whose purpose is to offer resources in greater numbers and depth than usually found in local libraries.

Public library system services may include the following:

- Interlibrary loan and delivery of materials;
- Administration of computer networks and an integrated library automation platform (ILP), including circulation, online public catalogs (OPACs), acquisitions and other sophisticated software modules;
- Cooperative purchase and support of electronic databases, Internet access and telecommunications services;
- Continuing education seminars, workshops and training for library staff and trustees;
- Consultation on library administration, governance, funding, programs and services;
- Specialized support for Young Adult and Children's Services;
- Centralized purchasing, ordering and processing of library materials;
- Assistance in materials selection and collection development;
- Materials cataloging services and advice;
- Coordinated collection development support;
- Public awareness and advocacy leadership;
- Web page design and maintenance; printing and other duplication services;
- Service to correctional facilities, nursing homes, and other institutions;
- Outreach services to special populations and consultation on accessibility issues;
- Assistance in, and administration of, state and federal grant programs;

- Services to unchartered areas including contract library services, bookmobiles or other extension services.

New York State also supports two other types of library systems that work with the public library systems to broaden the resources available to all residents of the state. Reference and research library resources systems (3Rs councils) were established to enhance resource sharing and to meet specialized reference needs. The 3Rs councils serve primarily as the systems for academic and special libraries but their membership also includes library systems, hospital libraries, and specialized libraries of all types. The state is also served by forty-one school library systems sponsored by the BOCES and Big Five City Schools. The school library systems provide support services, professional development, consultation, and assistance to both public and non-public school libraries. For more information: www.nysl.nysed.gov/libdev/libs/libtypes.htm.

The statewide library network works to ensure access to library resources for all New Yorkers. All public library systems and the State Library offer an incredible range of research and learning databases and locally developed digital resources online. Networking the State Library, library systems and New York's local libraries offers access to library and information resources within the state and worldwide.

Library trustees also have several statewide and national associations available to help them fulfill their mission. Membership and active participation in these organizations not only provides assistance on the local level, but also adds significantly to the collective strength and wisdom of library trustees throughout the State and the nation.

The Library Trustees Association of New York State (LTA) is an important source of support and information for local libraries. LTA is the state organization for library trustees, offering a range of valuable services. It advocates on behalf of library interests, recognizes the accomplishments of trustees and educates trustees through workshops, the Annual Trustee Institute, regional presentations, print and electronic resources and via the LTA website: LibraryTrustees.org.

The New York Library Association (NYLA) is the statewide organization of library professionals, support staff and advocates. It is dedicated to advancing the interests of all types of libraries and library service in New York State. By representing the library community before the State Legislature, it provides important planning and support in the development of library-related legislation and offers extensive continuing education opportunities through its annual conference and other programs. Find NYLA online at NYLA.org.

Your library should have a budget line devoted to organizational memberships. Each library benefits from the advocacy and professional development work done by these groups.

Since many issues affecting libraries originate on the federal level library trustees should be familiar with the American Library Association (ALA.org) and its United for Libraries Division (ALA.org/united). Both organizations work diligently to inform and support libraries, their trustees and their advocates on a national level.

Each public library is part of this national and statewide library community. An informed trustee is familiar with the members and components of this community and uses the information and opportunities available to improve the programs and services of their local library.

Resources:

- American Library Association (ALA) ALA.org
 - United for Libraries (a division of ALA) ALA.org/united
- Library Trustees Association of New York State (LTA) LibraryTrustees.org
- New York Library Association (NYLA) NYLA.org
- Types of Library Systems: A Comparison [New York State Library]
<http://www.nysl.nysed.gov/libdev/libs/libtypes.htm>
- Webinar: Library Origin, Oversight and Organization in New York State (Helping All Trustees Succeed Mini-Webinar)
<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

Comsewogue Public Library

Personnel Report
July 18, 2023

New Appointments/Promotions:

Kai Schiera, Page (PT), effective July 12, 2023. Salary \$15.64 hr.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2022/2023

E-3

June 2023

	June 2023	June 2022	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	104	67	55.22%	8,902	8,498	4.75%
2	Juvenile	86	55	56.36%	2,988	2,884	3.61%
3	Total	190	122	55.74%	11,890	11,382	4.46%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	47	53	-11.32%	4,413	4,500	-1.93%
5	Port Jefferson Library	27	25	8.00%	1,586	1,424	11.38%
Miller Place Borrower Registration:							
6	Comsewogue Library	41	35	17.14%	4,447	4,529	-1.81%
7	Port Jefferson Library	28	29	-3.45%	2,001	2,028	-1.33%
8	Total CPL Members	278	210	32.38%	20,750	20,411	1.66%
9	Library Visits *	11,287	10,087	11.90%	112,719	96,460	16.86%
10	Curbside Pick Up	20	38	-47.37%	302	420	-28.10%
Transactions							
11	Circulation of Physical Items:	25,899	24,905	3.99%	292,401	295,633	-1.09%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,113	7,925	14.99%	101,889	95,564	6.62%
13	Hoopla	684	822	-16.79%	8,621	9,967	-13.50%
14	Kanopy	204	169	20.71%	2,182	2,171	0.51%
Circulation Other:**							
15	Museum Passes	189	63	200.00%	892	518	72.20%
16	Library of Things	158	110	43.64%	1,242	489	n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	777	708	9.75%	8,818	8,096	8.92%
18	Public Wireless Sessions	1,678	1,613	4.03%	20,630	19,227	7.30%
Interlibrary Loan:							
19	Items Loaned	1,026	972	5.56%	12,593	13,152	-4.25%
20	Items Borrowed	1,728	1,840	-6.09%	19,185	18,478	3.83%

*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: June 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Medicaid ABD Enrollment	1	n/a	1
Mah-Jongg & More	1	n/a	12
Kindness Jars (as part of Summer Kickoff Event)	1	n/a	116
ONLINE Trivia (Email)	2	17, n/a	27,24
Sea Glass Pendant \$	2	20,20	15,19
Annual Plant Swap	1	20	17
ONLINE Breathe Together	4	60	5,6,6,7
AARP Smart Driver Course	2	11	11,11
ONLINE New English Speakers (Zoom)	4	n/a	6,7,6,4
Chess Club	4	n/a	3,3,3,3
Trivia & Trail Mix	2	8,6	5,4
iPhone/iPad Basics	1	14	9
OUTDOORS Yoga On The Lawn	3	24	14,10,8
Knit & Crochet	1	n/a	5
Defensive Driving	1	12	12
Heartsaver CPR/AED	1	8	6
Calming Art Club	1	20	11
eBooks Made Easy	2	1,3	1,2
Senior Advocate	Appt	6	6
Genealogy 101	1	6	6
ONLINE Rob Scott Cooking Demo Videos (YouTube)	1	<i>redirect clicks</i>	119
		<i>views</i>	104

Adult Programming: Summary

Curried Chicken Salad	2	15,13	14,10
Write This Way	1	12	11
Everyday Matinee	1	25	16
ONLINE Travel Tuesday: Lisbon (YouTube)	1	views	13
Relax & Connect	1	n/a	1
Fine Art Club	2	14,18	13,14
Beach Sun & Fun	2	15,15	12,10
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
HIICAP Counseling	Appt	1	1
What's In The News?	1	5	6
Career Counseling	Appt	1	1
One-on-One Appointments	unlimited	3	3
Social Work Appointments	unlimited	27	27
TOTALS	47	424	686

* View counts as of 7/5/23

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
June 2023	47	424	686
YTD 2023	273	3164	4409
June 2022	41	385	537
YTD 2022	280	2512	4362

June 2023 - J/YA Program Statistic Summary

	June '23	June '22		YTD '23	YTD '22
Family:					
Total # of Sessions	5	3		22	18
Total # of Attendees	872	465		1,712	1,335
Birth-PreK:					
Total # of Sessions	24	16		166	99
Total # of Attendees	634	377		4,431	2,178
Grades K-5:					
Total # of Sessions	17	17		121	80
Total # of Attendees	245	1,780		3,333	3,201
Grades 6-12:					
Total # of Sessions	12	18		91	96
Total # of Attendees	432	428		1,462	1,143
TOTAL # of <u>ALL</u> Sessions	58	54		400	295
TOTAL # of <u>ALL</u> Attendees	2,183	3,050		10,938	7,857

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	6/12/2023	494.68	6/21/2023	494.68	PJ Crossing & Rail
6					
7					

Total Payments From Industrial Dev Agency	\$4,379.40	
Payments CPL Received		\$4,379.40
Interest Received*		

Total PILOT Payments (including interest) 4,379.40

PILOTS Received from School Districts

From	Date Received	Check #	Amount
Total PILOTS received directly:			0.00

GRAND TOTAL ALL PILOTS RECEIVED:	4,379.40
---	-----------------

(3313)

6/22/2023

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of May 31, 2023

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	7,852.80
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,093,184.17
1110 · Savings-Capital Improvements	795,397.53
1114 · Savings-Termination Pay	154,281.21
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 3,089,865.71

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	14,015.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 14,515.65

Total Current Assets

3,104,381.36

TOTAL ASSETS

3,104,381.36

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	244.28
2186 · Retirement	0.00
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 79,701.38

Total Current Liabilities 79,701.38

Total Liabilities

79,701.38

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	-1,800,416.56

Total Equity 3,024,679.98

TOTAL LIABILITIES & EQUITY

3,104,381.36

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending May 31, 2023

	<u>May 23</u>	<u>July 22 - May 23</u>
Revenue		
3301 · Tax Revenues	571,331.85	2,488,295.43
3302 · Fines	63.60	774.82
3304 · Interest Earned	2,373.50	16,949.36
3305 · Unclassified rev.-Copies	916.24	8,733.99
3306 · Unclassified rev.-Books	228.66	4,180.03
3307 · Unclassified rev.-Other	18.22	207.40
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	0.00	6,439.40
3312 · Local Sponsor Aid	0.00	6,985.00
3313 · PILOT Revenue	324.42	3,884.72
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>575,256.49</u>	<u>4,053,651.63</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending May 31, 2023

Expense	ACTUAL		Budget	\$ Over Budget
	MAY	JULY - MAY		
4401 · Computer Supplies	210.22	12,754.65	13,000.00	-245.35
4402 · Computer Equipment/Parts	243.00	8,920.65	28,000.00	-19,079.35
4403 · Furniture & Equipment	13,637.18	234,166.76	52,000.00	182,166.76
4404 · Salaries-Professional	158,996.71	1,824,127.84	2,148,048.48	-323,920.64
4405 · Salaries-Clerical	59,397.12	756,185.20	932,110.00	-175,924.80
4406 · Salaries-Custodial	7,673.69	96,533.48	105,814.00	-9,280.52
4407 · Salaries-Guard	1,664.99	25,704.35	30,070.00	-4,365.65
4410 · Library Books	11,891.07	102,483.40	125,000.00	-22,516.60
4412 · Audio Video	1,783.15	18,095.31	33,000.00	-14,904.69
4413 · Periodicals	79.20	11,496.60	15,000.00	-3,503.40
4414 · Computer Software	12.31	8,239.11	8,000.00	239.11
4415 · Electronic Data Base	1,849.22	221,947.79	240,000.00	-18,052.21
4417 · OTHER THINGS LENDING	961.09	18,637.28	17,500.00	1,137.28
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	5,485.00	53,451.98	62,000.00	-8,548.02
4421B · Children/Teen	5,090.00	60,657.00	62,000.00	-1,343.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	97.02	6,593.69	7,000.00	-406.31
4422B · Children/Teen	725.36	15,462.60	22,000.00	-6,537.40
4428 · Conferences	1,743.60	11,236.09	11,000.00	236.09
4429 · Circulation	277.07	54,308.29	60,000.00	-5,691.71
4430 · Office & Library Supplies	1,064.49	13,568.70	16,000.00	-2,431.30
4431 · Telecommunications	781.12	8,585.01	9,800.00	-1,214.99
4432 · Cartage	271.68	2,535.68	3,000.00	-464.32
4433 · Postage	320.33	10,362.20	13,000.00	-2,637.80
4434 · Publicity and Printing	0.00	40,845.92	36,000.00	4,845.92
4435 · Annual Election	49.50	3,608.29	3,700.00	-91.71
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	1,437.63	78,669.99	82,500.00	-3,830.01
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Blding Maint & Repair	13,941.80	197,547.33	178,000.00	19,547.33
4440 · Snow Removal	1,300.00	5,625.00	13,500.00	-7,875.00
4441 · Building Security	7,325.56	71,096.89	76,552.00	-5,455.11
4450 · Utilities	6,769.63	113,650.98	120,000.00	-6,349.02
4451 · Custodial Supplies	196.77	13,107.13	16,000.00	-2,892.87
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	1,602.51	18,047.26	19,400.00	-1,352.74
4471 · Workers Compensation Insurance	0.00	28,423.00	27,000.00	1,423.00
4472 · Life Insurance	0.00	4,571.76	5,600.00	-1,028.24
4473 · Dental Insurance	0.00	24,276.74	33,000.00	-8,723.26
4474 · VISION INS	0.00	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	17,091.02	197,739.03	230,000.00	-32,260.97
4478 · Unemployment Insurance	0.00	567.50	2,000.00	-1,432.50
4479 · 9060.8 Health Insurance	64,227.29	740,475.63	822,439.00	-81,963.37
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	388,196.33	5,854,068.19	6,441,040.48	-586,972.29

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 (June bills
 paid in July)

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 07/23/01 ~ July 18, 2023

Date	Num	Name	Account	Debit
07/18/2023	26068	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs Program Contractors Children/Teen	400.00
				\$ 400.00
07/18/2023	26069	Adamko, Patricia	1102 Checking Account	
			4479 9060.8 Health Insurance	494.71
				\$ 494.71
07/18/2023	26070	Adamko, Walter	1102 Checking Account	
			4479 9060.8 Health Insurance	494.71
				\$ 494.71
07/18/2023	26071	Advanced Plant Care, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	200.00
				\$ 200.00
07/18/2023	26072	Albanese, Catherine	1102 Checking Account	
			4479 9060.8 Health Insurance	494.71
				\$ 494.71
07/18/2023	26073	American Express	1102 Checking Account	
			4410 Library Books	149.80
			4414 Computer Software	12.10
			4417 OTHER THINGS LENDING	1,336.90
			4422A Library Programs Program Supplies Adult	47.90
			4422B Library Programs Program Supplies Children/Teen	314.80
			4433 Postage	18.40
			4430 Office & Library Supplies	526.10
			4437 Accounting and Legal	-36.00
				\$ 2,370.40
07/18/2023	26074	Baker & Taylor	1102 Checking Account	
			4410 Library Books	288.70
			4410 Library Books	176.80
				\$ 465.50
07/18/2023	26075	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs Program Contractors Children/Teen	990.00
				\$ 990.00
07/18/2023	26076	Bollman, Katherine	1102 Checking Account	
			4421A Library Programs Program Contractors Adult	687.50
				\$ 687.50

07/18/2023	26077	Boyd Sloan, Melissa	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	330.00 <u>330.00</u> \$ 330.00
07/18/2023	26078	Brodart Company	1102 Checking Account 4410 Library Books 4410 Library Books	4,133.89 2,127.18 <u>6,261.07</u> \$ 6,261.07
07/18/2023	26079	Coane, Donna	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	400.00 <u>400.00</u> \$ 400.00
07/18/2023	26080	DeFigueiredo, Anna	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u> \$ 494.70
07/18/2023	26081	DeRosalia, Angela	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u> \$ 494.70
07/18/2023	26082	Fidele Construction Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	2,300.00 <u>2,300.00</u> \$ 2,300.00
07/18/2023	26083	Forkin, Donna	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u> \$ 494.70
07/18/2023	26084	Forkin, James	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u> \$ 494.70
07/18/2023	26085	Fort, Brenda	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u> \$ 494.70
07/18/2023	26086	Giery, Peter	1102 Checking Account 4439 Equipment/Blding Maint & Repair	49.10 <u>49.10</u> \$ 49.10
07/18/2023	26087	Gilmore, Barbara	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u> \$ 494.70
07/18/2023	26088	Gilmore, Frederick	1102 Checking Account	

			4479 9060.8 Health Insurance	494.7
				<u>\$ 494.7</u>
07/18/2023	26089	Gomer, Regina	1102 Checking Account	
			4479 9060.8 Health Insurance	494.7
				<u>\$ 494.7</u>
07/18/2023	26090	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	450.0
				<u>\$ 450.0</u>
07/18/2023	26091	Hall, Dianne	1102 Checking Account	
			4479 9060.8 Health Insurance	494.7
				<u>\$ 494.7</u>
07/18/2023	26092	Hall, Erik	1102 Checking Account	
			4479 9060.8 Health Insurance	494.7
				<u>\$ 494.7</u>
07/18/2023	26093	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	1,678.5
				<u>\$ 1,678.5</u>
07/18/2023	26094	Industrial Appraisal Company	1102 Checking Account	
			4454 Insurance - Library	450.0
				<u>\$ 450.0</u>
07/18/2023	26095	Ingram Library Services	1102 Checking Account	
			4410 Library Books	135.8
			4410 Library Books	46.7
				<u>\$ 182.6</u>
07/18/2023	26096	Iovino, Maria	1102 Checking Account	
			4479 9060.8 Health Insurance	494.7
				<u>\$ 494.7</u>
07/18/2023	26097	Iovino, Daniel	1102 Checking Account	
			4479 9060.8 Health Insurance	494.7
				<u>\$ 494.7</u>
07/18/2023	26098	Jaffe, Karen	1102 Checking Account	
			4479 9060.8 Health Insurance	692.4
				<u>\$ 692.4</u>
07/18/2023	26099	Kanopy, Inc	1102 Checking Account	
			4415 Electronic Data Base	504.0
				<u>\$ 504.0</u>

07/18/2023	26100	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	750.00 <u>750.00</u>
				\$ 750.00
07/18/2023	26101	King, George	1102 Checking Account 4479 9060.8 Health Insurance	494.71 <u>494.71</u>
				\$ 494.71
07/18/2023	26102	King, Katherine	1102 Checking Account 4479 9060.8 Health Insurance	494.71 <u>494.71</u>
				\$ 494.71
07/18/2023	26103	Koch Tree Services, Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	235.00 <u>235.00</u>
				\$ 235.00
07/18/2023	26104	Lakeshore Learning Materials	1102 Checking Account 4417 OTHER THINGS LENDING	478.00 <u>478.00</u>
				\$ 478.00
07/18/2023	26105	Lusak, Richard	1102 Checking Account 4479 9060.8 Health Insurance	494.71 <u>494.71</u>
				\$ 494.71
07/18/2023	26106	McHugh, Joan	1102 Checking Account 4479 9060.8 Health Insurance	494.71 <u>494.71</u>
				\$ 494.71
07/18/2023	26107	Merenda, John	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	100.00 <u>100.00</u>
				\$ 100.00
07/18/2023	26108	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	1,259.80 1,392.50 <u>2,652.40</u>
				\$ 2,652.40
07/18/2023	26109	O'Connell, Carol	1102 Checking Account 4479 9060.8 Health Insurance	1,582.50 <u>1,582.50</u>
				\$ 1,582.50
07/18/2023	26110	O'Neil, Mary Ellen	1102 Checking Account 4479 9060.8 Health Insurance	494.71 <u>494.71</u>
				\$ 494.71
07/18/2023	26111	Ozkaya, Charyl	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	100.00 <u>100.00</u>
				\$ 100.00

07/18/2023	26112	Pantorno, Brandon	1102 Checking Account 4479 9060.8 Health Insurance	989.1 <u>989.1</u> \$
07/18/2023	26113	Paychex of New York LLC	1102 Checking Account 4437 Accounting and Legal	1,176.6 <u>1,176.6</u> \$
07/18/2023	26114	Popielaski, Joan	1102 Checking Account 4479 9060.8 Health Insurance	494.7 <u>494.7</u> \$
07/18/2023	26115	Popielaski, William	1102 Checking Account 4479 9060.8 Health Insurance	494.7 <u>494.7</u> \$
07/18/2023	26116	Quigley, Deborah A.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	200.0 <u>200.0</u> \$
07/18/2023	26117	Ray-Block Stationery Co., Inc	1102 Checking Account 4456 Rental Expenses	18.4 <u>18.4</u> \$
07/18/2023	26118	Rotorpro	1102 Checking Account 4439 Equipment/Blding Maint & Repair	1,275.0 <u>1,275.0</u> \$
07/18/2023	26119	S & S Worldwide, Inc.	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	22.6 <u>22.6</u> \$
07/18/2023	26120	SAV-ON Printing	1102 Checking Account 4434 Publicity and Printing	363.0 <u>363.0</u> \$
07/18/2023	26121	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	6,492.3 <u>6,492.3</u> \$
07/18/2023	26122	Sessa, Sheryl	1102 Checking Account 4479 9060.8 Health Insurance	1,285.8 <u>1,285.8</u> \$
07/18/2023	26123	Skoblicki, Michelle A.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	350.0 <u>350.0</u> \$

07/18/2023	26124	Staples Business Credit	1102 Checking Account 4430 Office & Library Supplies	173.8 <u>173.8</u>
				\$
07/18/2023	26125	Suffolk Cooperative Library System	1102 Checking Account 4429 Circulation	93.4 <u>93.4</u>
				\$
07/18/2023	26126	TD3 Innovative Gaming	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	275.00 <u>275.00</u>
				\$
07/18/2023	26127	Theresa's Programs LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	175.00 <u>175.00</u>
				\$
07/18/2023	26128	Thomas Klise/Crimson Multimedia	1102 Checking Account 4412 Audio Video	952.00 <u>952.00</u>
				\$
07/18/2023	26129	Unique Management Services, Inc.	1102 Checking Account 4429 Circulation	116.50 <u>116.50</u>
				\$
07/18/2023	26130	VerifiedFirst	1102 Checking Account 4437 Accounting and Legal	28.62 <u>28.62</u>
				\$
07/18/2023	26131	Waldron, Jean	1102 Checking Account 4421A Library Programs Program Contractors:Adult	750.00 <u>750.00</u>
				\$
07/18/2023	26132	Washburn, Elizabeth	1102 Checking Account 4479 9060.8 Health Insurance	989.10 <u>989.10</u>
				\$
07/18/2023	26133	Washburn, John	1102 Checking Account 4479 9060.8 Health Insurance	989.10 <u>989.10</u>
				\$
TOTAL				\$ 51,908.19

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(July Bills)

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 07/23/02 ~ July 18, 2023

Date	Num	Name	Account	Debit
07/18/2023	26134	B&H Photo-Video	1102 Checking Account	
			4402 Computer Equipment/Parts	2,042.01
			4401 Computer Supplies	259.20
				<u>\$ 2,301.21</u>
07/18/2023	26135	Blick Art Materials	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	74.52
				<u>\$ 74.52</u>
07/18/2023	26136	Brodart Company	1102 Checking Account	
			4410 Library Books	1,919.50
				<u>\$ 1,919.50</u>
07/18/2023	26137	Brookhaven Locksmiths Inc.	1102 Checking Account	
			4441 Building Security	216.00
				<u>\$ 216.00</u>
07/18/2023	26138	Cornell Cooperative Extension, Suffolk Co	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	300.00
				<u>\$ 300.00</u>
07/18/2023	26139	County Wide Ice Cream	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	378.02
				<u>\$ 378.02</u>
07/18/2023	26140	De Lage Landen Financial Services, Inc.	1102 Checking Account	
			4456 Rental Expenses	1,562.19
				<u>\$ 1,562.19</u>
07/18/2023	26141	Giaquinto and Company	1102 Checking Account	
			4437 Accounting and Legal	7,500.00
				<u>\$ 7,500.00</u>
07/18/2023	26142	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
				<u>\$ 3,241.91</u>

07/18/2023	26143	Holtz, Loretta	1102 Checking Account 4428 Conferences	17.68 <u>17.68</u>
				\$ 17.68
07/18/2023	26144	Kids 4 Ever Fit DBA Jumpbunch	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	360.00 <u>360.00</u>
				\$ 360.00
07/18/2023	26145	Kone	1102 Checking Account 4439 Equipment/Blding Maint & Repair	1,470.00 <u>1,470.00</u>
				\$ 1,470.00
07/18/2023	26146	Lakeshore Learning Materials	1102 Checking Account 4417 OTHER THINGS LENDING	68.99 <u>68.99</u>
				\$ 68.99
07/18/2023	26147	Lunarola, Michele	1102 Checking Account 4428 Conferences	20.00 <u>20.00</u>
				\$ 20.00
07/18/2023	26148	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	3,700.00 <u>3,700.00</u>
				\$ 3,700.00
07/18/2023	26149	Nassau County Firefighters Museum	1102 Checking Account 4417 OTHER THINGS LENDING	600.00 <u>600.00</u>
				\$ 600.00
07/18/2023	26150	National Audubon Society	1102 Checking Account 4413 Periodicals	20.00 <u>20.00</u>
				\$ 20.00
07/18/2023	26151	New York Times	1102 Checking Account 4413 Periodicals	24.00 <u>24.00</u>
				\$ 24.00
07/18/2023	26152	New York Times	1102 Checking Account 4413 Periodicals	55.20 <u>55.20</u>
				\$ 55.20
07/18/2023	26153	Newsday	1102 Checking Account 4413 Periodicals	743.08 <u>743.08</u>
				\$ 743.08
07/18/2023	26154	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	62,218.27 3,665.21 <u>65,883.48</u>
				\$ 65,883.48

07/18/2023	26155	Old Westbury Gardens	1102 Checking Account 4417 OTHER THINGS LENDING	350.00 <u>350.00</u>
				\$ 350.00
07/18/2023	26156	PAYCHEX	1102 Checking Account 4437 Accounting and Legal	193.61 <u>193.61</u>
				\$ 193.61
07/18/2023	26157	Paychex of New York	1102 Checking Account 4437 Accounting and Legal	150.00 <u>150.00</u>
				\$ 150.00
07/18/2023	26158	Port Jeff Rotary Club	1102 Checking Account 4438 Membership Dues	325.00 <u>325.00</u>
				\$ 325.00
07/18/2023	26159	Rogers Memorial Library	1102 Checking Account 3306 Unclassified rev.-Books	26.00 <u>26.00</u>
				\$ 26.00
07/18/2023	26160	Seaman, Kevin A.	1102 Checking Account 4437 Accounting and Legal	8,500.00 <u>8,500.00</u>
				\$ 8,500.00
07/18/2023	26161	SCLS - PALS	1102 Checking Account 4429 Circulation	7,178.83 <u>7,178.83</u>
				\$ 7,178.83
07/18/2023	26162	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	1,432.29 <u>1,432.29</u>
				\$ 1,432.29
07/18/2023	26163	Shake 'N Make Music LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	300.00 <u>300.00</u>
				\$ 300.00
07/18/2023	26164	Spena, Catherine	1102 Checking Account 4428 Conferences	20.00 <u>20.00</u>
				\$ 20.00
07/18/2023	26165	Suffolk Cooperative Library System	1102 Checking Account 4436 SCLS Contract Fee	64,172.00 <u>64,172.00</u>
				\$ 64,172.00

07/18/2023 26166 Theresa's Programs LLC

1102 Checking Account

4421A Library Programs:Program Contractors:Adult

175.00

175.00
\$ 175.00

07/18/2023 26167 TRANE US INC.

1102 Checking Account

4439 Equipment/Blding Maint & Repair

3,910.00

3,910.00
\$ 3,910.00

07/18/2023 26168 Winters Bros. Hauling of LI, LLC

1102 Checking Account

4432 Cartage

271.68

271.68
\$ 271.68

07/18/2023 26169 WT COX Information Services

1102 Checking Account

4413 Periodicals

11,068.85

11,068.85
\$ 11,068.85

TOTAL

\$ 188,529.04

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COMSEWOGUE PUBLIC LIBRARY

06/22/2023 Payroll
Check Register

WARRANT DETAIL REPORT

June 22, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
06/22/2023	26058	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$4,152.00
				\$4,152.00 ✓
06/22/2023	26059	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,105.42
			2186 Retirement	\$102.00
				\$3,207.42 ✓
TOTAL				\$7,359.42

06/22/2023 Payroll Warrant

Payroll Warrant	\$ 7,359.42
<u>Paychex Payroll</u>	<u>\$ 113,112.44</u>
TOTAL	\$ 120,471.86



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COMSEWOGUE PUBLIC LIBRARY

07/06/2023 Payroll
Check Register

WARRANT DETAIL REPORT

July 6, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
07/06/2023	26060	Aflac	1102 Checking Account	
			2190 AFLAC - Short Term Disability	\$187.56
			2188 AFLAC - Accident Ins	\$84.28
			2187 AFLAC - Cancer Care	\$271.44
			2194 Aflac - Hospital	\$148.08
				\$691.36 ✓
07/06/2023	26061	AT&T	1102 Checking Account	
			4431 Telecommunications	\$55.10
				\$55.10 ✓
07/06/2023	26062	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$4,152.00
				\$4,152.00 ✓
07/06/2023	26063	National Grid	1102 Checking Account	
			4450 Utilities	\$824.22
				\$824.22 ✓
07/06/2023	26064	Optimum	1102 Checking Account	
			4431 Telecommunications	\$630.54
				\$630.54 ✓
07/06/2023	26065	PSEGLI	1102 Checking Account	
			4450 Utilities	\$8,763.81
				\$8,763.81 ✓
07/06/2023	26066	Suffolk County Water Authority	1102 Checking Account	
			4450 Utilities	\$634.51
				\$634.51 ✓
07/06/2023	26067	Verizon	1102 Checking Account	
			4431 Telecommunications	\$101.87
				\$101.87 ✓
TOTAL				\$15,853.41

07/06/2023 Payroll Warrant

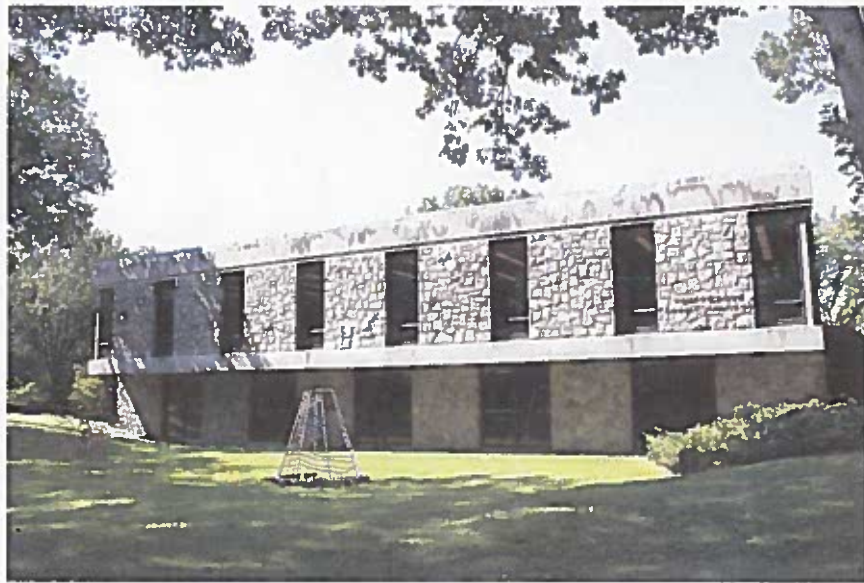
Payroll Warrant	\$ 15,853.41
<u>Paychex Payroll</u>	<u>\$ 112,914.27</u>
TOTAL	\$ 128,767.68



DRAFT

Comsewogue Public Library

170 Terryville Road
Port Jefferson Station, NY 11776



Proposed Facility Upgrades

July 2023

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street - Unit 620, Stony Brook, New York 11790
631-751-0108 jtanzi@jtarchitects.net

Description

The Comsewogue Public Library building consists of two building projects. The first is the original library, which was completed in 1968. The other is an addition and renovation, which was completed in 1999. The total square footage of the library is approximately 45,000 sf and sits on a 3.6 acre site. The building fronts Terryville Road to the east.

Objective

John Tanzi Architects has been retained to periodically perform an existing building evaluation of the Library - the building and site. The main purpose of this document is to assist the library in defining Facility Upgrades that would address Program, Operations and Maintenance needs. Included within each of the items below are Recommendations with associated Estimated Budgets.

Executive Summary of Facility Upgrades

Projects:

Item	Description	Preliminary Schedule	Estimated Budget
A	Window Replacement & Repairs		\$375,000
B	Plumbing (Sanitary)		\$55,000
C	Lighting Upgrade		\$475,000
D	Photovoltaic System (Solar Panels)		\$225,000
E	Site Upgrades - North Drainage		\$65,000
F	Site Development Project - South Lawn		\$725,000 - \$1,050,000
G	Interior Renovations & Alterations		\$365,000 - \$632,000

Periodic Maintenance:

Item	Description	Preliminary Schedule	Estimated Budget
M1	Exterior Masonry Cleaning & Sealing	Starting in: 2024 - Spring	\$85,000
M2	Parking Lot Sealing & Striping	Starting in: 2023 - Fall	\$20,000

John Tanzi Architects

Architecture | Engineering | Interiors

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631-751-0108 jtanzi@jtarchitects.net



Facility Upgrade Details

Item A: Window Replacement & Repairs

Evaluation:

- All exterior windows are approximately 25 years old. They are composed of aluminum, kynar coated frames and 1" sealed insulated glass. There has been evidence and reports of leaking seals and general water infiltration through the window system.
- There are existing windows which are located at the corners of the original 1968 building. These have painted exposed tube steel supports and are showing signs of rust.
- Most of the caulking around the windows is showing signs of deterioration. The caulking has lost its elasticity and expansive properties. The caulking has cracking, gaps and in some places mold.
- Aluminum storefront framing (doors, windows and insulated metal panels) has been installed within the existing steel framing. Storefronts at the center portion of 1999 Building Addition are aluminum frame with insulated glass and appear to be in good condition - but should a whole building widow replacement be undertaken, this area should be considered to be included as an Add Alternate.

Recommendations and Budget Estimates:

- Replace all existing windows & storefronts with a more highly efficient Window & Storefront System. Also including the following:
 - Prepping, priming & painting of all associated exposed exterior Steel Framing

Estimated Budget: **\$375,000**

Item B: Plumbing (Sanitary):

Evaluation:

- The building has two sanitary systems. The 1968 original system has a simplex Federal Sewage pump in the basement of the original building. This pumps up into the waste line that exits the building on the North East Corner and goes into a septic tank and leaching pools.

The 1999 addition system is pumped out from a duplex sump pump in the basement of the new addition. This pumps up to the piping that exits the building to a sanitary system consisting of a septic tank and pool on the south side of the building.

Recommendations and Budget Estimates:

- Pumps: Replace the simplex pump in the 1968 original building to a duplex pump - in order to provide a backup system. Rewiring the duplex pump in the basement of the 1999 addition, since there is no back up pump the way it is presently wired.

Estimated Budget - Pump Replacement: **\$55,000**

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street - Unit 620, Stony Brook, New York 11790
631-751-0108 jtanzi@jtarchitects.net



Item C: Lighting Upgrade

Evaluation:

- The building was upgraded with the most efficient lighting at the time of the 1999 addition and renovation. Over the past years some of the existing fixtures have been upgraded with LED Lamps (Bulbs).

Recommendations and Budget Estimates:

- The lighting fixtures should be evaluated and considered for replacement with the most newly developed LED technology. Also, PSEG-LI offers incentives for the replacement of older lighting fixtures with new LED lighting fixtures.

Estimated Budget: **\$475,000**

Item D: Photovoltaic System (Solar Panels):

- The library should consider installing a Photovoltaic Panel System (PV) on the roof during a re-roofing project. Based on the size of the roof at the existing building, we can estimate that there is sufficient room for a 50 KW system.

Estimated Budget: **\$225,000**

Item E: Site Upgrades – North Drainage

Evaluation:

- It has been observed that during any substantive rain event, the existing concrete sidewalk along the North side of the building collects water to the extent of creating a sustained puddle that is impassable by pedestrians – even after the rain event ends.

Recommendations and Budget Estimates:

- Remove a portion of the existing concrete sidewalk to facilitate the installation of a new Drywell to help mitigate rain event water buildup. In addition, install new concrete sidewalk with improved pitch to aid in water runoff.

Estimated Budget: **\$65,000**

Item F: Site Development Project – South Lawn

Evaluation:

- The lawn area on the South side of the building has been identified is a prime location to provide various outdoor spaces for your patrons.

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street – Unit 620, Stony Brook, New York 11790

631-751-0108 jtanzi@jtarchitects.net



Recommendations and Budget Estimates:

- Based on community comments and discussions with the Library staff, JTA has developed the following Conceptual Site Plan that includes the following:
 - Children's Learning Garden
 - Community Garden
 - Community "Back Yard"

Children's Learning Garden:

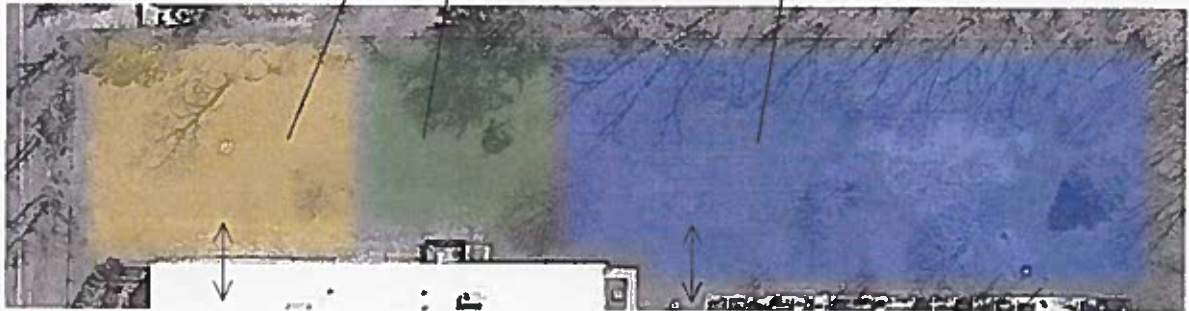
- Secure Area (fenced)
- Water, Music, Art & Sensory Areas
- Program Space
- Direct Building Access

Community Garden:

- Secure Area (fenced)
- Planting Areas
- Raised Planting Beds

Community "Back Yard":

- Open Access (during operating hrs)
- Performance & Viewing Space
- Walking Paths & Benches
- Reading Areas



Conceptual Site Plan

- The Estimated Budget for this project includes the following:
 - Children's Learning Garden: \$250,000 - \$350,000
 - Community Garden: \$75,000 - \$150,000
 - Community "Back Yard": \$400,000 - \$550,000

Estimated Budget: **\$725,000 - \$1,050,000****Item G: Interior Renovations & Alterations:**

- Based on my evaluation and discussions with Library Staff, I have developed the following list of Interior Renovations & Alteration projects that should be considered:
 - Additional Quiet Study Areas: \$75,000 - \$125,000
 - Maker Space: \$125,000 - \$250,000
 - Library of Things: \$75,000 - \$125,000
 - Lactation Room: \$10,000 - \$12,000
 - Office Space Upgrades: \$40,000 - \$60,000
 - Tech Services & Tech Support Space Upgrades: \$40,000 - \$60,000

Estimated Budget: **\$365,000 - \$632,000**

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street - Unit 620, Stony Brook, New York 11790
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Item M1: Exterior Masonry Cleaning & Sealing

Evaluation:

- Due to the inherent porous nature of the existing Exterior Masonry envelope (Rubble Stone, Limestone, Mortar, etc...), the natural elements tend to stain and degrade this system. Over the past years the Library has undertaken several Cleaning & Sealing projects at various locations around the building exterior.

Recommendations and Budget Estimates:

- Based on the success of past projects, JTA recommends continuing this implementation on a re-occurring basis every 3 years - starting in Spring of 2024.

Estimated Budget: **\$85,000**

Item M2: Parking Lot Sealing & Striping

Evaluation:

- The surface of the Parking Lot appears to be in Fair condition, but signs of wear are showing in various locations.

Item # - Recommendations and Budget Estimates:

- JTA recommends Sealing and Striping the Parking Lot on a re-occurring basis every 3 years - starting in Fall of 2023.

Estimated Budget: **\$20,000**

End of Document

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Comsewogue Public Library

Obsolete or Damaged Beyond Repair Equipment
Fiscal Year Ending 6/30/2023
7/18/2023

Computers

	Brand	Model	Serial#	Inv#	Year/ACQ
1	Hewlett Packard	XL510AV (8200)	2UA152132G	177	2011

Other

	Brand	Model	Serial#		Year/ACQ
25	Microsoft	XBOX 360	421492615105	n/a	2012

SEPTEMBER 2023

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