

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 15, 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 – 07/20/2023 & 08/3/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED POLICY: TRUSTEE EDUCATION POLICY
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

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

CALL TO ORDER by Chairperson Engelhardt at 6:01 p.m.

PRESENT: Trustee Olson
Trustee Spence
Trustee DeStefano
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee McCrary

ALSO PRESENT: Assistant Director Andrea Malchiodi

Trustee Spence conducted the Pledge of Allegiance.

Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee Spence on July 18, 2023 prior to the organizational meeting. Library Director Engelhardt and Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 19, 2023. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate Christopher McCrary as President of the Library Board for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate John Rossini as Vice President of the Library Board for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to nominate Kevin Spence as Secretary of the Library Board for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Lisa Olson as Fiscal Officer of the Library Board for fiscal year 2023-2024. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

At this point in the meeting, Chairperson Engelhardt turned the running of the meeting over to Trustee Spence.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2023-2024. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee DeStefano, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee DeStefano, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, Seconded by Trustee Olson, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2023-2024 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee DeStefano, to designate M&T Bank and/or First National Bank of Long Island and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2023-2024 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to set the bulk mailing account at \$3,100 and the postage meter account at \$700 for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to establish the cash register fund at \$210, the petty cash fund at \$150, the copier/printer fund at \$150 and the cash on hand fund at \$350 for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, that the signatories for the Library's savings and checking accounts for fiscal year 2023-2024 are Board President Christopher McCrary, Fiscal Officer Lisa Olson, Library Director Debra L. Engelhardt and Library District Treasurer Joseph Giaquinto. Library procedures require two signatures for accounts payable warrants and supplemental (payroll) warrants and one signature for transfers and payroll. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to reaffirm the Freedom of Information Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the revised By-Laws. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adopt the revised Workplace Violence Policy. Discussion followed. Approved unanimously.

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.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the Resolution for Payment of Claims in Advance of Audit. Discussion followed. Approved unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes the use of a facsimile signature of the Library District Treasurer on payroll checks which are processed by an outside payroll processing company.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee DeStefano, seconded by Trustee Olson, to set the mileage reimbursement rate in accordance with the current Internal Revenue Service-specified rate. Discussion followed. Approved unanimously.

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

Secretary, Board of Trustees

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

Trustee Spence called the meeting to order at 6:20 p.m.

PRESENT: Trustee Olson
Trustee Spence
Trustee DeStefano
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee McCrary

ALSO PRESENT: Assistant Director Andrea Malchiodi

GUEST: John Tanzi, Library Architect

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on June 20, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Highlights Report, July 2022 to June 2023. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

Library Architect John Tanzi arrived to make a presentation.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to advance to section L-1 of the agenda (Presentation: Proposed Facility Upgrades/Capital Plan). Discussion followed. Approved unanimously.

Library Architect John Tanzi left after his presentation and discussion with the Board.

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

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending May 31, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 07/23/1, dated July 18, 2023, in the amount of \$51,908.19. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 07/23/2, dated July 18, 2023, in the amount of \$188,529.04. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for June 22, 2023 (\$120,471.86) and July 06, 2023 (\$128,767.68). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 7:45 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

August 2023

Personnel

It's been a busy summer at CPL! The staff worked extra hard, consistently delivering the caliber of services and professionalism our public expects.

Operations

- Interest income is up
- 90% NYS Local Library Aid was received (\$6,300)

Building & Grounds

- Awaiting update from architect re: boiler project status and re: lighting upgrade proposal; will share any new information at Board Meeting
- Meetings were held with Johnson Controls (Fire/CO Systems; 8/10, 8/14)

Professional Activities

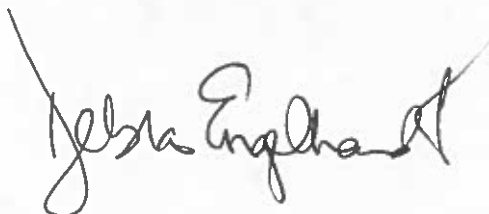
7/24 Public Library Director's Association of Suffolk County – Board Meeting – online

7/27 Great Give Back Webinar – www.ggb.org – Event Date: 10/12/23

Community Activities

7/25 Port Jefferson Station – Terryville Civic Meeting

-Volunteer board positions/activities with several local non-profits.



LIBRARY LAWS AND REGULATIONS

As New York State Education Corporations libraries are subject to a wide range of federal, state and local laws, rules and regulations. While trustees cannot be expected to understand all the details of every pertinent law, they should be familiar enough with the major legal issues to be assured that their library is always in compliance.

Boards are strongly advised to solicit the assistance of their public library system and seek the advice of legal counsel well versed in education and municipal law. It is important however, for every trustee to understand the legal foundation of their library and the extent and limitations of the board of trustees' authority.

Public libraries in New York State receive a charter from the Board of Regents of the University of the State of New York and are registered with the Education Department. The charter gives the library a corporate existence. The basic powers and duties of all library boards of trustees are defined in Education Law § 226. This law provides fundamental rules of conduct for the Board and details important powers such as the right to hold and control property and hire staff. A library's "registration" demonstrates compliance with Education Department Regulations Title 8 New York Codes, Rules and Regulations (NYCRR) § 90.2 (Minimum Standards). A library must maintain its registration to receive local and state public funding.

Other pertinent New York State Education Laws and Regulations include:

Education Law:

- § 2 16 - Charters and incorporation
- § 226 - Powers of trustees of institutions
- § 253 - Definition of a public library
- § 254 - Standards of library service
- § 255 - Establishment of a library
- § 256 - Library service contracts (with unchartered areas)
- § 259 - Library taxes and funding
- § 260 - Powers of Trustees; School District Public Library authority
- § 260- a – Meetings of Boards of Trustees (Open Meetings Law)
- § 272 - Library Systems
- § 273 - Apportionment of State Aid

Commissioner's Regulations:

- § 11.4 - Annual Reports
- § 90.2 - Minimum Standards
- § 90.3 - Public Library Systems
- § 90.4 - Central Libraries
- § 90.7 - Certification of Public Librarians
- § 90.8 - Personnel
- § 90.9 - Library Services Aid
- § 90.12 - State Aid for Library Construction

All public and association libraries are subject to various parts of the Education Law, Labor Law, Public Officers Law and the Not-for-Profit Corporation Law (including select portions of the Non-Profit Revitalization Act), as well as numerous other New York State laws governing the conduct of corporations, both public and private; a compelling reason for the Library to retain knowledgeable legal counsel.

Public libraries, those considered to be municipal, school district or special legislative district libraries, are also subject to several additional laws, regulations and policies designed to protect the public interest. Most notable of these include:

- Civil Service Law (Job titles, examinations, due process)
- General Municipal Law (Bidding and Procurement; Conflicts of Interest)
- Labor Law (Hour & Wage, Safety and "Wicks Law")
- Public Officers Law (Indemnification, Open Meetings, Oath of Office & FOIL)
- NY State Comptroller's Policies and Procedures (Accounting standards, investments, etc.)

An excellent (though now a bit dated) compilation of the laws, regulations and pertinent legal opinions affecting the public libraries in New York State is available at: http://nyla.org/images/nyla/files/Public_Library_Law.pdf

The New York State Library provides an up-to-date summary of excerpts from New York State Law and Regulations of the Commissioner of Education pertaining to libraries, library systems, trustees and librarians at:

<http://www.nysl.nysed.gov/libdev/excerpts/index.html>.

Legal Structure

There are four types of public libraries in New York State: association, municipal, school district, and special legislative district. Trustees and community leaders are quite often confused about the legal structure of their community library and the laws that govern them. Considering the fact that each of these library types has several variations, it is critical for all associated with the governance of the library to clearly understand their particular configuration. For a detailed comparison chart see: <http://www.nysl.nysed.gov/libdev/libs/pltypes.htm>

An **association library** is a private corporation established by the members of the association. It contracts with a unit of local government to provide library service to the residents of that jurisdiction. In legal terms, this contract may be written, oral or implied; but it always exists. Though association libraries are private not-for-profit education corporations and not subject to some of the laws and restrictions of true public libraries, they are generally supported by public funds and must always keep transparency and accountability in mind as they make decisions. In addition to Education Law such libraries are subject to some aspects of the New York State Not-for-Profit Corporation Law.

A **municipal library** is formed either by a vote of the governing body of a municipality (village, town, city, or county) or by a public referendum to serve the residents of the municipality. The library is an independent corporate entity and not dependent upon the municipal government. However, the board of trustees is appointed by the municipality, which is responsible for the appropriate funding of the library. The library is subject to all the laws applicable to public institutions in the state.

A **school district public library** is organized to serve the residents who live within the boundaries of a given school district (hence the name). Typically the library board is elected by the district residents. The library and the library board are independent of the school district and the school board. However, the school district is responsible for the collection of taxes and for the issuance of municipal bonds for construction on the library's behalf.

The separation of powers between local boards of education and school district library boards is detailed in Education Law § 260 (7)-(11).

A **special legislative district library** is created by a special act of the State Legislature and a local public vote to serve all or part of one or more municipalities or districts as defined by its enabling legislation. Each of these libraries is somewhat unique but all are considered “public” insofar as adherence to state law.

Tax exempt status: Every association library should obtain federal tax-exempt status under Section 501(c) (3) of the Internal Revenue Code. This exemption allows the library to avoid federal tax liability and also to be eligible to receive tax-deductible gifts. A library that has such an exemption is required to file Form 990 annually with the Internal Revenue Service. (<http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations>).

The Form 990 functions in place of a federal income tax return for the exempt organization, and there are large financial penalties for late filing or failure to file. Failure to file three years in a row will result in the revocation of the library’s 501(c) (3) status. Federal law requires that the library's completed Form 990 must be on file at the library and available for public inspection upon request. In addition to the federal tax exemption, each library should also obtain a state sales tax exemption certificate.

Public libraries (municipal, school district and special legislative district) are, by definition, a government entity under IRS code, and therefore tax exempt and not 501(c) (3) corporations. However, public libraries may receive a confirmation of tax exempt status from the Internal Revenue Service to use with grant makers and businesses. (<https://www.irs.gov/government-entities/federal-state-local-governments/governmental-information-letter>)

Transparency: As noted in the chapter on **Board Organization**, each library board is required by the **Open Meetings Law** and Education Law §260a to conduct its business in public with only a few very limited exceptions. All municipal, school district and special legislative district libraries must also conform to the requirements of the **Freedom of Information Law (FOIL)** (<http://www.dos.ny.gov/coog/index.html>).

Although association libraries do not fall under the provisions of this law, they are wise to consider such a policy since they are generally supported by public funds and are often subject to public scrutiny. **Your community expects transparency.**

Every library board is also required to approve and file an annual *State Report with the New York State Library* detailing library activities and finances. Compliance with the state established minimum standards is also reviewed in this annual report. Failure to file such a report in a timely fashion can lead to the loss of state and local funding and ultimately to the closure of the library.

The Board of Regents has the statutory authority and responsibility to establish minimum standards of service for libraries in New York State (Education Law 254). By Education Department Regulations (8 NYCRR) § 90.2, the Commissioner of Education has established minimum standards for public and association libraries. The Board of Regents adopted amendments that update the minimum standards in July 2018. All public and association libraries are required to comply with the updated standards by January 1, 2021.

All these standards must be addressed in the context of the library's long range plan of service.

All public and association libraries are required to have and to share online with their communities:

1. Written bylaws of the board of trustees; reviewed and re-approved at least every five years. ** Also see standard 11.*
2. A community-based, board-approved, written long range plan of service developed by the board and staff. ** Also see standard 11.*
3. A board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives. ** Also see standard 11.*
4. Written policies for the operation of the library, reviewed at least every five years. ** Also see standard 11.*
5. An annual, board-approved budget designed to address community needs as defined in the long range plan. ** Also see standard 11.*

In addition, each public and association library is also required to:

6. Periodically evaluate the effectiveness of the library's programs, services and collections;
7. Maintain hours of service according to a schedule based on population served: <http://www.nysl.nysed.gov/libdev/helpful.htm#HO>.
8. Maintain a facility which meets community needs, as outlined in the library's long range plan; including adequate space, lighting, shelving, power and data infrastructure, and a public restroom.
9. Provide programming to address community needs.
10. Provide a circulation system that facilitates access to the local library collection and other library catalogs as well as providing equipment, technology, and internet connectivity to address community needs and facilitate access to information.
11. Provide access to current library information in print and online to facilitate the community's understanding of library services, operations and governance. *Information provided online shall include items 1-5.*
12. Employ a paid director with qualifications based on population served. The minimum education qualifications for library director as established in Commissioner's Regulation § 90.8 are as follows:

Chartered Population	Education Qualification
2,500 - 4,999	Two years of college study
5,000 - 7,499	Bachelor's degree
7,500+	Master's degree in Library Science (MLS) and NYS public librarian's professional certificate

13. Provide library staff with annual technology training appropriate to their position, in order to address community needs.
14. Establish and maintain partnerships with educational, cultural or community organizations which will enable the library to address the community's needs; as outlined in the library's long-range plan of service.

A library in New York State must meet these Minimum Standards in order to be registered to receive public funds. The library board is ultimately responsible for ensuring these minimum standards are met. It should be noted that many of these standards are based on a board's analysis of community needs. For advice on how to assess community needs please see the Planning & Evaluation Chapter.

A practical explanation of these standards is available at:

www.nysl.nysed.gov/libdev/helpful.htm

In addition, NYS General Municipal Law § 30 requires each public library to file an annual report of financial transactions with the Office of the State Comptroller (OSC).

Resources:

- *Webinar: Basic Library Law for Trustees:* <https://vimeo.com/133457168>
- Committee on Open Government [NYS Department of State] <http://www.dos.ny.gov/coog/index.html>
- Education Law and Rules of the Board of Regents Relating to Education Corporations [NYS Education Department] <http://www.counsel.nysed.gov/pamphlet9/>
- Excerpts from New York State Law and Regulation of the Commissioner of Education pertaining to Libraries, Library Systems, Trustees and Librarians [New York State Library] <http://www.nysl.nysed.gov/libdev/excerpts/index.html>
- Helpful Information for Meeting Minimum Public Library Standards [New York State Library] <http://www.nysl.nysed.gov/libdev/helpful.htm>
- New Library Laws [New York State Library] <http://www.nysl.nysed.gov/libdev/fundlaw2.htm>
- The Non-Profit Revitalization Act (2013) and New York State Libraries and Library Systems [New York State Library] <http://www.nysl.nysed.gov/libdev/trustees/coi-wb.htm>
- Public Library Law in New York State by Robert Allan Carter http://www.nyla.org/images/nyla/files/Public_Library_Law.pdf

- Tax Exempt Status [New York State Library]
<http://www.nysl.nysed.gov/libdev/libs/pldtools/guide/1taxxmpt.htm>
- Tax Information for Charitable Organizations [IRS] <http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations>
- Types of Public Libraries: A Comparison [New York State Library]
<http://www.nysl.nysed.gov/libdev/libs/pltypes.htm>

Related Documents and Policies:

- Annual Report to the Community
- Library Charter/Enabling Legislation
- Long Range/Strategic Plan
- Public Access to Records (FOIL) Policy

Comsewogue Public Library

Personnel Report

August 15, 2023

New Appointments/Promotions:

Giovanni Aliperti, Page (PT), effective July 18, 2023. Salary \$15.64 hr.

Abigail Ryan, Page (PT), effective July 21, 2023. Salary \$15.64 hr.

Jasmine Camilleri, Page (PT), effective July 24, 2023. Salary \$15.64 hr.

Kayla Hardy, Page (PT), effective July 25, 2023. Salary \$15.64 hr.

Matthew Waskiewicz, Network & Systems Technician (PT), effective August 8, 2023. Salary \$23.18 hr.

Resignations:

*Anthony DiVona, Custodial Worker I (PT), effective June 13, 2023.

*Panika Garg, Page (PT), effective July 11, 2023.

*Danielle Gesa, Library Clerk (PT), effective July 28, 2023.

*Sophia Arredondo, Page (PT), effective July 29, 2023.

*Requires Board Motion

*Comsewogue Public Library
Statistical Report 2023/2024*

E-3

July 2023

	July 2023	July 2022	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	99	86	15.12%	8,921	8,331	7.08%
2	Juvenile	43	46	-6.52%	2,999	2,974	0.84%
3	Total	142	132	7.58%	11,920	11,305	5.44%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	85	74	14.86%	4,472	4,581	-2.38%
5	Port Jefferson Library	53	52	1.92%	1,611	1,479	8.92%
Miller Place Borrower Registration:							
6	Comsewogue Library	62	57	8.77%	4,487	4,602	-2.50%
7	Port Jefferson Library	47	35	34.29%	2,029	2,073	-2.12%
8	Total CPL Members	289	263	9.89%	20,879	20,488	1.91%
9	Library Visits	11,811	10,878	8.58%	11,811	10,878	8.58%
10	Curbside Pick Up	22	28	-21.43%	22	28	-21.43%
Transactions							
11	Circulation of Physical Items:	27,401	26,788	2.29%	27,401	26,788	2.29%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,718	8,632	12.58%	9,718	8,632	12.58%
13	Hoopla	693	793	-12.61%	693	793	-12.61%
14	Kanopy	169	216	-21.76%	169	216	-21.76%
Circulation Other:							
15	Museum Passes	137	116	18.10%	137	116	18.10%
16	Library of Things	178	110	61.82%	178	110	61.82%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	800	716	11.73%	800	716	11.73%
18	Public Wireless Sessions	1,677	1,627	3.07%	1,677	1,627	3.07%
Interlibrary Loan:							
19	Items Loaned	1,091	1,112	-1.89%	1,091	1,112	-1.89%
20	Items Borrowed	1,634	1,670	-2.16%	1,634	1,670	-2.16%

July 2023 Program Statistics: Summary

	July '23	July '22		YTD '23	YTD '22
Family:					
Total # of Sessions	17	5		39	23
Total # of Attendees	511	155		2,223	1,490
Birth-PreK:					
Total # of Sessions	25	18		191	117
Total # of Attendees	661	442		5,092	2,620
Grades K-5:					
Total # of Sessions	32	12		153	92
Total # of Attendees	308	165		3,641	3,366
Grades 6-12:					
Total # of Sessions	27	16		118	112
Total # of Attendees	212	191		1,674	1,334
TOTAL # of <u>ALL</u> Sessions	101	51		501	344
TOTAL # of <u>ALL</u> Attendees	1,692	953		12,630	8,810

Adult Programming: July 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
eBooks Made Easy	1	6	3
The Hummingbird Garden	1	24	17
Medicaid ABD Enrollment	1	n/a	6
ONLINE Trivia (Email)	5	x,x,11,x,x	16,7,15,39,20
Job Fair Preparation Workshop	1	n/a	3
Zumba Toning	3	14	11,8,10
Mah-Jongg & More	1	n/a	12
Everyday Matinee	2	26,29	15,18
ONLINE Breathe Together	3	61	7,7,7
Job Fair	1	n/a	68
ONLINE New English Speakers (Zoom)	3	n/a	7,4,6
ONLINE American Sign Language (Zoom)	3	16	8,3,4
Chess Club	3	n/a	3,3,3
Knit & Crochet	1	n/a	3
AARP Smart Driver Course	2	19	15,15
Calming Art Club	1	20	11
Indigo-Dyed Scarf \$	2	12,12	11,11
Write This Way	1	20	9
Kindness & Gratitude	2	12,8	7,8
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
ONLINE ChatGPT (Zoom)	1	19 views	13 8

Adult Programming: Summary

Working With What You've Got	2	11,20	10,12
Fine Art Club	1	20	17
Long Island Ducks Game \$	1	65	65
Career Counseling	Appt	3	3
One-on-One Appointments	unlimited	11	11
Social Work Appointments	unlimited	12	12
TOTALS	42	435	567

** View counts as of 8/4/23*

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
July 2023	42	435	567
YTD 2023	315	3599	4976
July 2022	47	530	931
YTD 2022	327	3042	5293

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of June 30, 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	3,997,915.23
1110 · Savings-Capital Improvements	493,310.25
1114 · Savings-Termination Pay	154,306.57
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 4,692,534.85

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	10,837.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 11,337.65

Total Current Assets 4,703,872.50

TOTAL ASSETS 4,703,872.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	240.11
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 79,697.21

Total Current Liabilities 79,697.21

Total Liabilities 79,697.21

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	-200,921.25

Total Equity 4,624,175.29

TOTAL LIABILITIES & EQUITY 4,703,872.50

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending June 30, 2023

	<u>June 23</u>	<u>July 22 - June 23</u>
Revenue		
3301 · Tax Revenues	635,991.40	3,124,286.83
3302 · Fines	335.68	1,110.50
3304 · Interest Earned	8,136.41	25,085.77
3305 · Unclassified rev.-Copies	1,089.02	9,823.01
3306 · Unclassified rev.-Books	388.49	4,568.52
3307 · Unclassified rev.-Other	17.45	224.85
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	50.00	6,489.40
3312 · Local Sponsor Aid	0.00	6,985.00
3313 · PILOT Revenue	494.68	4,379.40
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	826,862.97	1,658,021.91
3319 · Services - Mount Sinai	672,849.72	1,348,892.26
Total Revenue	<u>2,146,215.82</u>	<u>6,199,867.45</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending June 30, 2023

Expense	ACTUAL		Budget	\$ Over Budget
	JUNE	JULY - JUNE		
4401 · Computer Supplies	0.00	12,754.65	13,000.00	-245.35
4402 · Computer Equipment/Parts	15,798.00	24,718.65	28,000.00	-3,281.35
4403 · Furniture & Equipment	101,395.63	335,562.39	356,160.55	-20,598.16
4404 · Salaries-Professional	157,987.63	1,982,115.47	2,118,248.48	-136,133.01
4405 · Salaries-Clerical	56,387.52	812,572.72	902,687.00	-90,114.28
4406 · Salaries-Custodial	6,924.63	103,458.11	105,814.00	-2,355.89
4407 · Salaries-Guard	1,485.53	27,189.88	30,070.00	-2,880.12
4410 · Library Books	8,634.34	111,117.74	125,000.00	-13,882.26
4412 · Audio Video	2,013.11	20,108.42	33,000.00	-12,891.58
4413 · Periodicals	1,877.31	13,373.91	15,000.00	-1,626.09
4414 · Computer Software	12.44	8,251.55	8,500.00	-248.45
4415 · Electronic Data Base	5,258.25	227,206.04	240,000.00	-12,793.96
4417 · OTHER THINGS LENDING	2,028.07	20,665.35	21,000.00	-334.65
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	8,027.00	61,478.98	62,000.00	-521.02
4421B · Children/Teen	5,691.50	66,348.50	67,000.00	-651.50
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	821.07	7,414.76	7,000.00	414.76
4422B · Children/Teen	4,167.09	19,629.69	22,000.00	-2,370.31
4428 · Conferences	157.51	11,393.60	11,600.00	206.40
4429 · Circulation	1,938.88	56,247.17	56,000.00	247.17
4430 · Office & Library Supplies	2,489.99	16,058.69	16,000.00	58.69
4431 · Telecommunications	781.91	9,366.92	9,800.00	-433.08
4432 · Cartage	271.68	2,807.36	3,000.00	-192.64
4433 · Postage	2,589.34	12,951.54	13,000.00	-48.46
4434 · Publicity and Printing	11,814.00	52,659.92	54,000.00	-1,340.08
4435 · Annual Election	347.15	3,955.44	3,700.00	255.44
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	1,724.20	80,394.19	82,500.00	-2,105.81
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Blding Maint & Repair	45,172.98	242,720.31	238,500.00	4,220.31
4440 · Snow Removal	0.00	5,625.00	5,700.00	-75.00
4441 · Building Security	7,866.42	78,963.31	76,552.00	2,411.31
4450 · Utilities	6,241.34	119,892.32	120,000.00	-107.68
4451 · Custodial Supplies	2,991.89	16,099.02	16,000.00	99.02
4453 · Employees Assistance Program	0.00	3,168.26	3,250.00	-81.74
4454 · Insurance - Library	0.00	61,008.41	61,080.00	-71.59
4456 · Rental Expenses	1,886.77	19,934.03	19,900.00	34.03
4471 · Workers Compensation Insurance	0.00	28,423.00	28,423.00	0.00
4472 · Life Insurance	444.54	5,016.30	5,600.00	-583.70
4473 · Dental Insurance	2,385.88	26,662.62	33,000.00	-6,337.38
4474 · VISION INS	304.42	3,318.25	4,300.00	-981.75
4476 · 9020.8 Retirement Expense	0.00	294,294.33	294,300.00	-5.67
4477 · 9030.8 Social Security Expense	16,720.57	214,459.60	230,000.00	-15,540.40
4478 · Unemployment Insurance	0.00	567.50	2,000.00	-1,432.50
4479 · 9060.8 Health Insurance	61,992.67	802,468.30	822,439.00	-19,970.70
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	89.25	678.50	679.00	-0.50
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	546,720.51	6,400,788.70	6,745,201.03	-344,412.33

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COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/15/2023	26179	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$550.00
			Contractors:Children/Teen	
				\$550.00
08/15/2023	26180	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$31.79
			4403 Furniture & Equipment	\$13.49
				\$45.28
08/15/2023	26181	Advanced Plant Care, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$200.00
				\$200.00
08/15/2023	26182	Algios, Rosemary	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
08/15/2023	26183	American Express	1102 Checking Account	
			4401 Computer Supplies	\$79.98
			4402 Computer Equipment/Parts	\$70.65
			1153 PATRON ACCOUNTS-DISC TICKETS	\$14,665.00
			4414 Computer Software	\$36.82
			4422B Library Programs:Program Supplies:Children/Teen	\$1,224.64
			4422A Library Programs:Program Supplies:Adult	\$38.00
			4430 Office & Library Supplies	\$45.19
			4417 OTHER THINGS LENDING	\$5,159.17
			4451 Custodial Supplies	\$178.00
				\$21,497.45
08/15/2023	26184	B&H Photo-Video	1102 Checking Account	
			4402 Computer Equipment/Parts	\$331.23
			4430 Office & Library Supplies	\$212.76
				\$543.99
08/15/2023	26185	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$429.52
			4410 Library Books	\$476.25
				\$905.77
08/15/2023	26186	BenAnna Band	1102 Checking Account	
			4421B Library Programs:Program	\$325.00
			Contractors:Children/Teen	
				\$325.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/15/2023	26187	BK Fire Suppression & Security Systems	1102 Checking Account 4439 Equipment/Blding Maint & Repair	 \$126.00 \$126.00
08/15/2023	26188	Blick Art Materials	1102 Checking Account 4422A Library Programs:Program Supplies:Adult 4422B Library Programs:Program Supplies:Children/Teen	 \$11.99 \$187.17 \$199.16
08/15/2023	26189	Bollman, Katherine	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$500.00 \$500.00
08/15/2023	26190	Brodart Company	1102 Checking Account 4410 Library Books 4410 Library Books	 \$1,422.60 \$5,359.91 \$6,782.51
08/15/2023	26191	Cirba Solutions Services US, LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$368.47 \$368.47
08/15/2023	26192	Coane, Donna	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$220.00 \$220.00
08/15/2023	26193	CYA Action Funwear LTD	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	 \$152.00 \$152.00
08/15/2023	26194	De Lage Landen Financial Services, Inc.	1102 Checking Account 4456 Rental Expenses	 \$1,562.19 \$1,562.19
08/15/2023	26195	Discount School Supply	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	 \$87.02 \$87.02
08/15/2023	26196	Drum Industrial Sales Corp.	1102 Checking Account 4451 Custodial Supplies	 \$1,598.42 \$1,598.42
08/15/2023	26197	Fun Express, LLC	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen 4422A Library Programs:Program Supplies:Adult	 \$473.20 \$82.61

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$555.81
08/15/2023	26198	GAME ONI LONG ISLAND INC.	1102 Checking Account	
			4421B Library Programs:Program	\$700.00
			Contractors:Children/Teen	\$700.00
08/15/2023	26199	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	\$3,317.00
				\$3,317.00
08/15/2023	26200	GreenGate3D	1102 Checking Account	
			4401 Computer Supplies	\$155.95
				\$155.95
08/15/2023	26201	Guardian	1102 Checking Account	
			4472 Life Insurance	\$444.54
			4473 Dental Insurance	\$2,431.82
			4474 VISION INS	\$313.42
			2185 Employee Ins - enrollee contrib	\$52.13
				\$3,241.91
08/15/2023	26202	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$200.00
				\$200.00
08/15/2023	26203	Hampton Jitney	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$5,550.00
				\$5,550.00
08/15/2023	26204	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program	\$310.00
			Contractors:Children/Teen	\$310.00
08/15/2023	26205	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,678.50
				\$1,678.50
08/15/2023	26206	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$160.00
				\$160.00
08/15/2023	26207	Johnson Controls Fire Protection LP	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,839.11

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$1,839.11
08/15/2023	26208	Joshua-Porter, Renee	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$800.00
				\$800.00
08/15/2023	26209	Kanopy, Inc	1102 Checking Account	
			4415 Electronic Data Base	\$411.00
				\$411.00
08/15/2023	26210	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$750.00
				\$750.00
08/15/2023	26211	Koch Tree Services, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$235.00
				\$235.00
08/15/2023	26212	Long Island Chess Nuts Association	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,320.00
				\$1,320.00
08/15/2023	26213	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
08/15/2023	26214	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,700.00
				\$3,700.00
08/15/2023	26215	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$1,355.33
			4415 Electronic Data Base	\$1,426.22
				\$2,781.55
08/15/2023	26216	Morton, Linda A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
08/15/2023	26217	Nassau Library System	1102 Checking Account	
			4428 Conferences	\$150.00
				\$150.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/15/2023	26218	New York State Unemployment Insurance	1102 Checking Account 4478 Unemployment Insurance	 \$85.12 \$85.12
08/15/2023	26219	New York Times	1102 Checking Account 4413 Periodicals	 \$24.00 \$24.00
08/15/2023	26220	New York Times	1102 Checking Account 4413 Periodicals	 \$55.20 \$55.20
08/15/2023	26221	Northport - East Northport Public Library	1102 Checking Account 3306 Unclassified rev.-Books	 \$9.99 \$9.99
08/15/2023	26222	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	 \$61,992.67 \$3,665.21 \$65,657.88
08/15/2023	26223	OCLC Inc	1102 Checking Account 4414 Computer Software	 \$590.58 \$590.58
08/15/2023	26224	OverDrive, Inc	1102 Checking Account 4415 Electronic Data Base	 \$3,750.00 \$3,750.00
08/15/2023	26225	Patron Point, Inc.	1102 Checking Account 4434 Publicity and Printing	 \$8,000.00 \$8,000.00
08/15/2023	26226	PAYCHEX	1102 Checking Account 4437 Accounting and Legal	 \$209.88 \$209.88
08/15/2023	26227	Paychex of New York	1102 Checking Account 4437 Accounting and Legal	 \$150.00 \$150.00
08/15/2023	26228	Puleo, Bernadette	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$710.00 \$710.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/15/2023	26229	Quadient Finance USA, Inc.	1102 Checking Account 4433 Postage	 \$700.00 \$700.00
08/15/2023	26230	Quigley, Deborah A.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$150.00 \$150.00
08/15/2023	26231	R.C. Gluck Associates LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$130.00 \$130.00
08/15/2023	26232	Royal Princess Prep Party Company	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$550.00 \$550.00
08/15/2023	26233	S & S Worldwide, Inc.	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	 \$149.01 \$149.01
08/15/2023	26234	Sadiq, Nida	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$600.00 \$600.00
08/15/2023	26235	SCLS - PALS	1102 Checking Account 4429 Circulation	 \$11,124.00 \$11,124.00
08/15/2023	26236	SCLS Telecommunications	1102 Checking Account 4429 Circulation	 \$12,200.00 \$12,200.00
08/15/2023	26237	Scott, Robert G.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$2,100.00 \$2,100.00
08/15/2023	26238	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	 \$7,816.33 \$7,816.33
08/15/2023	26239	Spena, Catherine	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4428 Conferences	\$20.00
				\$20.00
08/15/2023	26240	Staples Business Credit	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$74.94
			4430 Office & Library Supplies	\$227.41
				\$302.35
08/15/2023	26241	Suffolk Cooperative Library System	1102 Checking Account	
			4428 Conferences	\$128.00
			4422B Library Programs:Program Supplies:Children/Teen	\$25.00
			4422A Library Programs:Program Supplies:Adult	\$225.00
			4429 Circulation	\$114.66
			4430 Office & Library Supplies	\$269.94
				\$762.60
08/15/2023	26242	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$2,250.00
			4421B Library Programs:Program Contractors:Children/Teen	\$700.00
				\$2,950.00
08/15/2023	26243	Toscano, Eileen	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
08/15/2023	26244	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,910.00
				\$3,910.00
08/15/2023	26245	ULINE	1102 Checking Account	
			4403 Furniture & Equipment	\$2,565.02
				\$2,565.02
08/15/2023	26246	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$104.85
				\$104.85
08/15/2023	26247	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	\$28.62
				\$28.62
08/15/2023	26248	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	\$579.90
				\$579.90

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 15, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/15/2023	26249	Waldron, Jean	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$750.00 \$750.00
08/15/2023	26250	Winters Bros. Hauling of LI, LLC	1102 Checking Account 4432 Cartage	\$271.68 \$271.68
08/15/2023	26251	Wolcott, Samantha	1102 Checking Account 4428 Conferences	\$6.15 \$6.15
TOTAL				\$191,452.25

COMSEWOGUE PUBLIC LIBRARY

07/20/2023 Payroll
Check Register

WARRANT DETAIL REPORT

July 20, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
07/20/2023	26170	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,152.00 \$4,152.00 ✓
07/20/2023	26171	NYS Employees Retirement System	1102 Checking Account 2186 Retirement	\$3,244.24 \$3,244.24 ✓
TOTAL				\$7,396.24

07/20/2023 Payroll Warrant

Payroll Warrant	\$ 7,396.24	<i>[Signature]</i>
<u>Paychex Payroll</u>	<u>\$117,823.60</u>	<i>[Signature]</i>
TOTAL	\$125,219.84	<i>[Signature]</i>

COMSEWOGUE PUBLIC LIBRARY

08/03/2023 Payroll
Check Register

WARRANT DETAIL REPORT

August 3, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
08/03/2023	26172	AT&T	1102 Checking Account 4431 Telecommunications	\$53.79 \$53.79 ✓
08/03/2023	26173	Aflac	1102 Checking Account 2187 AFLAC - Cancer Care 2188 AFLAC - Accident Ins 2190 AFLAC - Short Term Disability 2194 Aflac - Hospital	\$271.44 \$84.28 \$187.56 \$148.08 \$691.36 ✓
08/03/2023	26174	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 \$4,272.00 ✓
08/03/2023	26175	National Grid	1102 Checking Account 4450 Utilities	\$384.17 \$384.17 ✓
08/03/2023	26176	Optimum	1102 Checking Account 4431 Telecommunications	\$619.54 \$619.54 ✓
08/03/2023	26177	PSEGLI	1102 Checking Account 4450 Utilities	\$11,219.81 \$11,219.81 ✓
08/03/2023	26178	Verizon	1102 Checking Account 4431 Telecommunications	\$101.04 \$101.04 ✓
TOTAL				\$17,341.71

08/03/2023 Payroll Warrant

Payroll Warrant	\$ 17,341.71
<u>Paychex Payroll</u>	<u>\$119,617.13</u>
TOTAL	\$136,958.84



Comsewogue Public Library

Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-Approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences



Comsewogue Public Library

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature

Date

Board Approved 8/15/23

SEPTEMBER 2023

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

OCTOBER 2023

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8	9 Columbus Day	10	11	12	13	14																																																																																				
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NOVEMBER 2023

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