

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 17, 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 – 09/28/2023 & 10/12/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. RENOVATION PROJECTS: CO DETECTION SYSTEM & PARKING LOT
  - 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.*

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
SEPTEMBER 19, 2023

President McCrary called the meeting to order at 6:02 p.m.

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

ABSENT WITH NOTIFICATION:

ALSO PRESENT: Assistant Director Andrea Malchiodi

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on August 15, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

The director presented her report. LED lighting replacement proposal was shared and discussed.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept quote 25349 from Alta Lighting Services to install new interior and emergency LED lighting with PSEGLI rebates at a cost not to exceed \$45,119. Discussion followed. Approved unanimously.

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Personnel Report dated September 19, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 09/23/1, dated September 19, 2023, in the amount of \$263,367.63. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for August 17, 2023 (\$127,476.95), August 31, 2023 (\$146,640.28) and September 14, 2023 (\$119,373.38). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to adopt the revised Credit Card Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the resignations of Mary McManaman (effective June 22, 2023), Analisa Bailes (effective August 18, 2023) and Laura Rizzo (effective September 2, 2023) with thanks for services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn the meeting at 6:58 P.M. Approved unanimously.

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Secretary, Board of Trustees

# Director's Report October 2023

## Personnel

10/13 A staff *Lunch and Learn* event took place, as organized by the staff's Technology Innovator's Group, facilitated by A. Malchiodi. The staff came together to learn during their lunch breaks to learn more about the contents of the popular Library of Things circulating collection.

## Operations

A Trustee Education presentation will be held at the Library on the evening of Thursday, 11/14. Attendance will satisfy the NYS 2023 Library Trustee Education requirement. Kevin Verbesey, the SCLS Director, will make the presentation, which will cover the legal aspects of library trusteeship. Library Trustees serving within the Town of Brookhaven will be invited to attend.

The Library is buying and implementing Library Market's excellent Library Calendar software. This product outperforms others in its category and is in wide use in Suffolk County's public libraries and beyond. This product will improve the event registration process and experience for the public, as well as the room reservation and event reservation and set-up experience for the staff. The public and staff will save time and enjoy a more user-friendly experience overall.

## Building & Grounds

**Parking Lot** - The parking lot was repaired and maintained (sealed and striped) on 10/9 while the Library was closed for the holiday. The project was coordinated by A. Malchiodi.

## Boiler Replacement Project

- The bulk of NYS construction grant funding was received (\$168,300 of \$187,000). The final amount will be released when the project is completed, closed out and the proper forms filed with the State.
- All remaining installation items have been completed (emergency shut-off, relief valve, insulation, water balance)
- Manuals will be provided electronically for our review prior to hard-copy publication
- Boiler Integration work (Trane) is being actively scheduled

## Interior Lighting Project

- The exit lights and the emergency lights have been ordered and expected here in the week of 10/22
- Installation is expected to start on or about 10/22
- Key project staff (Frosina, Giery) will meet with J. Raguso on 10/17 to review sample fixtures and discuss emergency lighting installation, as well as to finalize selections/arrangements regarding interior lighting

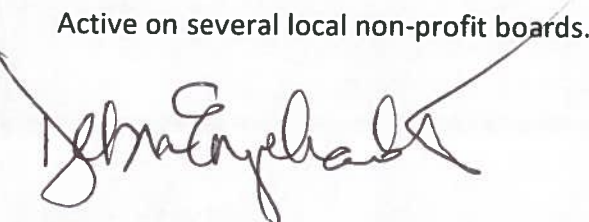
## Professional Activities

9/19 Assemblymember Ed Flood met with Library administrators from within the Brookhaven Zone to discuss library issues and community matters

10/10 Suffolk and Nassau Library Directors Diversity Committee Meeting (Zoom)

## Community Activities

Active on several local non-profit boards.



## LIBRARY BOARD MEETINGS

**All library board meetings fall under the provisions of the Open Meetings Law which is discussed in detail below.**

Library board meetings are conducted under the rules set forth in the library's bylaws, which must comply with the library's charter, state and federal law and regulation. In order for all trustees to be properly prepared for the meeting, a packet should be mailed or e-mailed to them *no less than one week* before the meeting date. The packet should include the meeting agenda, minutes of the previous meeting, financial reports, the library director's report, the schedule of bills to be paid, proposed personnel actions and committee reports. Background information on the issues before the board should be distributed as well as any other documents that pertain to the business of the meeting. All trustees are expected to come prepared to participate fully in meeting discussions and actions and to be familiar with the activities of the committees to which they are assigned. Using the talents and skills of every board member creates a more cooperative, congenial and productive board.

**Regular attendance at board meetings is essential.** The Board President should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee also cannot make the best possible decision when it comes time to vote. Education Law § 226 (4) declares that *"If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned..."* It is a good idea to define in the bylaws what constitutes a satisfactory excuse for absence.

Far too often boards tolerate frequent absences by a board member to the detriment of the board and the library. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the board.

The most effective boards concentrate their time and energy on a few issues that will have a major impact on the library's future. Activities that can be completed by individual trustees outside the meeting (such as reading the minutes) should not take up valuable time at a board meeting.

Richard Chait of the Harvard Graduate School of Education, an authority on nonprofit boards, has stated the key concepts this way:

- Focus the board's attention only on issues that really matter;
- Use the board's time and structure to pursue those issues;
- Be certain that the board has the information it needs at the right time;
- Ensure that the board works as an effective corporate unit.

Board meetings generally should be completed within two hours. If meetings consistently last longer, issues can be referred to committees or the director for further study or tabled for action at subsequent board meetings. Establish an ending time for the meeting and stick to it. Managing an effective meeting is the duty of the Board President. Beginning on time and keeping the discussion focused on the topic at hand are key to quality meetings.

### Quorum

Education Law § 226 (1) states that a “majority of the whole number [of trustees, regardless of vacancies] shall be a quorum.” Board members must be present to vote. Teleconferencing does not meet the requirements of the Open Meetings Law. (Videoconferencing is permitted, but the videoconferencing sites must be open to the public and cited in the notice of the meeting.) Proxies do not meet the requirements of the law. This applies to all public and association libraries.

It is important to note that, under New York State General Construction Law § 41, no action can be approved by the board of a *public* library without a “majority of the whole.” For example, should your board be chartered to consist of seven members; an affirmative vote of four is always required for a motion to pass, regardless of the number of trustees in attendance. Tie votes defeat the motion.

*Association* library boards should note that the State Education Department has determined, though not technically “public”, association libraries are also required to follow such a procedure when establishing the number of votes necessary to approve a motion. This should be reflected in the by-laws.

If your charter allows for a range in the number of required trustee seats, the exact number of trustees should be stated in your bylaws and should only be changed in accordance with the by-law amendment procedures; while still respecting the range specified in the charter. This will then serve as the number the board uses to calculate a quorum and a majority. It is recommended that your charter and bylaws state an uneven number of trustees to avoid tie situations.

### Open Meetings and Executive Sessions

All public libraries in New York, including association libraries, are subject to the Open Meetings Law (see Education Law § 260-a; and Public Officers Law, Article 7). This law requires that board meetings must be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings must be sent to the news media, noted on the Library’s website and posted in a public place such as the Library bulletin board. Educational sessions in which the board does not conduct business are exempt from Open Meetings Law.

For “public” library boards (municipal, school district and special legislative district libraries) the requirements of the Open Meetings Law also apply to all committees and sub-committees of the board. In the opinion of the Committee on Open Government, if two or more trustees are members of such committees; *even if they number less than a quorum of the entire board*, Open Meetings Law applies. Note that board committees of association libraries outside of New York City are not subject to these provisions since they are not considered “public bodies” under the law. (Public Officers Law, Article 7; Education Law § 260-a)

Under Open Meetings Law, when a document “is scheduled to be the subject of discussion by a public body during an open meeting,” the legislation requires the

public body, with reasonable limitations, to make the document available to the public prior to the meeting. Optimally, the document will be made available online. If that cannot be done, the document can be made available in paper form in response to a request. *You must provide copies of documents under discussion to the public attending your Board meetings.*

Executive sessions, meetings from which the public and the news media may be excluded, must be convened during an open meeting for a limited number of specific purposes. Those which usually apply to libraries are:

- Discussions regarding proposed, pending or current litigation;
- Collective bargaining negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

An executive session is convened only as part of a public board meeting, not as a separate meeting. The board must vote to enter executive session and state the general nature of the session for its minutes.

The board may invite advisors into an executive session with them, such as the library director, system consultant or the library's lawyer. The library director should almost always be invited in to an executive session unless the board is discussing a personnel matter related to that person.

The board is permitted to take formal action and vote on any matter in executive session except the appropriation of public monies. However, such actions must be detailed in minutes of the executive session (see below).



It is usually advisable to adjourn from the executive session and return to the regular meeting to vote on any formal action or approve specific resolutions.

Boards often use executive sessions to discuss matters with which they feel uncomfortable in a public setting yet are not defined within the law. **This is not only inappropriate, it is illegal.**

Insofar as Board communication between meetings, the Committee on Open Government opines: *"there is nothing in the Open Meetings Law that would preclude members of a public body from conferring individually, by telephone, via mail or e-mail. However, a series of communications between individual members or telephone calls among the members which results in a collective decision, a meeting or vote held by means of a telephone conference, by mail or e-mail would in (our) opinion be inconsistent with law."*

### Minutes

Minutes of all board meetings are required by the Open Meetings Law. They, along with financial statements and other official records, should be kept in a secure but accessible place and available to the public upon request. Posting them on the Library's website is a preferred practice. Minutes of a regular session of the board must consist of *"a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon."*

The minutes must reflect how each Board member voted on such actions. (Public Officers Law § 87 [3] [a])

Although it is not required, most minutes also include a summary of discussions relating to the issues covered. Minutes must be on hand for public inspection within two weeks of the meeting, *even if they have yet to be approved.*

Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide *"a record or summary of the final determination"* or action the board took in the session.

These minutes must also be available for public inspection within two weeks. Approved minutes should be kept on file in perpetuity. For further information on the Open Meetings Law and the Opinions of the Committee on Open Government: <http://www.dos.ny.gov/coog/index.html>

### Agenda

A consistent and business-like agenda is essential for the efficient conduct of library business. The agenda serves as the blueprint for the meeting and should be followed closely. In order to avoid surprise issues, the agenda should be developed by the director, reviewed with the Board President and sent out to the Board well ahead of time with all pertinent materials. Some Boards specify the basic outline of the meeting agenda in their bylaws. Changes to the agenda may be adopted at the beginning of the meeting. Below is a typical agenda that may serve as a template.

### Sample Agenda

- i. Call to order and roll call of members
- ii. Pledge of Allegiance
- iii. Adoption of agenda
- iv. Approval of prior meeting minutes
- v. Period for public expression
- vi. Correspondence
- vii. Personnel Actions Report
- viii. Treasurer/Finance Officer's Report
  - a. Report of receipts and disbursements
  - b. Warrants
  - c. Presentation of projected cash flow
- ix. Director's and Department Heads' reports
- x. Committee reports
- xi. Old Business
- xii. New Business
- xiii. Period for public expression
- xiv. Dates of future board meetings
- xv. Other Business
  - a. Executive Session re: Director's Annual Performance Evaluation
- xvi. Adjournment

### Fiduciary Responsibility

***"To act for someone else's benefit with special responsibilities for the administration, investment of assets that belong to someone else."***

**-NYS Not-for-Profit Corporation Law**

Among the responsibilities given to trustees is the oversight of the library's finances. A board's role is to put controls in place. These include a board-approved budget, internal financial controls (discussed below) and third-party oversight of financial operations through a routine pattern of reviews and audits by a Certified Public Accountant (CPA).

**All expenses must be approved by the Board at a legally held meeting.** (Education Law § 259 [1] [a]). (Please note that some recurring expenses, such as salaries and utility bills, may be approved for payment prior to a Board meeting but must be formally approved at the next meeting.) The Board should receive, review and understand up-to-date reports on the financial status of the organization in relation to the adopted budget. This is **not to imply that the Board should micromanage every expense.** It is their responsibility to assure that proper checks and balances are in place so that the library can operate efficiently, yet with appropriate due diligence on the part of the board. (See **Budget and Finance Chapter**)

### Personnel

According to Education Law § 226 (7) **all personnel actions must be approved by the Board of Trustees at a legal meeting.** This does not suggest that the Board selects staff other than the director. It does mean that the Board creates all positions, establishes salaries and formally appoints the staff upon the recommendation of the director. (See **Personnel Chapter**)

### Staff Reports

Effective Board meetings include reports from the Director and other critical personnel, such as Department Heads or staff reports on new service initiatives.

The Director's Report typically includes:

- Significant changes in day-to-day operations, the facility, website or budget;
- Financial matters that may come up later for a board vote;
- Update on internal projects (i.e. weeding, technology upgrades, website redesign), particularly in relation to the library's long-range and strategic plans;
- Relevant statistics and comparisons;
- Summary of System and Directors' Association meetings;
- System and State advocacy efforts on behalf of library funding;
- Information about upcoming programs, new services or an unexpected service that people may not know much about;
- Updates on progress related to goals within the board approved long-range plan.

Boards often focus on one department or service each month, with a report and/or presentation from selected staff. This keeps trustees up to date on all aspects of the Library and allows for a meaningful and appropriate interchange between trustees and Library staff.

### Public Expression

Board meetings are for the conduct of library business. They are not public hearings about library affairs. The Open Meetings Law makes no provision for public participation, though it is wise to set aside a period for "public expression" in the agenda. In the interest of time and effectively conducting the business of the board, a policy regarding participation by the public in their meetings should be adopted. Individual public comment may be limited but such rules must be consistent. All members of the public attending a board meeting, regardless of residency, may speak. Best practice suggests two opportunities for the public to speak so that a person is not forced to sit through the entire meeting to comment.

**Resources:**

- Chait, Richard P., William P. Ryan and Barbara E. Taylor. *Governance as Leadership: Reframing the Work of Nonprofit Boards*, Hoboken, N.J. : John Wiley & Sons, 2005
- Local Management Government Guide [Office of the State Comptroller]  
<http://www.osc.state.ny.us/localgov/pubs/listacctg.htm#lgmg>
- Open Meetings Law Advisory Opinions [Committee on Open Government, NYS Department of State] [http://www.dos.ny.gov/coog/oml\\_listing/oindex.html](http://www.dos.ny.gov/coog/oml_listing/oindex.html)
- *Webinars*
  - What Every Trustee Should Know: <https://vimeo.com/134973499>
  - Open Meeting Law (Helping All Trustees Succeed Mini-Webinar):  
<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

**Related Policies and Documents:**

- Audit/Review Schedule
- Board Meeting Procedures (including Public Expression Procedure)
- Claims Audit Process
- Library Board Bylaws

Comsewogue Public Library

*Personnel Report*

October 17, 2023

*New Appointments/Promotions:*

Theresa Raimondi, Page (PT), effective September 25, 2023. Salary \$15.64 hr.

*Resignations:*

\*Brigitte Simpson, Page (PT), effective September 28, 2023.

\*Requires Board Motion

*Comsewogue Public Library*  
*Statistical Report 2023/2024*

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**September 2023**

	September 2023	Sept 2022	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
<b>Patron Registration</b>							
<b>Comsewogue Borrower Registration:</b>							
1	Adult	96	100	-4.00%	9,035	8,853	2.06%
2	Juvenile	33	31	6.45%	3,049	3,042	0.23%
3	Total	129	131	-1.53%	12,084	11,895	1.59%
<b>Mount Sinai Borrower Registration:</b>							
4	Comsewogue Library	42	53	-20.75%	4,521	4,692	-3.64%
5	Port Jefferson Library	23	27	-14.81%	1,652	1,505	9.77%
<b>Miller Place Borrower Registration:</b>							
6	Comsewogue Library	42	47	-10.64%	4,568	4,703	-2.87%
7	Port Jefferson Library	21	32	-34.38%	2,070	2,120	-2.36%
8	<b>Total CPL Members</b>	213	231	-7.79%	21,173	21,290	-0.55%
9	Library Visits	9,083	9,071	0.13%	32,296	31,437	2.73%
10	Curbside Pick Up	27	38	-28.95%	75	100	-25.00%
<b>Transactions</b>							
11	Circulation of <b>Physical</b> Items:	26,035	24,924	4.46%	82,217	81,227	1.22%
Circulation of <b>Electronic</b> Items:							
12	Over Drive-Audio/eBooks	9,055	8,168	10.86%	28,554	25,656	11.30%
13	Hoopla	668	686	-2.62%	2,107	2,267	-7.06%
14	Kanopy	170	149	14.09%	521	511	1.96%
Circulation Other:							
15	Museum Passes	85	65	30.77%	349	296	17.91%
16	Library of Things	145	91	59.34%	516	331	55.89%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	762	669	13.90%	2,460	2,219	10.86%
18	Public Wireless Sessions	1,472	1,648	-10.68%	4,670	5,037	-7.29%
Interlibrary Loan:							
19	Items Loaned	1,062	1,075	-1.21%	3,241	3,268	-0.83%
20	Items Borrowed	1,659	1,698	-2.30%	5,089	5,281	-3.64%

## Adult Programming: September 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Mah-Jongg & More	1	n/a	11
ONLINE Breathe Together	4	60	5,4,4,4
ONLINE New English Speaker Conversation	4	n/a	4,5,5,7
AARP Smart Driver Course	2	21	20,20
Suffolk County Hiring Event	1	n/a	19
Medicaid ABD Enrollment	1	n/a	3
Knit & Crochet	1	n/a	4
Defensive Driving	2	20	19,19
Rob Scott Apple Pie Streusel Bread	3	20,19,20	20,15,16
ONLINE Trivia (Email)	4	x,11,x,x	38,25,16,20
Hand-Painted Gemstone Plate \$5	2	15,14	13,13
Write This Way	1	18	11
Everyday Matinees	1	21	15
ONLINE One-on-One Genealogy (Zoom)	Appt	4	3
Calming Art Club	1	20	12
Email Basics	1	6	6
Fine Art Club	2	18,20	12,14
Name That Tune	2	11,17	10,14
Yoga Nidra	1	20	9
Child Car Seat Safety Checks	1	2	11
Career Counseling	Appt	2	2



## Adult Programming: Summary

One-on-One Appointments	unlimited	5	4
Social Work Appointments	unlimited	20	20
<b>TOTALS</b>	<b>35</b>	<b>384</b>	<b>472</b>

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
September 2023	35	384	472
YTD 2023	377	4354	5850
September 2022	42	391	772
YTD 2022	402	3741	6798

## September 2023 Program Statistics: Summary

	Sept '23	Sept '22	YTD '23	YTD '22
<b>Family:</b>				
Total # of Sessions	1	4	54	31
Total # of Attendees	2	144	2,430	1,904
<b>Birth-PreK:</b>				
Total # of Sessions	35	24	239	159
Total # of Attendees	970	706	6,388	3,795
<b>Grades K-5:</b>				
Total # of Sessions	14	12	197	113
Total # of Attendees	195	155	4,608	3,659
<b>Grades 6-12:</b>				
Total # of Sessions	10	15	195	150
Total # of Attendees	135	91	3,249	1,683
<b>TOTAL # of <u>ALL</u> Sessions</b>	<b>60</b>	<b>55</b>	<b>685</b>	<b>453</b>
<b>TOTAL # of <u>ALL</u> Attendees</b>	<b>1,302</b>	<b>1,096</b>	<b>16,675</b>	<b>11,041</b>

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

**ASSETS**

**Current Assets**

**Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,252.80
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,948,395.60
1110 · Savings-Capital Improvements	496,041.00
1114 · Savings-Termination Pay	154,359.00
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** 3,646,198.40

**Other Current Assets**

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	14,793.65
1154 · PREPAID EXPENSES	1,710.00

**Total Other Current Assets** 16,503.65

**Total Current Assets** 3,662,702.05

**TOTAL ASSETS** 3,662,702.05

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	255.75
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	0.00
2188 · AFLAC - Accident Ins	0.00
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	0.00
2191 · Reserve for Encumbrances	141,378.43
2194 · Aflac - Hospital	0.00

**Total Other Current Liabilities** 141,634.18

**Total Current Liabilities** 141,634.18

**Total Liabilities** 141,634.18

**Equity**

2200 · General Fund Balance	3,712,734.62
2201 · Capital Improvement Fund	493,310.25
2202 · Termination Payment Fund	192,546.57
Net Income	-877,523.57

**Total Equity** 3,521,067.87

**TOTAL LIABILITIES & EQUITY** 3,662,702.05

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending August 31, 2023

	<u>August 23</u>	<u>July 23 - August 23</u>
<b>Revenue</b>		
3301 · Tax Revenues	1,431.79	1,431.79
3302 · Fines	227.59	320.70
3304 · Interest Earned	10,936.22	23,389.72
3305 · Unclassified rev.-Copies	680.45	1,414.75
3306 · Unclassified rev.-Books	779.79	975.72
3307 · Unclassified rev.-Other	19.64	43.59
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	151.26	451.26
3312 · Local Sponsor Aid	6,300.00	6,300.00
3313 · PILOT Revenue	0.00	0.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
<b>Total Revenue</b>	<u>20,526.74</u>	<u>34,327.53</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending August 31, 2023

Expense	ACTUAL		Budget	\$ Over Budget
	AUGUST	JULY - AUGUST		
4401 · Computer Supplies	3,552.93	3,812.13	15,500.00	-11,687.87
4402 · Computer Equipment/Parts	401.88	2,200.89	28,000.00	-25,799.11
4403 · Furniture & Equipment	2,578.51	2,578.51	52,000.00	-49,421.49
4404 · Salaries-Professional	256,368.91	344,459.96	2,204,668.00	-1,860,208.04
4405 · Salaries-Clerical	92,755.41	124,680.27	816,962.00	-692,281.73
4406 · Salaries-Custodial	10,955.60	14,708.07	97,625.00	-82,916.93
4407 · Salaries-Guard	2,328.93	3,283.21	30,673.00	-27,389.79
4410 · Library Books	7,688.28	9,607.78	120,500.00	-110,892.22
4412 · Audio Video	1,355.33	1,355.33	22,300.00	-20,944.67
4413 · Periodicals	79.20	11,990.33	15,000.00	-3,009.67
4414 · Computer Software	627.40	627.40	7,000.00	-6,372.60
4415 · Electronic Data Base	5,587.22	5,587.22	238,000.00	-232,412.78
4417 · OTHER THINGS LENDING	5,159.17	6,005.36	17,500.00	-11,494.64
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	10,542.29	8,305.29	62,000.00	-53,694.71
4421B · Children/Teen	7,905.00	8,565.00	62,000.00	-53,435.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	576.77	735.72	7,000.00	-6,264.28
4422B · Children/Teen	2,298.04	2,750.58	24,000.00	-21,249.42
4428 · Conferences	324.15	381.83	10,000.00	-9,618.17
4429 · Circulation	23,416.04	30,458.92	60,000.00	-29,541.08
4430 · Office & Library Supplies	1,335.20	1,335.20	14,500.00	-13,164.80
4431 · Telecommunications	931.41	1,718.92	9,800.00	-8,081.08
4432 · Cartage	271.68	543.36	3,000.00	-2,456.64
4433 · Postage	700.00	700.00	13,000.00	-12,300.00
4434 · Publicity and Printing	8,000.00	8,000.00	52,500.00	-44,500.00
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	0.00	64,172.00	64,490.00	-318.00
4437 · Accounting and Legal	388.50	16,732.11	83,000.00	-66,267.89
4438 · Membership Dues	0.00	325.00	2,950.00	-2,625.00
4439 · Equipment/Building Maint & Repair	11,720.40	20,800.40	172,500.00	-151,699.60
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	7,816.33	9,464.62	74,500.00	-65,035.38
4450 · Utilities	23,401.16	33,623.70	138,000.00	-104,376.30
4451 · Custodial Supplies	1,776.42	1,776.42	16,000.00	-14,223.58
4453 · Employees Assistance Program	0.00	0.00	3,250.00	-3,250.00
4454 · Insurance - Library	0.00	0.00	65,266.00	-65,266.00
4456 · Rental Expenses	1,562.19	3,124.38	19,850.00	-16,725.62
4471 · Workers Compensation Insurance	0.00	0.00	28,991.00	-28,991.00
4472 · Life Insurance	444.54	889.08	5,600.00	-4,710.92
4473 · Dental Insurance	2,339.94	4,771.76	33,000.00	-28,228.24
4474 · VISION INS	295.42	608.84	4,000.00	-3,391.16
4476 · 9020.8 Retirement Expense	0.00	0.00	342,500.00	-342,500.00
4477 · 9030.8 Social Security Expense	27,380.44	36,875.45	237,500.00	-200,624.55
4478 · Unemployment Insurance	85.12	85.12	1,200.00	-1,114.88
4479 · 9060.8 Health Insurance	61,992.67	124,210.94	896,605.00	-772,394.06
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	22,500.00	-22,500.00
4482 · Bond Principal	0.00	0.00	290,000.00	-290,000.00
4483 · Bond Administrative	0.00	0.00	720.00	-720.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>584,942.48</b>	<b>911,851.10</b>	<b>6,503,150.00</b>	<b>-5,591,298.90</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 10/23/01

H

October 17, 2023

Date	Num	Name	Account	Debit
10/17/2023	26353	A & L Blacktop, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	15,850.00
				<b>\$ 15,850.00</b>
10/17/2023	26354	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	300.00
				<b>\$ 300.00</b>
10/17/2023	26355	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	33.26
				<b>\$ 33.26</b>
10/17/2023	26356	Adamko, Patricia	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26357	Adamko, Walter	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26358	Albanese, Catherine	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26359	American Express	1102 Checking Account	
			4403 Furniture & Equipment	-636.17
			4410 Library Books	60.91
			4410 Library Books	10.79
			4414 Computer Software	51.31
			4417 OTHER THINGS LENDING	745.85
			4422B Library Programs:Program Supplies:Children/Teen	-84.00
			4428 Conferences	597.56
			4430 Office & Library Supplies	163.73
				<b>\$ 909.98</b>
10/17/2023	26360	Ardiszone, Andrew	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	200.00
				<b>\$ 200.00</b>
10/17/2023	26361	Baker & Taylor	1102 Checking Account	
			4410 Library Books	277.16
			4410 Library Books	724.56
				<b>\$ 1,001.72</b>
10/17/2023	26362	Brodart Company	1102 Checking Account	
			4410 Library Books	2,310.19

			4410 Library Books	5,118.81
				<b>\$ 7,429.00</b>
10/17/2023	26363	Brooklyn Botanic Garden	1102 Checking Account	
			4417 OTHER THINGS LENDING	150.00
				<b>\$ 150.00</b>
10/17/2023	26364	Bush, Debra	1102 Checking Account	
			4428 Conferences	20.43
				<b>\$ 20.43</b>
10/17/2023	26365	Catanese, Catherine Louise	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	300.00
				<b>\$ 300.00</b>
10/17/2023	26366	Ciaravino, Joseph	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	325.00
				<b>\$ 325.00</b>
10/17/2023	26367	Coane, Donna	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	440.00
				<b>\$ 440.00</b>
10/17/2023	26368	Cradle of Aviation Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	1,000.00
				<b>\$ 1,000.00</b>
10/17/2023	26369	De Lage Landen Financial Services, Inc.	1102 Checking Account	
			4456 Rental Expenses	1,562.19
				<b>\$ 1,562.19</b>
10/17/2023	26370	DeFigueiredo, Anna	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26371	Deluxe	1102 Checking Account	
			4437 Accounting and Legal	388.27
				<b>\$ 388.27</b>
10/17/2023	26372	Demco	1102 Checking Account	
			4430 Office & Library Supplies	508.92
				<b>\$ 508.92</b>
10/17/2023	26373	DeRosalia, Angela	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26374	Forkin, Donna	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26375	Forkin, James	1102 Checking Account	

			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26376	Fort, Brenda	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26377	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	64.02
			4417 OTHER THINGS LENDING	62.99
			4422A Library Programs:Program Supplies:Adult	10.04
				<b>\$ 137.05</b>
10/17/2023	26378	Giaquinto and Company	1102 Checking Account	
			4437 Accounting and Legal	10,000.00
				<b>\$ 10,000.00</b>
10/17/2023	26379	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	15.43
				<b>\$ 15.43</b>
10/17/2023	26380	Gilmore, Barbara	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26381	Gilmore, Frederick	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26382	Gomer, Regina	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26383	Greek, Christopher	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	200.00
				<b>\$ 200.00</b>
10/17/2023	26384	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	150.00
				<b>\$ 150.00</b>
10/17/2023	26385	Hall, Dianne	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26386	Hall, Erik	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26387	Happy Feet Suffolk	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	200.00
				<b>\$ 200.00</b>



10/17/2023	26388	High Hopes Productions LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	465.00 <b>\$ 465.00</b>
10/17/2023	26389	HomeStyle Landscaping & Design, Inc	1102 Checking Account 4439 Equipment/Blding Maint & Repair	3,357.00 <b>\$ 3,357.00</b>
10/17/2023	26390	Information Today, Inc.	1102 Checking Account 4410 Library Books	413.55 <b>\$ 413.55</b>
10/17/2023	26391	Ingram Library Services	1102 Checking Account 4410 Library Books	27.18 <b>\$ 27.18</b>
10/17/2023	26392	Iovino, Daniel	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <b>\$ 494.70</b>
10/17/2023	26393	Iovino, Maria	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <b>\$ 494.70</b>
10/17/2023	26394	Jaffe, Karen	1102 Checking Account 4479 9060.8 Health Insurance	692.40 <b>\$ 692.40</b>
10/17/2023	26395	Jester Jim Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	500.00 <b>\$ 500.00</b>
10/17/2023	26396	Jin, Elizabeth	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	830.00 <b>\$ 830.00</b>
10/17/2023	26397	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	220.00 <b>\$ 220.00</b>
10/17/2023	26398	Kanopy, Inc	1102 Checking Account 4415 Electronic Data Base	418.00 <b>\$ 418.00</b>
10/17/2023	26399	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	1,500.00 <b>\$ 1,500.00</b>
10/17/2023	26400	King, George	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <b>\$ 494.70</b>

10/17/2023	26401	King, Katherine	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u>
				<b>\$ 494.70</b>
10/17/2023	26402	Kone	1102 Checking Account 4439 Equipment/Blding Maint & Repair	1,470.00 <u>1,470.00</u>
				<b>\$ 1,470.00</b>
10/17/2023	26403	Lunarola, Michele	1102 Checking Account 4428 Conferences	20.00 <u>20.00</u>
				<b>\$ 20.00</b>
10/17/2023	26404	Lusak, Richard	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u>
				<b>\$ 494.70</b>
10/17/2023	26405	McHugh, Joan	1102 Checking Account 4479 9060.8 Health Insurance	494.70 <u>494.70</u>
				<b>\$ 494.70</b>
10/17/2023	26406	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	3,700.00 <u>3,700.00</u>
				<b>\$ 3,700.00</b>
10/17/2023	26407	MetrolineDirect	1102 Checking Account 4402 Computer Equipment/Parts	269.93 <u>269.93</u>
				<b>\$ 269.93</b>
10/17/2023	26408	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	2,001.82 1,380.74 <u>3,382.56</u>
				<b>\$ 3,382.56</b>
10/17/2023	26409	Minuteman Press	1102 Checking Account 4430 Office & Library Supplies	186.50 <u>186.50</u>
				<b>\$ 186.50</b>
10/17/2023	26410	Museum of the Moving Image	1102 Checking Account 4417 OTHER THINGS LENDING	350.00 <u>350.00</u>
				<b>\$ 350.00</b>
10/17/2023	26411	New York State Unemployment Insurance	1102 Checking Account 4478 Unemployment Insurance	226.80 <u>226.80</u>
				<b>\$ 226.80</b>
10/17/2023	26412	New York Times	1102 Checking Account 4413 Periodicals	24.00 <u>24.00</u>
				<b>\$ 24.00</b>
10/17/2023	26413	New York Times	1102 Checking Account 4413 Periodicals	55.20

				<b>\$ 55.20</b>
10/17/2023	26414	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	63,004.62
			2185 Employee Ins - enrollee contrib	3,665.21
				<b>\$ 66,669.83</b>
10/17/2023	26415	O'Connell, Carol	1102 Checking Account	
			4479 9060.8 Health Insurance	1,582.50
				<b>\$ 1,582.50</b>
10/17/2023	26416	O'Neil, Mary Ellen	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26417	Pantorno, Brandon	1102 Checking Account	
			4479 9060.8 Health Insurance	989.10
				<b>\$ 989.10</b>
10/17/2023	26418	Parker-Morales, Christine	1102 Checking Account	
			4428 Conferences	17.03
				<b>\$ 17.03</b>
10/17/2023	26419	PAYCHEX	1102 Checking Account	
			4437 Accounting and Legal	207.64
				<b>\$ 207.64</b>
10/17/2023	26420	Paychex of New York	1102 Checking Account	
			4437 Accounting and Legal	150.00
				<b>\$ 150.00</b>
10/17/2023	26421	Paychex of New York LLC	1102 Checking Account	
			4437 Accounting and Legal	944.44
				<b>\$ 944.44</b>
10/17/2023	26422	Polzella, Michael	1102 Checking Account	
			4428 Conferences	39.30
				<b>\$ 39.30</b>
10/17/2023	26423	Popielaski, Joan	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26424	Popielaski, William	1102 Checking Account	
			4479 9060.8 Health Insurance	494.70
				<b>\$ 494.70</b>
10/17/2023	26425	Quadient, Inc	1102 Checking Account	
			4430 Office & Library Supplies	129.05
				<b>\$ 129.05</b>
10/17/2023	26426	Quigley, Deborah A.	1102 Checking Account	

			4421A Library Programs:Program Contractors:Adult	240.00
				<b>\$ 240.00</b>
10/17/2023	26427	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	160.00
				<b>\$ 160.00</b>
10/17/2023	26428	Royal Princess Prep Party Company	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	550.00
				<b>\$ 550.00</b>
10/17/2023	26429	SAV-ON Printing	1102 Checking Account	
			4430 Office & Library Supplies	146.00
				<b>\$ 146.00</b>
10/17/2023	26430	Scholastic Library Publishing	1102 Checking Account	
			4415 Electronic Data Base	1,922.00
				<b>\$ 1,922.00</b>
10/17/2023	26431	SCLS - PALS	1102 Checking Account	
			4429 Circulation	7,178.83
				<b>\$ 7,178.83</b>
10/17/2023	26432	Scott, Robert G.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	1,050.00
				<b>\$ 1,050.00</b>
10/17/2023	26433	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	6,181.58
				<b>\$ 6,181.58</b>
10/17/2023	26434	Sessa, Sheryl	1102 Checking Account	
			4479 9060.8 Health Insurance	1,285.80
				<b>\$ 1,285.80</b>
10/17/2023	26435	Solomon R. Guggenheim Foundation	1102 Checking Account	
			4417 OTHER THINGS LENDING	500.00
				<b>\$ 500.00</b>
10/17/2023	26436	Spena, Catherine	1102 Checking Account	
			4428 Conferences	20.00
				<b>\$ 20.00</b>
10/17/2023	26437	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	684.19
				<b>\$ 684.19</b>
10/17/2023	26438	Suffolk Cooperative Library System	1102 Checking Account	
			4429 Circulation	217.98
				<b>\$ 217.98</b>
10/17/2023	26439	Suffolk County Vanderbilt Museum	1102 Checking Account	

			4417 OTHER THINGS LENDING	600.00
				<b>\$ 600.00</b>
10/17/2023	26440	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	2,125.00
				<b>\$ 2,125.00</b>
10/17/2023	26441	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	3,910.00
				<b>\$ 3,910.00</b>
10/17/2023	26442	ULINE	1102 Checking Account	
			4403 Furniture & Equipment	573.12
			4417 OTHER THINGS LENDING	56.12
				<b>\$ 629.24</b>
10/17/2023	26443	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	151.45
				<b>\$ 151.45</b>
10/17/2023	26444	Vamos, Michelle	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	650.00
				<b>\$ 650.00</b>
10/17/2023	26445	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	28.62
				<b>\$ 28.62</b>
10/17/2023	26446	Washburn, Elizabeth	1102 Checking Account	
			4479 9060.8 Health Insurance	989.10
				<b>\$ 989.10</b>
10/17/2023	26447	Washburn, John	1102 Checking Account	
			4479 9060.8 Health Insurance	989.10
				<b>\$ 989.10</b>
10/17/2023	26448	Whaling Museum	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	700.00
				<b>\$ 700.00</b>
10/17/2023	26449	Wilson, Judy	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	500.00
				<b>\$ 500.00</b>
10/17/2023	26450	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	271.68
				<b>\$ 271.68</b>
10/17/2023	26451	Zaech, Debra	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	100.00
				<b>\$ 100.00</b>

10/17/2023 26452

Zwolak, Jennifer

1102 Checking Account

4428 Conferences

6.15

\$ 6.15

**TOTAL**

\$ 172,628.38

Monday, Oct 16, 2023 07:41:32 AM GMT-7

I-1

# COMSEWOGUE PUBLIC LIBRARY

09/28/2023 Payroll  
Check Register

## WARRANT DETAIL REPORT

September 28, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
09/28/2023	26343	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 <b>\$4,272.00</b> ✓
09/28/2023	26344	NYS Employees Retirement System	1102 Checking Account 2186 Retirement 2186 Retirement	\$3,242.41 \$328.00 <b>\$3,570.41</b> ✓
09/28/2023	26345	Suffolk County Water Authority	1102 Checking Account 4450 Utilities	\$1,032.63 <b>\$1,032.63</b> ✓
<b>TOTAL</b>				<b>\$8,875.04</b>

### 09/28/2023 Payroll Warrant

Payroll Warrant	\$ 8,875.04
<u>Paychex Payroll</u>	<u>\$120,051.73</u>
<b>TOTAL</b>	<b>\$128,926.77</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

October 12, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
10/12/2023	26346	AT&T	1102 Checking Account 4431 Telecommunications	\$53.79 \$53.79
10/12/2023	26347	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
10/12/2023	26348	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 \$4,272.00
10/12/2023	26349	National Grid	1102 Checking Account 4450 Utilities	\$385.76 \$385.76
10/12/2023	26350	Optimum	1102 Checking Account 4431 Telecommunications	\$628.12 \$628.12
10/12/2023	26351	PSEGLI	1102 Checking Account 4450 Utilities	\$10,891.14 \$10,891.14
10/12/2023	26352	Verizon	1102 Checking Account 4431 Telecommunications	\$101.31 \$101.31
<b>TOTAL</b>				<b>\$17,023.48</b>

### 10/12/2023 Payroll Warrant

Payroll Warrant	\$ 17,023.48
Paychex Payroll	\$118,755.90
<b>TOTAL</b>	<b>\$135,779.38</b>



# NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																												
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12	13	14	15	16	17	18																																																																																												
19	20	21 <i>Meeting</i>	22	23 Thanksgiving	24	25																																																																																												
26	27	28	29	30																																																																																														
		<b>October 2023</b> <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		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					<b>December 2023</b> <table border="1"> <thead> <tr> <th>Sa</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		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. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  <b>2023 Calendars</b> <b>2024 Calendars</b>	
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# DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 <i>Meeting</i>	20	21	22	23
24 Christmas Eve	25 Christmas Day	26	27	28	29	30
31 New Year's Eve		<b>November 2023</b> 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		<b>January 2024</b> 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 <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  2023 Calendars      2024 Calendars

# JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 New Year's Day	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15 ML King Day	16 Meeting	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
		<b>December 2023</b> 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		<b>February 2024</b> 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		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  <b>2024 Calendars</b> <b>2025 Calendars</b>	