

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 19, 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
  - 1. REVISED – AS OF JUNE 30, 2023
  - 2. AS OF OCTOBER 31, 2023
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 11/22/2023 & 12/07/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. POLICY REVIEW – PROPOSED REVISION AND/OR REAFFIRMATION: EMERGENCY BILL PAY POLICY, GIFT CARD USE POLICY & PETTY CASH POLICY
  - 2. DATE OF BUDGET VOTE & TRUSTEE ELECTION 2024/2025
  - 3. MINIMUM WAGE
  - 4. BULK MAILING ACCOUNT
  - 5. DATES OF UPCOMING REGULAR BOARD MEETINGS
  - 6. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
NOVEMBER 21, 2023

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

PRESENT: Trustee Olson  
Trustee McCrary  
Trustee Rossini  
Assistant Director Malchiodi  
Director Engelhardt

ABSENT WITH NOTIFICATION:  
Trustee Spence  
Trustee DeStefano

GUEST: Library Auditor Jennifer Seminario, Cullen and Danowski, LLP.

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Olson, seconded by Trustee Rossini, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2022/23 Presentation). Discussed followed. Approved unanimously.

Library Auditor Seminario left after their presentation and discussion with the Board.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Annual Financial Statement and Audit as prepared by Jill Sanders and Jennifer Seminario, CPAs of Cullen & Danowski, LLP. Presented by Jennifer Seminario for fiscal year ending June 30, 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to approve the separation of Capital Project activity in the Library's Annual Financial Statement.

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

MOTION by Trustee Olson, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on October 17, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the Personnel Report dated November 21, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve warrant 11/23/1, dated November 21, 2023, in the amount of \$569,929.63. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the payroll and payroll warrants for October 26, 2023 (\$128,906.20) and November 9, 2023 (\$124,805.63). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that pursuant to the October 17, 2023 Board Motion authorizing the Parking Lot Project, the Board authorizes the transfer of \$15,850 from the Capital Improvement Fund to the 2023/2024 operating account and the increase of the 2023/2024 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the SCLS 2024 Budget. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the resignation of Samantha Wolcott (effective November 10, 2023), with thanks for services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adjourn the meeting at 7:04 P.M. Approved unanimously.

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Secretary, Board of Trustees

## Director's Report

December 2023

### Personnel

- Staff Spirit Week – 12/18 to 22
- Planning underway for Staff Longevity Recognition - January 2024
- Hiring practices and procedures continue to be reviewed and improved (recruitment, onboarding, etc.)

### Operations

- Computer Network Rebuild (“planned maintenance”) underway (Technical Support Dept.)
- 2024-2025 Proposed Operating Budget preparation has begun
- Digital Marketing Plan in development

### Building & Grounds

- Several desks replaced (Technical Services Dept.)
- 20 gently used chairs received from another member Library for use in our Teen area
- 4 new ottomans were delivered – won via a conference giveaway

### Professional Activities

12/4 SLI Mentor Meetup (DE) (Zoom)

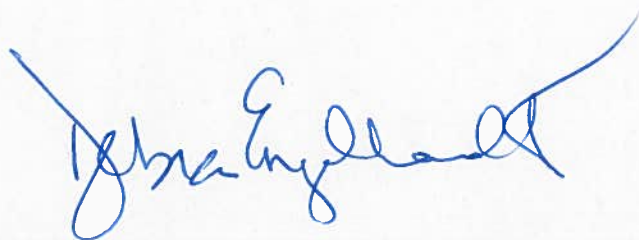
12/12 LI Libraries Diversity Committee Mtg. (Zoom)

AM concluded several years of service on the PALS Technology Advisory Committee.

AM is now serving on the Communications Committee of the New York Library Association.

### Community Activities

- PJST Civic Meeting (AM)
- Involvement in several local non-profits (DE)



Comsewogue Public Library

*Personnel Report*

December 19, 2023

*New Appointments:*

Lukas Jennings, Librarian I (PT) – Adult Services, effective December 14, 2023. Salary \$31.37 hr.

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

E-3

**November 2023**

	Nov 2023	Nov 2022	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
<b>Patron Registration</b>							
<b>Comsewogue Borrower Registration:</b>							
1	Adult	55	61	-9.84%	9,133	8,763	4.22%
2	Juvenile	18	23	-21.74%	3,076	2,946	4.41%
3	Total	73	84	-13.10%	12,209	11,709	4.27%
<b>Mount Sinai Borrower Registration:</b>							
4	Comsewogue Library	39	26	50.00%	4,636	4,236	9.44%
5	Port Jefferson Library	25	25	0.00%	1,676	1,539	8.90%
<b>Miller Place Borrower Registration:</b>							
6	Comsewogue Library	32	26	23.08%	4,620	4,280	7.94%
7	Port Jefferson Library	12	16	-25.00%	2,098	1,918	9.38%
8	<b>Total CPL Members</b>	144	136	5.88%	21,465	20,225	6.13%
9	Library Visits	8,191	8,225	-0.41%	49,870	49,226	1.31%
10	Curbside Pick Up	23	23	0.00%	127	150	-15.33%
<b>Transactions</b>							
11	Circulation of <b>Physical</b> Items:	21,273	22,839	-6.86%	127,980	129,672	-1.30%
Circulation of <b>Electronic</b> Items:							
12	Over Drive-Audio/eBooks	8,280	7,657	8.14%	45,231	41,017	10.27%
13	Hoopla	631	765	-17.52%	3,446	3,793	-9.15%
14	Kanopy*	366	171	N/A*	1,043	805	N/A*
*Kanopy changed reporting format 11/2023.							
Circulation Other:							
15	Museum Passes	54	46	17.39%	465	408	13.97%
16	Library of Things	126	94	34.04%	789	491	60.69%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	648	643	0.78%	3,913	3,638	7.56%
18	Public Wireless Sessions	1,616	1,671	-3.29%	7,973	8,507	-6.28%
Interlibrary Loan:							
19	Items Loaned	928	1,014	-8.48%	5,210	5,402	-3.55%
20	Items Borrowed	1,423	1,295	9.88%	8,179	8,121	0.71%

## Adult Programming: November 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Rob Scott's Savory Holiday Delights	2	20,20	19,16
ONLINE Trivia (Email)	5	x,x,14,x,x	19,11,31,43,34
Medicaid ABD Enrollment	1	n/a	5
ONLINE Exploring Meditation (Zoom)	2	17	3,1
ONLINE Italian for Travelers (Zoom)	4	24	17,12,10,12
		views	47,31,29,14
HIICAP Counseling	Appt	4	4
Learn Canasta	3	20	18,11,9
Cricut Crafts	2	9,7	9,5
ONLINE Breathe Together	4	63	8,6,6,5
ONLINE New English Speaker Conversation	4	n/a	4,6,8,6
Everyday Matinee	1	17	9
MS Word Basics	1	12	7
Knit & Crochet	1	n/a	4
Gentle Fitness	3	15	15,14,12
Crystal Fall Necklace (plus 3 kits)	2	15,14	14,13
AARP Smart Driver Course	2	24	21,21
eBooks Made Easy	1	6	4
Calming Art Club	1	20	12
Write This Way	1	20	14
Defensive Driving	1	35	26
Concert: Gotcha Covered	1	142	85

## Adult Programming: Summary

MS Excel Basics	1	12	4
Chess Club	2	n/a	4,4
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Mah-Jongg & More	1	n/a	4
Islandwide Weather	1	15	14
Survival Thriller Book Club	1	4	3
Career Counseling	Appt	4	4
One-on-One Appointments	unlimited	5	3
Social Work Appointments	unlimited	11	11
<b>TOTALS</b>	<b>48</b>	<b>559</b>	<b>664</b>

\* View counts as of 12/6/23

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
November 2023	48	559	664
YTD 2023	474	5574	7345
November 2022	33	435	498
YTD 2022	483	4830	8335



<b>Children &amp; Teen November 2023 Program Statistics: Summary</b>					
	<b>Nov '23</b>	<b>Nov '22</b>		<b>YTD '23</b>	<b>YTD '22</b>
<b>Family:</b>					
Total # of Sessions	<b>2</b>	<b>4</b>		<b>63</b>	<b>38</b>
Total # of Attendees	<b>63</b>	<b>146</b>		<b>2,852</b>	<b>2,219</b>
<b>Birth-PreK:</b>					
Total # of Sessions	<b>32</b>	<b>17</b>		<b>302</b>	<b>197</b>
Total # of Attendees	<b>623</b>	<b>428</b>		<b>7,725</b>	<b>4,748</b>
<b>Grades K-5:</b>					
Total # of Sessions	<b>13</b>	<b>13</b>		<b>226</b>	<b>141</b>
Total # of Attendees	<b>141</b>	<b>236</b>		<b>4,976</b>	<b>4,230</b>
<b>Grades 6-12:</b>					
Total # of Sessions	<b>9</b>	<b>16</b>		<b>220</b>	<b>184</b>
Total # of Attendees	<b>135</b>	<b>120</b>		<b>3,683</b>	<b>1,986</b>
<b>TOTAL # of ALL Sessions</b>					
	<b>56</b>	<b>50</b>		<b>811</b>	<b>560</b>
<b>TOTAL # of ALL Attendees</b>					
	<b>962</b>	<b>930</b>		<b>19,236</b>	<b>13,183</b>

## ORIENTATION OF NEW TRUSTEES

A successful trustee has a thorough understanding of libraries and the laws that govern them. A formal orientation with the Library Director and the Board President is the best way to learn about your organization. This should include a discussion of the library's mission and goals, its role in the community and a review of the critical issues facing the organization. A good orientation will provide trustees with the information they need to carry out their responsibilities effectively and will generate a spirit of ongoing curiosity about the library and its role in the community.

Responsibility for planning and conducting the new trustee orientation is shared among the Board President, other board members and the Library Director. The specifics will vary depending on the style of the Board and the size and type of library. Regardless, it is essential to have a formal orientation for all new trustees as soon as possible after they are elected or appointed.

All new trustees should receive a tour of the library facility, an opportunity to meet key staff members, and an orientation to the library's website and online resources. It is considered best practice to provide every library trustee with a specific library email account to clearly distinguish library-related email correspondence from personal email. Remember, for libraries subject to the Freedom of Information Law (FOIL), emails related to library business may be subject to public scrutiny.

In the orientation process, the Library Director and Board President will provide information on:

- Mission, goals, long-range plans, and projects in progress;
- How the library is organized (e.g., type of library), governed, and funded;
- Financial statements of the organization;

- Responsibilities and expectations of trustees; including oaths of office, ethics, trustee education requirements, meeting attendance expectations, conflict of interest, and anti-nepotism policies;
- Funding sources, key stakeholders that influence funding for the library, and how the budget is created and managed;
- Demographic overview of the chartered service area;
- Ways the library serves the needs of the community and how it is linked to other organizations and resources;
- Recent accomplishments and challenges;
- Board relationships with the director, staff and volunteers; and
- Day-to-day operations.

As part of this orientation, the Library Director and Board President should work to help new trustees connect with the culture of the organization. Taking the time to highlight how the Board does its work through the lenses of transparency and accountability; equity, diversity, and inclusion – including a commitment to intellectual freedom; and environmental stewardship, can all help set the tone, so everyone is working from the same set of assumptions as you move forward together.

Every trustee should receive a thorough orientation and packet of essential documents to keep in a notebook or online file of library-related materials. It is wise to become familiar with these items before you fully participate in board decisions. Orientation materials should be reviewed annually to ensure they are up-to-date.

The following information is typically provided in print or through a trustee area of the library's website:

- Library origin documents including the Charter and bylaws;
- Board organizational documents including the schedule of board meeting dates, board roster that lists contact information and term limits; an archive

of board minutes (required by Open Meetings Law); a list of board committees, including their charge statement/objectives and a roster for each;

- A brief history of the library and a map of the library's service area;
- Library policy manuals including the employee handbook;
- Long-range/strategic plans and the board-approved facility plan;
- Financial information including the current operating budget (required to be posted as per minimum standards); recent monthly financial reports and statistics; and the most recent independent annual audit;
- Results of the most current community survey about the library;
- Information about the staff such as the resume or brief biography of the Library Director; staff contact list, organizational chart and, if applicable, the union contract;
- The most recent annual reports to the community (required to be posted as per minimum standards); newsletters; brochures;
- Information on the Friends of the Library (if applicable);
- An explanation of the library's public library system, including the services they provide to the library;
- Reference materials such as the *Handbook for Library Trustees of New York State*, the Board of Regents' *Statement on the Governance Role of a Trustee or Board Member*, and relevant legal references including information on Open Meetings Law;
- Upcoming continuing education and networking opportunities through the local public library system, State Library, LTAS and NYLA;
- List of local, county, state and federal legislators that represent the library's service area;
- Compliance calendar that indicates due dates of major reports and events for the organization;
- Subject Matter List, as it pertains to FOIL requests; and
- Most recent *Annual Report for Public and Association Libraries*.

All trustees should remain up to date with this information throughout their tenure on the Board.

**Resources:**

**Webinars:**

- **What Every Trustee Should Know** [New York State Library]: <https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- **Trustee Handbook Book Club** [Public Library System Directors Organization of New York State (PULISDO)] <https://midhudson.org/trusteebookclub/>

**COMSEWOGUE PUBLIC LIBRARY**  
**BALANCE SHEET**  
 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
1152 · PREPAID PROGRAM EXPENSE	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

2173 · Accrued Payroll	104,736.98
2178 · ACCOUNTS PAYABLE - YEAR END	51,908.19
2180 · FICA-Payable	7,735.99
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 - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	187.56
2191 · Reserve for Encumbrances	141,378.43
2194 · Aflac - Hospital	148.08

Total Other Current Liabilities 306,691.06

Total Current Liabilities 306,691.06

Total Liabilities 306,691.06

Equity

2200 · General Fund Balance	4,076,627.03
2201 · Capital Improvement Fund	493,310.25
2202 · Termination Payment Fund	192,546.57
Net Income	-365,302.41

Total Equity 4,397,181.44

**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
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	<u>ACTUAL</u>		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	231,931.87	2,056,059.71	2,118,248.48	-62,188.77
4405 · Salaries-Clerical	82,820.94	839,006.14	902,687.00	-63,680.86
4406 · Salaries-Custodial	10,295.76	106,829.24	105,814.00	1,015.24
4407 · Salaries-Guard	2,473.72	28,178.07	30,070.00	-1,891.93
4410 · Library Books	15,693.46	118,176.86	125,000.00	-6,823.14
4412 · Audio Video	4,225.04	22,320.35	33,000.00	-10,679.65
4413 · Periodicals	1,877.31	13,373.91	15,000.00	-1,626.09
4414 · Computer Software	24.63	8,263.74	8,500.00	-236.26
4415 · Electronic Data Base	7,154.81	229,102.60	240,000.00	-10,897.40
4417 · OTHER THINGS LENDING	3,843.04	22,480.32	21,000.00	1,480.32
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	11,219.50	64,671.48	62,000.00	2,671.48
4421B · Children/Teen	8,456.50	69,113.50	67,000.00	2,113.50
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	869.04	7,462.73	7,000.00	462.73
4422B · Children/Teen	4,504.59	19,967.19	22,000.00	-2,032.81
4428 · Conferences	157.51	11,393.60	11,600.00	-206.40
4429 · Circulation	2,148.86	56,457.15	56,000.00	457.15
4430 · Office & Library Supplies	3,189.98	16,758.68	16,000.00	758.68
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	2,607.82	12,970.02	13,000.00	-29.98
4434 · Publicity and Printing	12,177.00	53,022.92	54,000.00	-977.08
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	2,893.43	81,563.42	82,500.00	-936.58
4438 · Membership Dues	0.00	1,210.00	2,920.00	-1,710.00
4439 · Equipment/Blding Maint & Repair	50,910.61	248,457.94	238,500.00	9,957.94
4440 · Snow Removal	0.00	5,625.00	5,700.00	-75.00
4441 · Building Security	14,358.76	85,455.65	76,552.00	8,903.65
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	450.00	61,458.41	61,080.00	378.41
4456 · Rental Expenses	1,905.17	19,952.43	19,900.00	52.43
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	24,456.56	222,195.59	230,000.00	-7,804.41
4478 · Unemployment Insurance	0.00	567.50	2,000.00	-1,432.50
4479 · 9060.8 Health Insurance	79,404.07	819,879.70	822,439.00	-2,559.30
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	22,500.00	22,500.00	22,500.00	0.00
4482 · Bond Principal	-22,500.00	290,000.00	290,000.00	0.00
4483 · Bond Administrative	89.25	678.50	679.00	-0.50
<b>Total Expense</b>	<b>711,101.67</b>	<b>6,565,169.86</b>	<b>6,745,201.03</b>	<b>-180,031.17</b>



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

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,086.28
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,021,817.19
1110 · Savings-Capital Improvements	667,946.01
1114 · Savings-Termination Pay	192,835.56
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 2,891,595.04

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	11,886.40
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 13,596.40

Total Current Assets 2,905,191.44

TOTAL ASSETS 2,905,191.44

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	243.74
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	141,378.43
2194 · Aflac - Hospital	148.08

Total Other Current Liabilities 142,313.53

Total Current Liabilities 142,313.53

Total Liabilities 142,313.53

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	-1,635,713.53

Total Equity 2,762,877.91

TOTAL LIABILITIES & EQUITY 2,905,191.44

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending October 31, 2023

	<u>October 23</u>	<u>July 23 - October 23</u>
<b>Revenue</b>		
3301 · Tax Revenues	0.00	1,431.79
3302 · Fines	106.61	491.25
3304 · Interest Earned	9,152.63	41,821.24
3305 · Unclassified rev.-Copies	467.50	2,629.25
3306 · Unclassified rev.-Books	594.49	1,813.94
3307 · Unclassified rev.-Other	22.38	79.11
3309 · Video Books	0.00	0.00
3308 · State Aid	168,300.00	168,300.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	451.26
3312 · Local Sponsor Aid	0.00	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>178,643.61</u>	<u>223,317.84</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending October 31, 2023

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	OCTOBER	JULY - OCTOBER		
4401 · Computer Supplies	0.00	4,970.49	15,500.00	-10,529.51
4402 · Computer Equipment/Parts	269.93	2,470.82	28,000.00	-25,529.18
4403 · Furniture & Equipment	(63.05)	3,393.86	52,000.00	-48,606.14
4404 · Salaries-Professional	169,162.76	678,729.85	2,204,668.00	-1,525,938.15
4405 · Salaries-Clerical	60,017.96	243,740.77	816,962.00	-573,221.23
4406 · Salaries-Custodial	7,209.42	28,655.09	97,625.00	-68,969.91
4407 · Salaries-Guard	2,379.78	7,808.86	30,673.00	-22,864.14
4410 · Library Books	8,943.15	35,656.67	120,500.00	-84,843.33
4412 · Audio Video	2,001.82	4,726.21	22,300.00	-17,573.79
4413 · Periodicals	79.20	12,148.73	15,000.00	-2,851.27
4414 · Computer Software	51.31	2,078.46	7,000.00	-4,921.54
4415 · Electronic Data Base	3,720.74	12,836.21	238,000.00	-225,163.79
4417 · OTHER THINGS LENDING	3,464.96	10,778.30	17,500.00	-6,721.70
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	3,550.90	18,014.19	62,000.00	-43,985.81
4421B · Children/Teen	7,040.00	21,986.00	62,000.00	-40,014.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	48.94	1,325.66	7,000.00	-5,674.34
4422B · Children/Teen	(19.98)	4,053.31	24,000.00	-19,946.69
4428 · Conferences	583.37	1,135.20	10,000.00	-8,864.80
4429 · Circulation	7,403.87	37,943.72	60,000.00	-22,056.28
4430 · Office & Library Supplies	1,818.39	4,148.32	14,500.00	-10,351.68
4431 · Telecommunications	783.22	3,127.18	9,800.00	-6,672.82
4432 · Cartage	271.68	1,086.72	3,000.00	-1,913.28
4433 · Postage	0.00	3,590.43	13,000.00	-9,409.57
4434 · Publicity and Printing	0.00	18,797.22	52,500.00	-33,702.78
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	11,685.49	31,740.93	83,000.00	-51,259.07
4438 · Membership Dues	0.00	325.00	2,950.00	-2,625.00
4439 · Equipment/Blding Maint & Repair	28,335.69	74,008.56	172,500.00	-98,491.44
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	6,181.58	26,090.97	74,500.00	-48,409.03
4450 · Utilities	11,276.90	46,442.76	138,000.00	-91,557.24
4451 · Custodial Supplies	0.00	4,303.32	16,000.00	-11,696.68
4453 · Employees Assistance Program	0.00	3,084.25	3,250.00	-165.75
4454 · Insurance - Library	0.00	64,331.93	65,266.00	-934.07
4456 · Rental Expenses	1,562.19	6,508.07	19,850.00	-13,341.93
4471 · Workers Compensation Insurance	0.00	23,534.00	28,991.00	-5,457.00
4472 · Life Insurance	0.00	1,883.42	5,600.00	-3,716.58
4473 · Dental Insurance	(551.28)	9,399.83	33,000.00	-23,600.17
4474 · VISION INS	(108.00)	1,124.01	4,000.00	-2,875.99
4476 · 9020.8 Retirement Expense	0.00	0.00	342,500.00	-342,500.00
4477 · 9030.8 Social Security Expense	17,568.71	71,948.50	237,500.00	-165,551.50
4478 · Unemployment Insurance	226.80	311.92	1,200.00	-888.08
4479 · 9060.8 Health Insurance	80,416.02	266,619.63	896,605.00	-629,985.37
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	22,500.00	-22,500.00
4482 · Bond Principal	0.00	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>435,312.47</b>	<b>1,859,031.37</b>	<b>6,503,150.00</b>	<b>-4,644,118.63</b>

# COMSEWOGUE PUBLIC LIBRARY

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## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
12/19/2023	26559	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$300.00
				<b>\$300.00</b>
12/19/2023	26560	American Express	1102 Checking Account	
			4414 Computer Software	\$168.44
			4410 Library Books	\$99.90
			4417 OTHER THINGS LENDING	\$66.00
			4422A Library Programs:Program Supplies:Adult	\$287.10
			4422B Library Programs:Program Supplies:Children/Teen	\$1,044.87
			4430 Office & Library Supplies	\$1,361.89
			4428 Conferences	\$204.42
			4433 Postage	\$17.12
			4434 Publicity and Printing	\$2,215.33
			4451 Custodial Supplies	\$38.97
				<b>\$5,504.04</b>
12/19/2023	26561	B&H Photo-Video	1102 Checking Account	
			4401 Computer Supplies	\$91.88
				<b>\$91.88</b>
12/19/2023	26562	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$447.42
			4410 Library Books	\$59.20
				<b>\$506.62</b>
12/19/2023	26563	Baking Coach, Inc.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$750.00
				<b>\$750.00</b>
12/19/2023	26564	Brodart Company	1102 Checking Account	
			4410 Library Books	\$2,334.08
			4410 Library Books	\$4,138.96
				<b>\$6,473.04</b>
12/19/2023	26565	Cirba Solutions Services US, LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$330.97
				<b>\$330.97</b>
12/19/2023	26566	Cullen & Danowski, LLP	1102 Checking Account	
			4437 Accounting and Legal	\$11,900.00
				<b>\$11,900.00</b>
12/19/2023	26567	De Lage Landen Financial Services, Inc.	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4456 Rental Expenses	\$1,562.19
				<b>\$1,562.19</b>
12/19/2023	26568	Deluxe	1102 Checking Account	
			4437 Accounting and Legal	\$33.48
				<b>\$33.48</b>
12/19/2023	26569	Demco	1102 Checking Account	
			4430 Office & Library Supplies	\$725.30
				<b>\$725.30</b>
12/19/2023	26570	DiNatale, Donna	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$500.00
				<b>\$500.00</b>
12/19/2023	26571	Discount School Supply	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$80.49
				<b>\$80.49</b>
12/19/2023	26572	Dormitory Authority of the State of NY	1102 Checking Account	
			4483 Bond Administrative	\$45.75
				<b>\$45.75</b>
12/19/2023	26573	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$1,044.66
				<b>\$1,044.66</b>
12/19/2023	26574	Engelhardt, Debra	1102 Checking Account	
			4428 Conferences	\$161.32
				<b>\$161.32</b>
12/19/2023	26575	Fitness Figures NY Inc.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$240.00
				<b>\$240.00</b>
12/19/2023	26576	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$43.16
				<b>\$43.16</b>
12/19/2023	26577	GranPrints	1102 Checking Account	
			4430 Office & Library Supplies	\$1,007.30
				<b>\$1,007.30</b>
12/19/2023	26578	Guardian	1102 Checking Account	
			4473 Dental Insurance	\$2,554.16
				<b>\$2,554.16</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4472 Life Insurance	\$499.49
			4474 VISION INS	\$332.85
			2185 Employee Ins - enrollee contrib	\$57.15
				<b>\$3,443.65</b>
12/19/2023	26579	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$200.00
				<b>\$200.00</b>
12/19/2023	26580	Hampton Jitney	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				<b>\$300.00</b>
12/19/2023	26581	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$465.00
				<b>\$465.00</b>
12/19/2023	26582	Homegrown String Band	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				<b>\$400.00</b>
12/19/2023	26583	HON Company	1102 Checking Account	
			4403 Furniture & Equipment	\$5,041.35
				<b>\$5,041.35</b>
12/19/2023	26584	Ingram Library Services	1102 Checking Account	
			4410 Library Books	\$21.58
				<b>\$21.58</b>
12/19/2023	26585	Islandwide Weather	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				<b>\$400.00</b>
12/19/2023	26586	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$220.00
				<b>\$220.00</b>
12/19/2023	26587	Johnson Controls Security Solutions	1102 Checking Account	
			4414 Computer Software	\$1,235.40
				<b>\$1,235.40</b>
12/19/2023	26588	Johnson Controls Fire Protection LP	1102 Checking Account	
			4441 Building Security	\$843.00
				<b>\$843.00</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
12/19/2023	26589	Kanopy, Inc	1102 Checking Account 4415 Electronic Data Base	\$374.00 \$374.00
12/19/2023	26590	Kent Adhesive Products Co	1102 Checking Account 4430 Office & Library Supplies	\$519.20 \$519.20
12/19/2023	26591	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$750.00 \$750.00
12/19/2023	26592	Lamm, David Jay	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$750.00 \$750.00
12/19/2023	26593	Long Island Library Resources Council Inc	1102 Checking Account 4438 Membership Dues	\$835.00 \$835.00
12/19/2023	26594	Lunarola, Michele	1102 Checking Account 4428 Conferences	\$20.00 \$20.00
12/19/2023	26595	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$3,700.00 \$3,700.00
12/19/2023	26596	Metropolitan Data Solutions Management Co	1102 Checking Account 4401 Computer Supplies	\$1,744.80 \$1,744.80
12/19/2023	26597	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	\$1,596.14 \$1,272.95 \$2,869.09
12/19/2023	26598	Minard, Danielle	1102 Checking Account 4428 Conferences	\$17.68 \$17.68
12/19/2023	26599	My Gym Babylon	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4421B Library Programs:Program Contractors:Children/Teen	\$300.00 \$300.00
12/19/2023	26600	Nabco Entrances, Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$2,000.00 \$2,000.00
12/19/2023	26601	New York Legal Publishing Corp.	1102 Checking Account 4410 Library Books	\$165.00 \$165.00
12/19/2023	26602	New York Times	1102 Checking Account 4413 Periodicals	\$24.00 \$24.00
12/19/2023	26603	New York Times	1102 Checking Account 4413 Periodicals	\$55.20 \$55.20
12/19/2023	26604	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	\$74,196.03 \$4,933.97 \$79,130.00
12/19/2023	26605	P.J.S. Post Office - Bulk	1102 Checking Account 4433 Postage	\$3,306.91 \$3,306.91
12/19/2023	26606	Parker-Morales, Christine	1102 Checking Account 4428 Conferences	\$17.03 \$17.03
12/19/2023	26607	Pavone, Lisa	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$495.00 \$495.00
12/19/2023	26608	PAYCHEX	1102 Checking Account 4437 Accounting and Legal	\$204.28 \$204.28
12/19/2023	26609	Paychex of New York	1102 Checking Account 4437 Accounting and Legal	\$150.00



# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$150.00
12/19/2023	26610	Paychex of New York LLC	1102 Checking Account 4437 Accounting and Legal	\$933.48 \$933.48
12/19/2023	26611	Penske, Tara E.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$325.00 \$325.00
12/19/2023	26612	Quadient Leasing USA, Inc.	1102 Checking Account 4456 Rental Expenses	\$238.56 \$238.56
12/19/2023	26613	Quigley, Deborah A.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$240.00 \$240.00
12/19/2023	26614	Ray-Block Stationery Co., Inc	1102 Checking Account 4456 Rental Expenses	\$116.59 \$116.59
12/19/2023	26615	Rotorpro	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$995.00 \$995.00
12/19/2023	26616	Royal Princess Prep Party Company	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$1,300.00 \$1,300.00
12/19/2023	26617	Schnupp, Jeanne Marie	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$200.00 \$200.00
12/19/2023	26618	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	\$6,146.14 \$6,146.14
12/19/2023	26619	Spena, Catherine	1102 Checking Account 4428 Conferences	\$20.00 \$20.00
12/19/2023	26620	Staples Business Credit	1102 Checking Account 4430 Office & Library Supplies	\$496.50 \$496.50

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4401 Computer Supplies	\$99.94
			4422A Library Programs:Program Supplies:Adult	\$71.47
				<b>\$667.91</b>
12/19/2023	26621	Suffolk Cooperative Library System	1102 Checking Account	
			4429 Circulation	\$89.46
			4412 Audio Video	\$970.00
				<b>\$1,059.46</b>
12/19/2023	26622	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,550.00
			4421B Library Programs:Program Contractors:Children/Teen	\$375.00
				<b>\$1,925.00</b>
12/19/2023	26623	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$390.24
				<b>\$390.24</b>
12/19/2023	26624	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$7,820.00
				<b>\$7,820.00</b>
12/19/2023	26625	Turtle & Hughes Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$159.60
				<b>\$159.60</b>
12/19/2023	26626	ULINE	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$133.10
				<b>\$133.10</b>
12/19/2023	26627	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$174.75
				<b>\$174.75</b>
12/19/2023	26628	Vamos, Michelle	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$650.00
				<b>\$650.00</b>
12/19/2023	26629	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	\$28.62
				<b>\$28.62</b>
12/19/2023	26630	Winters Bros. Hauling of LI, LLC	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 12/23/01

December 19, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4432 Cartage	\$271.68
				\$271.68
<b>TOTAL</b>				<b>\$165,092.50</b>

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# COMSEWOGUE PUBLIC LIBRARY

11/22/2023 Payroll  
Check Register

## WARRANT DETAIL REPORT

November 22, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
11/22/2023	26550	Equitable Financial	1102 Checking Account 2184 Annuity	\$6,472.00 \$6,472.00
<b>TOTAL</b>				<b>\$6,472.00</b>

APPROVED  
NOV 20 2023  
*Wm J. Egan*

### 11/22/2023 Payroll Warrant

Payroll Warrant	\$ 6,472.00
<u>Paychex Payroll</u>	<u>\$118,925.05</u>
<b>TOTAL</b>	<b>\$125,397.05</b>

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# COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

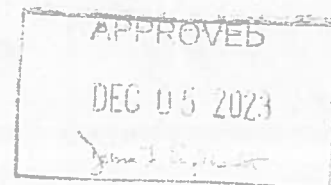
12/07/2023 Payroll  
Check Register

December 7, 2023

Date	Num	Name	Account	Debit
12/07/2023	26551	Aflac	1102 Checking Account	
			2187 AFLAC - Cancer Care	271.44
			2188 AFLAC - Accident Ins	84.28
			2190 AFLAC - Short Term Disability	187.56
			2194 Aflac - Hospital	148.08
				<u>\$ 691.36</u>
12/07/2023	26552	AT&T	1102 Checking Account	
			4431 Telecommunications	2.14
				<u>\$ 2.14</u>
12/07/2023	26553	Equitable Financial	1102 Checking Account	
			2184 Annuity	6,502.00
				<u>\$ 6,502.00</u>
12/07/2023	26554	National Grid	1102 Checking Account	
			4450 Utilities	1,843.43
				<u>\$ 1,843.43</u>
12/07/2023	26555	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	3,317.41
			2186 Retirement	4.15
			2186 Retirement	328.00
			2186 Retirement	-3.92
				<u>\$ 3,645.64</u>
12/07/2023	26556	Optimum	1102 Checking Account	
			4431 Telecommunications	628.12
				<u>\$ 628.12</u>
12/07/2023	26557	PSEGLI	1102 Checking Account	
			4450 Utilities	11,643.61
				<u>\$ 11,643.61</u>
12/07/2023	26558	Verizon	1102 Checking Account	
			4431 Telecommunications	105.69
				<u>\$ 105.69</u>
<b>TOTAL</b>				<u>\$ 25,061.99</u>

12/07/2023 Payroll Warrant

Payroll Warrant	\$ 25,061.99
<u>Paychex Payroll</u>	<u>\$134,557.50</u>
<b>TOTAL</b>	<b>\$159,619.49</b>





## Comsewogue Public Library

### Emergency Bill Pay Policy

During emergency situations, such as the COVID-19 Pandemic, the Library Board of Trustees authorizes the Library Director and/or the Library District Treasurer to pay bills deemed necessary between meetings of the Library's Board of Trustees, with Board of Trustee approval to be made at a subsequent meeting. Bills permitted to be paid are not to exceed **\$175,000/month**.



## *Comsewogue Public Library Gift Card Use Policy*

The Library Director designates the Director and Associate Administrator as the authorized parties responsible for purchasing gift cards, pursuant to the Library's Procurement Policy and purchasing procedures. Gift cards will be purchased for designated purposes on behalf of the Library. The Director may also designate specific staff member(s) as "authorized users" to maintain physical possession of gift cards and to be granted authorization to use a gift card for authorized library expenditures.

The Director and the Associate Administrator, as authorized users, are responsible for the issuance and account monitoring of the Library-issued gift cards.

The gift cards will be used appropriately, for only goods and services related to official Library business.

Any benefits derived from the use of the gift card immediately become property of the Library.

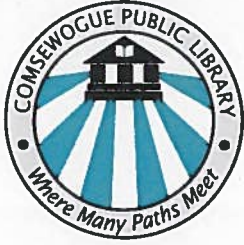
Purchases by gift card that will exceed \$750 require the Library Director's prior written approval.

Documentation, including itemized receipts detailing the goods and services purchased with the gift cards, must be immediately submitted to the Business Office.

The authorized users must immediately surrender to the Library's Administration Office all gift cards and orders received as a result of a purchase with an assigned gift card that are in their possession upon separation from the Library. Failure to do so may result in the authorized user being required to pay to the Library by check, U.S. currency or payroll deduction the value of the unused portion of the gift card and cost of purchases.

The Associate Administrator shall maintain a current list of all gift cards, their initial value and current remaining balance.

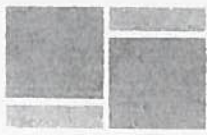
Each employee authorized to use a Library gift card must agree in writing to accept full financial responsibility for any use deemed by the Library Director to be inappropriate and/or non-Library related.



## Comsewogue Public Library Petty Cash Policy

The Library maintains an account of \$150 to be used for small purchases made at the discretion of the Administration Office, with no more than \$30 per purchase to be reimbursed unless previously approved by the Director. Original receipts are retained for all purchases made from the petty cash account and presented to the Board of Trustees as part of the monthly warrant. The petty cash fund is replenished, as needed, following the approval of the monthly warrant at each regular meeting of the Board of Trustees.





# SUFFOLK COOPERATIVE LIBRARY SYSTEM

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000  
TEL: 631-286-1600 ■ FAX: 631-286-1647

June 8, 2023

To: Member Library Boards of Trustees  
From: SCLS Board of Trustees

**Re: Common Vote Date 2024-2028**

For many years the Suffolk Cooperative Library System has been working with the Public Library Directors' Association of Suffolk County on establishing a common voting day for public libraries in Suffolk County.

The dates, times and locations of library budget votes are set according to the laws of New York State and reflect the diversity of library governance and differing fiscal years. We believe that library budget votes and trustee elections should always be scheduled to give local taxpayers the greatest opportunity to participate in the election process.

The SCLS Board of Trustees is recommending that the public libraries of Suffolk County continue to work towards an annual voting day. The SCLS Board of Trustees is recommending that libraries with a July 1 – June 30 fiscal year choose to hold their annual votes on a common Tuesday in April. A schedule of qualified upcoming voting dates is at the bottom of this letter.

For those libraries with a January 1 – December 31 fiscal year we recognize that this objective would be very difficult to accomplish at this time. We have asked our director, Kevin Verbesey, to continue to work to assist and support those libraries with identifying voting dates that best meet their local community needs.

We make these recommendations with the understanding that in some cases local voters are better served by voting on another day or date. We feel strongly that the most important consideration when choosing a voting date should always be the positive opportunity for voter participation in each individual community.

Please do not hesitate to contact Mr. Verbesey at anytime if you have any questions or concerns about this issue. We look forward to continuing to work with you to serve your community.

Qualified Voting Dates

- 2024 Tuesday, April 2
- 2025 Tuesday, April 8
- 2026 Tuesday, April 14
- 2027 Tuesday, April 6
- 2028 Tuesday, April, 4

May 3, 2023

www.governor.ny.gov

L-3a

Beginning in 2024, New York State Will Raise Minimum Wage to \$16 in New York City, Long Island, and Westchester and \$15 Elsewhere in the State, Followed by \$0.50 Annual Increases in 2025 and 2026

Beginning in 2027, the Minimum Wage Will Increase Annually According to the Consumer Price Index

Builds on Governor's Commitment to Creating a More Affordable, More Livable New York

Governor Kathy Hochul today announced that the FY 2024 Budget agreement includes a transformative plan to help low-wage New Yorkers keep up with the rising cost of living by increasing New York's minimum wage for three years and then tying future increases to inflation. On January 1, 2024, the minimum wage will increase to \$16 in New York City and the counties of Nassau, Suffolk and Westchester, and to \$15 in all other parts of the State. In 2025 and 2026, the minimum wage will increase by an additional \$0.50 in each year, after which the State's minimum wage would increase at a rate determined by the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Northeast Region — the best regional measure of inflation. Raising New York's minimum wage to keep pace with inflation will benefit hundreds of thousands of minimum wage workers across the state.

"In the face of steadily rising costs and inflation, this historic plan to overhaul New York's minimum wage will ensure that the wages of those hit hardest by the affordability crisis - including women, single mothers, and people of color - keep pace with the cost of living," **Governor Hochul said.** "This is a win for workers and for businesses: indexing the minimum wage to inflation will help hundreds of thousands of New Yorkers maintain their purchasing power, contribute to the state economy, and support our small business community. This Budget reaffirms my administration's commitment to addressing the affordability crisis for workers and businesses, and I will continue to work closely with the Legislature on solutions to provide New Yorkers with relief."

Following three years of set growth in 2024, 2025, and 2026, beginning January 1, 2027, New York State will increase its minimum wage by the three-year moving average of the CPI-W for the Northeast Region. An "off-ramp" is available in the event of certain economic or budget conditions.

Indexing the minimum wage to inflation will help to maintain the purchasing power of workers' wages from year to year. And increasing the minimum wage would overwhelmingly benefit low-income workers, particularly women and people of color who comprise a disproportionate share of minimum wage workers.

Eighteen other states either currently tie their minimum wage to inflation or some other economic formula or are slated to do so, including three states which have minimum wages at or above \$15 in 2023. Economic research shows that raising the minimum wage can lead to reductions in poverty, reduced social assistance spending, stimulative spending, improved worker productivity, and other benefits.

As appeared in Board packet October 2016

L-3b

<http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minwage.shtm>

10/14/2016

### \* Upcoming Minimum Wage Increases

The Minimum Wage rates are scheduled to increase each year on 12/31 until they reach \$15.00 per hour. Employers must post a Minimum Wage Information poster in their establishment.

#### General Minimum Wage Rate Schedule

Location	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	2021*
NYC - Big Employers (of 11 or more)	\$11.00	\$13.00	\$15.00			
NYC - Small Employers (10 or less)	\$10.50	\$12.00	\$13.50	\$15.00		
Long Island & Westchester	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
Greater New York State	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	*

\* Annual increases for the rest of the state will continue until the rate reaches \$15 minimum wage (and \$10 tipped wage). Starting 2021, the annual increases will be published by the Commissioner of Labor on or before October 1. They will be based on percentage increases determined by the Director of the Division of Budget, based on economic indices, including the Consumer Price Index.

# 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>  <a href="#">2024 Calendars</a> <a href="#">2025 Calendars</a>	

# FEBRUARY 2024

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 Presidents' Day	20 Meeting	21	22	23	24
25	26	27	28	29		
		<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		<b>March 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>  2024 Calendars      2025 Calendars

# MARCH 2024

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