

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 16, 2024

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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 12/21/2023 & 01/04/2024
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 2. 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
DECEMBER 19, 2023

President McCrary called the meeting to order at 6:00 p.m.

PRESENT: Trustee Olson
Trustee McCrary
Trustee Spence
Trustee DeStefano
Assistant Director Malchiodi
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on November 21, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Personnel Report dated December 19, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

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

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 12/23/1, dated December 19, 2023, in the amount of \$163,092.50. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for November 22, 2023 (\$125,397.05) and December 7, 2023 (\$159,619.49). Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adopt the revised Emergency Bill Pay Policy, as edited. Discussion followed. Approved unanimously.

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

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

MOTION by Trustee Spence, seconded by Trustee Olson, to set the Library Budget Vote and Trustee Election, April 2, 2024, from 9:30am to 9:00pm. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, approve the change of the 2023-2024 hourly rate for Pages, effective December 17, 2023 (pay date January 4, 2024) as follows:

Up to 10 years of completed service - \$16.00/hr.

Over 10 years of completed service - \$17.60/hr.

Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to increase the bulk mailing account to \$3,500 for the fiscal year 2023-2024. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 7:00 P.M. Approved unanimously.

Secretary, Board of Trustees



Comsewogue Public Library

Emergency Bill Pay Policy

During emergency situations, 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.

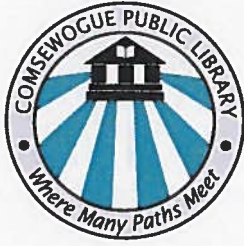
Purchases by gift card that will exceed \$750 require the Library Director's prior written approval.

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.

*Board Approved – 7/16/13
Board Reviewed & Approved – 9/18/18
Board Reaffirmed – 12/19/23*

Director's Report January 2024

Personnel: No report.

Operations

- A Finance Committee Meeting (budget planning) is tentatively set for the afternoon of Wednesday, January 31.
- A Budget Hearing is tentatively set for Wednesday, March 20, 6pm.
- The procedure and materials for Early Library Budget Vote/Trustee Election Voting is in development and will be implemented for the April 2, 2024 vote, in accordance with NYS law.
- Proposed CPL Bylaws revisions will be distributed with the February Board Packet for Board review. The Bylaws revisions will then appear under New Business on the March agenda. (Bylaws stipulate proposed changes must be submitted in writing at the preceding regular meeting.)

Building & Grounds

- Boiler Project *unofficially* "closed out"
- Phase 1 of LED Upgrade Project completed with replacement of emergency lighting
- Security gates (inside main entrance) removed (were not in use for some time; outmoded technology, no longer considered cost-effective)
- Continuing to explore needed improvements in Adult Services Department; more to come

Professional Activities

1/3 PALS Board Meeting

- Participating as a mentor in the 2024 mentoring program of the Public Library Directors' Association of Suffolk County; mentoring a Suffolk County librarian who'd like to become a Public Library Director
- Mentoring a small group of public libraries in NYS going through the process of attaining sustainable library certification

Community Activities

1/6 Attended and spoke at the Eagle Scout Court of Honor for John Smillie IV, who had completed his Eagle Scout Project (American Flag Retirement Box) for the Library. 332 flags, to date, have been collected for proper disposal.

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



Comsewogue Public Library
Statistical Report 2023/2024

E-2

December 2023

	Dec 2023	Dec 2022	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	70	54	29.63%	9,202	8,801	4.56%
2	Juvenile	13	13	0.00%	3,084	2,952	4.47%
3	Total	83	67	23.88%	12,286	11,753	4.54%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	15	21	-28.57%	4,646	4,250	9.32%
5	Port Jefferson Library	16	4	300.00%	1,682	1,532	9.79%
Miller Place Borrower Registration:							
6	Comsewogue Library	16	16	0.00%	4,644	4,295	8.13%
7	Port Jefferson Library	8	21	-61.90%	2,093	1,901	10.10%
8	Total CPL Members	114	104	9.62%	21,576	20,298	6.30%
9	Library Visits	8,040	7,297	10.18%	57,910	56,523	2.45%
10	Curbside Pick Up	20	22	-9.09%	147	172	-14.53%
Transactions							
11	Circulation of Physical Items:	22,167	21,262	4.26%	150,147	150,934	-0.52%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	7,781	7,982	-2.52%	53,012	48,999	8.19%
13	Hoopla	829	707	17.26%	4,275	4,500	-5.00%
14	Kanopy*	376	151	N/A*	1,419	956	N/A*
*Kanopy changed reporting format 11/2023.							
Circulation Other:							
15	Museum Passes	52	40	30.00%	517	448	15.40%
16	Library of Things	125	63	98.41%	914	554	64.98%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	649	612	6.05%	4,562	4,250	7.34%
18	Public Wireless Sessions	1,522	1,654	-7.98%	9,495	10,161	-6.55%
Interlibrary Loan:							
19	Items Loaned	930	935	-0.53%	6,140	6,337	-3.11%
20	Items Borrowed	1,467	1,553	-5.54%	9,646	9,674	-0.29%

Adult Programming: December 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
HIICAP Counseling	Appt	2	2
Mah-Jongg & More	1	n/a	4
Train Trip to NYC	1	100	98
Concert: Homegrown String Band	1	50	31
AARP Smart Driver Course	2	8	7,7
DIY Ugly Sweater	1	12	10
ONLINE Breathe Together	4	63	7,6,10,4
ONLINE New English Speaker Conversation	4	n/a	7,5,5,4
Hot Cocoa & Trivia	3	9,12,24	10,11,18
Chess Club	4	n/a	4,3,6,2
Gift Wrap (by Teen Volunteers)	2	n/a	9,9
ONLINE Trivia (Email)	4	x,20,x,x	47,46,13,58
Medicaid ABD Enrollment	1	n/a	3
Knit & Crochet	1	n/a	4
Book Swap	2	5,5	10,4
Ring In The Holidays With Aromatherapy	1	18	14
Calming Art Club	1	18	13
First-Time Homebuyers Seminar	1	10	9
Write This Way	1	16	11
Hot Chocolate & Cookies Giveaway	1	n/a	150
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4

Adult Programming: December 2023

One-on-One Appointments	unlimited	1	1
Social Work Appointments	unlimited	10	10
TOTALS	36	387	676

Summary

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
December 2023	36	387	676
YTD 2023	510	5961	8021
December 2022	32	331	631
YTD 2022	515	5161	8966

Children & Teen December 2023 Program Statistics Summary

	Dec '23	Dec '22		YTD '23	YTD '22	
Family:						
Total # of Sessions	8	6		71	44	
Total # of Attendees	452	256		3,304	2,475	
Birth-PreK:						
Total # of Sessions	26	21		328	218	
Total # of Attendees	599	478		8,324	5,226	
Grades K-5:						
Total # of Sessions	21	12		217	153	
Total # of Attendees	334	132		5,310	4,362	
Grades 6-12:						
Total # of Sessions	13	17		233	201	
Total # of Attendees	199	183		3,882	2,169	
TOTAL # of <u>ALL</u> Sessions	68	56		879	616	
TOTAL # of <u>ALL</u> Attendees	1,584	1,049		20,820	14,232	

LIBRARY BOARD ORGANIZATION

Public libraries are required by the Regulations of the Commissioner of Education of New York State (Education Department Regulations [8 NYCRR] § 90.2) to operate under written bylaws. Bylaws are the legally binding rules your board uses to operate.

Bylaws may not conflict with federal or state law and regulations, nor the library's Charter. Such laws and regulations are the highest authority governing the library's affairs.

A board will probably find it appropriate to tailor its bylaws to local needs and situations. The bylaws should be reviewed regularly, updated at least every five years (as per minimum standards), and posted on the library's website. They should be amended when necessary to maintain flexibility and relevance but always conform to the library's Charter and, if applicable, enabling legislation.

For libraries with charters that cite a range for the number of trustees the bylaws must cite a specific number, within the range stated in the Charter. This is the number that the quorum calculation will be based on. This number should be reviewed annually to ensure it reflects practice.

Bylaws should include the following provisions:

- Name of organization, purpose, objectives and area served;
- Board terms and composition;
- Procedure for election, appointment and removal of trustees;
- Procedure for filling an unexpired term;
- Duties and powers of board officers;
- Schedule of meetings;

last
revised:
7/22

- Procedure for special meetings;
- Attendance requirements;
- Quorum and voting requirements;
- Summary of the Library Director's duties;
- Statement of compliance with New York State trustee education requirements;
- Standing and special committees;
- Order of business for board meetings;
- Parliamentary authority (such as Robert's Rules of Order);
- Procedure for amendment of the bylaws.

- proposed (minor) revisions to be provided to Board in early '24

Oath of Office

Trustees and officers, including the Library Director, Library Treasurer and Library District Clerk, of municipal, school district, and special/consolidated legislative district public libraries, and trustees of cooperative and federated library systems are required to file the oath of office specified in the New York State Constitution:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of trustee of the _____ Library, according to the best of my ability."

The oath may be given by any officer of the court (judge, attorney, notary public), or the library's Board President or District Clerk, if they have taken an oath of office, and must be filed in the local County Clerk's office (or with the town clerk for municipal library trustees chartered to serve a town). For a trustee, Treasurer or District Clerk, failure to do so within 30 days of commencing their term of office will vacate the position. The oath must be taken if a sitting trustee starts a consecutive

term as well. For more information visit the New York State Library's website: <http://www.nysl.nysed.gov/libdev/trustees/oath.htm>

NA
For libraries with a municipally-appointed or elected board, it is good practice for the Board to request a formal letter or certificate of appointment or election for each new Trustee from the body that made the appointment or conducted the election.

While association libraries are not required to file the oath with a County Clerk, the activity of taking the oath as part of the start of a term of office is good practice. Association Library Trustees are no less responsible for upholding the laws of the land and discharging their duties than public Library Trustees.

Library Directors & the Oath of Office:

While in the past Library Directors may not have generally taken the oath, the Commissioner of Education, in a decision related to a similar practice for School Superintendents stated: "...it is sound public policy to treat school superintendents as public officers with respect to oaths of office." (Source: <http://www.counsel.nysed.gov/Decisions/volume39/d14185>) Given that libraries are part of the education infrastructure and fall under the auspices of the Commissioner of Education, we would consider it a "best practice" to do likewise for the Director as Chief Executive Officer of a public library. For library directors working under a contract, each time that contract is renewed or extended, a new oath should be filed within 30 days. Taking the oath is yet another example of how libraries can demonstrate a commitment to accountability and transparency.

Collective Authority

Governance authority and accountability lie with the Board as a whole. Under New York State law, a library board has broad authority to manage the affairs of the

library, but it is a collective authority. Individual trustees, regardless of their position on the Board, do not have the power to command the services of a library staff member, nor to speak or act on behalf of the library, unless they have been specifically granted that authority by a vote of the Board.

↳ Dir. is specified as spokesperson in Public Relations & Publicity Policy

Committees must also respect the collective authority of the board. With very limited exceptions, discussed below in the Board Committees area of the chapter, committees act in a research and recommending role rather than acting on behalf of the board, and may not take action without explicit permission from the board as a whole.

An important corollary to this concept of collective authority is the need for the Board to speak with one voice once a decision has been made. Debate, discussion, and even disagreement over an issue are important parts of policy development and the decision-making process. However, every trustee has an ethical obligation to publicly support an adopted board decision.

The First Amendment protects the rights of a trustee who disagrees so strongly with a board decision that he or she must speak out publicly against it. However, in such instances, the individual must make it clear to all concerned that they do not represent the library and, indeed, may wish to seriously consider resigning from the board if such action interferes with their ability to effectively fulfill their responsibilities as a trustee.

Duties of Officers

The library's bylaws define the duties of the Board officers, typically the President, Vice-President, Secretary and Treasurer/Finance Officer. Such officers are elected annually by the Board at an annual reorganization meeting and serve for a period of one year.

The **President** ensures the Board acts consistently with board policies and presides at all meetings of the Board. This officer is responsible for the proper conduct and effectiveness of board meetings. In that capacity, the Board President must keep the meeting focused on the business at hand as determined by the agenda, maintain decorum, bring discussions to a close, refer an issue to a committee, or table issues until enough information is available to the Board for a well-considered decision.

In addition, the President, in the context of the library's bylaws, authorizes the call for any special meetings, appoints committee members, serves as an ex-officio member on all committees, executes documents requiring Board authorization, and generally performs all duties associated with that office. The President also serves as the primary liaison between the Board and the Library Director. In that capacity, the Board President should be in regular contact with the Library Director between meetings, work with the Library Director to ensure the entire Board is well informed of current issues facing the library and collaborate with the Library Director to create board meeting agendas.

The Board President is now responsible for ensuring that all trustees comply with continuing education requirements outlined in section 260-d of New York Education Law. For more information on trustee education requirements visit: <https://www.nysl.nysed.gov/libdev/trustees/education.htm>.

The **Vice President** works with the President to ensure that meetings and other board initiatives go smoothly. The Vice President is often called upon to chair ad hoc committees. This officer assumes the duties of the President in their absence. This partnership is a good best practice for succession planning.

The **Secretary** is responsible for ensuring an accurate and timely record of all meetings of the Board is created and that the issuance of the notice of all meetings

as per Open Meetings Law is carried out, as well as performing other duties associated with that office.

The office of **Treasurer** varies greatly, depending upon the library's legal structure. **School district public libraries and many special/consolidated district libraries** must appoint (hire) an independent Treasurer who is not a member of the Board. Under the provisions of Education Law §259(1)(a), this independent officer reports to the Board and is responsible for the receipt and disbursement of tax monies after Board approval.

NA Special/consolidated legislative district libraries should refer to their enabling legislation for clarification. In the case of school district public libraries, the School District Treasurer is required to act in this capacity unless the Board appoints its own Treasurer.

The Office of the State Comptroller has repeatedly opined that the doctrine of "incompatibility of office" applies to school district public, municipal and special/consolidated legislative district libraries (according to their enabling legislation). The appointment of a board member to the office of the Treasurer is considered such an incompatibility. In such cases, it is considered proper to appoint (hire) a paid Treasurer, independent of the Board, and appoint a trustee as the Board's "**Finance Officer**" to oversee the regular audit of claims, chair the Board budget committee, and otherwise serve in such a capacity. (Also see: *The Role of the Public Library Treasurer* in the Appendix)

NA **Municipal libraries** that exercise their right under Education Law §259(1)(a) to request their tax appropriations be paid over to the library are strongly advised to appoint an independent Treasurer. In the case of municipal libraries, where tax funds are held, and invoices are paid by the municipality, the Treasurer of the municipality serves in this capacity.

Many libraries, either by choice (school district public libraries) or legislation (special/consolidated district public libraries), appoint a **Library District Clerk**. The primary duty of the District Clerk is to oversee the annual trustee and budget vote. Many District Clerks also perform “secretarial” duties at Board meetings; taking minutes which they submit to the Board Secretary for review and submission to the Board.

This position is often filled by a library employee, such as an account clerk or senior account clerk, but is considered a separate appointment, answerable to the Board, with a stipend in addition to any other duties.

As an “officer of the corporation,” the District Clerk must take an Oath of Office.

Neither the Library Treasurer nor District Clerk are part of the competitive class of civil service but, as part-time library employees, must still comply with local civil service rules.

Association libraries are not governed by these restrictions and may appoint a trustee as Treasurer to oversee the receipt and disbursement of library funds, report to the Board and otherwise fulfill the duties of Treasurer. Volunteer Treasurers are expected to carry out these duties to the best of their abilities, as any reasonable citizen would expect, and to seek guidance and advice from professionals such as public library system staff and Certified Public Accountants.

Regardless of the particulars related to your type of library noted above, the role of the Treasurer/Finance Officer is to monitor the internal financial controls of the organization, ensure that all Board members are provided with transparent, understandable financial reports, and make themselves available to answer questions trustees may have about the library's finances.

Board Committees

Committees play an important part in the library's governance structure by focusing on critical aspects of the organization and reporting their findings and recommendations to the Board as a whole.

By allowing a subset of the Board to research, analyze, and recommend action on important issues, the Board can ensure that it is giving the appropriate time and attention to all the meaningful topics it must consider and effectively manage its workload.

Generally, a board will establish standing committees in their bylaws, while allowing for the formation of ad hoc committees as the need arises. Committees meet outside of regular Board meetings.

Committees of public libraries must conform to Open Meetings Law, while committees of most Association libraries need not. (see the **Library Board Meetings** chapter for clarification.)

Committees serve only in an advisory capacity by making recommendations to the Board as a whole in a formal Board meeting. Committees exist to advise the Board on policy issues; not to oversee the management of the organization.

Typical library committees include:

Finance Committee: to oversee the library's fiscal well being and prepare the draft annual budget with the Director; as well as participate in the monthly claims audit process.

Personnel Committee: to review personnel policies, as needed; perform the initial annual evaluation of the Director (if this duty is not assigned to the

Executive Committee), consider any personnel issues brought to them by the Director, and manage the selection process of a new Library Director when necessary.

Buildings and Grounds Committee: to partner with the Library Director to ensure the good stewardship of the library's infrastructure, this could include an oversight role to ensure preventative maintenance measures are observed, and, when necessary, consulting on the renovation or expansion of the Library facility.

Policy Committee: to work with the Library Director and staff in an ongoing effort to keep the library's policies up to date through regular review and development and recommendation of new policies relevant to community needs when appropriate.

Strategic Planning Committee: to assume responsibility for ensuring the library's continued viability as an essential community institution by working with the Library Director, staff and the community to critically evaluate the Library's role in the community and recommend goals and objectives to continue the Library's mission.

Executive Committee: as provided in Education Law §226 (2); Boards with many members are permitted to appoint an Executive Committee to transact such business of the corporation as the entire Board has previously authorized. An Executive Committee must consist of a minimum of five trustees.

It is best practice to provide a written purpose with clear objectives for each committee to establish expectations and to establish how often each committee should meet. Chairs of committees should be appointed at the annual organizational meeting of the Board as per the process outlined in the library's bylaws, or in the absence of an outlined process, by the Board President.

Recommendations from a committee should be made in a written report that is included in the board packet. Committee reports, whether written or verbal, should be a routine section of the Board meeting agenda.

Resources:

- Trustee Oaths of Office [New York State Library]
<http://www.nysl.nysed.gov/libdev/trustees/oath.htm>
- Trustee Education Requirements [New York State Library]
<https://www.nysl.nysed.gov/libdev/trustees/education.htm>

Webinars:

- Helping All Trustees Succeed (HATS) Series [New York State Library]
<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
 - The Role of the Board President
 - The Role of the Treasurer
- Trustee Handbook Book Club [Public Library System Directors Organization of New York State (PULISDO)] <https://midhudson.org/trusteebookclub/>

Related Policies and Documents:

- Bylaws
- Code of Ethics/Conduct
- Conflict of Interest Policy
- Removal of a Trustee

Comsewogue Public Library 2023/2024 Tax Receipts

COMSEWOGUE LIBRARY DIST. (US. Bank, Trustee)

	Town of Brookhaven Payment Date	Total \$ Town Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Notes / Amount Retained for Bonds
1	12/29/2023	115,879.86	1/2/2024	115,879.86	
2	1/5/2024	133,556.45	1/9/2024	93,489.51	40,066.94
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19					
20 *					

TOTAL AMOUNT TAXES TO BE RAISED: \$3,188,458.00

Total Payments From Town of Brk	\$249,436.31	
Payments CPL Received		\$209,369.37
Payments US Bank Retained for Bonds		\$40,066.94
Interest Received*		0.00
Remaining Balance - Uncollected Taxes		\$0.00
Total Payments (including interest)	\$249,436.31	\$209,369.37

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of November 30, 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	1,229,448.43
1110 · Savings-Capital Improvements	654,842.05
1114 · Savings-Termination Pay	193,629.59
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 2,086,916.35

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	11,652.40
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 13,362.40

Total Current Assets

2,100,278.75

TOTAL ASSETS

2,100,278.75

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	378.38
2186 · Retirement	3,645.41
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 146,093.58

Total Current Liabilities 146,093.58

Total Liabilities 146,093.58

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	-2,444,406.27

Total Equity 1,954,185.17

TOTAL LIABILITIES & EQUITY

2,100,278.75

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending November 30, 2023

	<u>November 23</u>	<u>July 23 - November 23</u>
Revenue		
3301 · Tax Revenues	0.00	1,431.79
3302 · Fines	64.63	555.88
3304 · Interest Earned	8,440.23	50,261.47
3305 · Unclassified rev.-Copies	1,069.00	3,698.25
3306 · Unclassified rev.-Books	59.79	1,873.73
3307 · Unclassified rev.-Other	12.79	93.40
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	168,300.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	20.00	471.26
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
Total Revenue	<u>9,666.44</u>	<u>232,985.78</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending November 30, 2023

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	NOVEMBER	JULY - NOVEMBER		
4401 · Computer Supplies	2,459.10	7,429.59	15,500.00	-8,070.41
4402 · Computer Equipment/Parts	28.12	2,498.94	28,000.00	-25,501.06
4403 · Furniture & Equipment	25,226.52	28,620.38	52,000.00	-23,379.62
4404 · Salaries-Professional	170,059.64	848,789.49	2,204,668.00	-1,355,878.51
4405 · Salaries-Clerical	59,234.58	302,975.35	816,962.00	-513,986.65
4406 · Salaries-Custodial	7,245.96	35,901.05	97,625.00	-61,723.95
4407 · Salaries-Guard	2,318.76	10,127.62	30,673.00	-20,545.38
4410 · Library Books	12,960.73	48,617.40	120,500.00	-71,882.60
4412 · Audio Video	3,258.96	7,985.17	22,300.00	-14,314.83
4413 · Periodicals	79.20	12,227.93	15,000.00	-2,772.07
4414 · Computer Software	5,532.20	7,610.66	7,000.00	610.66
4415 · Electronic Data Base	25,432.95	38,269.16	238,000.00	-199,730.84
4417 · OTHER THINGS LENDING	1,814.46	12,592.76	17,500.00	-4,907.24
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	9,193.94	27,168.13	62,000.00	-34,831.87
4421B · Children/Teen	14,470.00	36,456.00	62,000.00	-25,544.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	1,757.65	3,083.31	7,000.00	-3,916.69
4422B · Children/Teen	7,590.60	11,643.91	24,000.00	-12,356.09
4428 · Conferences	2,462.21	3,597.41	10,000.00	-6,402.59
4429 · Circulation	269.30	38,213.02	60,000.00	-21,786.98
4430 · Office & Library Supplies	1,690.84	5,839.16	14,500.00	-8,660.84
4431 · Telecommunications	846.59	3,973.77	9,800.00	-5,826.23
4432 · Cartage	271.68	1,358.40	3,000.00	-1,641.60
4433 · Postage	0.00	3,590.43	13,000.00	-9,409.57
4434 · Publicity and Printing	10,589.00	29,386.22	52,500.00	-23,113.78
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	8,150.84	39,891.77	83,000.00	-43,108.23
4438 · Membership Dues	50.00	375.00	2,950.00	-2,575.00
4439 · Equipment/Blding Maint & Repair	7,773.95	81,782.51	188,350.00	-106,567.49
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	7,483.13	33,574.10	74,500.00	-40,925.90
4450 · Utilities	1,072.41	47,515.17	138,000.00	-90,484.83
4451 · Custodial Supplies	2,810.30	7,113.62	16,000.00	-8,886.38
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	1,602.34	8,110.41	19,850.00	-11,739.59
4471 · Workers Compensation Insurance	1,147.02	24,681.02	28,991.00	-4,309.98
4472 · Life Insurance	978.19	2,861.61	5,600.00	-2,738.39
4473 · Dental Insurance	4,970.50	14,370.33	33,000.00	-18,629.67
4474 · VISION INS	640.05	1,764.06	4,000.00	-2,235.94
4476 · 9020.8 Retirement Expense	336,645.00	336,645.00	342,500.00	-5,855.00
4477 · 9030.8 Social Security Expense	16,982.95	88,931.45	237,500.00	-148,568.55
4478 · Unemployment Insurance	0.00	311.92	1,200.00	-888.08
4479 · 9060.8 Health Insurance	63,301.01	329,920.64	896,605.00	-566,684.36
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
Total Expense	818,400.68	2,677,392.05	6,519,000.00	-3,841,607.95

COMSEWOGUE PUBLIC LIBRARY

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WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/16/2024	26640	Abstract Mechanical Corp.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,700.00
				\$1,700.00
01/16/2024	26641	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$26.07
				\$26.07
01/16/2024	26642	Adamko, Patricia	1102 Checking Account	
			4479 9060.8 Health Insurance	\$494.70
				\$494.70
01/16/2024	26643	Adamko, Walter	1102 Checking Account	
			4479 9060.8 Health Insurance	\$494.70
				\$494.70
01/16/2024	26644	Albanese, Catherine	1102 Checking Account	
			4479 9060.8 Health Insurance	\$494.70
				\$494.70
01/16/2024	26645	Alta Industrial Equipment New York LLC	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$16,410.00
				\$16,410.00
01/16/2024	26646	American Express	1102 Checking Account	
			4414 Computer Software	\$9.45
			4410 Library Books	\$84.81
			4417 OTHER THINGS LENDING	\$396.20
			4422A Library Programs:Program Supplies:Adult	\$161.90
			4422B Library Programs:Program Supplies:Children/Teen	\$353.19
			4428 Conferences	\$51.42
			4433 Postage	\$5.01
			4430 Office & Library Supplies	\$75.11
			4451 Custodial Supplies	\$38.97
				\$1,176.06
01/16/2024	26647	B&H Photo-Video	1102 Checking Account	
			4401 Computer Supplies	\$160.74
				\$160.74
01/16/2024	26648	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$368.99
			4410 Library Books	\$44.79
				\$413.78

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/16/2024	26649	Baking Coach, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$3,040.00 \$3,040.00
01/16/2024	26650	Brodart Company	1102 Checking Account 4410 Library Books 4410 Library Books	\$3,107.42 \$5,887.25 \$8,994.67
01/16/2024	26651	Brookhaven Locksmiths Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$14.99 \$14.99
01/16/2024	26652	Chaudhry, Arooj	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$200.00 \$200.00
01/16/2024	26653	Children's Museum of the East End	1102 Checking Account 4417 OTHER THINGS LENDING	\$400.00 \$400.00
01/16/2024	26654	Clear Solutions Inc	1102 Checking Account 4430 Office & Library Supplies	\$47.04 \$47.04
01/16/2024	26655	De Lage Landen Financial Services, Inc.	1102 Checking Account 4456 Rental Expenses	\$1,562.19 \$1,562.19
01/16/2024	26656	DeFigueiredo, Anna	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26657	DeRosalia, Angela	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26658	Forkin, Donna	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26659	Forkin, James	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/16/2024	26660	Fort, Brenda	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26661	Frick Collection	1102 Checking Account 4417 OTHER THINGS LENDING	\$200.00 \$200.00
01/16/2024	26662	Giaquinto and Company	1102 Checking Account 4437 Accounting and Legal	\$7,500.00 \$7,500.00
01/16/2024	26663	Giery, Peter	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$126.70 \$126.70
01/16/2024	26664	Gilmore, Barbara	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26665	Gilmore, Frederick	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26666	Gomer, Regina	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26667	GovConnection, Inc.	1102 Checking Account 4401 Computer Supplies	\$1,583.00 \$1,583.00
01/16/2024	26668	Gutmann, Sarah	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$200.00 \$200.00
01/16/2024	26669	Hall, Dianne	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26670	Hall, Erik	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/16/2024	26671	Hampton Jitney	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$12,900.00 \$12,900.00
01/16/2024	26672	High Hopes Productions LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$465.00 \$465.00
01/16/2024	26673	HomeStyle Landscaping & Design, Inc	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$7,782.00 \$7,782.00
01/16/2024	26674	Ingram Library Services	1102 Checking Account 4410 Library Books	\$16.79 \$16.79
01/16/2024	26675	lovino, Maria	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26676	lovino, Daniel	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26677	Jaffe, Karen	1102 Checking Account 4479 9060.8 Health Insurance	\$692.40 \$692.40
01/16/2024	26678	JoAnn Stores, LLC	1102 Checking Account 4415 Electronic Data Base	\$1,000.00 \$1,000.00
01/16/2024	26679	Kanopy, Inc	1102 Checking Account 4415 Electronic Data Base	\$380.00 \$380.00
01/16/2024	26680	King, George	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26681	King, Katherine	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/16/2024	26682	Kone	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$1,559.70 \$1,559.70
01/16/2024	26683	Kunze, Kim W.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$396.00 \$396.00
01/16/2024	26684	Long Island Children's Museum	1102 Checking Account 4417 OTHER THINGS LENDING	\$2,600.00 \$2,600.00
01/16/2024	26685	Long Island Retro Gaming, LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$600.00 \$600.00
01/16/2024	26686	Lunarola, Michele	1102 Checking Account 4428 Conferences	\$20.00 \$20.00
01/16/2024	26687	Lund Valve Testing	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$49.00 \$49.00
01/16/2024	26688	Lusak, Richard	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26689	McHugh, Joan	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26690	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$3,700.00 \$3,700.00
01/16/2024	26691	Metropolitan Data Solutions Management Co	1102 Checking Account 4429 Circulation	\$1,415.00 \$1,415.00
01/16/2024	26692	Midwest Tape	1102 Checking Account 4412 Audio Video	\$990.24

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			4415 Electronic Data Base	\$1,622.22
				\$2,612.46
01/16/2024	26693	Mill Neck Interpreter Services	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$180.00
				\$180.00
01/16/2024	26694	Minard, Danielle	1102 Checking Account	
			4428 Conferences	\$32.16
				\$32.16
01/16/2024	26695	New York Hall of Science	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$750.00
				\$750.00
01/16/2024	26696	New York State Unemployment Insurance	1102 Checking Account	
			4478 Unemployment Insurance	\$113.40
				\$113.40
01/16/2024	26697	New York Times	1102 Checking Account	
			4413 Periodicals	\$24.00
				\$24.00
01/16/2024	26698	New York Times	1102 Checking Account	
			4413 Periodicals	\$55.20
				\$55.20
01/16/2024	26699	Noah's Ark Animal Workshop Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$1,753.70
				\$1,753.70
01/16/2024	26700	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	\$73,294.38
			2185 Employee Ins - enrollee contrib	\$4,737.72
				\$78,032.10
01/16/2024	26701	O'Connell, Carol	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,582.50
				\$1,582.50
01/16/2024	26702	O'Neil, Mary Ellen	1102 Checking Account	
			4479 9060.8 Health Insurance	\$494.70
				\$494.70

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/16/2024	26703	Ozkaya, Charyl	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$100.00 \$100.00
01/16/2024	26704	Pantorno, Brandon	1102 Checking Account 4479 9060.8 Health Insurance	\$989.10 \$989.10
01/16/2024	26705	Paychex of New York	1102 Checking Account 4437 Accounting and Legal	\$150.00 \$150.00
01/16/2024	26706	Paychex of New York LLC	1102 Checking Account 4437 Accounting and Legal	\$951.77 \$951.77
01/16/2024	26707	Plymouth Rocket, Inc.	1102 Checking Account 4414 Computer Software	\$600.00 \$600.00
01/16/2024	26708	Popielaski, Joan	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26709	Popielaski, William	1102 Checking Account 4479 9060.8 Health Insurance	\$494.70 \$494.70
01/16/2024	26710	Quadient Finance USA, Inc.	1102 Checking Account 4433 Postage	\$700.00 \$700.00
01/16/2024	26711	Quigley, Deborah A.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$240.00 \$240.00
01/16/2024	26712	R.C. Gluck Associates LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$100.00 \$100.00
01/16/2024	26713	Rotorpro	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$650.00 \$650.00
01/16/2024	26714	Scott, Robert G.	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			4421A Library Programs:Program Contractors:Adult	\$840.00
			4421B Library Programs:Program Contractors:Children/Teen	\$1,050.00
				\$1,890.00
01/16/2024	26715	Seaman, Kevin A.	1102 Checking Account	
			4437 Accounting and Legal	\$8,500.00
				\$8,500.00
01/16/2024	26716	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$5,437.73
				\$5,437.73
01/16/2024	26717	Sessa, Sheryl	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,285.80
				\$1,285.80
01/16/2024	26718	Shake 'N Make Music LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$300.00
				\$300.00
01/16/2024	26719	SoFo	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$100.00
				\$100.00
01/16/2024	26720	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
01/16/2024	26721	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$195.58
			4422A Library Programs:Program Supplies:Adult	\$176.63
				\$372.21
01/16/2024	26722	Suffolk Cooperative Library System	1102 Checking Account	
			4410 Library Books	\$1,079.00
			4430 Office & Library Supplies	\$539.88
			4417 OTHER THINGS LENDING	\$270.00
			4429 Circulation	\$97.02
				\$1,985.90
01/16/2024	26723	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,875.00
			4421B Library Programs:Program	\$750.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 01/24/1

January 16, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			Contractors:Children/Teen	\$2,625.00
01/16/2024	26724	Thomas Klise/Crimson Multimedia	1102 Checking Account 4412 Audio Video	\$64.37 \$64.37
01/16/2024	26725	Times Beacon Record Newspapers	1102 Checking Account 4413 Periodicals	\$59.00 \$59.00
01/16/2024	26726	TRANE US INC.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$3,910.00 \$3,910.00
01/16/2024	26727	Unique Management Services, Inc.	1102 Checking Account 4429 Circulation	\$116.50 \$116.50
01/16/2024	26728	Vamos, Michelle	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$315.00 \$315.00
01/16/2024	26729	W.B. Mason Co., Inc.	1102 Checking Account 4430 Office & Library Supplies	\$93.98 \$93.98
01/16/2024	26730	Washburn, Elizabeth	1102 Checking Account 4479 9060.8 Health Insurance	\$989.10 \$989.10
01/16/2024	26731	Washburn, John	1102 Checking Account 4479 9060.8 Health Insurance	\$989.10 \$989.10
01/16/2024	26732	Winters Bros. Hauling of LI, LLC	1102 Checking Account 4432 Cartage	\$271.68 \$271.68
TOTAL				\$207,156.29

COMSEWOGUE PUBLIC LIBRARY

12/21/2023 Payroll
Check Register

WARRANT DETAIL REPORT

December 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
12/21/2023	26631	Equitable Financial	1102 Checking Account 2184 Annuity	\$6,502.00 \$6,502.00 ✓
12/21/2023	26632	Suffolk County Water Authority	1102 Checking Account 4450 Utilities	\$705.16 \$705.16 ✓
TOTAL				\$7,207.16

APPROVED
DEC 19 2023
John J. Engelhardt

12/21/2023 Payroll Warrant

Payroll Warrant	\$ 7,207.16
<u>Paychex Payroll</u>	<u>\$120,261.71</u>
TOTAL	\$127,468.87

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COMSEWOGUE PUBLIC LIBRARY

01/04/2024 Payroll
Check Register

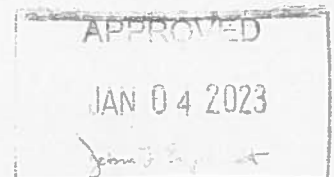
WARRANT DETAIL REPORT

January 4, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
01/04/2024	26633	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
				\$691.36
01/04/2024	26634	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$4,502.00
				\$4,502.00
01/04/2024	26635	National Grid	1102 Checking Account	
			4450 Utilities	\$2,759.26
				\$2,759.26
01/04/2024	26636	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,359.72
			2186 Retirement	\$328.00
				\$3,687.72
01/04/2024	26637	Optimum	1102 Checking Account	
			4431 Telecommunications	\$628.17
				\$628.17
01/04/2024	26638	PSEGLI	1102 Checking Account	
			4450 Utilities	\$4,785.62
				\$4,785.62
01/04/2024	26639	Verizon	1102 Checking Account	
			4431 Telecommunications	\$106.25
				\$106.25
TOTAL				\$17,160.38

01/04/2024 Payroll Warrant

Payroll Warrant	\$ 17,160.38	<i>JK</i>
Paychex Payroll	\$115,039.50	<i>JK</i>
TOTAL	\$132,199.88	



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		
		January 2024 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		March 2024 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 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		February 2024 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		April 2024 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2024 Calendars 2025 Calendars

APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		March 2024 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		May 2024 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendars by Vertex42.com © 2022 Vertex42 LLC Free to print https://www.vertex42.com/calendars/ 2024 Calendars 2025 Calendars