

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 17, 2023

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES
- D. CORRESPONDENCE
- E. DIRECTOR'S REPORT
 - 1. DIRECTOR'S REPORT
 - 2. PERSONNEL REPORT
 - 3. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 12/22/2022 & 01/05/2023
- 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 20, 2022

President McCrary called the meeting to order at 6:16 p.m.

PRESENT: Trustee McCrary
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee DeStefano

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on November 15, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Director's Report dated December 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated December 20, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Financial Reports for the periods ending October 31, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 12/22/1, dated December 20, 2022, in the amount of \$582,324.14. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the payroll and payroll warrants for November 23, 2022 (\$122,370.81) and December 8, 2022 (\$134,346.63). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee Spence, to set the Library Budget Vote and Trustee Election, Tuesday, April 4, 2023, from 9:30 AM to 9:00 PM. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the resignations of Kristen Ahearn (effective December 4, 2022) and Natalie Metcalf (effective December 5, 2022), with thanks to services rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 6:50 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

January 2023

Personnel

- Andrea Malchiodi has worked on job announcements across position titles to bring greater consistency to format and to enhance included information about the Library. Potential candidates now learn more about the Library's intent, philosophy and organizational priorities as they consider applying. These improvements help differentiate the Library from other organizations and should provide an additional edge regarding recruitment.
- The Library is taking additional steps to make new hires feel most welcome, such as "all-staff" emails announcing employee's first day so staff can look to greet them and introduce themselves. A small "welcome" gift bag awaits new hires on their first day, and contains a CPL notepad (courtesy of a local printer), LiveLibrary-branded items (courtesy of SCLS), etc.
- A. Malchiodi is arranging for a *Mental Health and Wellness 101* training for staff, courtesy of the Association of Mental Health and Wellness via an opportunity which came to us through SCLS

Operations

- Preparations continue regarding the annual budget vote and trustee election
- Tax and contract payments were received (re: Comsewogue, Miller Place and Mt. Sinai districts)
- Drafting revisions to Long-Range Plan; incorporating related goals and affiliated actions; to be brought to Board for consideration in near future

Building & Grounds

- Boiler installation work continues, with old tanks removed and new tank installed; gas lines re-routed, etc.
- Anticipating proposal in near future re: affiliated indoor repair work on drywall in skylight area

Professional Activities

- 1/4 PALS Board Mtg. (PALS = Partnership of Automated Libraries of Suffolk) (DE) (online)
- 1/5 SLI Meetup (SLI = Sustainable Libraries Initiative) (DE) (online)
- 1/6 Long Island Association State of the Counties Breakfast (DE & AM) (Woodbury) (4 SCLS Tables)
- 1/17 *Your Compensation Philosophy* (online) (via Long Island Libraries Resources Council)

Community Activities

- Transitioned from Mather Board of Directors to Mather Community Advisory Board (as per Northwell agreement)
- Youth Exchange representative for Port Jefferson Rotary Club
- Mentor and Evaluator (one of several) for national *Sustainable Libraries Initiative* program
- Board Member, Decision Women in Commerce & Professions

Deborah Engelhardt

Comsewogue Public Library

Personnel Report

January 17, 2023

New Appointments/Promotions:

Jefferson DeJesus, Librarian I (PT) – Adult Services, effective January 6, 2023. Salary \$30.67 hr.

Comsewogue Public Library 2022/2023 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	12/30/2022	147,758.24	12/30/2022	147,758.24	
2	1/9/2023	157,608.78	1/9/2023	110,325.15	47,283.63
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4					
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6					
7					
8					
9					
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12					
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14					
15					
16					
17					
18					
19					
20 *					

TOTAL AMOUNT TAXES TO BE RAISED:	\$3,124,048.00
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Total Payments From Town of Brk	\$305,367.02	
Payments CPL Received		\$258,083.39
Payments US Bank Retained for Bonds		\$47,283.63
Interest Received*		0.00
Remaining Balance - Uncollected Taxes		\$2,865,964.61
Total Payments (including interest)	\$305,367.02	\$258,083.39

*Comsewogue Public Library
Statistical Report 2022/2023*

E-4

December 2022

	Dec 2022	Dec 2021	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	54	53	1.89%	8,801	8,619	2.11%
2	Juvenile	13	17	-23.53%	2,952	2,931	0.72%
3	Total	67	70	-4.29%	11,753	11,550	1.76%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	21	12	75.00%	4,250	4,389	-3.17%
5	Port Jefferson Library	4	11	-63.64%	1,925	1,654	16.38%
Miller Place Borrower Registration:							
6	Comsewogue Library	16	17	-5.88%	4,295	4,452	-3.53%
7	Port Jefferson Library	21	10	110.00%	1,544	2,041	-24.35%
8	Total CPL Members	104	99	5.05%	20,298	20,391	-0.46%
9	Library Visits *	7,297	7,085	2.99%	56,523	45,956	22.99%
10	Curbside Pick Up	22	38	-42.11%	172	234	-26.50%
Transactions							
11	Circulation of Physical Items:	21,262	22,118	-3.87%	150,934	154,546	-2.34%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	7,982	7,457	7.04%	48,999	47,308	3.57%
13	Hoopla	707	878	-19.48%	4,500	5,041	-10.73%
14	Kanopy	151	215	-29.77%	956	1,123	-14.87%
Circulation Other:**							
15	Museum Passes	40	23	73.91%	448	218	105.50%
16	Library of Things	63		n/a	554		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	612	712	-14.04%	4,250	4,023	5.64%
18	Public Wireless Sessions	1,654	1,537	7.61%	10,161	9,989	1.72%
Interlibrary Loan:							
19	Items Loaned	935	1,376	-32.05%	6,337	6,924	-8.48%
20	Items Borrowed	1,553	1,570	-1.08%	9,674	9,087	6.46%

*Estimated due to door counter malfunction 12/22/21- 1/20/22 Door Counter since replaced

**Prior to Aug 2021 stats did not include "Print on Demand" museum passes

Adult Programming: December 2022

E-5

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
How to Beat The Winter Blahs	1	11	7
HIICAP	appt	3	3
Mah-Jongg & More	1	16	7
Train Trip to NYC \$10.25	1	76	68
Defensive Driving	1	12	12
ONLINE Trivia (Email)	2	13,n/a	23,27
AARP Smart Driver Course	2	22	20,20
Candy Cane Body Scrub \$5	2	8,9	5,6
ONLINE Breathe Together (Zoom)	4	52	5,5,5,5
ONLINE New English Speakers (Zoom)	4	n/a	3,2,5,4
Chess Club	4	n/a	5,4,4,1
ONLINE Rob Scott Live (Zoom/Facebook)	1	n/a	15
Gift Wrapping	2	n/a	10,9
Career Counseling	appt	3	3
Hot Chocolate & Cookies Giveaway	1	n/a	150
Knit & Crochet	1	5	2
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	8
Shared with other libraries around the country			
Hygge: The Year of Living Danishly	1	6	3
Senior Advocate	appt	3	3
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
ONLINE Abandoned: Orphan Trains (YouTube)	1	<i>redirect clicks</i>	73
		<i>views</i>	2300

Adult Programming: Summary

ONLINE Write This Way (Zoom)	1	12	8
Holiday Bingo	1	20	19
One-on-One Appointments	unlimited	1	1
Social Work Intern	unlimited	<i>to follow</i>	<i>to follow</i>
TOTALS	32	276	554

* View counts as of 1/3/23

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
December 2022	32	276	554
YTD 2022	515	5106	8889
December 2021	33	258	640
YTD 2021	510	4303	8208

Children and Teen Services Department

December 2022 Statistics

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Family Gingerbread House Decorating***	67	4	94	75		169
All ages w/caregiver						
Noon Year's Eve	25	1	27	33		60
All ages w/caregiver						
Pajama Storytime	15	1	15	12		27
All ages w/caregiver						
Infant Massage	4	1	2	2		4
Birth-12 mon, w/caregiver						
Baby Start	19	1	15	18		33
Birth-17 mon, w/caregiver						
Zumbini	26	2	17	18		35
Birth-35 mon w/caregiver						
Come Play with PlayHooray	50	3	31	33		64
Birth-prek w/caregiver						
Toddler Sign Time	11	1	6	6		12
12-17 mon, w/caregiver						
Kidnastics	64	3	49	46		95
12 mon-prek, w/caregiver						
Magnet Madness		1	5	5		10
12 mon-prek, w/caregiver						
Rails & Trails		1	11	10		21
12 mon-prek, w/caregiver						
Sensational Playtime	30	2	23	24		47
18-35 mon, w/caregiver						
A Time for Kids: Home for the Holidays	55	3	43	38		81
18 mon-prek, w/caregiver						
Tales for Tots: Gingerbread Time	17	1	13	13		26
2.5 years-prek, w/caregiver						
Ode to Sesame Street	14	1	6	6		12
3 years-prek, w/caregiver						

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Snowman Cupcakes 3 years-prek, w/caregiver	19	1	10	10		20
Snowman Stories 3 years-prek, w/caregiver	17	1	9	9		18
Scooter Town Grades K-2	24	2	15			15
Snowy Picture Frames Grades K-2	16	1	11			11
Winter Wonderland Grades K-2	24	1	17			17
Art Smarts Grades K-5		1	10	7		17
Chess Club Grades K-5	23	2	11			11
Create a Mystery Gift Grades K-5	45	2	32			32
Retro Video Games Grades K-5	24	1	18			18
Frame a Snowy Story Grades 3-5	14	1	4			4
Holiday 60-Second Challenge Grades 3-5	23	1	7			7
Chess Buddies Grades 6-12	9	2			9	9
Cupcake Wars Grades 6-12	22	1			18	18
Gift Wrapping Grades 6-12	31	2		19	19	38
Gingerbread House Decorating Grades 6-12	22	1			18	18
Holiday Teen Minute to Win It Grades 6-12	23	1			13	13
Noon Year's Eve Volunteers Grades 6-12	19	1			15	15

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			
	Total	Sessions	Children	Adults	Teens	Totals
Remote Community Service		5			14	14
Grades 6-12						
Snowman Mason Jars	25	1			21	21
Grades 6-12						
Stuffed Animals	24	1			21	21
Grades 6-12						
Teen Retro Game Night	25	1			9	9
Grades 6-12						
Ugly Sweater Party	11	1			7	7
Grades 6-12						
Totals	837	57	501	384	164	1049
<u>SUMMARY OF STATISTICS</u>	Dec '22	YTD '22				
TOTAL # OF SESSIONS	57	619				
TOTAL # OF CHILDREN	501	8,404				
TOTAL # OF ADULTS	384	3,697				
TOTAL # OF TEENS	164	2,138				
TOTAL # OF PATRONS	1,049	14,239				

**** Sessions are sequential. Patrons register once and attend all listed sessions.**
***** Entire family registers with one library card.**

Language other than English
Technology taught/used

G

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
As of November 30, 2022

ASSETS**Current Assets****Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,856.48
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,547,853.46
1110 · Savings-Capital Improvements	784,129.44
1114 · Savings-Termination Pay	234,221.56
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 2,614,210.94

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	7,371.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 7,871.65

Total Current Assets2,622,082.59**TOTAL ASSETS**2,622,082.59**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	189.05
2186 · Retirement	110.67
2187 · AFLAC - Cancer Care	206.64
2188 · AFLAC - Accident Ins	67.60
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	120.60

Total Other Current Liabilities 79,735.46

Total Current Liabilities 79,735.46

Total Liabilities

79,735.46

Equity

2200 · General Fund Balance	3,772,257.69
2201 · Capital Improvement Fund	780,573.55
2202 · Termination Payment Fund	272,265.30
Net Income	-2,282,749.41

Total Equity 2,542,347.13

TOTAL LIABILITIES & EQUITY2,622,082.59

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending November 30, 2022

	<u>November 22</u>	<u>July 22 - November 22</u>
Revenue		
3301 · Tax Revenues	0.00	46.72
3302 · Fines	30.69	290.30
3304 · Interest Earned	1,180.81	4,452.46
3305 · Unclassified rev.-Copies	256.00	3,426.00
3306 · Unclassified rev.-Books	64.65	1,877.18
3307 · Unclassified rev.-Other	19.60	123.08
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	5.00	10.00
3312 · Local Sponsor Aid	0.00	6,287.00
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>1,556.75</u>	<u>16,512.74</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending November 30, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	NOVEMBER	JULY - NOVEMBER		
4401 · Computer Supplies	2,226.49	7,382.25	13,000.00	-5,617.75
4402 · Computer Equipment/Parts	0.00	480.42	28,000.00	-27,519.58
4403 · Furniture & Equipment	22,863.65	30,224.04	52,000.00	-21,775.96
4404 · Salaries-Professional	162,469.37	793,902.72	2,134,860.00	-1,340,957.28
4405 · Salaries-Clerical	121,088.49	372,582.73	865,153.00	-492,570.27
4406 · Salaries-Custodial	8,765.87	41,911.21	105,814.00	-63,902.79
4407 · Salaries-Guard	2,233.28	11,776.26	30,070.00	-18,293.74
4410 · Library Books	11,688.12	36,120.14	125,000.00	-88,879.86
4412 · Audio Video	1,844.42	7,303.74	33,000.00	-25,696.26
4413 · Periodicals	77.20	10,968.40	15,000.00	-4,031.60
4414 · Computer Software	532.31	3,202.49	8,000.00	-4,797.51
4415 · Electronic Data Base	1,738.11	35,103.94	240,000.00	-204,896.06
4417 · OTHER THINGS LENDING	690.00	10,336.00	17,500.00	-7,164.00
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	835.00	835.00	0.00	835.00
4421A · Adult	5,736.00	21,020.45	62,000.00	-40,979.55
4421B · Children/Teen	5,325.00	26,014.00	62,000.00	-35,986.00
4422 · Program Supplies	240.00	240.00	0.00	240.00
4422A · Adult	373.46	1,370.72	7,000.00	-5,629.28
4422B · Children/Teen	2,949.49	6,597.60	22,000.00	-15,402.40
4428 · Conferences	1,530.72	5,545.19	11,000.00	-5,454.81
4429 · Circulation	311.70	37,330.35	60,000.00	-22,669.65
4430 · Office & Library Supplies	1,089.60	4,326.08	16,000.00	-11,673.92
4431 · Telecommunications	775.79	3,896.00	9,800.00	-5,904.00
4432 · Cartage	226.40	1,132.00	3,000.00	-1,868.00
4433 · Postage	0.00	3,680.71	13,000.00	-9,319.29
4434 · Publicity and Printing	0.00	19,308.92	36,000.00	-16,691.08
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	12,689.91	45,729.29	82,500.00	-36,770.71
4438 · Membership Dues	0.00	1,160.00	2,920.00	-1,760.00
4439 · Equipment/Blding Maint & Repair	6,595.00	82,325.30	178,000.00	-95,674.70
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	6,106.23	26,228.45	76,552.00	-50,323.55
4450 · Utilities	10,132.70	60,836.20	120,000.00	-59,163.80
4451 · Custodial Supplies	97.90	4,675.96	16,000.00	-11,324.04
4453 · Employees Assistance Program	0.00	3,168.26	3,250.00	-81.74
4454 · Insurance - Library	0.00	61,008.41	63,380.00	-2,371.59
4456 · Rental Expenses	1,519.72	8,128.37	19,400.00	-11,271.63
4471 · Workers Compensation Insurance	0.00	26,606.00	27,000.00	-394.00
4472 · Life Insurance	444.54	2,367.06	5,600.00	-3,232.94
4473 · Dental Insurance	2,584.62	12,118.14	33,000.00	-20,881.86
4474 · VISION INS	336.31	1,460.96	4,300.00	-2,839.04
4476 · 9020.8 Retirement Expense	0.00	0.00	311,000.00	-311,000.00
4477 · 9030.8 Social Security Expense	18,994.78	87,704.13	230,000.00	-142,295.87
4478 · Unemployment Insurance	0.00	227.00	2,000.00	-1,773.00
4479 · 9060.8 Health Insurance	59,709.03	318,949.26	822,439.00	-503,489.74
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	679.00	-679.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	474,821.21	2,299,262.15	6,360,895.00	-4,061,632.85

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 01/23/1 ~ January 17, 2023

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Date	Num	Name	Account	Debit
01/17/2023	25503	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	150.00 150.00
01/17/2023	25504	Adamko, Patricia Adamko, Patricia	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 510.30
01/17/2023	25505	Adamko, Walter Adamko, Walter	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 510.30
01/17/2023	25506	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	200.00 200.00
01/17/2023	25507	Albanese, Catherine Albanese, Catherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 510.30
01/17/2023	25508	American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 1153 · PATRON ACCOUNTS-DISC TICK... 3309 · Video Books 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4451 · Custodial Supplies	13,035.00 30.36 11.57 159.92 112.00 159.71 93.00 13,601.56
01/17/2023	25509	B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4401 · Computer Supplies	670.69 670.69
01/17/2023	25510	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	1,918.98 174.13 2,093.11
01/17/2023	25511	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen	475.00 475.00
01/17/2023	25512	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	1,612.28 9,133.76 10,746.04
01/17/2023	25513	CCH Incorporated CCH Incorporated	1102 · Checking Account 4410 · Library Books	204.26 204.26
01/17/2023	25514	CCI Solutions CCI Solutions	1102 · Checking Account 4430 · Office & Library Supplies	479.45 479.45
01/17/2023	25515	Chicago Distribution Center Chicago Distribution Center	1102 · Checking Account 4422A · Adult	77.65 77.65
01/17/2023	25516	De Lage Landen Financial Services, Inc. De Lage Landen Financial Services, Inc.	1102 · Checking Account 4456 · Rental Expenses	1,562.19 1,562.19
01/17/2023	25517	DeFigueiredo, Anna DeFigueiredo, Anna	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 510.30

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 01/23/1 ~ January 17, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
01/17/2023	25518	Demco Demco	1102 · Checking Account 4430 · Office & Library Supplies	799.21 <hr/> 799.21
01/17/2023	25519	DeRosalia, Angela DeRosalia, Angela	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25520	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	1,354.64 <hr/> 1,354.64
01/17/2023	25521	Forkin, Donna Forkin, Donna	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25522	Forkin, James Forkin, James	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25523	Fort, Brenda Fort, Brenda	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25524	Giaquinto and Company Giaquinto and Company	1102 · Checking Account 4437 · Accounting and Legal	7,500.00 <hr/> 7,500.00
01/17/2023	25525	Gilmore, Barbara Gilmore, Barbara	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25526	Gilmore, Frederick Gilmore, Frederick	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25527	Gomer, Regina Gomer, Regina	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25528	Grainger Grainger Grainger	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair 4451 · Custodial Supplies	13.68 134.89 <hr/> 148.57
01/17/2023	25529	Green Earth Craft, Inc Green Earth Craft, Inc	1102 · Checking Account 4421B · Children/Teen	250.00 <hr/> 250.00
01/17/2023	25530	Grey House Publishing Grey House Publishing	1102 · Checking Account 4410 · Library Books	1,028.10 <hr/> 1,028.10
01/17/2023	25531	Hall, Dianne Hall, Dianne	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25532	Hall, Erik Hall, Erik	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
01/17/2023	25533	Hampton Jitney Hampton Jitney	1102 · Checking Account 4421A · Adult	300.00 <hr/> 300.00
01/17/2023	25534	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	930.00 <hr/> 930.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 01/23/1 ~ January 17, 2023

Date	Num	Name	Account	Debit
				930.00
01/17/2023	25535	HomeStyle Landscaping & Design, Inc HomeStyle Landscaping & Design, Inc	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,042.00
				3,042.00
01/17/2023	25536	Iovino, Daniel Iovino, Daniel	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25537	Iovino, Maria Iovino, Maria	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25538	Jaffe, Karen Jaffe, Karen	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25539	JanWay Company USA, Inc. JanWay Company USA, Inc.	1102 · Checking Account 4422A · Adult	475.44
				475.44
01/17/2023	25540	JK Tech Solutions, Inc DBA Sharper Tra... JK Tech Solutions, Inc DBA Sharper Tra...	1102 · Checking Account 4421A · Adult	160.00
				160.00
01/17/2023	25541	JoAnn Stores, LLC JoAnn Stores, LLC	1102 · Checking Account 4415 · Electronic Data Base	1,000.00
				1,000.00
01/17/2023	25542	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	340.00
				340.00
01/17/2023	25543	King, George King, George	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25544	King, Katherine King, Katherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25545	Klein, Coby Klein, Coby	1102 · Checking Account 4421A · Adult	250.00
				250.00
01/17/2023	25546	Long Island Retro Gaming, LLC Long Island Retro Gaming, LLC	1102 · Checking Account 4421B · Children/Teen	500.00
				500.00
01/17/2023	25547	Long Island Science Center Long Island Science Center	1102 · Checking Account 4417 · OTHER THINGS LENDING	350.00
				350.00
01/17/2023	25548	Lunarola, Michele Lunarola, Michele	1102 · Checking Account 4428 · Conferences	20.00
				20.00
01/17/2023	25549	Lusak, Richard Lusak, Richard	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25550	Matthew Bender & Co. Inc. Matthew Bender & Co. Inc.	1102 · Checking Account 4410 · Library Books	97.00
				97.00
01/17/2023	25551	McHugh, Joan McHugh, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 01/23/1 ~ January 17, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				510.30
01/17/2023	25552	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,700.00
				3,700.00
01/17/2023	25553	MD Design Studio MD Design Studio	1102 · Checking Account 4422B · Children/Teen	440.00
				440.00
01/17/2023	25554	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	1,631.04 1,339.39
				2,970.43
01/17/2023	25555	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	6.15
				6.15
01/17/2023	25556	Nabco Entrances, Inc. Nabco Entrances, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	819.02
				819.02
01/17/2023	25557	New York Legal Publishing Corp. New York Legal Publishing Corp.	1102 · Checking Account 4410 · Library Books	155.00
				155.00
01/17/2023	25558	New York State Unemployment Insurance New York State Unemployment Insurance	1102 · Checking Account 4478 · Unemployment Insurance	113.50
				113.50
01/17/2023	25559	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				55.20
01/17/2023	25560	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	22.00
				22.00
01/17/2023	25561	NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee contrib	62,387.53 3,768.09
				66,155.62
01/17/2023	25562	O'Connell, Carol O'Connell, Carol	1102 · Checking Account 4479 · 9060.8 Health Insurance	1,632.90
				1,632.90
01/17/2023	25563	O'Neil, Mary Ellen O'Neil, Mary Ellen	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25564	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	100.00
				100.00
01/17/2023	25565	Pantomo, Brandon Pantomo, Brandon	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				714.30
01/17/2023	25566	Pavone, Lisa Pavone, Lisa	1102 · Checking Account 4421B · Children/Teen	330.00
				330.00
01/17/2023	25567	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00
				140.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 01/23/1 ~ January 17, 2023

Date	Num	Name	Account	Debit
01/17/2023	25568	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	954.81
				954.81
01/17/2023	25569	Plymouth Rocket, Inc. Plymouth Rocket, Inc.	1102 · Checking Account 4414 · Computer Software	600.00
				600.00
01/17/2023	25570	Popielaski, Joan Popielaski, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25571	Popielaski, William Popielaski, William	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
01/17/2023	25572	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00
01/17/2023	25573	Scholastic Library Publishing Scholastic Library Publishing	1102 · Checking Account 4410 · Library Books	1,884.00
				1,884.00
01/17/2023	25574	SCLS - PALS SCLS - PALS	1102 · Checking Account 4429 · Circulation	7,178.83
				7,178.83
01/17/2023	25575	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	790.00
				790.00
01/17/2023	25576	Seaman, Kevin A. Seaman, Kevin A.	1102 · Checking Account 4437 · Accounting and Legal	8,500.00
				8,500.00
01/17/2023	25577	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	5,427.76
				5,427.76
01/17/2023	25578	Sensational Playtime Inc. Sensational Playtime Inc.	1102 · Checking Account 4421B · Children/Teen	600.00
				600.00
01/17/2023	25579	Sessa, Sheryl Sessa, Sheryl	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				714.30
01/17/2023	25580	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
01/17/2023	25581	Spoltore, John T. Spoltore, John T.	1102 · Checking Account 4421A · Adult	200.00
				200.00
01/17/2023	25582	Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies	224.44
				224.44
01/17/2023	25583	Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4417 · OTHER THINGS LENDING 4421A · Adult 4429 · Circulation	270.00 148.16 102.00
				520.16
01/17/2023	25584	TRANE US INC. TRANE US INC.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,910.00

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01/13/23

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 01/23/1 ~ January 17, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				3,910.00
01/17/2023	25585	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	186.40
				<u>186.40</u>
01/17/2023	25586	Vamos, Michelle Vamos, Michelle	1102 · Checking Account 4421B · Children/Teen	315.00
				<u>315.00</u>
01/17/2023	25587	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	80.46
				<u>80.46</u>
01/17/2023	25588	Washburn, Elizabeth Washburn, Elizabeth	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
01/17/2023	25589	Washburn, John Washburn, John	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
01/17/2023	25590	Winters Bros. Hauling of LI, LLC Winters Bros. Hauling of LI, LLC	1102 · Checking Account 4432 · Cartage	226.40
				<u>226.40</u>
TOTAL				<u><u>171,857.09</u></u>

4:13 PM
12/20/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
December 22, 2022

I-1
12/22/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
12/22/2022	25493	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	6,342.00 6,342.00 ✓
12/22/2022	25494	NYS Employees Retirement System NYS Employees Retirement System NYS Employees Retirement System	1102 · Checking Account 2186 · Retirement 2186 · Retirement	3,036.61 202.00 3,238.61
TOTAL				<u>9,580.61</u> ✓

12/22/2022 Payroll Warrant

Payroll Warrant	\$ 9,580.61
<u>Paychex Payroll</u>	<u>\$ 115,757.08</u>
TOTAL	\$ 125,337.69

2:50 PM
01/03/23

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
January 5, 2023**

I-2
01/05/2023 Payroll
Check Register

Date	Num	Name	Account	Debit
01/05/2023	25495	Aflac Aflac Aflac Aflac Aflac	1102 · Checking Account 2187 · AFLAC - Cancer Care 2188 · AFLAC - Accident Ins 2190 · AFLAC - Short Term Disability 2194 · Aflac - Hospital	206.64 67.60 275.16 120.60 <hr/> 670.00 ✓
01/05/2023	25496	AT&T AT&T	1102 · Checking Account 4431 · Telecommunications	52.35 <hr/> 52.35 ✓
01/05/2023	25497	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	4,142.00 <hr/> 4,142.00 ✓
01/05/2023	25498	National Grid National Grid	1102 · Checking Account 4450 · Utilities	3,298.02 <hr/> 3,298.02 ✓
01/05/2023	25499	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	627.41 <hr/> 627.41 ✓
01/05/2023	25500	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	6,613.67 <hr/> 6,613.67 ✓
01/05/2023	25501	Suffolk County Water Authority Suffolk County Water Authority	1102 · Checking Account 4450 · Utilities	771.92 <hr/> 771.92 ✓
01/05/2023	25502	Verizon Verizon	1102 · Checking Account 4431 · Telecommunications	98.98 <hr/> 98.98 ✓
TOTAL				<hr/> 16,274.35

01/05/2023 Payroll Warrant

Payroll Warrant	\$ 16,274.35
<u>Paychex Payroll</u>	<u>\$ 118,664.79</u>
TOTAL	\$ 134,939.14

FEBRUARY 2023

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

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APRIL 2023

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