

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 21, 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. PERSONNEL REPORT
  - 3. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 04/25/2024 & 05/09/2024
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. POLICY REVISION: PART TIME VACATION POLICY
  - 2. BUDGET TRANSFERS
  - 3. BUDGET FUND DESIGNATION/TRANSFER
  - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
  - 5. 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  
APRIL 16, 2024

Trustee Spence called the meeting to order at 6:00 p.m.

PRESENT: Trustee Olson

Trustee Spence

Trustee McCrary

Trustee DeStefano

Trustee Rossini

Assistant Director Malchiodi

Director Engelhardt (attended online)

ABSENT WITH NOTIFICATION:

ALSO PRESENT: A member of the public.

Trustee Spence conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on March 19, 2024. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Director's Report dated April 2024. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the Personnel Report dated April 16, 2024. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the Financial Reports for the period ending February 29, 2024, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve warrant 04/24/1, dated April 16, 2024, in the amount of \$194,850.16. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for March 28, 2024 (\$127,859.85) and April 11, 2024 (\$132,681.02). Discussion followed. Approved unanimously.

The Board reviewed the results of the Library Budget Vote and Trustee Election for 2024-2025. The results were as follows:

*Adoption of the 2024-2025 Annual Library Budget*

*Yes – 103    No – 24    Void – 0    Blank – 1    Total – 128*

*Annual Election of Library Board Trustee – John Rossini*

*Yes – 122    Write-In – 1    Void – 0    Blank – 5    Total – 128*

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the proposal from Thermal Solutions, Inc. for the Rooftop Condensing Unit Repair, not to exceed \$11,500, exclusive of additional refrigerant which will be billed at \$130 per lb above 60lbs; to be funded by the Capital Improvement Fund designation and to increase the 2023-2024 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the resignation of Leanna Rafael (effective April 3, 2024) with thanks for service rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn the meeting at 6:38 P.M. Approved unanimously.

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Secretary, Board of Trustees

## Director's Report

May 2024

### Personnel

- Staff enjoyed offering and participating in National Library Week festivities

### Operations

- Summer Kickoff Event - June 1

### Building & Grounds

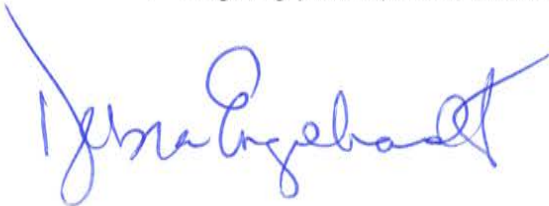
- Skylight perimeter repair complete (drywall/painting)
- CO detection system upgrades complete
- Application for final 10% of NYS construction grant (boiler project) was made
- LED conversion of pendant lighting is well underway
- Architect invited to June board meeting for a project/facility planning session

### Professional Activities

- Future of Libraries - Artificial Intelligence and the Library: A Primer for Trustees, Sustainability: The Newest Core Value (Trustee Education - SCLS - 5/1)
- Long Island Library Conference (attendees from across library departments) (Melville - 5/9)
- "Big Glitter" and Privacy (online - 5/15)
- Project Management (online - 5/16 & 17)
- Brookhaven Library Directors - Zone Meeting (Brookhaven, 5/16)

### Community Activities

- Ongoing participation in and partnerships with local organizations

A handwritten signature in blue ink, appearing to read "Johna Ogeba", is located at the bottom left of the page.

## Comsewogue Public Library

*Personnel Report*

May 21, 2024

*New Appointments/Promotions:*

Susan Kissane, Page (PT), effective April 15, 2024. Salary \$16.00 hr.

Jennifer McGuigan, Library Clerk (PT-25 hrs.) – Circulation, effective April 29, 2024. Salary \$26.59 hr.

*{increased from 17.5 hrs./wk.}*

Jenny Cammarano, Librarian II (FT) – Children's Services, effective May 6, 2024. Salary \$2,732 biweekly.

\*Requires Board Motion

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

E-3

**April 2024**

	Apr 2024	Apr 2023	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
<b>Patron Registration</b>							
<b>Comsewogue Borrower Registration:</b>							
1	Adult	77	68	13.24%	9,325	8,734	6.77%
2	Juvenile	33	20	65.00%	3,137	2,898	8.25%
3	<b>Total</b>	<b>110</b>	<b>88</b>	<b>25.00%</b>	<b>12,462</b>	<b>11,632</b>	<b>7.14%</b>
<b>Mount Sinai Borrower Registration:</b>							
4	Comsewogue Library	34	32	6.25%	4,791	4,355	10.01%
5	Port Jefferson Library	13	17	-23.53%	1,725	1,609	7.21%
<b>Miller Place Borrower Registration:</b>							
6	Comsewogue Library	26	32	-18.75%	4,779	4,376	9.21%
7	Port Jefferson Library	28	13	115.38%	2,113	1,996	5.86%
8	<b>Total CPL Members</b>	<b>170</b>	<b>152</b>	<b>11.84%</b>	<b>22,032</b>	<b>20,363</b>	<b>8.20%</b>
9	Library Visits	9,570	9,504	0.69%	92,916	92,017	0.98%
10	Curbside Pick Up	26	25	4.00%	241	263	-8.37%
<b>Transactions</b>							
11	Circulation of <b>Physical</b> Items:	23,179	23,536	-1.52%	243,969	242,918	0.43%
Circulation of <b>Electronic</b> Items:							
12	Over Drive-Audio/eBooks	8,552	9,028	-5.27%	87,713	84,320	4.02%
13	Hoopla	751	723	3.87%	7,398	7,262	1.87%
14	Kanopy*	341	159	N/A*	2,743	1,666	N/A*
*Kanopy changed reporting format 11/2023.							
Circulation Other:							
15	Museum Passes	121	68	77.94%	820	658	24.62%
16	Library of Things	173	122	41.80%	1,540	944	63.14%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	761	723	5.26%	7,463	7,247	2.98%
18	Public Wireless Sessions	1,579	1,734	-8.94%	16,134	17,256	-6.50%
Interlibrary Loan:							
19	Items Loaned	964	929	3.77%	10,093	10,586	-4.66%
20	Items Borrowed	1,442	1,499	-3.80%	16,181	15,926	1.60%

## April 2024 - J/YA Program Statistic Summary

	April '24	April'23		YTD '24	YTD '23	
<b>Family:</b>						
Total # of Sessions	20	4		38	15	
Total # of Attendees	999	415		1,750	818	
<b>Birth-PreK:</b>						
Total # of Sessions	33	29		132	116	
Total # of Attendees	830	759		3,388	3082	
<b>Grades K-5:</b>						
Total # of Sessions	14	14		57	71	
Total # of Attendees	194	197		1,135	1,215	
<b>Grades 6-12:</b>						
Total # of Sessions	12	14		66	65	
Total # of Attendees	333	160		1,698	917	
<b>TOTAL # of ALL Sessions</b>	<b>79</b>	<b>61</b>		<b>293</b>	<b>267</b>	
<b>TOTAL # of ALL Attendees</b>	<b>2,356</b>	<b>1,531</b>		<b>7,971</b>	<b>6,032</b>	

## Adult Programming: March 2024

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Mah-Jongg & More	1	n/a	14
Everyday Matinee	2	39,13	34,6
ONLINE Breathe Together	4	67	6,6,4,2
AARP Tax Assistance	5	13,13,13,13,13	18,12,15,15,15
ONLINE New English Speakers (Zoom)	4	n/a	5,7,6,5
Medicaid ABD Enrollment	1	n/a	8
Upcycling Jewelry	2	8,7	7,7
Knit & Crochet	1	n/a	7
ONLINE Trivia (Email)	2	n/a,16	37,33
Seed Swap	1	25	17
Computer Basics	2	12	8,9
Calming Art Club	1	20	16
Small Business Marketing	2	15	2,1
Defensive Driving	1	35	29
The Solar Eclipse: What You Need To Know	1	22	15
Rob Scott Spring Time Carrot Cake Muffins	3	20,17,20	21,14,20
How To Survive Rising Food Prices	1	18	9
Repair Café	1	n/a	28
Concert: Love From Jazz To Soul <i>Rescheduled from February</i>	1	94	66
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Billy Joel's New York	1	19	13



## Adult Programming: Summary

One-on-One Appointments	unlimited	2	2
Social Work Intern Appointments	unlimited	9	9
Career Counseling	Appt	3	3
<b>TOTALS</b>	<b>37</b>	<b>550</b>	<b>555</b>

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
March 2024	37	550	555
YTD 2024	108	1537	1604
March 2023	51	680	868
YTD 2023	132	1670	1974

## Adult Programming: April 2024

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
AARP Tax Assistance	2	13,13	13,10
ONLINE Breathe Together	5	70	4,8,4,7,2
ONLINE New English Speakers (Zoom)	5	n/a	5,7,5,5,9
Medicaid ABD Enrollment	1	n/a	5
Long Island Reads Films	3	10,13,8	7,7,6
Mah-Jongg & More	1	n/a	12
Concert: The Donovan Project	1	99	89
Senior Advocate	Appt	6	6
Cheese & Charcuterie	2	15,15	15,13
Long Island Reads Paint Night \$10	2	15,15	10,13
Pilates	3	13	13,8,9
Knit & Crochet	1	n/a	4
Shred-Recycle-Dispose (Town of Brookhaven) (22,310 lbs paper; 6,440 lbs e-waste; 10 boxes meds)	1	n/a	470
ONLINE Trivia (Email)	2	18,n/a	23,27
AARP Smart Driver Course	2	22	22,22
Intro to Windows 11	1	12	11
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Calming Art Club	1	20	16
Long Island Reads Book Club	1	6	6
Write This Way	1	13	8
Financial Literacy for Women (Ed Flood)	1	8	8

## Adult Programming: Summary

Computer Basics	2	11	5,6
Concert: The Easy Street Band	1	153	129
Defensive Driving	2	26	22,22
One-on-One Appointments	unlimited	4	4
Social Work Intern Appointments	unlimited	8	8
Career Counseling	Appt	3	2
<b>TOTALS</b>	<b>42</b>	<b>613</b>	<b>1111</b>

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
April 2024	42	613	1111
YTD 2024	150	2150	2715
April 2023	50	485	1092
YTD 2023	182	2155	3066

# 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
3	1/12/2024	559,758.63	1/16/2024	391,831.04	167,927.59
4	1/19/2024	418,345.92	1/22/2024	320,715.45	97,630.47
5	1/26/2024	331,927.05	1/29/2024	331,927.05	
6	2/2/2024	168,909.62	2/5/2024	168,909.62	
7	2/9/2024	88,382.94	2/12/2024	88,382.94	
8	2/16/2024	49,101.63	2/20/2024	49,101.63	
9	3/1/2024	29,460.98	3/4/2024	29,460.98	
10	3/15/2024	21,604.72	3/18/2024	21,604.72	
11	3/28/2024	15,712.52	4/1/2024	15,712.52	
12	4/12/2024	15,712.52	4/15/2024	15,712.52	
13	4/26/2024	19,640.65	4/29/2024	19,640.65	
14	5/3/2024	17,676.59	5/6/2024	17,676.59	
15	5/10/2024	27,496.91	5/13/2024	27,496.91	
16					
17					
18					
19					
20 *					

**TOTAL AMOUNT TAXES TO BE RAISED:**

**\$3,188,458.00**

Total Payments From Town of Brk

**\$2,013,166.99**

Payments CPL Received

**\$1,707,541.99**

Payments US Bank Retained for Bonds

**\$305,625.00**

Interest Received\*

**0.00**

Remaining Balance - Uncollected Taxes

**\$0.00**

**Total Payments (including interest)**

**\$2,013,166.99**

**\$1,707,541.99**

5/14/24

## ETHICS AND CONFLICT OF INTEREST

Accountability and ethics are critical ingredients for any public organization. As public libraries continue to develop, expand and rely to a far greater extent on the support of local taxpayers, it is essential for every library board to have in place a policy clearly stating the ethical principles upon which they work and the guidelines by which they handle perceived, potential, or actual conflicts of interest. **In every decision, trustees should be sensitive to even the appearance of impropriety.**

*In this context, trustees or their families may not enter into a business relationship with the library, even if they are providing a service below cost.*

Board members and staff must be transparent about conflicts of interest. A conflict of interest policy and disclosure form are now required for all libraries in New York State, given the Department of Education's Office of Counsel ruling on how Not-for-Profit Corporation Law applies to libraries. The Act specifies particular issues to be addressed in a library's conflict of interest policy and for **each trustee to file a disclosure form annually** with the library. For more information visit the New York State Library's website: <http://www.nysl.nysed.gov/libdev/trustees/coi-wb.htm>

In a similar fashion, Library Boards are strongly encouraged to adopt anti-nepotism policies to address the management and public relations issues surrounding the employment of both trustees' and staff family members. Should you find a pre-existing nepotism situation at the library, it is critical to review with managers appropriate communication channels and authority. Trustees in conflict in this area may need to recuse themselves from certain votes (e.g., union contracts, salary increases, etc.) that would impact their relative(s).

The New York State Education Department's "Report Fraud, Waste, and Abuse" website (<http://www.oms.nysed.gov/oas/fraud/>) often receives complaints challenging

the actions of library boards that have approved the hiring of relatives of board members as either staff or as vendors. The public perceives such actions as inappropriate and, in the interests of stewardship, accountability and transparency, library boards are strongly advised against such actions.

Trustees should also avoid serving on the same library board with their spouse or other close family members. Indeed, school districts (and by default, school district libraries) are prohibited under Education Law §2103(3) from having more than one family member (defined by the Attorney General as a “member of the household”) on the Board. As per the Board of Regents’ Statement on the Governance Role of a Trustee or Board member, “...Care must be taken at all times to ensure that family and/or personal relationships do not inappropriately influence a trustee’s/board member’s decision-making...”. In the absence of clear guidance by Education Law, public libraries are well advised to adhere to opinions related to their governing authority or jurisdiction. Indeed, common sense and best practice dictates that all library boards should avoid such a situation.

Though not necessarily an ethical or legal issue, “appropriate and professional” behavior by board members is every trustee’s concern and responsibility. You reflect the library to the community. The most successful boards have a positive culture of mutual respect, understanding, and inclusivity. To this end, Boards should adopt both a Code of Ethics and an Equity, Diversity, and Inclusion Statement so that expectations of behavior are clearly stated.

**All trustees are also mandated to annually take Sexual Harassment Prevention Training as per New York State Human Rights Law.** This training does not count towards the minimum of two hours of trustee education mandated by New York State Education Law, it is in addition to that mandate.

When any member acts in a manner that is not in the best interests of the library or in the cooperative nature of the Board, the Board President should discuss the

issue with the trustee in a direct and constructive manner. Violations of the Board's Code of Ethics can be the basis of the dismissal of a trustee from the Board following due process, and this should be made clear in the removal of a trustee clause of the library's bylaws. When the Board President is acting in a manner that is not in the best interest of the library or in the cooperative nature of the Board, the officers of the Board should address this issue with the Board President. All trustees must take responsibility for holding each other accountable.

**Resources:**

- Combatting Sexual Harassment in the Workplace [New York State]  
<https://www.ny.gov/combating-sexual-harassment-workplace/employers>
- Conflict of Interest policy, Non-Profit Revitalization Act [New York State Library]  
<http://www.nysl.nysed.gov/libdev/trustees/coi-wb.htm>
- Public Library Trustee Ethics Statement [United for Libraries, American Library Association]  
<http://ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/Ethics%20Statement.pdf>
- Diversity, Equity and Inclusion Framework and Policy Statement [New York State Education Department] <https://www.nysed.gov/diversity-equity-inclusion/diversity-equity-and-inclusion-framework-and-policy-statement>
- Glossary of Terms, Office for Diversity, Literacy and Outreach Services (ODLOS) [American Library Association] <https://www.ala.org/aboutala/odlos-glossary-terms>

**Related Policies and Documents:**

- Anti-Bullying
- Code of Ethics/Conduct
- Conflict of Interest
- Equity, Diversity, and Inclusion Statement *(see Trustee Recruitment Statement)*  
*- adopted 2021*

- Anti-Nepotism
- Whistleblower Protection
- Sexual Harassment Prevention
- Workplace Safety/Violence Prevention



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**COMSEWOGUE PUBLIC LIBRARY**  
**BALANCE SHEET - CASH BASIS**  
 As of March 31, 2024

**ASSETS**

**Current Assets**

**Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	10,256.16
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,307,981.64
1110 · Savings-Capital Improvements	593,498.68
1114 · Savings-Termination Pay	196,892.50
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** 3,109,538.98

**Other Current Assets**

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	6,908.28
1154 · PREPAID EXPENSES	1,710.00

**Total Other Current Assets** 8,618.28

**Total Current Assets** 3,118,157.26

**TOTAL ASSETS** 3,118,157.26

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	191.52
2186 · Retirement	3,671.24
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** 145,932.55

**Total Current Liabilities** 145,932.55

**Total Liabilities** 145,932.55

**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	-1,426,366.73

**Total Equity** 2,972,224.71

**TOTAL LIABILITIES & EQUITY** 3,118,157.26

# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending March 31, 2024

	<u>March 24</u>	<u>July 23 - March 24</u>
<b>Revenue</b>		
3301 · Tax Revenues	51,065.70	1,918,359.59
3302 · Fines	43.79	899.69
3304 · Interest Earned	11,089.47	88,499.25
3305 · Unclassified rev.-Copies	655.53	6,204.29
3306 · Unclassified rev.-Books	153.79	2,930.16
3307 · Unclassified rev.-Other	19.00	107.14
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	0.00	7,049.03
3312 · Local Sponsor Aid	700.00	7,000.00
3313 · PILOT Revenue	0.00	6,601.52
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	778,383.01
3319 · Services - Mount Sinai	0.00	692,823.85
<b>Total Revenue</b>	<u>63,727.28</u>	<u>3,677,157.53</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending March 31, 2024

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	MARCH	JULY - MARCH		
4401 · Computer Supplies	3,508.72	14,874.36	15,500.00	-625.64
4402 · Computer Equipment/Parts	0.00	2,565.94	28,000.00	-25,434.06
4403 · Furniture & Equipment	50,070.50	86,419.02	52,000.00	34,419.02
4404 · Salaries-Professional	170,358.81	1,618,417.75	2,204,668.00	-586,250.25
4405 · Salaries-Clerical	60,100.49	583,764.78	816,962.00	-233,197.22
4406 · Salaries-Custodial	6,832.04	71,060.32	97,625.00	-26,564.68
4407 · Salaries-Guard	2,786.58	20,846.80	30,673.00	-9,826.20
4410 · Library Books	8,689.46	80,578.08	120,500.00	-39,921.92
4412 · Audio Video	1,601.88	15,298.31	22,300.00	-7,001.69
4413 · Periodicals	84.00	12,613.33	15,000.00	-2,386.67
4414 · Computer Software	127.92	10,482.61	7,000.00	3,482.61
4415 · Electronic Data Base	3,857.44	224,020.71	238,000.00	-13,979.29
4417 · OTHER THINGS LENDING	2,230.37	19,605.33	17,500.00	2,105.33
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	4,051.42	48,199.29	62,000.00	-13,800.71
4421B · Children/Teen	7,545.00	63,890.00	62,000.00	1,890.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	308.02	7,949.43	7,000.00	949.43
4422B · Children/Teen	2,909.30	19,435.08	24,000.00	-4,564.92
4428 · Conferences	1,044.09	8,218.45	10,000.00	-1,781.55
4429 · Circulation	230.02	48,588.34	60,000.00	-11,411.66
4430 · Office & Library Supplies	298.07	15,077.27	14,500.00	577.27
4431 · Telecommunications	790.30	7,080.29	9,800.00	-2,719.71
4432 · Cartage	271.68	2,445.12	3,000.00	-554.88
4433 · Postage	2,991.16	10,610.63	13,000.00	-2,389.37
4434 · Publicity and Printing	10,589.00	42,440.55	52,500.00	-10,059.45
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	3,074.41	76,811.62	83,000.00	-6,188.38
4438 · Membership Dues	0.00	3,060.00	2,950.00	110.00
4439 · Equipment/Blding Maint & Repair	8,197.77	153,473.30	188,350.00	-34,876.70
4440 · Snow Removal	5,780.00	14,925.00	13,500.00	1,425.00
4441 · Building Security	5,767.00	61,640.40	74,500.00	-12,859.60
4450 · Utilities	3,643.38	87,134.07	138,000.00	-50,865.93
4451 · Custodial Supplies	3,071.55	12,395.68	16,000.00	-3,604.32
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	3,284.75	16,436.88	19,850.00	-3,413.12
4471 · Workers Compensation Insurance	0.00	24,681.02	28,991.00	-4,309.98
4472 · Life Insurance	499.49	4,859.57	5,600.00	-740.43
4473 · Dental Insurance	2,554.16	24,586.97	33,000.00	-8,413.03
4474 · VISION INS	324.93	3,087.54	4,000.00	-912.46
4476 · 9020.8 Retirement Expense	0.00	336,645.00	342,500.00	-5,855.00
4477 · 9030.8 Social Security Expense	17,960.91	170,405.48	237,500.00	-67,094.52
4478 · Unemployment Insurance	0.00	425.32	1,200.00	-774.68
4479 · 9060.8 Health Insurance	72,946.62	640,715.69	896,605.00	-255,889.31
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	305,625.00	290,000.00	15,625.00
4483 · Bond Administrative	500.00	545.75	720.00	-174.25
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>468,861.24</b>	<b>5,103,524.26</b>	<b>6,519,000.00</b>	<b>-1,415,475.74</b>

# COMSEWOGUE PUBLIC LIBRARY

H

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2024	27011	4th World Comics and Toys	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$100.00
				<b>\$100.00</b>
05/21/2024	27012	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$600.00
				<b>\$600.00</b>
05/21/2024	27013	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$5.23
				<b>\$5.23</b>
05/21/2024	27014	American Express	1102 Checking Account	
			4414 Computer Software	\$6.28
			4410 Library Books	\$27.07
			4417 OTHER THINGS LENDING	\$163.02
			4422B Library Programs:Program Supplies:Children/Teen	\$564.44
			4430 Office & Library Supplies	\$122.97
			4433 Postage	\$25.57
			4435 Annual Election	\$50.00
			4422A Library Programs:Program Supplies:Adult	\$29.28
				<b>\$988.63</b>
05/21/2024	27015	American Museum of Natural History	1102 Checking Account	
			1153 PATRON ACCOUNTS-DISC TICKETS	\$1,000.00
				<b>\$1,000.00</b>
05/21/2024	27016	B&H Photo-Video	1102 Checking Account	
			4402 Computer Equipment/Parts	\$9,883.80
				<b>\$9,883.80</b>
05/21/2024	27017	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$1,286.03
			4410 Library Books	\$37.03
				<b>\$1,323.06</b>
05/21/2024	27018	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,980.00
				<b>\$1,980.00</b>
05/21/2024	27019	Blick Art Materials	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			4422B Library Programs:Program Supplies:Children/Teen	\$99.36
				<b>\$99.36</b>
05/21/2024	27020	Boyd-Sloan, Melissa	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$600.00
				<b>\$600.00</b>
05/21/2024	27021	Brodart Company	1102 Checking Account 4410 Library Books 4410 Library Books 4422A Library Programs:Program Supplies:Adult	\$2,465.68 \$5,130.18 \$143.13
				<b>\$7,738.99</b>
05/21/2024	27022	Bruno, Carole	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$275.00
				<b>\$275.00</b>
05/21/2024	27023	Carlozzo, Paul	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$800.00
				<b>\$800.00</b>
05/21/2024	27024	Cornell Cooperative Extension, Suffolk Co	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$950.00
				<b>\$950.00</b>
05/21/2024	27025	Curley, Lisamarie	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$350.00
				<b>\$350.00</b>
05/21/2024	27026	De Lage Landen Financial Services, Inc.	1102 Checking Account 4456 Rental Expenses	\$1,562.19
				<b>\$1,562.19</b>
05/21/2024	27027	Debysingh, Vishwattie	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$275.00
				<b>\$275.00</b>
05/21/2024	27028	Discount School Supply	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	\$83.37
				<b>\$83.37</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2024	27029	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$2,609.21
				<b>\$2,609.21</b>
05/21/2024	27030	Fort, Brenda	1102 Checking Account	
			4479 9060.8 Health Insurance	\$524.10
				<b>\$524.10</b>
05/21/2024	27031	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$1,499.05
				<b>\$1,499.05</b>
05/21/2024	27032	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$201.51
			4406 Salaries-Custodial	\$50.17
				<b>\$251.68</b>
05/21/2024	27033	GranPrints	1102 Checking Account	
			4430 Office & Library Supplies	\$828.00
				<b>\$828.00</b>
05/21/2024	27034	Guardian	1102 Checking Account	
			4472 Life Insurance	\$998.98
			4473 Dental Insurance	\$4,769.85
			4474 VISION INS	\$649.86
			2185 Employee Ins - enrollee contrib	\$111.54
				<b>\$6,530.23</b>
05/21/2024	27035	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				<b>\$400.00</b>
05/21/2024	27036	Hampton Jitney	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				<b>\$300.00</b>
05/21/2024	27037	Happy Feet Suffolk	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$600.00
				<b>\$600.00</b>
05/21/2024	27038	Hauppauge Public Library	1102 Checking Account	
			3306 Unclassified rev.-Books	\$17.00
				<b>\$17.00</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2024	27039	High Hopes Productions LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$465.00 <b>\$465.00</b>
05/21/2024	27040	Holtz, Loretta	1102 Checking Account 4428 Conferences	\$16.75 <b>\$16.75</b>
05/21/2024	27041	HomeStyle Landscaping & Design, Inc	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$3,727.50 <b>\$3,727.50</b>
05/21/2024	27042	Ingram Library Services	1102 Checking Account 4410 Library Books	\$93.49 <b>\$93.49</b>
05/21/2024	27043	Jin, Elizabeth	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen 4421A Library Programs:Program Contractors:Adult	\$350.00 \$750.00 <b>\$1,100.00</b>
05/21/2024	27044	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$1,100.00 <b>\$1,100.00</b>
05/21/2024	27045	Johnson Controls Fire Protection LP	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$10,321.66 <b>\$10,321.66</b>
05/21/2024	27046	Johnson Controls Security Solutions	1102 Checking Account 4441 Building Security	\$129.90 <b>\$129.90</b>
05/21/2024	27047	Jones School Supply Co., Inc	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	\$178.00 <b>\$178.00</b>
05/21/2024	27048	Kanopy, Inc	1102 Checking Account 4415 Electronic Data Base	\$345.00 <b>\$345.00</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2024	27049	Key To My Art	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$750.00 <b>\$750.00</b>
05/21/2024	27050	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$1,550.00 <b>\$1,550.00</b>
05/21/2024	27051	King, Adam	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$450.00 <b>\$450.00</b>
05/21/2024	27052	Koch Tree Services, Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$235.00 <b>\$235.00</b>
05/21/2024	27053	Laura Pea Photography	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$300.00 <b>\$300.00</b>
05/21/2024	27054	Long Island Music & Entertainment Hall of Fame	1102 Checking Account 4417 OTHER THINGS LENDING	\$995.00 <b>\$995.00</b>
05/21/2024	27055	Long Island Science Center	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$285.00 <b>\$285.00</b>
05/21/2024	27056	Long Island Steam Group	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$369.00 <b>\$369.00</b>
05/21/2024	27057	Lunarola, Michele	1102 Checking Account 4428 Conferences 4405 Salaries-Clerical	\$20.00 \$16.89 <b>\$36.89</b>
05/21/2024	27058	Lusak, Richard	1102 Checking Account 4479 9060.8 Health Insurance	\$174.70 <b>\$174.70</b>



# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2024	27059	Marlin Leasing Corp	1102 Checking Account 4456 Rental Expenses	\$1,484.00 <b>\$1,484.00</b>
05/21/2024	27060	MCJ Cleaning Services	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$3,700.00 <b>\$3,700.00</b>
05/21/2024	27061	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	\$1,565.47 \$1,492.77 <b>\$3,058.24</b>
05/21/2024	27062	Minard, Danielle	1102 Checking Account 4404 Salaries-Professional	\$41.70 <b>\$41.70</b>
05/21/2024	27063	Monarch Watch	1102 Checking Account 4430 Office & Library Supplies	\$43.95 <b>\$43.95</b>
05/21/2024	27064	My Gym Babylon	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$300.00 <b>\$300.00</b>
05/21/2024	27065	New York Irrigation, Inc.	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$150.00 <b>\$150.00</b>
05/21/2024	27066	New York Therapy Placement Services, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$240.00 <b>\$240.00</b>
05/21/2024	27067	New York Times	1102 Checking Account 4413 Periodicals	\$48.00 <b>\$48.00</b>
05/21/2024	27068	New York Times	1102 Checking Account 4413 Periodicals	\$120.00 <b>\$120.00</b>
05/21/2024	27069	NLR, Inc.	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			4439 Equipment/Blding Maint & Repair	\$682.83 <b>\$682.83</b>
05/21/2024	27070	North Shore Library	1102 Checking Account 3306 Unclassified rev.-Books	\$14.99 <b>\$14.99</b>
05/21/2024	27071	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	\$69,950.60 \$4,737.72 <b>\$74,688.32</b>
05/21/2024	27072	Ozkaya, Charyl	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$100.00 <b>\$100.00</b>
05/21/2024	27073	Parker-Morales, Christine	1102 Checking Account 4404 Salaries-Professional 4421A Library Programs:Program Contractors:Adult	\$94.59 \$100.00 <b>\$194.59</b>
05/21/2024	27074	Paychex of New York LLC	1102 Checking Account 4437 Accounting and Legal	\$110.00 <b>\$110.00</b>
05/21/2024	27075	Quadient, Inc	1102 Checking Account 4433 Postage	\$749.75 <b>\$749.75</b>
05/21/2024	27076	Quigley, Deborah A.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$300.00 <b>\$300.00</b>
05/21/2024	27077	Quirk-Senyk, Jennifer	1102 Checking Account 4428 Conferences	\$116.18 <b>\$116.18</b>
05/21/2024	27078	R.C. Gluck Associates LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$49.00 <b>\$49.00</b>
05/21/2024	27079	Rhode Island Novelty	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	\$37.83

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
				<b>\$37.83</b>
05/21/2024	27080	Rotorpro	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$675.00 <b>\$675.00</b>
05/21/2024	27081	Royal Princess Prep Party Company	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$1,500.00 <b>\$1,500.00</b>
05/21/2024	27082	S & S Worldwide, Inc.	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	\$134.79 <b>\$134.79</b>
05/21/2024	27083	SCLS - PALS	1102 Checking Account 4429 Circulation	\$7,595.20 <b>\$7,595.20</b>
05/21/2024	27084	Scott, Robert G.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$1,400.00 <b>\$1,400.00</b>
05/21/2024	27085	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	\$7,982.00 <b>\$7,982.00</b>
05/21/2024	27086	Shake 'N Make Music LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$300.00 <b>\$300.00</b>
05/21/2024	27087	Skoblicki, Michelle A.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$175.00 <b>\$175.00</b>
05/21/2024	27088	Sparling, Nicole Summers	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$325.00 <b>\$325.00</b>
05/21/2024	27089	Spena, Catherine	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
			4428 Conferences	\$38.09
				<b>\$38.09</b>
05/21/2024	27090	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$107.78
			4422A Library Programs:Program Supplies:Adult	\$16.18
				<b>\$123.96</b>
05/21/2024	27091	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	\$6,300.00
			4429 Circulation	\$76.80
			4417 OTHER THINGS LENDING	\$450.00
			1153 PATRON ACCOUNTS-DISC TICKETS	\$13,500.00
				<b>\$20,326.80</b>
05/21/2024	27092	Suffolk County Board of Elections	1102 Checking Account	
			4435 Annual Election	\$123.72
				<b>\$123.72</b>
05/21/2024	27093	Taggart, Dianne D.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$175.00
				<b>\$175.00</b>
05/21/2024	27094	The Jewish Musuem	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$500.00
				<b>\$500.00</b>
05/21/2024	27095	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$2,200.00
			4421B Library Programs:Program Contractors:Children/Teen	\$190.00
				<b>\$2,390.00</b>
05/21/2024	27096	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$75.22
				<b>\$75.22</b>
05/21/2024	27097	TRANE US INC.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$4,027.00
				<b>\$4,027.00</b>
05/21/2024	27098	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$349.50
				<b>\$349.50</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 21, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2024	27099	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	\$517.20
				<b>\$517.20</b>
05/21/2024	27100	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$301.65
				<b>\$301.65</b>
<b>TOTAL</b>				<b>\$200,061.30</b>

I-1

# COMSEWOGUE PUBLIC LIBRARY

04/25/2024 Payroll  
Check Register

## WARRANT DETAIL REPORT

April 25, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
04/25/2024	27003	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,002.00
				<b>\$5,002.00</b>
<b>TOTAL</b>				<b>\$5,002.00</b>



<u>04/25/2024 Payroll Warrant</u>	
Payroll Warrant	\$5002.00
Accu Data Payroll	\$122,196.49
Accu Data Payroll Invoice	\$575.90
<b>TOTAL</b>	<b>\$127,774.39</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

May 9, 2024

DATE	NUM	NAME	ACCOUNT	DEBIT
05/09/2024	27004	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
				<b>\$691.36</b>
05/09/2024	27005	AT&T	1102 Checking Account	
			4431 Telecommunications	\$55.39
				<b>\$55.39</b>
05/09/2024	27006	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,402.00
				<b>\$5,402.00</b>
05/09/2024	27007	National Grid	1102 Checking Account	
			4450 Utilities	\$2,640.95
				<b>\$2,640.95</b>
05/09/2024	27008	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,391.50
			2186 Retirement	\$352.00
				<b>\$3,743.50</b>
05/09/2024	27009	Optimum	1102 Checking Account	
			4431 Telecommunications	\$626.67
				<b>\$626.67</b>
05/09/2024	27010	Verizon	1102 Checking Account	
			4431 Telecommunications	\$109.10
				<b>\$109.10</b>
<b>TOTAL</b>				<b>\$13,268.97</b>

APPROVED  
 MAY 9 / 2024  
*[Signature]*

### 05/09/2024 Payroll Warrant

Payroll Warrant	\$13,268.97
Accu Data Payroll (includes \$571.25 Accu Data invoice)	\$117,674.41 <i>[Signature]</i>
<b>TOTAL</b>	<b>\$130,943.38</b>



C-1

**Comsewogue Public Library**  
Paid Time Off (PTO)  
P/T Professional & P/T Clerical Staff Members

Part-time professional and part-time clerical employees receive PTO based on the average number of hours worked per pay period during the previous calendar year (January 1<sup>st</sup> – December 31<sup>st</sup>). Employees with one or more years of service will receive their PTO on January 1<sup>st</sup>. New employees hired prior to October 1<sup>st</sup> will receive their PTO on January 1<sup>st</sup> of the following year. New employees hired between October 1<sup>st</sup> and December 31<sup>st</sup>, will be eligible to receive PTO, which is based on the amount of time they worked the previous calendar year, after successful completion of their three-month probationary period. PTO does *not* accrue and must be used within each calendar year. Unused PTO will be forfeited at time of separation of employment.



Comsewogue Public Library  
Budget Transfers  
May 21, 2024

From:

To:

<u>Budget Line</u>	<u>Amount</u>
(4404) Salaries - Professional	17,500.00
(4405) Salaries - Clerical	9,220.00
(4410) Library Books	10,000.00
(4450) Utilities	28,000.00
(4476) Retirement Expense	5,855.00
(4477) Social Security	9,150.00

<u>Budget Line</u>	<u>Amount</u>
(4414) Computer Software	4,600.00
(4417) Other Things Lending	8,500.00
(4421A) Program Contractors - Adult	4,500.00
(4421B) Program Contractors - Children/Teens	26,800.00
(4422A) Program Supplies - Adult	3,000.00
(4422B) Program Supplies - Childrens/Teens	1,600.00
(4428) Conferences	4,400.00
(4430) Office & Library Supplies	5,000.00
(4437) Accounting & Legal	11,400.00
(4440) Snow Removal	1,425.00
(4441) Building Security	8,500.00

Total transfer out 79,725.00

Total transfers in 79,725.00

Fund Designation Recommendations  
May 21, 2024

**Cash Flow Estimate:**

Estimated Available Unrestricted Cash at 6/30/24	3,591,280.13
less: Scope per Board/Director ("cushion")	<u>3,000,000.00</u>
<b>TOTAL Estimated unrestricted funds available for designations</b>	<b>591,280.13</b>

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**General Fund (Savings Account)**

Savings (general fund) balance 4/30/2024	1,870,862.16 (excluding nonspendables)
less estimate expenses to 6/30/2024	<u>1,320,000.00</u>
	550,862.16
plus estimate revenue to 6/30/2024	<u>3,467,023.90</u>
Savings (general fund) balance estimated at 6/30/2024	4,017,886.06

less transfer to designations as indicated below	<u>500,000.00</u>
estimated balance at 6/30/24	3,517,886.06

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**Capital Improvement Designation**

Current balance (4/30/2024)	619,906.54
proposed designation from general fund	<u>300,000.00</u>
	919,906.54

**TERM PM Designation**

Current balance (4/30/2024)	199,353.24
proposed designation from general fund	<u>200,000.00</u>
	399,353.24

# JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																					
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9	10	11	12	13	14	15																																																																																					
16 Father's Day	17	18 Meeting	19 Juneteenth	20	21	22																																																																																					
23	24	25	26	27	28	29																																																																																					
30		<b>May 2024</b> <table border="1"> <tr><td>Sa</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>		Sa	M	Tu	W	Th	F	Sa			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<b>July 2024</b> <table border="1"> <tr><td>Sa</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>		Sa	M	Tu	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  2024 Calendars      2025 Calendars
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# JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	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	31			
		<b>June 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		<b>August 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>  <a href="#">2024 Calendars</a> <a href="#">2025 Calendars</a>

# AUGUST 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	20 Meeting	21	22	23	24
25	26	27	28	29	30	31
		<b>July 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>September 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>  2024 Calendars      2025 Calendars