

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 18, 2025
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. PERSONNEL SICK LEAVE REPORT - 2024
 - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 1/30/25 & 2/13/25
- J. REPORTS FROM STANDING COMMITTEES
 - 1. FINANCE COMMITTEE
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED OPERATING BUDGET 2025/2026
 - 2. 2024 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES – REVIEW & ACCEPTANCE
 - 3. POLICY REVISION – CONFERENCE, MEETING, TRAINING & TRAVEL POLICY
 - 4. PERSONNEL CHANGES
 - 5. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 6. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JANUARY 21, 2025

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

PRESENT: Trustee Olson	ABSENT WITH NOTIFICATION:
Trustee McCrary	Trustee Spence
Trustee Rossini	
Trustee DeStefano	
Assistant Director Andrea Malchiodi	
Director Engelhardt	

Trustee Rossini conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on December 17, 2024. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee McCrary, to accept the Director's Report dated January 2025. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Personnel Report dated January 21, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the revised Financial Reports for the period ending November 30, 2024, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 01/25/1, dated January 21, 2025, in the amount of \$613,965.56. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for December 19, 2024 (\$134,323.28), January 2, 2025 (\$140,268.13) and January 16, 2025 (\$129,998.85). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the resignations of Dylan Daube (effective December 30, 2024), Gianna Fraccalvieri (effective December 30, 2024), Abigail Szwed (effective January 16, 2025) and Matthew Waskiewicz (effective January 16, 2025) with thanks for service rendered. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adjourn the meeting at 6:48 P.M. Approved unanimously.

Secretary, Board of Trustees

**Director's Report
February 2025**

Personnel

Four CPL representatives traveled to Albany during the first week of February for Library Advocacy Day, meeting with several elected representatives in the Legislative Office Building (D. Bush, C. Frizzell, A. Malchiodi, D. Engelhardt). We discussed funding and legislative initiatives that would positively impact NYS libraries.

Staff member A. Frank, a Network and Systems Specialist, will be doing her internship at CPL, working on bringing the Library's website into compliance on the prescribed timeline regarding the new Title II ruling (See Operations.)

Operations

- Budget and vote preparations are ongoing, with the Finance Committee having met on 2/6.
- Summer Reading Club Kickoff planning is underway.
- In 2024, the U.S. Department of Justice issued a final rule under Title II of the Americans with Disabilities Act (ADA), mandating that state and local governments ensure their websites and mobile applications are accessible to individuals with disabilities. The rule specifies that digital content must conform to the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA. For entities serving populations under 50,000 and special district governments: Compliance is required by April 26, 2027. Intern A. Frank will assist with this project.

Building & Grounds

- Window Replacement Project (Phase 1) –
 - 2/6 Bid packets made available
 - 2/18 Pre-bid Conference/Walk through
 - 2/28 Bids due by 2pm
- Fence was repaired following storm damage (south perimeter)

Professional Activities

- 1/28 AM attended LILRC Regional Technology Committee Meeting, Cold Spring Harbor
- 1/31 DE as webinar panelist for sustainability program with Virginia Library Association
- 2/10 DE as webinar panelist for Library of Things transportation Initiative with NYS DOT and Ramapo-Catskill Library System
- 2/11 AM attended Assistant Directors' Meeting, Bayport-Blue Point
- 2/13 DE as discussion participant on redevelopment of a *Handbook for New Library Directors in New York State*

Community Activities

- 1/22 DE & AM met with prospective Eagle Scout re: 2025 butterfly house project
- 1/29 DE represented CPL at Mather Hospital Community Coalition Meeting
- 2/12 AM attended PJST Chamber of Commerce Meeting, Moose Lodge, Mount Sinai
- 2/14 DE notified she'll be recipient of Town of Brookhaven *Women's Recognition Award* in the Community Volunteer Category (3/20 Ceremony)

Comsewogue Public Library

Personnel Report

February 18, 2025

New Appointments/Promotions:

Christy Ciota, Librarian I (PT) - Adult Services, effective February 5, 2025. Salary \$32.00 hr.
Almira Frank, Network & Systems Technician (PT) – Tech Support, effective February 10, 2025.
Salary \$23.64 hr. {previously Page}

Resignations:

- * Grace Niemeier, Library Clerk (PT) – Circulation, effective January 31, 2025.
- * Jefferson DeJesus, Librarian I (PT) – Adult Services, effective February 8, 2025.
- * Julianna Mangan, Library Clerk (PT) – Circulation, effective February 14, 2025.

*Requires Board Motion

Personnel Sick Leave Report – 2024

FT Employee	Annual 1/1/2024	+	Accrued 1/1/2024	-	Used Sick	+	Unused Personal	=	Accrued Hours 1/1/2025
1	84	+	107	-	32	+	4.5	=	163.5
2	84	+	17	-	25.5	+	14	=	89.5
3	84	+	593.5	-	148.5	+	11	=	540
4	84	+	173.5	-	46	+	0	=	211.5
5	84	+	37	-	72	+	2.5	=	51.5
6	84	+	1497	-	53.5	+	0	=	1527.5
7	84	+	92	-	109	+	1	=	68
8	84	+	322	-	69	+	8	=	345
9	84	+	220.5	-	76	+	2	=	230.5
10	84	+	1414	-	41.5	+	14.5	=	1471
11	84	+	385.5	-	76	+	21	=	414.5
12	84	+	652.5	-	54.5	+	1	=	683
13	84	+	197.5	-	29.5	+	27	=	279
14	84	+	1369.5	-	28	+	0	=	1425.5
15	84	+	181.5	-	15	+	7	=	257.5
16	84	+	47.5	-	27.5	+	0	=	104
17	84	+	332	-	59.5	+	8.5	=	365
18	84	+	201.5	-	113.5	+	1	=	173
19	84	+	37	-	115	+	17	=	23
20	84	+	342	-	61.5	+	6	=	370.5
21	84	+	216	-	10	+	6.5	=	296.5
22	84	+	128.5	-	124.5	+	0	=	88
23	84	+	140	-	44.5	+	1	=	180.5

*Comsewogue Public Library
Statistical Report 2024/2025*

E-H

January 2025

	Jan 2025	Jan 2024	% Change	Totals 2024/25	Totals 2023/24	Totals - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	82	95	-13.68%	10,053	9,234	8.87%
2	Juvenile	36	34	5.88%	3,408	3,090	10.29%
3	Total	118	129	-8.53%	13,461	12,324	9.23%
Mount Sinai Borrower Registration:*							
4	Comsewogue Library	37	37	0.00%	4,190	4,676	-10.39%
5	Port Jefferson Library	19	34	-44.12%	1,562	1,689	-7.52%
Miller Place Borrower Registration:*							
6	Comsewogue Library	50	57	-12.28%	4,075	4,692	-13.15%
7	Port Jefferson Library	16	17	-5.88%	1,801	2,069	-12.95%
8	Total CPL Members	205	223	-8.07%	21,726	21,692	0.16%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
	Jan 2025	Jan 2024	% Change	To Date- 2024/25	To Date-2023/24	To Date - % Change	
9	Library Visits	10,030	8,602	16.60%	73,301	66,573	10.11%
10	Curbside Pick Up	17	22	-22.73%	180	169	6.51%
Transactions							
	Jan 2025	Jan 2024	% Change	To Date- 2024/25	To Date-2023/24	To Date - % Change	
11	Circulation of Physical Items:	21,035	23,388	-10.06%	164,073	173,535	-5.45%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,841	8,908	10.47%	62,668	61,920	1.21%
13	Hoopla	1,138	842	35.15%	6,270	5,117	22.53%
14	Kanopy**	533	334	59.58%	3,243	1,753	N/A*
**Kanopy changed reporting format 11/2023.							
Circulation Other:							
15	Museum Passes	68	43	58.14%	627	560	11.96%
16	Library of Things	132	138	-4.35%	1,203	1,052	14.35%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	788	685	15.04%	4,988	5,247	-4.94%
18	Public Wireless Sessions	1,760	1,838	-4.24%	11,104	11,333	-2.02%
Interlibrary Loan:							
19	Items Loaned	1,020	1,041	-2.02%	6,846	7,181	-4.67%
20	Items Borrowed	1,311	1,825	-28.16%	10,026	11,471	-12.60%

Adult Programming: January 2025

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Medicaid ABD Enrollment	1	n/a	1
Mah-Jongg & More	1	n/a	15
ONLINE Trivia (Email)	2	n/a, 14	26,27
ONLINE Breathe Together	4	17	7,11,7,4
ONLINE New English Speakers (Zoom)	4	n/a	3,4,2,4
Country Line Dancing	3	30	20,20,14
Maple Bacon Cheddar Cornbread	2	24,20	18,20
Inside the CIA	1	33	30
Knit & Crochet	1	n/a	7
Concert: Hokis Pokis	1	136	128
iPhone & iPad Basics	1	11	10
AARP Smart Driver Course	1	16	16
Native Plant Winter Sowing	1	10	6
Everyday Matinee	2	16,12	16,15
Write This Way	1	20	6
Defensive Driving	1	13	11
Calming Art Club	1	20	14
Sunny Snowman Paint Night \$10	2	16,20	15,20
Cricut Design Space 101	1	8	7
ONLINE Travel Tuesday: Oslo (YouTube)	1	views	4
Community Conversation Circle	1	9	7

Adult Programming: Summary

One-on-One Appointments	unlimited	1	1
Social Work Intern Appointments	unlimited	14	14
Career Counseling	Appt	1	1
TOTALS	33	461	521

** View counts as of 2/11/25*

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
January 2025	33	461	521
YTD 2025	33	461	521
January 2024	33	487	453
YTD 2024	33	487	453

January 2025 - J/YA Program Statistic Summary					
	Jan '25	Jan ' 24		YTD '25	YTD '24
Family:					
Total # of Sessions	10	6		10	6
Total # of Attendees	153	240		153	240
Birth-PreK:					
Total # of Sessions	29	36		29	36
Total # of Attendees	761	793		761	793
Grades K-5:					
Total # of Sessions	15	19		15	19
Total # of Attendees	948	629		948	629
Grades 6-12:					
Total # of Sessions	13	23		13	23
Total # of Attendees	188	483		188	483
TOTAL # of <u>ALL</u> Sessions	67	84		67	84
TOTAL # of <u>ALL</u> Attendees	2,050	2,145		2,050	2,145

Comsewogue Public Library 2024/2025 Tax Receipts

COMSEWOGUE LIBRARY DISTRICT

	Town of Brookhaven Payment Date	Date \$ Received by CPL	Total \$ Remittance to CPL	Notes
1	12/26/2024	12/26/2024	\$72,505.66	
2	1/6/2025	1/6/2025	\$162,183.71	
3	1/13/2025	1/13/2025	\$587,677.44	
4	1/21/2025	1/21/2025	\$499,907.43	
5	1/27/2025	1/27/2025	\$303,378.94	
6	2/3/2025	2/3/2025	\$158,367.62	
7	2/10/2025	2/10/2025	\$82,045.88	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21*				

TOTAL AMOUNT - TAXES TO BE RAISED: **\$3,252,292.00**

Total Payments From Town of Brk \$1,866,066.68

Interest Received* 0.00

Remaining Balance - Uncollected Taxes \$1,386,225.32

Total Payments (including interest) **\$1,866,066.68**

Comsewogue Public Library 2024/2025 PILOT Receipts

(PILOT = Payment In Lieu Of Taxes)

PILOTS received from Brookhaven Town / US Bank, Trustee

	Industrial Development Agency Payment Date	Total \$ Remittance to US Bank	Date \$ Received by CPL	Total \$ Remittance to CPL	Name of Project(s)
1	2/3/2025	329.72	2/3/2025	329.72	Rail Reality
2	2/13/2025	7,668.16	2/13/2025	7,668.16	Vistas & PJ Crossing
3					
4					
5					
6					
7					

Total Payments From Industrial Dev Agency	\$7,997.88		
Payments CPL Received		\$7,997.88	
Interest Received*			
Total PILOT Payments (including interest)		7,997.88	

PILOTS Received from School Distrcits

From	Date Received	Check #	Amount
Total PILOTs received directly:			0.00

GRAND TOTAL ALL PILOTS RECEIVED:	7,997.88
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{3313}

The Real Costs of Digital Content

Did you know that there is a huge difference in the amount you pay for an e-book vs. what public libraries pay? And that you get to keep the book but libraries' copies face expiration dates? Many publishers charge libraries three to five times the cost of a print copy and place restrictions on the life of the digital title.



The Women by Kristin Hannah

Print copy (with discount): \$17

LIBRARIES PAY:

Ebook: \$60 copy/24-month license

YOU PAY:

Amazon Kindle Ebook: \$14.99

James by Percival Everett

Print copy (with discount): \$16

LIBRARIES PAY:

Ebook: \$55 copy/24-month license
\$27.50 copy/12-month license

YOU PAY:

Amazon Kindle Ebook: \$14.99

Be Ready When the Luck Happens by Ina Garten

Print copy (with discount): \$19

LIBRARIES PAY:

Ebook: \$55 copy/24-month license
\$27.50 copy/12-month license

YOU PAY:

Amazon Kindle Ebook: \$14.99

In Suffolk County, libraries contribute to a consortium that purchases ebooks for Overdrive/Libby that are accessible by all library cardholders in the county. This digital collection is **extremely popular**, and it is getting increasingly more **costly** to keep up with demand.

This is why you may have to wait longer for a title to become available.

The New York Library Association (NYLA) supports legislation that would level the playing field. Please contact your state representatives and let them know that libraries need reasonable terms in the industry to ensure that all New Yorkers have access to content that interests them in the format they desire.

For more information, visit NYLA's website at <https://www.nyla.org/2025-legislative-initiatives>.

INTELLECTUAL FREEDOM, CENSORSHIP AND PRIVACY

Public libraries play a unique role in the support and preservation of democracy by serving as open, non-judgmental institutions where individuals can pursue their own interests. To the extent that their budgets permit, libraries attempt to collect materials and share information that represent varying points of view on diverse topics that reflect the life experiences of a variety of community members. As the repositories of our shared culture, libraries sometimes contain information or ideas that are controversial or threatening to some people. Expressions of disapproval, dismay and even outrage over library materials or programs are not uncommon, even though public libraries explicitly avoid doctrinal positions or the espousal of a particular point of view.

As difficult as it may be in some cases, trustees must be very careful to separate their personal opinions from the philosophy of the library as an institution and their duty to uphold the Constitution of the United States. The First Amendment to the Constitution of the United States of America guarantees freedom of speech, and the courts have long held that this guarantee extends to the right to receive information freely. Free access to information is the cornerstone of the American public library and trustees must ensure that their libraries have policies and procedures that prevent any form of censorship.

Every person has the right to read, or not to read, any book; to view or listen, or not to view or listen, to any media or program. The responsibility for children's reading and viewing falls to the parents, not the library. Boards should fully support the right of every parent to control what their child reads or attends, but that right does not extend for parents to restrict what other children read, attend, or to limit the books and resources that are available to young people through the library.

Related Policies

The Board and Library Director should adopt comprehensive **collection development policies** to guide the selection of materials. This policy should reflect the principles of the American Library Association's *Library Bill of Rights* (<https://www.ala.org/advocacy/intfreedom/librarybill>) and *Freedom to Read Statement* (<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>).

A new resource, the *Public Library Collection Policy Template and Guide*, developed through a partnership of the Public Library System Directors Organization of New York State (PULISDO) and the Empire State Library Network (ESLN) is now available, free of charge, to all library boards in New York State: [https://www.wnylrc.org/uploads/documents/ask the lawyer/CMPToolkit2_2022-07-11_1.docx](https://www.wnylrc.org/uploads/documents/ask%20the%20lawyer/CMPToolkit2_2022-07-11_1.docx)

The library should also have a clear **Programming Policy** that lays out why the library offers programs, how programs are curated, and the opportunity, or not, for the public to reserve the library's meeting space for its own meetings, not endorsed by the library. This policy should also include a request for reconsideration form to manage a complaint or challenge to a program curated by the library.

Bulletin Board, Display and Exhibit policies also fall into this area of policy-making. These policies should make it clear where displays and exhibits are in the library, who curates these, who has the right to remove items from bulletin boards, displays and exhibits, and again, how a community member could challenge the inclusion of something in a library produced venue.

It is essential that every library adopt a carefully considered and judiciously written **Internet Use policy** statement tailored to the library's own community (Education Law §260(12)). Library access to the Internet raises a variety of challenging intellectual freedom issues. While the library has made a conscious choice to

acquire the items in its collection, no such decision has been made about the resources on the Internet. The library merely provides an access point to billions of databases, websites, chat rooms and other resources without making a judgment about the reliability, accuracy or appropriateness of any of them.

The Internet is the broadest information resource available, and it belongs in every public library. However, the Internet also contains material that is illegal; material that is illegal for children but not for adults; and material that may offend community standards. Some very complex First Amendment questions are at stake in public libraries' use and provision of Internet access. This policy statement should include:

- The purpose of library Internet access;
- A disclaimer about the nature of the information on the Internet;
- Prohibitions against engaging in illegal activities or accessing illegal materials;
- Access allowances and restrictions, such as time limits, sign-ups, etc.;
- A statement of parental responsibility for children and children's access;
- Explanation of appropriate use;
- Penalties and consequences for misuse;
- Explanation of privacy issues;
- An explanation of filtering software, whether or not the library uses it; and
- A statement on whether or not the library uses software to reset a computer and browser after a patron uses it, so they are clear if their search history is saved on the computer or not.

Staff procedures should forbid any comment on patron choices and guarantee the privacy of patron information requests. The state's Library Records law (Civil Practice Law and Rules (CPLR) §4509) prohibits access to any information that links the name of a library user to any library material, information request, or any other use of the library, unless the library is presented with a subpoena or search warrant

from an authorized legal entity. The library should have a **Law Enforcement Inquiry Policy** to ensure compliance with the state law on patron confidentiality. It should be noted that the library is permitted to use the data and information they collect in its own operations but should never sell or share it with others unless required by law.

Additional sources on intellectual freedom (<https://www.ala.org/advocacy/intfreedom>) and privacy (<https://www.ala.org/advocacy/node/466/>) issues can be found on the website of the American Library Association.

As noted above, a standardized procedure to handle patron complaints through a request for reconsideration form must be a component of almost all public-facing policies. Trustees must recognize and acknowledge a community member's right to question any Board action and every trustee must be willing to listen to challenges and explain the library's policies and the reasons for them. The Board should project an open, concerned image without accommodating censorship demands. Responses to challenges must be rooted in the library's policies, regardless of the issue. No person or group outside of the library Board should dictate what materials are suitable for others in the public library, nor should limitations be imposed based on the format of materials.

Request for Reconsideration Forms facilitate the articulation of a complaint from a community member who may disagree with the inclusion of a title or subject matter in your collection, in a display, or through a program on the library's event calendar. However, they also ensure that one person is not able to choose what your community has access to without a proper review by the Library Director and Board, who have the responsibility and authority to not only defend the First Amendment rights of the community but to represent the full community, not just one person's viewpoint. It is the Library Director and Board's responsibility to follow their own policy and procedure. Communication around a challenge should be prompt and transparent to the complainant.

Censorship challenges can be difficult, but they are an inevitable consequence of the commitment to provide open and free access to all the world's information resources. The defense of the right to read, of intellectual freedom, and against censorship can be one of the more challenging acts you may be called upon to assist with as a trustee. Take the time to educate yourself and ensure you know what to do before a reconsideration request may arrive. With good policies in place, a library board will be well-prepared to handle challenges and to defend the right to read. If a censorship issue arises, the library can obtain additional help and advice from the American Library Association's Intellectual Freedom Office: <http://www.ala.org/advocacy/intfreedom/>

Resources:

- The First Amendment to the Constitution of the United States [Congress.gov] <https://constitution.congress.gov/constitution/amendment-1/>
- Library Bill of Rights [American Library Association] <https://www.ala.org/advocacy/intfreedom/librarybill>
- Meeting Rooms, Exhibit Spaces, and Programs [American Library Association] <https://www.ala.org/advocacy/intfreedom/spaces>
- Intellectual Freedom and Censorship Q&A [American Library Association] <https://www.ala.org/advocacy/intfreedom/censorship/faq>
- Library records [Civil Practice Law & Rules, New York State] <https://www.nysenate.gov/legislation/laws/CVP/4509>
- Privacy [American Library Association] <https://www.ala.org/advocacy/privacy>
- Law Enforcement Inquiry Policy Samples [Mid-Hudson Library System] <http://midhudson.org/topics/director-resources/policies/policies-external/>

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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of December 31, 2024

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	147,888.08
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	260,037.65
1110 · Savings-Capital Improvements	914,117.79
1114 · Savings-Termination Pay	409,282.99
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1145 · UNDEPOSITED FUND	0.00

Total Checking/Savings	<u>1,732,236.51</u>
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Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	18,700.00
1153 · PATRON ACCOUNTS-DISC TICKETS	10,217.73
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets	<u>30,627.73</u>
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Total Current Assets

1,762,864.24

TOTAL ASSETS

<u>1,762,864.24</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2180 FICA-Payable	-69.92
2182 NYS Withholding	-5.36
2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	0.00
2186 · Retirement	4,232.60
2187 · AFLAC - Cancer Care	271.44
2188 · AFLAC - Accident Ins	106.80
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	248.04
2191 · Reserve for Encumbrances	19,249.42
2194 · Aflac - Hospital	107.16
2195 · Payroll Check Clearing	0.00

Total Other Current Liabilities	<u>24,140.18</u>
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Total Current Liabilities

<u>24,140.18</u>

Total Liabilities

24,140.18

Equity

2200 · General Fund Balance	3,129,589.75
2201 · Capital Improvement Fund	891,182.85
2202 · Termination Payment Fund	399,745.95
Net Income	-2,681,794.49

Total Equity

<u>1,738,724.06</u>

TOTAL LIABILITIES & EQUITY

<u>1,762,864.24</u>

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending December 31, 2024

	<u>December 24</u>	<u>July 24 - December 24</u>
Revenue		
3301 · Tax Revenues	72,505.66	72,505.66
3302 · Fines	29.99	742.69
3304 · Interest Earned	5,840.23	61,927.69
3305 · Unclassified rev.-Copies	562.38	3,837.18
3306 · Unclassified rev.-Books	250.74	2,590.69
3307 · Unclassified rev.-Other	8.50	65.75
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	18,700.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	50.00	8,552.43
3312 · Local Sponsor Aid	727.00	7,275.00
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>79,974.50</u>	<u>176,197.09</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending December 31, 2024

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	December	JULY - December		
4401 · Computer Supplies	128.74	4,825.15	15,500.00	-10,674.85
4402 · Computer Equipment/Parts	0.00	3,648.83	28,000.00	-24,351.17
4403 · Furniture & Equipment	410.99	10,399.55	61,875.00	-51,475.45
4404 · Salaries-Professional	181,084.86	1,053,446.44	2,216,460.00	-1,163,013.56
4405 · Salaries-Clerical	75,880.20	388,241.84	798,424.00	-410,182.16
4406 · Salaries-Custodial	12,396.53	48,142.88	104,956.00	-56,813.12
4407 · Salaries-Guard	2,064.63	14,556.16	31,291.00	-16,734.84
4410 · Library Books	4,451.50	42,658.61	120,000.00	-77,341.39
4412 · Audio Video	823.57	5,826.22	22,300.00	-16,473.78
4413 · Periodicals	82.75	11,873.65	14,500.00	-2,626.35
4414 · Computer Software	608.07	9,238.16	10,000.00	-761.84
4415 · Electronic Data Base	1,601.55	43,977.47	242,500.00	-198,522.53
4417 · OTHER THINGS LENDING	252.80	13,639.72	23,700.00	-10,060.28
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	3,619.00	28,203.54	64,500.00	-36,296.46
4421B · Children/Teen	8,147.00	47,602.00	69,000.00	-21,398.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	221.87	4,585.49	7,500.00	-2,914.51
4422B · Children/Teen	567.57	10,228.38	24,000.00	-13,771.62
4428 · Conferences	2,965.11	11,223.50	14,500.00	-3,276.50
4429 · Circulation	253.10	40,116.33	60,000.00	-19,883.67
4430 · Office & Library Supplies	207.42	4,924.42	17,500.00	-12,575.58
4431 · Telecommunications	1,065.62	5,508.93	9,600.00	-4,091.07
4432 · Cartage	301.65	1,809.90	3,000.00	-1,190.10
4433 · Postage	700.00	7,902.19	13,300.00	-5,397.81
4434 · Publicity and Printing	0.00	29,814.61	60,750.00	-30,935.39
4435 · Annual Election	0.00	0.00	4,450.00	-4,450.00
4436 · SCLS Contract Fee	0.00	63,321.00	63,634.00	-313.00
4437 · Accounting and Legal	13,321.12	68,458.33	85,500.00	-17,041.67
4438 · Membership Dues	0.00	1,265.00	4,500.00	-3,235.00
4439 · Equipment/Blding Maint & Repair	13,862.81	97,806.77	202,650.00	-104,843.23
4440 · Snow Removal	0.00	0.00	12,000.00	-12,000.00
4441 · Building Security	6,749.66	34,982.50	85,000.00	-50,017.50
4450 · Utilities	5,803.12	43,773.19	128,000.00	-84,226.81
4451 · Custodial Supplies	1,771.78	9,016.44	16,000.00	-6,983.56
4453 · Employees Assistance Program	0.00	3,084.25	3,200.00	-115.75
4454 · Insurance - Library	0.00	67,380.51	66,261.00	1,119.51
4456 · Rental Expenses	1,722.56	18,544.24	19,400.00	-855.76
4471 · Workers Compensation Insurance	0.00	24,954.00	23,534.00	1,420.00
4472 · Life Insurance	492.48	3,487.27	5,880.00	-2,392.73
4473 · Dental Insurance	2,385.88	16,883.39	31,650.00	-14,766.61
4474 · VISION INS	315.93	2,211.21	4,000.00	-1,788.79
4476 · 9020.8 Retirement Expense	0.00	0.00	406,800.00	-406,800.00
4477 · 9030.8 Social Security Expense	19,835.22	110,967.05	240,000.00	-129,032.95
4478 · Unemployment Insurance	0.00	3,011.22	650.00	2,361.22
4479 · 9060.8 Health Insurance	71,636.28	446,451.24	992,483.00	-546,031.76
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	625.00	-625.00
4482 · Bond Principal	0.00	0.00	305,000.00	-305,000.00
4483 · Bond Administrative	0.00	0.00	679.00	-679.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	435,731.37	2,857,991.58	6,735,052.00	-3,877,060.42

Comsewogue Public Library - General Fund Projected Cash Flow Statement 2024-2025

Revenue/Receipts	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Real Property Taxes						72,505.66							
PILOT													
Library Service Contracts													
Grants													
State Aid		18,700.00											
Local Aid	6,548.00					727.00							
All Other	24,637.50	13,935.72	13,842.43	10,557.20	8,001.74	6,741.84							
Estimated Total Receipts	31,185.50	32,635.72	13,842.43	10,557.20	8,001.74	79,974.50							
Disbursement/Payments	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Payrolls	120,998.23	375,415.20	241,555.59	243,754.91	251,694.13	271,426.22							
Employee Benefits	72,983.13	71,448.61	71,448.61	87,486.01	71,448.61	71,636.28							
Debt Service													
All Other	150,665.21	160,229.85	239,243.24	122,421.51	141,959.29	92,668.87							
Total Disbursements	344,646.57	607,093.66	552,247.44	453,662.43	465,102.03	435,731.37							
Cash Balance Changes	(313,461.07)	(574,457.94)	(538,405.01)	(443,105.23)	(457,100.29)	(355,756.87)							
Total Adjustments	(183,852.84)	(5,609.50)	1,304.24	2,132.29	2,632.53	(2,161.28)							
Estimated Closing Cash Balance	4,102,763.57	3,522,696.13	2,985,595.36	2,544,622.42	2,090,154.66	1,732,236.51							
Ending Cash Balance 06/30/2025													
2024-2025 Library Budget													6,717,802.00

July 2024 - 1st payroll accrued to FYE 23/24

August 2024 - 3 Payrolls

Medicare reimbursements paid quarterly (January/April/July/October)

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

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February 18, 2025

Date	Num	Name	Account	Debit
02/18/2025	27879	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	550.00
				\$ 550.00
02/18/2025	27880	Amazon Capital Services	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	1,351.56
			4417 OTHER THINGS LENDING	22.98
			4422A Library Programs:Program Supplies:Adult	19.99
			4451 Custodial Supplies	41.70
				\$ 1,436.23
02/18/2025	27881	American Express	1102 Checking Account	
			4417 OTHER THINGS LENDING	1,532.61
			4422B Library Programs:Program Supplies:Children/Teen	693.08
			4430 Office & Library Supplies	165.87
			4433 Postage	9.68
				\$ 2,401.24
02/18/2025	27882	B&H Photo-Video	1102 Checking Account	
			4417 OTHER THINGS LENDING	-46.70
			4401 Computer Supplies	181.44
			4402 Computer Equipment/Parts	1,391.02
				\$ 1,525.76
02/18/2025	27883	Baker & Taylor	1102 Checking Account	
			4410 Library Books	60.75
			4410 Library Books	1,750.77
				\$ 1,811.52
02/18/2025	27884	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	990.00
				\$ 990.00
02/18/2025	27885	Blick Art Materials	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	74.52
				\$ 74.52
02/18/2025	27886	BK Fire Suppression & Security Systems	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	510.92
				\$ 510.92
02/18/2025	27887	Boyle, Natalie	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	300.00
				\$ 300.00
02/18/2025	27888	Brodart Company	1102 Checking Account	

		4410 Library Books	4,477.31
		4410 Library Books	1,496.26
			<u>\$ 5,973.57</u>
02/18/2025	27889	Bush, Debra	
		1102 Checking Account	
		4428 Conferences	32.87
			<u>\$ 32.87</u>
02/18/2025	27890	CCH Incorporated	
		1102 Checking Account	
		4410 Library Books	232.73
			<u>\$ 232.73</u>
02/18/2025	27891	CCP Office Technology Solutions	
		1102 Checking Account	
		4456 Rental Expenses	605.86
			<u>\$ 605.86</u>
02/18/2025	27892	Century Industries, Inc	
		1102 Checking Account	
		4439 Equipment/Blding Maint & Repair	475.00
			<u>\$ 475.00</u>
02/18/2025	27893	Cirba Solutions Services US, LLC	
		1102 Checking Account	
		4421A Library Programs:Program Contractors:Adult	497.00
			<u>\$ 497.00</u>
02/18/2025	27894	Cluna, Jamie	
		1102 Checking Account	
		4421B Library Programs:Program Contractors:Children/Teen	150.00
			<u>\$ 150.00</u>
02/18/2025	27895	Create Programs	
		1102 Checking Account	
		4421B Library Programs:Program Contractors:Children/Teen	365.00
			<u>\$ 365.00</u>
02/18/2025	27896	De Lage Landen Financial Services, Inc.	
		1102 Checking Account	
		4456 Rental Expenses	219.00
			<u>\$ 219.00</u>
02/18/2025	27897	Demco	
		1102 Checking Account	
		4430 Office & Library Supplies	2,177.65
			<u>\$ 2,177.65</u>
02/18/2025	27898	Discount School Supply	
		1102 Checking Account	
		4422B Library Programs:Program Supplies:Children/Teen	124.63
			<u>\$ 124.63</u>
02/18/2025	27899	Fun Express, LLC	
		1102 Checking Account	
		4422B Library Programs:Program Supplies:Children/Teen	321.38
			<u>\$ 321.38</u>
02/18/2025	27900	GovConnection, Inc.	
		1102 Checking Account	
		4401 Computer Supplies	1,661.00
			<u>\$ 1,661.00</u>

02/18/2025	27901	Green Earth Craft, Inc	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	275.00
				<u>\$ 275.00</u>
02/18/2025	27902	Guardian	1102 Checking Account 4473 Dental Insurance 4472 Life Insurance 4474 VISION INS 2185 Employee Ins - enrollee contrib	2,385.88 492.48 315.93 55.77
				<u>\$ 3,250.06</u>
02/18/2025	27903	Hampton Jitney	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	300.00
				<u>\$ 300.00</u>
02/18/2025	27904	Hinden, Sanford E.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	150.00
				<u>\$ 150.00</u>
02/18/2025	27905	HomeStyle Landscaping & Design, Inc	1102 Checking Account 4439 Equipment/Blding Maint & Repair 4440 Snow Removal	2,002.50 7,525.00
				<u>\$ 9,527.50</u>
02/18/2025	27906	Information Today, Inc.	1102 Checking Account 4428 Conferences	798.00
				<u>\$ 798.00</u>
02/18/2025	27907	Ingram Library Services	1102 Checking Account 4410 Library Books	57.83
				<u>\$ 57.83</u>
02/18/2025	27908	JanWay Company USA, Inc.	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	425.00
				<u>\$ 425.00</u>
02/18/2025	27909	JK Tech Solutions, Inc DBA Sharper Training	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	220.00
				<u>\$ 220.00</u>
02/18/2025	27910	John Tanzi Architect	1102 Checking Account 4439 Equipment/Blding Maint & Repair	25,600.00
				<u>\$ 25,600.00</u>
02/18/2025	27911	Johnson Controls Security Solutions	1102 Checking Account 4441 Building Security	1,620.00
				<u>\$ 1,620.00</u>
02/18/2025	27912	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	1,375.00
				<u>\$ 1,375.00</u>

02/18/2025	27913	Kone	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		1,647.00
					<u>1,647.00</u>
					\$ 1,647.00
02/18/2025	27914	Long Island Music Therapy Services Inc	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		150.00
					<u>150.00</u>
					\$ 150.00
02/18/2025	27915	Long Island Science Center	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		285.00
			4417 OTHER THINGS LENDING		450.00
					<u>735.00</u>
					\$ 735.00
02/18/2025	27916	Lunarola, Michele	1102 Checking Account		
			4428 Conferences		20.00
					<u>20.00</u>
					\$ 20.00
02/18/2025	27917	Malchiodi, Andrea	1102 Checking Account		
			4428 Conferences		335.80
					<u>335.80</u>
					\$ 335.80
02/18/2025	27918	Marlin Leasing Corp	1102 Checking Account		
			4456 Rental Expenses		1,484.00
					<u>1,484.00</u>
					\$ 1,484.00
02/18/2025	27919	MCJ Cleaning Services	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		3,700.00
					<u>3,700.00</u>
					\$ 3,700.00
02/18/2025	27920	Metropolitan Data Solutions Management Co	1102 Checking Account		
			4429 Circulation		1,744.80
					<u>1,744.80</u>
					\$ 1,744.80
02/18/2025	27921	Midwest Tape	1102 Checking Account		
			4412 Audio Video		610.26
			4415 Electronic Data Base		2,285.44
					<u>2,895.70</u>
					\$ 2,895.70
02/18/2025	27922	Minard, Danielle	1102 Checking Account		
			4428 Conferences		64.12
					<u>64.12</u>
					\$ 64.12
02/18/2025	27923	Morris, Tyrone	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		950.00
					<u>950.00</u>
					\$ 950.00
02/18/2025	27924	My Gym Babylon	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		150.00
					<u>150.00</u>
					\$ 150.00
02/18/2025	27925	Nabco Entrances, Inc.	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		370.00

				\$ 370.00
02/18/2025	27926	New York Times	1102 Checking Account	
			4413 Periodicals	60.00
				\$ 60.00
02/18/2025	27927	New York Times	1102 Checking Account	
			4413 Periodicals	24.00
				\$ 24.00
02/18/2025	27928	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	71,813.03
			2185 Employee Ins - enrollee contrib	4,735.37
				\$ 76,548.40
02/18/2025	27929	Odonnell- Thalhamer, Ellen	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	5.00
				\$ 5.00
02/18/2025	27930	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	25.29
			4430 Office & Library Supplies	369.90
				\$ 395.19
02/18/2025	27931	P.J.S. Post Office - Bulk	1102 Checking Account	
			4433 Postage	3,077.17
				\$ 3,077.17
02/18/2025	27932	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	482.15
				\$ 482.15
02/18/2025	27933	Playaway Products LLC	1102 Checking Account	
			4430 Office & Library Supplies	69.90
				\$ 69.90
02/18/2025	27934	Prairie Moon Nursery	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	27.75
				\$ 27.75
02/18/2025	27935	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	240.00
				\$ 240.00
02/18/2025	27936	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	195.00
				\$ 195.00
02/18/2025	27937	S & S Worldwide, Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	57.90
				\$ 57.90

02/18/2025	27938	Scholastic Library Publishing	1102 Checking Account		
			4415 Electronic Data Base		2,178.00
					<u>2,178.00</u>
					\$ 2,178.00
02/18/2025	27939	Scott, Robert G.	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		1,050.00
					<u>1,050.00</u>
					\$ 1,050.00
02/18/2025	27940	Searles Graphics, Inc.	1102 Checking Account		
			4434 Publicity and Printing		10,589.00
					<u>10,589.00</u>
					\$ 10,589.00
02/18/2025	27941	Securitas Security Serv. USA	1102 Checking Account		
			4441 Building Security		6,026.41
					<u>6,026.41</u>
					\$ 6,026.41
02/18/2025	27942	Seed Savers Exchange	1102 Checking Account		
			4422A Library Programs:Program Supplies:Adult		150.62
					<u>150.62</u>
					\$ 150.62
02/18/2025	27943	Singer, Lauren G.	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		250.00
					<u>250.00</u>
					\$ 250.00
02/18/2025	27944	Sparling, Nicole Summers	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		350.00
					<u>350.00</u>
					\$ 350.00
02/18/2025	27945	Spena, Catherine	1102 Checking Account		
			4428 Conferences		20.00
					<u>20.00</u>
					\$ 20.00
02/18/2025	27946	Staples Business Credit	1102 Checking Account		
			4430 Office & Library Supplies		134.86
			4422A Library Programs:Program Supplies:Adult		12.49
					<u>147.35</u>
					\$ 147.35
02/18/2025	27947	Suffolk Cooperative Library System	1102 Checking Account		
			4415 Electronic Data Base		186,099.40
			1153 PATRON ACCOUNTS-DISC TICKETS		20,100.00
			4417 OTHER THINGS LENDING		270.00
			4429 Circulation		136.99
			4421A Library Programs:Program Contractors:Adult		265.20
			4422B Library Programs:Program Supplies:Children/Teen		25.00
					<u>206,896.59</u>
					\$ 206,896.59
02/18/2025	27948	Theresa's Programs LLC	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		325.00
					<u>325.00</u>
					\$ 325.00
02/18/2025	27949	Travelingartprograms LLC	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		1,000.00

				<u>\$ 1,000.00</u>
02/18/2025	27950	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	151.45
				<u>\$ 151.45</u>
02/18/2025	27951	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	85.86
				<u>\$ 85.86</u>
02/18/2025	27952	W.B. Mason Co., Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	14.64
				<u>\$ 14.64</u>
02/18/2025	27953	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	301.65
				<u>\$ 301.65</u>
TOTAL				<u>\$ 390,999.72</u>

Friday, Feb 14, 2025 10:42:06 AM GMT-8

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COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

January 30, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
01/30/2025	27870	Equitable Financial	1102 Checking Account 2184 Annuity	\$5,782.00 \$5,782.00
01/30/2025	27871	PSEGLI	1102 Checking Account 4450 Utilities	\$4,440.09 \$4,440.09
01/30/2025	27872	Verizon	1102 Checking Account 4431 Telecommunications	\$110.08 \$110.08
TOTAL				\$10,332.17

01/30/2025 Payroll Warrant

Payroll Warrant	\$10,332.17
<u>Accudata Payroll (includes \$815.20 Accudata invoice)</u>	<u>\$122,680.00</u>
TOTAL	\$133,012.17

[Handwritten Signature]

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02/13/2025 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

February 13, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
02/13/2025	27873	Aflac	1102 Checking Account	
			2188 AFLAC - Accident Ins	\$160.20
			2187 AFLAC - Cancer Care	\$407.16
			2190 AFLAC - Short Term Disability	\$372.06
			2194 Aflac - Hospital	\$160.74
				\$1,100.16 ✓
02/13/2025	27874	AT&T	1102 Checking Account	
			4431 Telecommunications	\$59.20
				\$59.20 ✓
02/13/2025	27875	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,782.00
				\$5,782.00 ✓
02/13/2025	27876	National Grid	1102 Checking Account	
			4450 Utilities	\$5,184.10
				\$5,184.10 ✓
02/13/2025	27877	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$5,313.25
			2186 Retirement	\$681.00
				\$5,994.25 ✓
02/13/2025	27878	Optimum	1102 Checking Account	
			4431 Telecommunications	\$558.46
				\$558.46 ✓
TOTAL				\$18,678.17 ✓

[Handwritten Signature]

FEB 11 2025

	<u>02/13/2025 Payroll Warrant</u>	
Payroll Warrant		\$18,678.17 ✓
Accudata Payroll (includes \$565.30 Accudata invoice)		\$122,472.94 ✓
TOTAL		\$141,151.11 ✓

FINANCE COMMITTEE REPORT

February 18, 2025

The finance committee met with the Director and her staff and the following items will be brought to the Board:

- A. FY 2025/26 FT Retirement Incentive / PT Voluntary Separation Incentive
- B. 2025/2026 Salary Schedules

**Comsewogue Public Library
Annual Report Statistics**

	<i>Question #</i>	2024	2023	2022
Population:				
Comsewogue (pop. per census)	1.24	23,574	23,574	23,574
Mount Sinai (pop. per contract)	1.48	12,621	12,137	12,137
Miller Place (pop. per contract)	1.48	15,150	15,859	15,859
Total Population Served		<u>51,345</u>	<u>51,570</u>	<u>51,570</u>
CPL Card Holders: (FY)				
Comsewogue	3.2	12,690	11,890	11,382
Mount Sinai	3.3	4,814	4,413	4,500
Miller Place	3.3	4,807	4,447	4,529
Total Comsewogue patrons		<u>22,311</u>	<u>20,750</u>	<u>20,411</u>
Book Collection:				
Total Adult Collection (books)	2.3	61,245	61,329	59,936
Total Children's Collection (books)	2.6	68,624	69,211	68,385
Total Book Collection	2.7	<u>129,869</u>	<u>130,540</u>	<u>128,321</u>
Other Items:				
Audio Recordings	2.13	16,792	17,465	17,498
VHS, DVD	2.14	22,249	22,282	22,238
Other Print Materials	2.11	1,850	1,462	1,386
Programs:				
Adult Programs	3.20	390	427	406
YA Programs	3.19	178	208	140
Children's Programs	3.17 & 3.18	577	529	368
General Interest Programs	3.21	176	103	94
One on One Program Sessions	3.31	6,793	4,301	2,679
ESOL Programs	3.71	44	46	56
Literacy Volunteer Programs	3.64 & 3.65	714	681	580
Total Programs		<u>8,872</u>	<u>6,295</u>	<u>4,323</u>
Program Attendance:				
Adult Program Attendance	3.24	5,333	5,299	4,153
YA Program Attendance	3.25	2,858	3,434	1,890
Children's Program Attendance	3.26	13,361	13,669	9,588
General Interest Attendance	3.27	7,371	4,469	3,616
One on One Program Attendance	3.32	6,810	4,751	3,771
ESOL Attendance	3.72	253	316	533
Literacy Volunteer Attendance	3.64 & 3.65	1,391	1,471	1,042
Total Program Attendance:		<u>37,377</u>	<u>33,409</u>	<u>24,593</u>
Total Book Circulation	4.7	208,634	211,429	206,402
Total Non-Book Circulation	4.11	291,855	295,227	297,969
Grand Total Circulation Transactions		<u>500,489</u>	<u>506,656</u>	<u>504,371</u>
Summer Reading Program:				
Registered- Children	3.37	1,105	1,064	753
Registered - Young Adults	3.38	238	265	242
Registered - Adult	3.39	524	434	386
Total Number Registered		<u>1,867</u>	<u>1,763</u>	<u>1,381</u>



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Comsewogue Public Library

Conference, Meeting, Training and Travel Policy

The Comsewogue Public Library encourages all employees to participate in relevant conferences, workshops and organizations for professional development; time, service considerations and funds permitting.

Employees are expected to share knowledge gained through education opportunities with fellow employees so the library benefit is multiplied.

When employees are attending a Library-approved meeting or conference, and are not being reimbursed by another agency or institution, they will be reimbursed by the Library by way of completing/providing required documentation, including **itemized** receipts, as long as said documentation is submitted within thirty days of event attendance, subject to the discretion of the Director or her designee.

An employee who is nominated for a position within a Library organization (such as CLASC), will be reimbursed for events/dinners that they are asked to attend, subject to the Director's discretion, or that of her designee.

Requests to Attend

Conference/training attendance must have the advance approval of the Director or her designee. Employees requesting conference/training funding must submit the required request form to his/her supervisor, who will act on the request in a timely fashion. If approved, the supervisor will immediately submit the request to the Director or her designee for review and approval. The employee will be notified as soon as possible of the decision.

Employees are required to submit their anticipated expenses/completed registration forms well in advance of the event. With administrative approval and time-permitting, the library will pay the event registration fee. **Early bird registration is expected.**

In the event that the employee cannot attend said event as pre-paid by the Library, it is the employee's responsibility to notify his/her supervisor as soon as possible. The employee shall, in coordination with his/her supervisor, seek an appropriate replacement attendee and/or inquire of the sponsoring organization re: cancellation policy, availability of credit, etc. An employee who fails to provide proper notification in this regard may need to reimburse the Library for related funds it has pre-paid, subject to the Director's discretion.

Post-attendance, reimbursement of approved event expenses paid by the employee, with submission of appropriate, **itemized receipts, will be made at the next Board meeting, pending all necessary documents were submitted in a timely fashion.** Reimbursement will not exceed the amount previously authorized by the Director, subject to the Director's discretion. All reimbursement expenses must be business-related.

Conference hours are included within the thirty-five-hour weekly schedule. Employees attending a full-day conference will be credited with a maximum of seven hours worked. Sundays will be credited as “straight time” (not time & a half).

Reimbursable Expenses

Reimbursement will be made for actual and reasonable expenses incurred for registration, transportation, meals, lodging and other necessary business expenses when supported with **itemized** receipts. Group rates for travel/lodging shall be used whenever practical. All receipts should be original and itemized.

Air/Train Travel and Related

Air travel will be reimbursed for only coach class rate and is restricted to regularly-scheduled commercial carriers, **with a limit of one checked bag if not already included in the price.** All travel arrangements should be made in advance, post-attendance approval, to take advantage of best rates/availability. Prior to committing to a deeply discounted ticket carrying a substantial cancellation penalty, an employee should be sure he/she can adhere to the planned itinerary. Employees will not be reimbursed for fees due to employee-initiated schedule changes, subject to the Director’s discretion.

Personal Vehicle/Mileage/Tolls

All business-related travel for an employee using his/her personal vehicle must be pre-approved by the Director or his/her designee. Mileage reimbursement will be paid according to the current Internal Revenue Service-specified rate. Toll costs will be reimbursed. Appropriate documentation is required to be submitted prior to the processing of reimbursement, which will be scheduled for directly following the next board meeting. Carpooling is encouraged. Vehicle repair costs are not reimbursable; regardless of when/where damage occurs. Tickets and fines are not reimbursable. It is the employee’s responsibility to ensure that he/she has a valid driver’s license and has adequate insurance for his/herself and for passengers.

Parking

Parking expenses are reimbursable, provided that, on trips of more than twenty-four hours, and when available, an employee uses long-term, lower-cost lots. Hotel shuttles should be used whenever practical. Receipts are required.

Taxi, Shuttle, Car Service

Taxi rides, airport van trips, and public transportation use, as well as the reasonable tips that may accompany them, may constitute other reimbursable, business-related expenses. Receipts are required. **Tipping will be reimbursed at no more than 20%.**

Lodging

An employee should use standard accommodations in reasonably-priced hotels and will be reimbursed for **one single room.** A room cancellation must be managed by the employee in a timely manner so as not to incur charges.

Sales Tax Exemption

The library is a sales tax-exempt organization. An employee should obtain a tax-exempt receipt if staying in a New York State hotel. Payment is to be discussed in advance with the Library Director or her designee upon event attendance request.

Meals

Maximum reimbursement is as follows:

Meals – For all-day, local workshops/conference, lunch will be reimbursed up to \$25.

-For all-day, multi-day workshops/conferences, meals will be reimbursed up to \$80 per day.

Tipping will be reimbursed at no more than 20% of the subtotal.

The Library will not reimburse for alcohol.

Itemized receipts will need to be attached to a Conference & Travel Expense form in order for reimbursement. All receipts need to have 2 sets of initials on them.

Miscellaneous Expenses

Other itemized, documented miscellaneous expenses with receipts will be reimbursed at the discretion of the Director or her designee. Examples include baggage handling, shipping, tips. Whenever possible, the administration should be made aware in advance of the likelihood of specific expenses being incurred.

Non-Reimbursable Expenses

The Library will not reimburse travelers for expenses which are inherently personal in nature. Subject to the discretion of the Director or her designee, non-reimbursable expenses include, and are not limited to:

- Family/companion's travel/lodging expenses
- Lodging amenities
- Child/Pet/House Sitting
- Wardrobe/Grooming/Medications/Personal reading materials
- Expenses related to non-library activities
- Personal time taken before, during or after a business trip
- Travel membership/insurance expenses, "upcharges" to travel outside coach
- Loss of personal items
- Continuing Education Credits

*Board approved July 16, 2013
Revised and Board approved November 20, 2018, February 18, 2025*

MARCH 2025

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 Meeting	19	20	21	22	
23	24	25	26	27	28	29	
30	31	February 2025 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			April 2025 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/
		2025 Calendars			2026 Calendars		

MAY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11 Mother's Day	12	13	14	15	16	17
18	19	20 Meeting	21	22	23	24
25	26 Memorial Day	27	28	29	30	31
		April 2025 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		June 2025 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/ 2025 Calendars 2026 Calendars