

COMSEWOGUE PUBLIC LIBRARY  
ORGANIZATIONAL MEETING  
JULY 15, 2025

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. OATH OF OFFICE
- D. NOMINATION OF OFFICERS
  - 1. PRESIDENT
  - 2. VICE PRESIDENT
  - 3. SECRETARY
  - 4. FISCAL OFFICER
- E. ELECTION OF OFFICERS
- F. LEGAL ADVISOR APPOINTMENT
- G. LIBRARY DISTRICT TREASURER APPOINTMENT
- H. LIBRARY INDEPENDENT EXTERNAL AUDITOR APPOINTMENT
- I. INSURANCE AGENT APPOINTMENT
- J. OFFICAL NEWSPAPER DESIGNATION
- K. RECORDS ACCESS/MANAGEMENT OFFICER APPOINTMENT
- L. SEXUAL HARASSMENT PREVENTION COMPLIANCE OFFICER APPOINTMENT
- M. TIME AND PLACE OF REGULAR BOARD MEETINGS
- N. DESIGNATION OF DEPOSITORY ACCOUNTS
- O. POSTAGE DEPOSIT ACCOUNTS
  - 1. BULK MAILING - \$3,500
  - 2. POSTAGE METER- \$700
- P. PETTY CASH FUNDS
  - 1. CASH REGISTER FUND - \$210
  - 2. PETTY CASH FUND - \$150
  - 3. COPIER/PRINTER FUND - \$150
  - 4. CASH ON HAND FUND - \$350

Q. SIGNATORIES FOR SAVINGS AND CHECKING ACCOUNTS

R. REVIEW/REAFFIRMATION

1. DEFENSE AND INDEMNIFICATION OF OFFICERS AND EMPLOYEES POLICY
2. CODE OF ETHICS
3. OPEN MEETING LAW STATEMENT
4. FREEDOM OF INFORMATION POLICY
5. BY-LAWS
6. PROCUREMENT POLICY
7. WORKPLACE VIOLENCE POLICY
8. EMPLOYEE RECRUITMENT STATEMENT

S. OTHER

1. PAYMENT OF CLAIMS IN ADVANCE OF AUDIT
2. AUTHORIZATION OF FACSIMILE SIGNATURE FOR PAYROLL CHECKS
3. MILEAGE REIMBURSEMENT RATE

T. ADJOURNMENT



## Comsewogue Public Library

### Defense and Indemnification of Officers and Employees Policy

The Comsewogue Public Library Board of Trustees confers on library employees the benefits contained in *NYS Public Officers Law, Section 18: Defense and indemnification of officers and employees of public entities*.

Public Officers Law §18 is the principal defense and indemnification statute for employees of public entities.

Section 18 generally requires a "public entity" that has adopted the provisions of that section to provide for the defense and indemnification of its "employees" in any civil action or proceeding arising out of any alleged act or omission which occurred or allegedly occurred while the officer or employee was acting within the scope of his or her public employment or duties (Public Officers Law, '18[2]-[4]).

The term "employee" is defined to include any person holding a position by election, appointment or employment "in the service of a public entity ..." (Public Officers Law §18[1][b]).



## COMSEWOGUE PUBLIC LIBRARY

### CODE OF ETHICS

#### Section 1. Purpose.

Officers and employees of the Comsewogue Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Comsewogue Public Library recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Under the terms of this policy, rules of conduct considered to be of a nature within the bounds of ethical practices are promulgated for officers and employees of the Comsewogue Public Library. These rules are to be considered as a guide for conduct.

These rules are not to be in conflict with, or to propose superscription of New York State Law.

#### Section 2. Definitions.

- (a) The term “municipal officer or employee” shall apply to any officer or employee of the Library, whether paid or unpaid, including the members of any committees established by the Library’s Board of Directors.
- (b) “Board” means the governing board of the Comsewogue Public Library.
- (c) “Code” means this code of ethics.
- (d) “Interest” means a direct or indirect financial or material benefit accruing to a municipal officer or employee as the result of a business or professional transaction relating to the Library which the officer or employee serves. Interest does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Library, or a lawful class of such residents or taxpayers. A Trustee or employee is deemed to have an interest when he or she, his or her spouse, or a member of his or her household, is a director, trustee/officer, or employee. For the purpose of this policy, a trustee or employee shall be deemed to have an interest in the affairs of (1) a spouse, minor children or dependents; (2) a firm, partnership or association of which he/she is a member or employee; (3) a corporation of which he/she is an officer, director or employee; and (4) a corporation any stock of which is owned or controlled directly by him/her.
- (e) “Library” means Comsewogue Public Library.
- (f) “Library Trustee or employee” means an unpaid Trustee or paid employee of the Comsewogue Public Library.



- (g) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, grandparent, grandchild, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a Trustee or employee, and individuals having any of these relationships to the spouse of the Trustee or employee.

### **Section 3. Applicability.**

This code of ethics applies to the Trustees and employees of the Comsewogue Public Library, and shall supersede any prior Library code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Comsewogue Public Library.

### **Section 4. Prohibition on use of municipal position for personal or private gain.**

No Trustee or employee shall use his or her Library position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

### **Section 5. Disclosure of interest in legislation and other matters.**

- (a) Whenever a matter requiring the exercise of discretion comes before a Trustee or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the Trustee or employee shall disclose in writing the nature and extent of the interest. A matter requiring the exercise of discretion where the disposition of the matter could result in a direct or indirect financial or material benefit involves but is not limited to any relationship by blood or marriage with any person or persons under consideration for appointment or hiring, including contractors, suppliers, or other vendors seeking to contract with the Library,
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the Trustee or employee, or when the Trustee or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the Library. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Library Director or Board of Trustees having the power to appoint to the person’s position. In addition, in the case of a person serving on a Library board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

## **Section 6. Recusal and abstention.**

- (a) No Trustee or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a Trustee or employee from exercising or performing a power or duty:
  - (1) if the power or duty is vested in a Trustee as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
  - (2) if the power or duty that is vested in a Trustee individually, then the power or duty shall be exercised or performed by another person to whom the officer may lawfully delegate the function.
  - (3) if the power or duty is vested in an employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

## **Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.**

- (a) This code's prohibition on use of a Library position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:
  - (1) adoption of the Library's annual budget;
  - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
    - (i) all Trustees or employees;
    - (ii) all residents or taxpayers of the Library or an area served by the Library; or
    - (iii) the general public; or
  - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
  - (1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;
  - (2) which comes before a Trustee when the Trustee would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

## **Section 8. Investments in conflict with official duties.**

- (a) No Trustee or employee may acquire the following investments:
  - (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
  - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Trustee or employee from acquiring any other investments or the following assets:
  - (1) real property located within the Library District and used as his or her personal residence;
  - (2) less than five percent of the stock of a publicly traded corporation; or
  - (3) bonds or notes issued by the Library and acquired more than one year after the date on which the bonds or notes were originally issued.

## **Section 9. Private employment in conflict with official duties.**

No Trustee or employee, during his or her tenure as a Trustee or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the Library in connection with litigation, negotiations or any other matter to which the municipality is a party.

§ 805-a. 1.c. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee; or d. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

## **Section 10. Future employment.**

- (a) No Trustee or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Trustee or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No Trustee or employee, for the two-year period after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Library, board, department or comparable organizational unit for which he or she serves.
- (c) No Trustee or employee, at any time after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Trustee or employee.

## **Section 11. Personal representations and claims permitted.**

This code shall not be construed as prohibiting a Trustee or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the Library; or
- (b) asserting a claim against the Library on his or her own behalf, or on behalf of his or her spouse or minor children.

## **Section 12. Use of Library Resources**

- (a) Library resources shall be used for lawful Library purposes. Library resources include, but are not limited to, Library personnel, and the Library's money, equipment, materials, supplies or other property.
- (b) No Trustee or employee may use or permit the use of Library resources for personal or private purposes, but this provision shall not be construed as prohibiting:
  - (1) any use of Library resources authorized by law or Library policy;
  - (2) the use of Library resources for personal or private purposes when provided to a Trustee or employee as part of his or her compensation; or
  - (3) the occasional and incidental use during the business day of Library telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Trustee or employee shall cause the Library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

### **Section 13. Interests in Contracts.**

- (a) No Trustee or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

#### **§ 801. Conflicts of interest prohibited.**

Except as provided in section eight hundred two of this chapter, (1) no municipal officer or employee shall have an interest in any contract with the municipality of which he is an officer or employee, when such officer or employee, individually or as a member of a board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder (b) audit bills or claims under the contract, or (c) appoint an officer or employee who has any of the powers or duties set forth above and (2) no chief fiscal officer, treasurer, or his deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the municipality of which he is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any municipal officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

- (b) Every Trustee and employee shall disclose interests in contracts with the Library at the time and in the manner required by section 803 of the General Municipal Law.

#### **§ 803. Disclosure of interest.**

1. Any municipal officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the municipality of which he is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

2. Notwithstanding the provisions of subdivision one of this section, disclosure shall not be required in the case of an interest in a contract described in subdivision two of section eight hundred two hereof.

### **Section 14. Nepotism.**

Except as otherwise required by law:

- (a) To avoid the reality or appearance of improper influence or favor, no Trustee or employee, either individually or as a member of a board, may recommend for employment or participate in any decision specifically to appoint, hire, promote, discipline or discharge any relative through blood or marriage for any position at, for or within the Library or the Library board. For the purpose of this policy, the term "relative" shall include: parent, sibling, child, step relative, spouse, adopted or foster child, mother or father-in-law, daughter or son-in-law, grandparent, grandchild, aunt or uncle, niece or nephew, or any person whose relationship is similar to that of persons who are related by blood or marriage.
- (b) No Trustee or employee may supervise a relative in the performance of the relative's official powers or duties.



## **Section 15. Political Solicitations.**

- (a) No Trustee or employee shall directly or indirectly compel or induce a Trustee or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Trustee or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Trustee or employee, or an applicant for a position as a Trustee or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

## **Section 16. Confidential Information.**

No Trustee or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

§ 805-a. 1.b. [Certain action prohibited. 1. No municipal officer or employee shall:] disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interests.

## **Section 17. Gifts.**

- (a) No Trustee or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Trustee or employee may directly or indirectly solicit any gift.
- (c) No Trustee or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
  - (1) the gift reasonably appears to be intended to influence the Trustee or employee in the exercise or performance of his or her official powers or duties;
  - (2) the gift could reasonably be expected to influence the Trustee or employee in the exercise or performance of his or her official powers or duties; or
  - (3) the gift is intended as a reward for any official action on the part of the Trustee or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments,

entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

- (e) (1) A gift to a Trustee or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks action involving the exercise of discretion by or with the participation of the Trustee or employee.

(2) A gift to a Trustee or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

- (f) This section does not prohibit any other gift, including:

- (1) gifts made to the Library;
- (2) gifts from a person with a family or personal relationship with the Trustee or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Trustee or employee, is the primary motivating factor for the gift;
- (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
- (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
- (5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a Trustee or employee, or other service to the community; or
- (6) meals and refreshments provided when a Trustee or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.
- (7) gifts of plants/flowers and food, which belong to the entire staff even if addressed to a single employee and will be placed in the staff lounge so all employees may enjoy. Under no circumstances may an employee take such gifts home.

Exception: gifts from relatives in honor of an employee's birthday or other occasion.

§ 805-a. Certain action prohibited. 1. No municipal officer or employee shall: a. directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

## **Section 18. Board of Ethics.**

- (a) There is hereby established a board of ethics for the Library. The board of ethics shall consist of three members, a majority of whom shall not be Trustees or employees of the Library, but at least one of whom must be a Trustee or employee. The members of such board of ethics shall be appointed by the Board of Trustees of the Comsewogue Public Library, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics. In determining who shall serve, the Board will act under the advice of legal counsel.
- (b) The board of ethics shall render advisory opinions to the Trustees and employees of the Comsewogue Public Library with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such Trustee or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the Library's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Board of Trustees of the Comsewogue Public Library.

## ***Section 19: Filing of Damage Suit***

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against this Library, or any agency thereof, on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

## **Section 20: Penalties**

In addition to any penalty contained in any other provision by law, any person who shall knowingly or intentionally violate any of the provisions of this Code may be fined, suspended, or removed from the office or employment, as the case may be, in the manner provided by law.

(§805-a. 2.)

## **Section 21: Relationships with Fellow Board Members**

Members of the Board of the Comsewogue Public Library recognize that:

- (a) a Library Board is legally empowered to act only at a public meeting through a majority of its members;
- (b) it is in the best interests of the community that Board actions be based on an honest exchange of views among board members based on all the information available concerning any specific matter; and

- (c) it is the function of the Board to establish broad policy mandates and goals, and to address itself to categories of concern rather than individual difficulties.

## **Section 22: Personal Responsibilities**

In view of the foregoing considerations, it shall be the constant endeavor of each member of the Board:

- (a) to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points at issue;
- (b) to present to all members of the Board any information which may assist the Board in the discharge of its duties;
- (c) to base personal decisions upon all available facts in each situation; to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by the final majority decision of the Board;
- (d) to remember at all times that an individual has no legal authority outside the meetings of the Board, and to conduct relationships with staff, local citizenry, and all media of communication on the basis of fact;
- (e) to resist temptations and outside pressures to use the position as a Board member for personal benefit or to benefit any other individual or agency apart from the total interest of the Library;
- (f) to issue formal directives or orders to the district on the authorization of the Board only;
- (g) never to neglect personal and legal obligations to the community, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, to have a moral and civic obligation to the community.

## **Section 23. Posting and distribution.**

- (a) The Director of the Comsewogue Public Library must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the Library's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.
- (b) The Director of the Comsewogue Public Library must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes a Trustee and employee of the Comsewogue Public Library.
- (c) Every Trustee or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Senior Administrative Assistant, who must maintain such acknowledgments as a public record.

- (d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a Trustee or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

**Section 24. Enforcement.**

Any Trustee or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

**Section 25. Effective date.**

This code takes effect on October 21, 2014.



## COMSEWOGUE PUBLIC LIBRARY

### ACKNOWLEDGMENT OF CODE OF ETHICS

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult my supervisor, and he/she/we will consult with members of Administration, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

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Name

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Signature

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Date

## COMSEWOGUE PUBLIC LIBRARY - TRUSTEE

### ACKNOWLEDGMENT OF CODE OF ETHICS

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult the Library Board President and the Library Director, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

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Name

-----  
Signature

-----  
Date

*Complete and return this copy to Comsewogue Public Library's Administration Office.*



## Comsewogue Public Library

### Open Meeting Law – Statement

As it is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the community be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy, the Comsewogue Public Library adheres to *NYS Public Meeting Law, Art. 7, Sec. 100-111*.



## Comsewogue Public Library

### Freedom of Information Policy

Public access to public library records is guaranteed through New York State's Freedom of Information Law (FOIL) as found in NYS Public Officers Law Sec. 87 et. seq.

Comsewogue Public Library strictly adheres to FOIL dictates and best practices.

The Library Director serves as the Library's Records Access Officer.

Information about FOIL and the process for requesting records is found at [cplib.org](http://cplib.org).



# Comsewogue Public Library

## Proposed By-Laws Amendment

July 15, 2025

### ARTICLE II

The Comsewogue Public Library's mission statement is "enriching lives by providing access to information and experiences at a reasonable cost to our community".





## Comsewogue Public Library

### Procurement Policy

This policy sets forth the principles and procedures of the Comsewogue Public Library to meet the requirements of General Municipal Law, Section 104-b.

#### 1. Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the Board of Trustees of the Comsewogue Public Library hereby adopts internal policies and procedures governing all procurements of goods and services which are not required to be obtained pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or any other general, special or local law.

#### 2. Determining Whether Procurements are Subject to Formal Bidding

- a. All purchase contracts for commodities, services and technology which can reasonably be expected to exceed TWENTY THOUSAND DOLLARS (\$20,000) during a given fiscal year shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- b. All contracts for public work which can reasonably be expected to exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000) shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- c. The following types of procurements are not required to be competitively bid under Section 103 of General Municipal Law:
  - i. Purchases made directly from a qualified contract held by: the New York State Office of General Services; any Suffolk County agency; any preferred source, as defined by the State Finance Law; any other qualified Public Authority or qualified Public Benefit Corporation.
  - ii. Work or services of public utilities regulated by the New York State Public Service Commission, for which the rates charged to consumers have been tariffed in accordance with the provisions of Public Service Law.
  - iii. Procurement of professional services. For the purposes of this section, professional services shall mean those services involving a relationship of trust and confidence that require specialized skills, use of expert judgment, and/or a high degree of creativity.
  - iv. Operating Leases. Documentation shall include written quotations and a cost-benefit analysis of leasing versus purchasing.

- v. Insurance. Documentation shall include specifications, awarding resolution, and documented quotations.
- vi. Second-Hand Equipment from Other Governments. Documentation shall include market price comparisons.

### **3. Statutory Exceptions from these Policies and Procedures**

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contracts), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), Corrections Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by the use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

### **4. Non-Bid Procurements**

- a. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued at ONE THOUSAND DOLLARS (\$1,000) or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.
- b. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued between ONE THOUSAND DOLLARS (\$1,000) and FIVE THOUSAND DOLLARS (\$5,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least one other documented quotation is received.
- c. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND (\$10,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- d. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of TEN THOUSAND DOLLARS (\$10,000) but less than TWENTY THOUSAND DOLLARS (\$20,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- e. The Library Director, or such designee as may be appointed by the Library Director, is authorized to enter into public work contracts on behalf of the Library valued at TWENTY THOUSAND DOLLARS (\$20,000) or more but less than THIRTY-FIVE THOUSAND DOLLARS (\$35,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least three (3) other documented quotations are received.

## 5. Documentation Needed for Non-Bid Procurements

- a. **Verbal Quotations:** The record should include at a minimum the date of the quotation, item or service desired, price quoted, name of vendor, and name of vendor's representative.
- b. **Written Quotations:** Vendors should provide at a minimum the date of the quotation, description of items or details of services to be provided, price quotation, and name of contact. Quotations transmitted by fax and email are acceptable provided such transmissions include the aforementioned information.
- c. **Requests for Proposals:** The Library shall award contracts for professional services only after three professionals are contacted directly asking for the submission of written proposals. Requests for proposals and evaluations of proposals may consider price and other factors such as experience, knowledge of library and municipal law, continuity and suitability for the Library's needs.

## 6. Awards to Other than the Lowest Dollar Offerer

- a. Whenever any award is made to other than the lowest dollar offerer, the reasons such an award is to an offerer other than the lowest dollar offerer should be documented as follows:
  - i. A memorandum to the file that details how the award meets the statutory criteria for awards to other than the lowest dollar offerer.
  - ii. Record of vendors contacted and price quotations received.
- b. Any purchase of more than ONE THOUSAND DOLLARS (\$1,000) awarded to other than the lowest dollar offerer shall be made only with the prior approval of the Library's Board of Trustees.

## 7. Items Excepted from Policies and Procedures by Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in its sole discretion, the solicitation of alternative proposals or quotations will not be in the best interest of the Comsewogue Public Library:

- a. An emergency where time is a crucial factor
- b. Procurements for which there is no possibility of competition
- c. Procurements valued at ONE THOUSAND DOLLARS (\$1,000) or less
- d. Procurements for which the appropriate number of documented quotations are requested and not received.

## **8. Annual Review**

The Board of Trustees shall annually, at its reorganizational meeting, review these policies and procedures. The Library Director shall be responsible for conducting an annual review of the procurement policy and the internal control structure established to ensure compliance with the procurement policy each July.

## **9. Unintentional Failure to Comply**

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void an action taken or give rise to a cause of action against the Comsewogue Public Library or any officer or employee thereof.

## **10. Best Value Award**

The Governing Board of the Comsewogue Public Library authorizes the use of a Best Value Award methodology, in the competitive bidding process, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law). Contract may be awarded on the basis of best value, as authorized by section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law.

*Board Approved Resolution (#10) – December 17, 2013*

## **11. “Piggybacking” – an Exception to Competitive Bidding**

Pursuant to NY General Municipal Law Section 103 (16) the Library adopts the subject statutory prerogative to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state, or any other political subdivision or district therein; such procurement to be effected under the terms of the Guidance Memorandum issued in November of 2012 by the Office of the State Comptroller.

*Board Approved Resolution (#11) – April 15, 2014*

*Board Approved – 10/15/2013*

*Board Approved Additions – 12/17/2013 & 4/15/2014*

*Revised & Board adopted – 3/16/2021*

*Board Reviewed & Reaffirmed – 7/21/20, 7/20/21, 7/19/22, 7/18/23, 7/16/24, 7/15/25*





## **Comsewogue Public Library Workplace Violence Policy**

Most important to Comsewogue Public Library is the safety and security of its employees. Threats, threatening behavior, and/or acts of violence against other employees, visitors, guests or other individuals by anyone on Comsewogue Public Library property will not be tolerated.

Comsewogue Public Library will provide training for all employees on workplace violence prevention measures and other information contained within the Library's written program as part of the onboarding process and annually thereafter. An annual employer-conducted risk evaluation will take place using the CPL Risk Evaluation Forms: *Evaluation of the Physical Environment* and *List of Risks and Mitigation Efforts*.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Comsewogue Public Library property will be removed from the premises as quickly as safety permits and shall remain off Comsewogue Public Library premises pending the outcome of an investigation.

Comsewogue Public Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Comsewogue Public Library personnel are responsible for notifying the contact person designated below of any threats they have witnessed or received, and/or of any threats they have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on an organizationally-controlled site. Reports are to be made using the *Workplace Violence Incident Report Form*.

An employee who applies for or obtains a protective or restraining order that lists Library locations as protected areas must provide a copy of the petition and declarations used to seek the order, as well as a copy of any temporary or permanent protective or restraining order that was granted.

The Comsewogue Public Library, at the request of an employee or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on library property unless necessary to transact library-related business. This policy particularly applies in cases where the employee suspects an act of violence will result from encounter with said individual(s).

To the extent possible, the Library shall maintain the confidentiality of investigations of workplace violence. The Library will act on the basis of anonymous complaints where it has a reasonable basis to believe there has been a violation of the policy and that the safety and welfare of Library employees would be served by such action.

### **Designated Contact Person:**

Debra Engelhardt  
Library Director  
Administration

debbie@cplib.org  
631/928-1212, ext. 112

*Board approved 7/16/2013, 10/20/2020*

*Revised & Board adopted 7/19/2022*

*Board Reviewed & Reaffirmed 7/18/2023, 7/16/2024, 7/15/25*





## Comsewogue Public Library

### Employee Recruitment Statement

Comsewogue Public Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner.

The Library's administrative and search committee processes and practices shall embrace best practices to encourage broad applicant pools, guard against implicit bias, and ensure consistency throughout recruitment, hiring, and onboarding.

All methods will be reviewed on an ongoing basis by those closest to the aforementioned processes, and this statement shall annually come under board review.



## Comsewogue Public Library

### Payment of Claims in Advance of Audit

RESOLVED that, in accordance with NYS Education Law, Section 1724, the Comsewogue Public Library Board of Trustees authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

*Board adopted 9/17/13,  
Board Reviewed & Reaffirmed 7/15/14, 7/21/15, 7/19/16,  
7/18/17, 7/17/18, 7/16/19, 7/21/20, 7/20/21, 7/19/22, 7/18/23, 7/16/24, 7/15/25*

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 15, 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 06/19/2025 & 07/03/2025
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. OTHER
- L. NEW BUSINESS
  - 1. DATES OF UPCOMING REGULAR BOARD MEETINGS
  - 2. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
JUNE 17, 2025

President Rossini called the meeting to order at 6:01 p.m.

PRESENT: Trustee Rossini  
Trustee DeStefano  
Trustee McCrary  
Trustee Spence  
Assistant Director Andrea Malchiodi  
Director Engelhardt

ABSENT WITH NOTIFICATION:  
Trustee Olson

Trustee Rossini conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on May 20, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the special meeting held on June 3, 2025. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the Personnel Report dated June 17, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adopt the 2025-2026 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District and authorize Library Board President Rossini to execute the Corresponding Library Services Agreements. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the revised Financial Reports for the period ending April 30, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve warrant 06/25/1, dated June 17, 2025, in the amount of \$159,114.78. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the payroll and payroll warrants for May 22, 2025 (\$128,699.55) and June 5, 2025 (\$133,144.19). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to reaffirm the Employee Identification Tag Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to reaffirm the Environmental Sustainability Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve the revised Policy Creation Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the resignations of Timothy Geisler (effective May 14, 2025), Franklin Keith (effective June 11, 2025) and Erika Paz-Millan (effective June 12, 2025) 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.

RESOLVED, that Board President Rossini is authorized to execute the Settlement Agreement.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept Board President Rossini's execution of the Settlement Agreement with a Clerk, dated June 17, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adjourn the meeting at 6:27 P.M. Approved unanimously.

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Secretary, Board of Trustees



## COMSEWOGUE PUBLIC LIBRARY

### Employee Identification Tag Policy

Each employee will be issued and must wear an ID tag identifying him/her by name.

The ID tag is to be worn whenever an employee is working for the library, both on and off premises.

Each employee shall wear his/her ID tag on his/her clothing (on the left or right chest over the heart) so the tag is clearly visible to others. The tag is to be worn in the upright, horizontal position with the name showing.

ID tags shall not be defaced or otherwise altered.

Each employee is responsible for safeguarding his/her ID tag. A forgotten, lost or damaged ID tag is to be reported to one's Supervisor at the start of the work shift. The employee's Supervisor will provide a generic ID tag to be worn until an employee recovers or replaces his/her ID tag.

If an ID tag is missing for longer than 3 calendar days, the employee's Supervisor will arrange for a new ID tag and the employee will be charged a \$6 replacement fee, payable upon issuance/receipt of new ID tag.

If an employee finds someone else's ID tag, it should immediately be turned in to Administration.

An employee must give his/her ID tag to his/her Supervisor upon separation of employment from the Library.

An employee should immediately see his/her Supervisor with any concerns regarding this policy.

Board Adopted 9/20/16  
Board Reaffirmed 6/17/25





## COMSEWOGUE PUBLIC LIBRARY

### Environmental Sustainability Policy

Comsewogue Public Library is committed to reducing its impact on the environment. The Library will strive to improve its environmental performance over time, participating in projects, activities, and practices that will further reduce environmental impacts. The Library's commitment to environmental sustainability extends to its members, administration, employees and the general community.

The Library will:

- Observe all applicable environmental regulations
- Prevent pollution whenever possible
- Train all staff on the Library's environmental sustainability program, empowering employees to participate
- Communicate the Library's environmental commitment members, administration, staff and the general community
- Continually improve by striving to measure the Library's environmental impacts and setting goals to annually reduce them

All employees will receive a copy of this policy upon hire, and be educated regarding the Library's efforts to continue to strive towards the "triple bottom line" definition of sustainability, which states that to be truly sustainable, an organization must embody practices that are environmentally sound, economically feasible, and socially equitable.

#### **Energy Management**

The Library will strive for superior energy efficiency, working to identify and using whenever practical products and equipment that are the most energy-efficient. Methods such as Energy Star and CEE rating systems will be used whenever practical to identify and select products that are the most energy-efficient and which meet the Library's needs.

The Library will work to reduce its overall use of energy, optimizing equipment settings and schedules to meet the needs of the community, staff, and service program while achieving superior energy efficiency.

#### **Materials Management**

The Library will endeavor to donate deaccessioned materials to not-for-profit organizations whenever practicable, purchase items supplies only as-needed, and purchase sustainably-produced, recyclable materials whenever practicable.

**Transportation**

The Library will encourage efficient travel practices when travel is necessary/important. Best practices, such as carpooling and using of technology to remotely hold and attend meetings, will be employed whenever practicable.

**Land Use**

The Library will strictly observe all laws pertaining to land use, as well as practice general conservational stewardship regarding its policies and practices.

**Water Reduction/Conservation**

The Library will endeavor to reduce its use of water in the building and on the grounds and keep our waters clean. This will be achieved through a combined approach involving equipment selection, policy, and practices.

**Solid Waste Management**

The Library will follow its written waste disposal procedures, developed in partnership with the appropriate vendors and pertaining to garbage and recyclable materials.

The Library will endeavor, whenever practicable, to dispose of equipment and supplies that have reached the end of their useful lives by either donating them to a not-for-profit organization(s) or recycling them through the services of the Town or of an appropriate vendor.

Procedures will be disseminated to all appropriate departments and personnel and updated as appropriate.

*Board Approved 11/21/19  
Board Reaffirmed 6/17/25*



## COMSEWOGUE PUBLIC LIBRARY

### Policy Creation Policy

#### Policy Statement:

Comsewogue Public Library policies will be:

- formulated in a common format that is direct and comprehensive;
- formally approved by the Library Board of Trustees;
- maintained centrally and accessible to all interested parties;
- linked electronically to procedures / forms for implementing the policy;
- kept current;
- promulgated on the Library's website and, as appropriate, displayed within the Library.

Administrative procedures, as stated, will be used to implement policies.

Internal policies that apply to the operations of individual units or departments are not to conflict with Library-wide policy, but may be more restrictive.

#### Definitions:

*Administrative Procedure:* An administrative procedure is a guideline or series of interrelated steps taken to implement a policy.

Library administrative procedures will:

- identify and link to the applicable Library policy;
- be written in a common format that is direct and comprehensive;
- be reviewed and updated as necessary to ensure agreement with the most recent relevant adopted policy;
- require formal approval by Library administration, including, as appropriate, by the Library Board.

*Policy Initiator:* The Policy Initiator is a Library employee who identifies a Library-level issue; has jurisdiction over the subject matter of the policy; and develops a policy proposal.

*Stakeholders:* Stakeholders are Library employees and/or community members who are affected by the Library policy being developed.

*Policy Administrator:* The Policy Administrator is the Associate Administrator who manages the policy process.

**Location:**

To ensure available access to Library policies, the Comsewogue Public Library will maintain a current list of approved versions of all general Library policies on the 'About' page of the Library's website (<http://www.cplib.org>).

All personnel policies will be available in the Library's Employee Handbook.

Online policies will be maintained through the efforts of the Technical Support Department and/or the Administration Office.

Original and/or master versions of Library policies will be stored in the Library network under Administration Office control. A paper copy will be maintained in the Policies & Procedures manual located in the Administration Office.

**Policy Creation:**

The Policy Initiator(s) may identify a Library-level issue; develop a policy proposal; and submit said policy proposal to the Director for review and comment.

If the policy obtains the Director's endorsement, a draft will be created and reviewed by the Policy Initiator(s).

Following review and feedback by the Initiator(s) and possible revision, a proposed policy may be submitted by the Director to the Library Board for its consideration. If a policy is adopted by the Library Board, the policy will be distributed to appropriate Library staff and posted electronically, as appropriate.

If the policy is not approved by the Library Board, the review-submission process may or may not continue, pursuant to the Board's determination, until the policy is approved, tabled or dismissed by the Board.



## Director's Report

July 2025

**Personnel** - No report.

### Operations

- Incident Tracker software was launched by Administration with the Assistance of the Technical Support Department. This product allows the library to electronically collect and maintain internal incident reports, and allows staff to access the reports in a variety of ways
- Host servers were replaced, with thanks for services rendered. (They had been running 24/7 for 12 years; they were well-maintained and Library got its money's worth!)

### Building & Grounds

7/12 Butterfly House install date (Eagle Scout Project)

### Professional Activities

6/20 SCLS Member Library Directors Mtg, Port Jefferson (DE, AM)  
6/20 PLDA Spring Mtg, Port Jefferson Station  
7/2 Sustainable Libraries Certification Mentor online "Office Hour" (DE)

### Community Activities

7/9 Ribbon cutting – New Mather Hospital Emergency Department



## Annual Report to the Comsewogue Public Library Board of Trustees

July 2024- June 2025

Submitted by Debra Engelhardt, Library Director

In addition to the Library's ongoing responsibilities, programs and initiatives that support and advance our Service Program, I am pleased to present the following highlights from a successful and productive year.

### Personnel

- A **NYS Deferred Compensation Plan** was added as a staff benefit option.
- The Library's **Annual Staff Training Day** was held, providing professional development and teambuilding opportunities.
- An annual **Take a Kid to Work Day** was introduced, with participating staff sharing their roles and the value of public libraries with the children and teens in their lives. The event was met with enthusiastic appreciation from all involved.
- An **oral history recording** featuring a CPL employee who has been with the organization for 40 years (Debra Bush) as its subject. This will soon be made available as part of the Library's local history collection.
- **Recruitment, hiring, and onboarding** procedures and performance evaluation forms and related templates were revised and distributed to relevant personnel.

### Operations

- The **annual financial audit** resulted in an unqualified opinion – the highest level of assurance possible.
- Ongoing service program evaluation and planning efforts were informed by community feedback, usage statistics, general and industry research and organizational discussions.
- Staff-coordinated **large-scale, inclusive programs/events** addressing all segments of the public, such as the Summer Kickoff, Summer Reading Clubs, Great Give Back, Summer Library Tour, brought the community together for engaging, affordable learning, volunteering, exploring and entertainment.
- **Library Market** software platform was launched (streamlining program registration and room-booking)
- The **Vega platform**, a patron/public-facing electronic library catalog, was launched by the Partnership of Automated Libraries of Suffolk. Staff received training to ensure effective public support.
- The Library's **Website Compliance Project** (aligned with the DOJ's 2024 ADA Title II ruling) is well underway, led by the Library's talented and capable Technical Support Department. We are on track to achieve full compliance well ahead of the April 2027 deadline.
- **Building security protocols** were enhanced, including new keypad access alarms and locks on staff-area doors and improved vendor procedures for movement around the building.
- **Social Media Moderation Guidelines** were developed to help staff manage public interaction across digital platforms.



## Building & Grounds

- The Library was awarded an **\$85,000 NYS Library Construction Aid** Grant to support the first Phase of its Window Replacement Project (south side).
- A **new phone** system was installed, as the previous system was at end-of-life.
- The **Optimum Fiber Internet** connection was upgraded.
- A second **Step 'n' Wash** was installed, this time in a lobby restroom to improve accessibility for young patrons.
- Several critical **repairs** were completed, including sidewalk restoration (north and west sides) and the replacement of an HVAC thermal expansion valve.
- New tables for public use and staff storage **furniture** were added to the Adult Services Department, enhancing the space for both patrons and staff.

## Professional Activities

- Administration and staff ably represented the Library, as both presenters and attendees, at conferences, meetings of professional associations, cooperatives, councils and consortia. **Continuing education and training** for administration and staff were emphasized as essential to the Library's (and the community's) ongoing success.
- The Library Director contributed to the profession through **teaching, mentoring and leadership** roles, sharing expertise in support of libraries locally and beyond.

## Community Activities

- The Library Director received a Town of Brookhaven **Women's Recognition Award** (Community Volunteer Category) for her long-standing commitment to area non-profits.
- A variety of seasonal and ongoing **collection drives** facilitated through the library helped, as a result of the community's concern and generosity, address food insecurity, hygiene and clothing needs, back-to-school supply needs, and youth holiday gifts.
- **Outreach, promotional activities and initiatives** took place and were launched in conjunction with and through the support of a variety of partners, with administrators and staff interfacing with community members in a wide variety of settings and locations such as schools, the beach, chambers of commerce, a local hospital and at the Library. Staff and Administration also worked with and kept in communication with Town, County, State and Federal elected representatives and their staffs, carrying out initiatives and advocating for library needs, both financial and legislative.
- Administration and staff represented the Library at ongoing **community meetings and events** sponsored by partner organizations such as Comsewogue Union Free School District, Port Jefferson Station-Terryville Civic Association, Suffolk County Police Department's 6<sup>th</sup> Precinct, and Port Jefferson Rotary Club.
- Collaborations with local **Scouting organizations** on meaningful projects (in-progress and well underway) involve the creation of a NYSSMA music library for public use and the construction of butterfly houses that will grace the Library property.



Comsewogue Public Library

*Personnel Report*

July 15, 2025

*New Appointments/Promotions:*

Liana Espinosa, Librarian I (PT) – Children’s Services, effective June 16, 2025. Salary \$32.00 hr.  
{previously Librarian Trainee}

Nicole Rivera, Librarian I (PT) – Adult Services, effective June 16, 2025. Salary \$32.00 hr.  
{previously Librarian Trainee}

\*Requires Board Motion

*Comsewogue Public Library*  
*Statistical Report 2024/2025*

E-3

**June 2025**

	Jun 2025	Jun 2024	% Change	Totals 2024/25	Totals 2023/24	Totals - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	74	102	-27.45%	9,554	9,495	0.62%
2	Juvenile	28	57	-50.88%	3,192	3,195	-0.09%
3	Total	102	159	-35.85%	12,746	12,690	0.44%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	33	26	26.92%	4,311	4,814	-10.45%
5	Port Jefferson Library	18	25	-28.00%	1,636	1,761	-7.10%
Miller Place Borrower Registration:*							
6	Comsewogue Library	40	34	17.65%	4,264	4,807	-11.30%
7	Port Jefferson Library	40	26	53.85%	1,883	2,137	-11.89%
8	Total CPL Members	175	219	-20.09%	21,321	22,311	-4.44%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
	Jun 2025	Jun-24	% Change	To Date- 2024/25	To Date-2023/24	To Date - % Change	
9	Library Visits	10,937	9,123	19.88%	182,606	110,480	65.28%
10	Curbside Pick Up	23	22	4.55%	314	296	6.08%
Transactions							
	Jun 2025	Jun 2024	% Change	To Date- 2024/25	To Date-2023/24	To Date - % Change	
11	Circulation of Physical Items:	20,975	23,234	-9.72%	273,593	289,226	-5.41%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	9,409	8,799	6.93%	109,183	105,443	3.55%
13	Hoopla	916	920	-0.43%	11,799	9,175	28.60%
14	Kanopy**	496	312	58.97%	5,970	3,421	N/A*
**Kanopy changed reporting format 11/2023.							
	Circulation Other:						
15	Museum Passes	79	80	-1.25%	1,032	990	4.24%
16	Library of Things	218	181	20.44%	2,044	1,892	8.03%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	670	751	-10.79%	8,683	8,884	-2.26%
18	Public Wireless Sessions	1,630	1,583	2.97%	19,776	19,332	2.30%
	Interlibrary Loan:						
19	Items Loaned	858	859	-0.12%	11,530	11,897	-3.08%
20	Items Borrowed	1,364	1,541	-11.49%	16,098	19,209	-16.20%



# Adult Programming: June 2025

E-4

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Book Swap	2	n/a	11,7
ONLINE Breathe Together	4	11	2,6,5,5
ONLINE New English Speakers (Zoom)	4	n/a	5,6,6,6
Everyday Matinees	2	12,16	9,13
Medicaid ABD	1	n/a	1
ONLINE Trivia (Email)	3	n/a,15,n/a	33,31,48
Mah-Jongg & More	1	n/a	14
Color Your World Trivia	2	17,27	17,23
Explore the New Online Catalog	1	6	8
Senior Advocate	Appt	4	4
Paint Pouring \$10	2	13,15	13,15
Strawberry Festival Bread	2	20,20	19,13
Knit & Crochet	1	n/a	5
Calming Art Club	1	20	14
Annual Plant Swap	1	20	15
Bus Trip: Bateau NYC Cruise	1	50	46
Visiting National Parks	1	32	24
HIICAP Counseling	Appt	3	2
Write This Way	1	16	10
Defensive Driving	1	21	18
AARP Smart Driver Course	2	19	19,19

## Adult Programming: Summary

Carol Burnette: Timeless Comedienne	1	16	13
Game Night	1	11	3
Coffee & Coloring	1	14	5
Using Password Managers	1	11	9
Community Conversation Circle	1	4	5
One-on-One Appointments	unlimited	1	5
ONLINE Career Counseling	Appt	2	2
Social Work Appointments	unlimited	5	5
<b>TOTALS</b>	<b>38</b>	<b>421</b>	<b>539</b>

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
June 2025	38	421	539
YTD 2025	223	2829	3799
June 2024	35	391	635
YTD 2024	223	3092	3886



# 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	2/18/2025	2/18/2025	\$45,793.05	
9	2/24/2025	2/24/2025	\$26,712.61	
10	3/10/2025	3/10/2025	\$20,988.48	
11	3/24/2025	3/24/2025	\$15,264.35	
12	4/7/2025	4/7/2025	\$13,356.31	
13	4/21/2025	4/21/2025	\$15,264.35	
14	5/5/2025	5/5/2025	\$20,988.48	
15	5/12/2025	5/12/2025	\$61,057.40	
16	5/19/2025	5/19/2025	\$74,413.70	
17	5/27/2025	5/27/2025	\$83,953.92	
18	6/2/2025	6/2/2025	\$505,631.56	
19	6/9/2025	6/9/2025	\$396,873.08	
20	6/16/2025	6/16/2025	\$106,012.17	
21*				

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

**Total Payments From Town of Brk** **\$3,252,376.14**

**Interest Received\*** **0.00**

**Remaining Balance - Uncollected Taxes** **-\$84.14**

**Total Payments (including interest)** **\$3,252,376.14**

6/17/25

# 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	2/26/2025	4,049.50	2/26/2025	4,049.50	Brightview
4	6/13/2025	1,479.12	6/23/2025	1,479.12	Rail Reality & PJ Crossing
5					
6					
7					

Total Payments From Industrial Dev Agency \$13,526.50

Payments CPL Received \$13,526.50

Interest Received\*

Total PILOT Payments (including interest) 13,526.50

### PILOTS Received from School Districts

From	Date Received	Check #	Amount
Mount Sinai UFSD	3/13/2025	206865	17,569.99
Total PILOTS received directly:			17,569.99

**GRAND TOTAL ALL PILOTS RECEIVED:**

**31,096.49**

{3313}

6/23/2025

## The Role of the Public Library Treasurer

### Background Information and FAQs

Also view: *The Public Library Treasurer: Their Role and Legal Responsibilities* [<https://vimeo.com/235751061>]

Though there have been recent efforts to clarify the role of the “Treasurer” in New York State public libraries, much confusion still exists. This document is intended to assist public library boards in complying with the law, understanding “best practices” and adhering to established accounting standards in order to protect their public funds.

***Please Note:*** *This document is for advisory purposes only and should not be considered legal or accounting advice. As always, consult with your Library attorney and independent auditor to determine the best policies and practices for your particular institution.*

#### Background Information

The Handbook for Library Trustees of New York State 2023 edition states:

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

*Special/consolidated legislative district libraries should refer to their enabling legislation for clarification. In the case of school district libraries, the school district treasurer is required to act in this capacity unless the library board appoints its own Treasurer.*



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

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

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

**In recent audits that focused on the functions of the Treasurer, the Office of the State Comptroller noted:**

- \* A school district public library board of trustees has the power to appoint library officers and employees, including a library treasurer. The treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records and providing a monthly treasurer’s report to the board. Because the typical duties of a library treasurer include the

*custody and disbursement of public funds, they carry with them a high degree of public trust.*

*New York State Public Officers Law requires public officers to take and file an oath of office prior to performing their official duties.*

**[Middle Country Public Library; 2016]**

✓ *Bank reconciliations should be prepared by an employee or official who is independent<sup>3</sup> of the Library's accounting functions and does not have access to cash. Where it is not possible to segregate these duties, a supervisor, or a designated Board member, should review accounting entries and bank reconciliations on a monthly basis.*

✓ *The Board should:*

1. *Ensure that bank reconciliations are performed by someone who is independent of the accounting functions.*
2. *Designate a Board member or Library official who is independent of the accounting function to review bank reconciliations.*
3. *Require the Treasurer to provide bank reconciliations and supporting documentation with the Treasurer's monthly report to the Board.*

**[Shelter Rock Public Library; 2015]**

<sup>3</sup> An employee or official who is independent of the Library's accounting functions does not have the ability to record receipts, disbursements or journal entries in the financial system.

## **Frequently Asked Questions**

### ***What are the typical duties of a public library Treasurer?***

The Treasurer is a separate officer of a public library corporation and is appointed by the Board of Trustees. They are required to take an Oath of Office and perform their duties as defined in state law. **Association Libraries are not covered by this**



**law and may appoint a trustee to serve as Treasurer.** *Special/Consolidated Library Districts are advised to refer to their enabling legislation.*

The public library Treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records and providing a monthly Treasurer's report to the board. Typical duties include:

- Reconciliation of bank statements
- Preparation of Monthly Report to the Board of Receipts & Disbursements
- Signing checks for payment after Board approval
- Oversight of Investments

***What duties should the Treasurer not perform?***

The Treasurer should be independent of the Library's accounting functions and should not have the ability to record receipts, disbursements or journal entries in the financial system.

***May a Board member serve as library Treasurer?***

Association Libraries may allow a Library Trustee to perform the duties of a Treasurer. Public (i.e. Municipal, School District and some Special/Consolidated District) libraries must appoint an independent Treasurer to oversee the receipt and disbursement of the public library's funds. Special/Consolidated Library Districts are advised to refer to their enabling legislation.

Public library boards are still required to provide fiscal oversight of the Library. Though a trustee may not serve as Treasurer, it is still best practice to designate a board member as "Finance Officer" or such similar title, to thoroughly review all the library financial statements and expenditures prior to the Board meeting. At every Board meeting, all trustees should review the monthly financial reports and expenditures, including the warrants/vouchers. Remember, every member of the board has a fiduciary responsibility to the community.



***Is a public library Board required to appoint a Treasurer?***

School District Public Libraries: The Treasurer of the local school district is required to serve as Treasurer of the school district library. However, the school district library is authorized by law to appoint their own Treasurer, should they desire. (Education Law §259.1a)

Special/Consolidated District Library: Generally Special/Consolidated District Libraries are required to appoint a Treasurer unless otherwise specified in their enabling legislation.

Municipal Library: In many cases the Treasurer of the municipality serves as the Library Treasurer. This would be typical of a municipal Library where the municipality (Village, City, Town or County) maintains control of the expenditure of Library funds. In cases where the municipality transfers control of such funds to the Library, the Board should appoint an independent Treasurer in order to fulfill its fiduciary responsibilities.

([www.osc.state.ny.us/localgov/audits/libraries/2015/walworthseely.htm](http://www.osc.state.ny.us/localgov/audits/libraries/2015/walworthseely.htm))

***Can the Board appoint a staff member to the position of Treasurer?***

Yes, however, in order to comply with the accounting principle of “*segregation of incompatible duties*”<sup>1</sup> such a staff member may not:

- Have access to cash
- Record receipts or disbursements
- Record journal entries in the financial system.

***What is the relationship between the Treasurer and the Director?***

The Board appoints the Treasurer, as they do the Library Director. As an “officer of the Board,” the Treasurer answers directly to the Board of Trustees and serves at their pleasure. Therefore, to avoid conflict, it is “best practice” not to call on a

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<sup>1</sup> For detailed explanation of this concept see: **Office of the New York State Comptroller. The Practice of Internal Controls. 2010. p.3:** <http://osc.state.ny.us/localgov/pubs/lmgm/practiceinternalcontrols.pdf>

library staff member for this function but to use a community member with expertise in finance and bookkeeping practices. Generally, this is a paid position but there is no stipulation against using a community volunteer. As a Board Officer, this position is not covered by the classified/competitive sections of New York State Civil Service Law.



***Who typically serves as an independent Library Treasurer? How much work is involved?***

Many municipalities and special districts in New York State require a separate Treasurer. Quite often, libraries utilize the services of qualified individuals who serve in this capacity for their local fire district, water district, school district or other municipality. The job generally requires a few hours two or three days per month. The Treasurer must prepare a report of receipts and disbursements along with a statement of bank account reconciliations. The Treasurer is not required to attend the Board meeting, but certainly may do so at the pleasure of the Board.

***Can the Board appoint an independent accounting firm or CPA?***

According to the Office of the State Comptroller (OSC) the Library Board has the power to appoint the Treasurer, who serves as an officer of the library corporation. Recent audits have stated that the Treasurer must be an individual appointed by the Board who takes an Oath of Office.

<http://www.osc.state.ny.us/localgov/audits/libraries/2016/middlecountry.htm> (p.4.). Therefore, it appears that to comply with current OSC opinions, it would be necessary to appoint a specific member of the selected firm to serve in the capacity of Library Treasurer.

***Is an Oath of Office required for the Treasurer?***

Yes. The Treasurer is an Officer of the Library Corporation and is therefore required to take an Oath of Office.

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## COMSEWOGUE PUBLIC LIBRARY

## BALANCE SHEET - CASH BASIS

As of May 31, 2025

## ASSETS

## Current Assets

## Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,049.95
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,884,251.18
1110 · Savings-Capital Improvements	930,032.78
1114 · Savings-Termination Pay	416,408.60
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>3,239,652.51</u>
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## Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	44,543.73
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets	<u>46,253.73</u>
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## Total Current Assets

<u>3,285,906.24</u>
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## TOTAL ASSETS

<u><u>3,285,906.24</u></u>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

2180 FICA-Payable	0.00
2182 NYS Withholding	-5.36
2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	4,726.39
2186 · Retirement	4,347.59
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>29,051.48</u>
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## Total Current Liabilities

<u>29,051.48</u>
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## Total Liabilities

<u>29,051.48</u>
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## 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	-1,163,663.79

## Total Equity

<u>3,256,854.76</u>
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## TOTAL LIABILITIES &amp; EQUITY

<u><u>3,285,906.24</u></u>
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# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending May 31, 2025

	<u>May 25</u>	<u>July 24 - May 25</u>
Revenue		
3301 · Tax Revenues	240,413.50	2,243,859.33
3302 · Fines	61.00	1,236.50
3304 · Interest Earned	7,617.54	102,176.76
3305 · Unclassified rev.-Copies	994.42	8,136.07
3306 · Unclassified rev.-Books	52.61	4,368.56
3307 · Unclassified rev.-Other	6.00	56.92
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	2,776.77
3311 · Miscellaneous Income	0.00	21,340.33
3312 · Local Sponsor Aid	0.00	7,275.00
3313 · PILOT Revenue	0.00	29,617.37
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	800,779.36
3319 · Services - Mount Sinai	693,300.78	1,398,950.53
Total Revenue	<u>942,445.85</u>	<u>4,620,573.50</u>



# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending May 31, 2025

		<u>ACTUAL</u>			
		MAY	JULY - MAY	Budget	\$ Over Budget
Expense					
4401 · Computer Supplies		4,601.40	13,634.85	15,500.00	-1,865.15
4402 · Computer Equipment/Parts		1,042.00	6,527.61	19,500.00	-12,972.39
4403 · Furniture & Equipment		2,468.00	13,155.56	40,099.00	-26,943.44
4404 · Salaries-Professional		171,635.05	2,012,807.99	2,216,460.00	-203,652.01
4405 · Salaries-Clerical		61,461.18	728,286.16	798,424.00	-70,137.84
4406 · Salaries-Custodial		5,904.03	83,464.64	104,956.00	-21,491.36
4407 · Salaries-Guard		2,728.63	28,209.70	31,291.00	-3,081.30
4410 · Library Books		6,528.92	76,196.70	95,500.00	-19,303.30
4412 · Audio Video		666.07	10,137.92	14,800.00	-4,662.08
4413 · Periodicals		84.00	12,535.65	14,500.00	-1,964.35
4414 · Computer Software		0.00	11,167.96	15,000.00	-3,832.04
4415 · Electronic Data Base		4,458.86	250,174.30	250,500.00	-325.70
4417 · OTHER THINGS LENDING		3,147.91	25,376.47	26,700.00	-1,323.53
4420 · Library Programs		0.00	0.00	0.00	0.00
4421 · Program Contractors		0.00	0.00	0.00	0.00
4421A · Adult		5,731.74	52,752.70	64,500.00	-11,747.30
4421B · Children/Teen		10,125.00	78,722.00	82,500.00	-3,778.00
4422 · Program Supplies		0.00	0.00	0.00	0.00
4422A · Adult		304.59	7,955.17	7,500.00	455.17
4422B · Children/Teen		2,914.78	23,824.84	24,000.00	-175.16
4428 · Conferences		489.36	19,543.07	21,200.00	-1,656.93
4429 · Circulation		257.07	58,479.19	60,000.00	-1,520.81
4430 · Office & Library Supplies		975.78	10,859.96	12,500.00	-1,640.04
4431 · Telecommunications		870.43	10,417.40	9,600.00	817.40
4432 · Cartage		301.65	3,318.15	3,000.00	318.15
4433 · Postage		3,076.48	14,765.52	13,300.00	1,465.52
4434 · Publicity and Printing		850.77	41,876.38	60,750.00	-18,873.62
4435 · Annual Election		53.50	2,571.98	4,450.00	-1,878.02
4436 · SCLS Contract Fee		0.00	63,321.00	63,634.00	-313.00
4437 · Accounting and Legal		1,218.50	102,557.86	108,000.00	-5,442.14
4438 · Membership Dues		2,500.00	3,765.00	4,500.00	-735.00
4439 · Equipment/Blding Maint & Repair		9,426.13	179,804.91	202,650.00	-22,845.09
4440 · Snow Removal		0.00	15,950.00	15,950.00	0.00
4441 · Building Security		7,782.45	70,028.23	85,000.00	-14,971.77
4450 · Utilities		7,017.30	85,452.04	108,800.00	-23,347.96
4451 · Custodial Supplies		2,161.01	16,192.66	16,000.00	192.66
4453 · Employees Assistance Program		0.00	3,112.24	3,200.00	-87.76
4454 · Insurance - Library		0.00	68,189.51	66,261.00	1,928.51
4456 · Rental Expenses		889.57	26,214.23	19,400.00	6,814.23
4471 · Workers Compensation Insurance		0.00	24,954.00	23,534.00	1,420.00
4472 · Life Insurance		1,010.02	5,974.73	5,880.00	94.73
4473 · Dental Insurance		4,771.76	28,812.79	31,650.00	-2,837.21
4474 · VISION INS		631.86	3,790.86	4,000.00	-209.14
4476 · 9020.8 Retirement Expense		0.00	430,626.00	430,626.00	0.00
4477 · 9030.8 Social Security Expense		18,087.27	212,074.42	240,000.00	-27,925.58
4478 · Unemployment Insurance		0.00	3,395.25	650.00	2,745.25
4479 · 9060.8 Health Insurance		76,548.40	843,259.69	992,483.00	-149,223.31
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
<b>Total Expense</b>		<b>422,721.47</b>	<b>5,784,237.29</b>	<b>6,735,052.00</b>	<b>-950,814.71</b>



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

Revenue/Receipts	July	Aug	Sept	Oct	Nov	Dec
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
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
Payrolls	120,998.23	375,415.20	241,555.59	243,754.91	251,694.13	271,426.22
Employee Benefits	76,454.37	77,777.12	74,647.85	87,486.01	77,837.19	74,830.57
Debt Service						
All Other	147,193.97	153,901.34	236,044.00	122,421.51	135,570.71	89,474.58
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)
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
Beg. Cash Balance 7/1/24	4,600,077.48					
2024-2025 Library Budget	6,717,802.00					

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

August 2024 & January 2025 - 3 Payrolls

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

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

	Jan	Feb	March	April	May	June	Total
	1,553,147.52	312,919.16	36,252.83	28,620.66	240,413.50		
		12,047.38	17,569.99				
1,506,429.11					693,300.78		
			2,776.77				
15,129.11	9,859.84	10,312.43	15,606.14	8,731.57			
3,074,705.74	334,826.38	66,912.02	44,226.80	942,445.85			
Jan	Feb	March	April	May	June	Total	
366,251.52	248,515.11	245,773.65	246,112.00	241,728.89			
87,773.51	75,007.32	78,266.36	88,795.73	82,962.04			
564,278.24	316,461.54	64,218.39	122,070.87	98,030.54			
1,018,303.27	639,983.97	388,258.40	456,978.60	422,721.47			
2,056,402.47	(305,157.59)	(321,346.38)	(412,751.80)	519,724.38			
4,787.99	(18,988.79)	1,998.49	2,946.32	(20,199.09)			
3,793,426.97	3,469,280.59	3,149,932.70	2,740,127.22	3,239,652.51			
Ending Cash Balance 06/30/2025							

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 07/25/01

July 15, 2025

H-1  
(June bills  
paid in July)

Date	Num	Name	Account	Debit
07/15/2025	28317	Adamko, Patricia	1102 Checking Account	
			4479 9060.8 Health Insurance	555.00
				<u>\$ 555.00</u>
07/15/2025	28318	Adamko, Walter	1102 Checking Account	
			4479 9060.8 Health Insurance	555.00
				<u>\$ 555.00</u>
07/15/2025	28319	Amazon Capital Services	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	26.77
				<u>\$ 26.77</u>
07/15/2025	28320	American Express	1102 Checking Account	
			4430 Office & Library Supplies	43.92
			4414 Computer Software	1,888.00
			4422B Library Programs:Program Supplies:Children/Teen	135.52
			4433 Postage	21.98
				<u>\$ 2,089.42</u>
07/15/2025	28321	Baker & Taylor	1102 Checking Account	
			4410 Library Books	435.27
				<u>\$ 435.27</u>
07/15/2025	28322	Binnie, William	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	200.00
				<u>\$ 200.00</u>
07/15/2025	28323	Brodart Company	1102 Checking Account	
			4410 Library Books	2,915.85
			4410 Library Books	889.65
				<u>\$ 3,805.50</u>
07/15/2025	28324	Cacavas ADR, LLC	1102 Checking Account	
			4437 Accounting and Legal	22,678.84
				<u>\$ 22,678.84</u>
07/15/2025	28325	Curley, Lisamarie	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	350.00
				<u>\$ 350.00</u>
07/15/2025	28326	DeFigueiredo, Anna	1102 Checking Account	
			4479 9060.8 Health Insurance	555.00
				<u>\$ 555.00</u>
07/15/2025	28327	Demco	1102 Checking Account	
			4403 Furniture & Equipment	5,729.40

					\$ 5,729.40
07/15/2025	28328	Denner, Donna	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28329	DeRosalia, Angela	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28330	Forkin, Donna	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28331	Forkin, James	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28332	Fort, Brenda	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28333	Gilmore, Barbara	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28334	Gilmore, Frederick	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28335	Gomer, Regina	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28336	GovConnection, Inc.	1102 Checking Account		
			4402 Computer Equipment/Parts	9,319.00	
				<u>9,319.00</u>	
				\$	9,319.00
07/15/2025	28337	Hall, Dianne	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28338	Hall, Erik	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<u>555.00</u>	
				\$	555.00
07/15/2025	28339	High Hopes Productions LLC	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen	310.00	
				<u>310.00</u>	
				\$	310.00
07/15/2025	28340	Hinden, Sanford E.	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult	150.00	

				\$	150.00
07/15/2025	28341	Industrial Appraisal Company	1102 Checking Account		
			4454 Insurance - Library		480.00
				\$	480.00
07/15/2025	28342	Ingram Library Services	1102 Checking Account		
			4410 Library Books		33.88
				\$	33.88
07/15/2025	28343	Iovino, Maria	1102 Checking Account		
			4479 9060.8 Health Insurance		555.00
				\$	555.00
07/15/2025	28344	Iovino, Daniel	1102 Checking Account		
			4479 9060.8 Health Insurance		555.00
				\$	555.00
07/15/2025	28345	Jaffe, Karen	1102 Checking Account		
			4479 9060.8 Health Insurance		555.00
				\$	555.00
07/15/2025	28346	Sharper Traini	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		220.00
				\$	220.00
07/15/2025	28347	Ketcham Pump Company, Inc	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		450.00
				\$	450.00
07/15/2025	28348	King, George	1102 Checking Account		
			4479 9060.8 Health Insurance		555.00
				\$	555.00
07/15/2025	28349	King, Katherine	1102 Checking Account		
			4479 9060.8 Health Insurance		555.00
				\$	555.00
07/15/2025	28350	Koch Tree Services, Inc.	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		245.00
				\$	245.00
07/15/2025	28351	Letter Perfect Graphics	1102 Checking Account		
			4439 Equipment/Blding Maint & Repair		185.00
				\$	185.00
07/15/2025	28352	Lil Athletes Sports Inc	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen		256.00
				\$	256.00
07/15/2025	28353	McHugh, Joan	1102 Checking Account		
			4479 9060.8 Health Insurance		555.00



					<b>\$ 555.00</b>
07/15/2025	28354	Midwest Tape	1102 Checking Account		
			4412 Audio Video	445.64	
			4415 Electronic Data Base	1,852.54	
				<b>\$ 2,298.18</b>	
07/15/2025	28355	New York State Unemployment Insurance	1102 Checking Account		
			4478 Unemployment Insurance	90.36	
				<b>\$ 90.36</b>	
07/15/2025	28356	NYC Publishing	1102 Checking Account		
			4410 Library Books	140.00	
				<b>\$ 140.00</b>	
07/15/2025	28357	O'Connell, Carol	1102 Checking Account		
			4479 9060.8 Health Insurance	1,775.70	
				<b>\$ 1,775.70</b>	
07/15/2025	28358	O'Neil, Mary Ellen	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<b>\$ 555.00</b>	
07/15/2025	28359	Ozkaya, Charyl	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult	100.00	
				<b>\$ 100.00</b>	
07/15/2025	28360	Pantorno, Brandon	1102 Checking Account		
			4479 9060.8 Health Insurance	777.00	
				<b>\$ 777.00</b>	
07/15/2025	28361	Polzella, Michael	1102 Checking Account		
			4404 Salaries-Professional	76.36	
				<b>\$ 76.36</b>	
07/15/2025	28362	Popielaski, Joan	1102 Checking Account		
			4479 9060.8 Health Insurance	555.00	
				<b>\$ 555.00</b>	
07/15/2025	28363	Quigley, Deborah A.	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult	240.00	
				<b>\$ 240.00</b>	
07/15/2025	28364	R.C. Gluck Associates LLC	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult	130.00	
				<b>\$ 130.00</b>	
07/15/2025	28365	Roeder, Kathy	1102 Checking Account		
			4421B Library Programs:Program Contractors:Children/Teen	130.00	
				<b>\$ 130.00</b>	

07/15/2025	28366	Scott, Robert G.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	840.00 <u>840.00</u> \$
07/15/2025	28367	Seaman, Kevin A.	1102 Checking Account 4437 Accounting and Legal	2,536.50 <u>2,536.50</u> \$
07/15/2025	28368	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	6,904.43 <u>6,904.43</u> \$
07/15/2025	28369	Sessa, Sheryl	1102 Checking Account 4479 9060.8 Health Insurance	2,220.00 <u>2,220.00</u> \$
07/15/2025	28370	Staples Business Credit	1102 Checking Account 4430 Office & Library Supplies	43.65 <u>43.65</u> \$
07/15/2025	28371	Stericycle, Inc	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	180.46 <u>180.46</u> \$
07/15/2025	28372	Suffolk Cooperative Library System	1102 Checking Account 4429 Circulation 4422B Library Programs:Program Supplies:Children/Teen	101.08 25.00 <u>126.08</u> \$
07/15/2025	28373	Theresa's Programs LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	425.00 <u>425.00</u> \$
07/15/2025	28374	Travelingartprograms LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	350.00 <u>350.00</u> \$
07/15/2025	28375	Unique Management Services, Inc.	1102 Checking Account 4429 Circulation	163.10 <u>163.10</u> \$
07/15/2025	28376	Vamos, Michelle	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	650.00 <u>650.00</u> \$
07/15/2025	28377	Washburn, Elizabeth	1102 Checking Account 4479 9060.8 Health Insurance	555.00 <u>555.00</u> \$

07/15/2025	28378	Washburn, John	1102 Checking Account		555.00
			4479 9060.8 Health Insurance		
					<hr/>
				\$	555.00
07/15/2025	28379	Werfel, Benjamin	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		500.00
					<hr/>
				\$	500.00
07/15/2025	28380	Wolff, Lawrence	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		250.00
					<hr/>
				\$	250.00
07/15/2025	28381	Zambraski, Carolyn C.	1102 Checking Account		
			4421A Library Programs:Program Contractors:Adult		250.00
					<hr/>
				\$	250.00
TOTAL					<hr/>
					\$ 80,925.90

Monday, Jul 14, 2025 08:00:35 AM GMT-7

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 07/25/02

July 15, 2025

H-2  
(July bills)

Date	Num	Name	Account	Debit
07/15/2025	28382	Amazon Capital Services	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	386.80
			4430 Office & Library Supplies	63.93
			4422A Library Programs:Program Supplies:Adult	16.88
			4410 Library Books	10.99
				<u>\$ 478.60</u>
07/15/2025	28383	Brodart Company	1102 Checking Account	
			4410 Library Books	1,958.25
				<u>\$ 1,958.25</u>
07/15/2025	28384	Frick Collection	1102 Checking Account	
			4417 OTHER THINGS LENDING	200.00
				<u>\$ 200.00</u>
07/15/2025	28385	Giaquinto and Company	1102 Checking Account	
			4437 Accounting and Legal	8,250.00
				<u>\$ 8,250.00</u>
07/15/2025	28386	Grainger	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	399.88
				<u>\$ 399.88</u>
07/15/2025	28387	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	310.00
				<u>\$ 310.00</u>
07/15/2025	28388	Kanopy, Inc	1102 Checking Account	
			4415 Electronic Data Base	6,750.00
				<u>\$ 6,750.00</u>
07/15/2025	28389	Kone	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	1,647.00
				<u>\$ 1,647.00</u>
07/15/2025	28390	Long Island Retro Gaming, LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	400.00
				<u>\$ 400.00</u>
07/15/2025	28391	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	20.00
				<u>\$ 20.00</u>
07/15/2025	28392	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	3,800.00
				<u>\$ 3,800.00</u>

07/15/2025	28393	Millennium Steel and Rack Rentals	1102 Checking Account 4430 Office & Library Supplies	249.00 <hr/> \$ 249.00
07/15/2025	28394	National Audubon Society	1102 Checking Account 4413 Periodicals	20.00 <hr/> \$ 20.00
07/15/2025	28395	Nassau County Firefighters Museum	1102 Checking Account 4417 OTHER THINGS LENDING	600.00 <hr/> \$ 600.00
07/15/2025	28396	New York Times	1102 Checking Account 4413 Periodicals	24.00 <hr/> \$ 24.00
07/15/2025	28397	New York Times	1102 Checking Account 4413 Periodicals	60.00 <hr/> \$ 60.00
07/15/2025	28398	Newsday	1102 Checking Account 4413 Periodicals	883.48 <hr/> \$ 883.48
07/15/2025	28399	NYS Employees' Health Ins Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	71,813.03 4,735.37 <hr/> \$ 76,548.40
07/15/2025	28400	Old Westbury Gardens	1102 Checking Account 4417 OTHER THINGS LENDING	500.00 <hr/> \$ 500.00
07/15/2025	28401	PBXstore Inc	1102 Checking Account 4431 Telecommunications	476.45 <hr/> \$ 476.45
07/15/2025	28402	PEAC Solutions	1102 Checking Account 4456 Rental Expenses	1,484.00 <hr/> \$ 1,484.00
07/15/2025	28403	PetraPuppets	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	500.00 <hr/> \$ 500.00
07/15/2025	28404	Port Jeff Rotary Club	1102 Checking Account 4438 Membership Dues	365.00 <hr/> \$ 365.00



07/15/2025	28405	Quadient, Inc	1102 Checking Account 4430 Office & Library Supplies	151.05
				<u>\$ 151.05</u>
07/15/2025	28406	SCLS - PALS	1102 Checking Account 4429 Circulation	19,670.01
				<u>\$ 19,670.01</u>
07/15/2025	28407	SCLS Telecommunications	1102 Checking Account 4429 Circulation	12,200.00
				<u>\$ 12,200.00</u>
07/15/2025	28408	Seaman, Kevin A.	1102 Checking Account 4437 Accounting and Legal	8,750.00
				<u>\$ 8,750.00</u>
07/15/2025	28409	Springshare, LLC	1102 Checking Account 4434 Publicity and Printing	8,280.00
				<u>\$ 8,280.00</u>
07/15/2025	28410	Spena, Catherine	1102 Checking Account 4428 Conferences	20.00
				<u>\$ 20.00</u>
07/15/2025	28411	Suffolk Cooperative Library System	1102 Checking Account 4436 SCLS Contract Fee 1153 PATRON ACCOUNTS-DISC TICKETS	65,310.00 3,150.00
				<u>\$ 68,460.00</u>
07/15/2025	28412	The Wall Street Journal	1102 Checking Account 4413 Periodicals	782.87
				<u>\$ 782.87</u>
07/15/2025	28413	Waterdrinker Family Farm	1102 Checking Account 4417 OTHER THINGS LENDING	450.00
				<u>\$ 450.00</u>
07/15/2025	28414	Winters Bros. Hauling of LI, LLC	1102 Checking Account 4432 Cartage	301.65
				<u>\$ 301.65</u>
07/15/2025	28415	WT COX Information Services	1102 Checking Account 4413 Periodicals	6,969.93
				<u>\$ 6,969.93</u>
07/15/2025	28416	Winzelberg, Nicole	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	200.00
				<u>\$ 200.00</u>
TOTAL				<u>\$ 232,159.57</u>

COMSEWOGUE PUBLIC LIBRARY

06/18/2025 Payroll  
Check Register

WARRANT DETAIL REPORT

June 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
06/18/2025	28306	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,612.00
				<b>\$5,612.00</b>
06/18/2025	28307	National Grid	1102 Checking Account	
			4450 Utilities	\$1,278.66
				<b>\$1,278.66</b>
<b>TOTAL</b>				<b>\$6,890.66</b>

06/18/2025 ACH Debit Report

Deferred Compensation Plan	\$1,482.98
<b>TOTAL</b>	<b>\$1,482.98</b>

06/18/2025 Payroll Warrant

Check Register Total	\$6,890.66
ACH Debit Total	\$1,482.98
Accu Data Payroll (includes \$580.63 total)	\$120.561.64
<b>TOTAL</b>	<b>\$128,935.28</b>

## COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

July 3, 2025

07/03/2025 Payroll

Check Register

DATE	NUM	NAME	ACCOUNT	DEBIT
07/03/2025	28309	Equitable Financial	1102 Checking Account 2184 Annuity	\$5,612.00 <b>\$5,612.00</b>
07/03/2025	28310	National Grid	1102 Checking Account 4450 Utilities	\$765.80 <b>\$765.80</b>
07/03/2025	28311	NYS Employees Retirement System	1102 Checking Account 2186 Retirement 2186 Retirement 2186 Retirement	\$3,585.58 \$137.78 \$604.00 <b>\$4,327.36</b>
07/03/2025	28312	Optimum	1102 Checking Account 4431 Telecommunications	\$245.00 <b>\$245.00</b>
07/03/2025	28313	Optimum	1102 Checking Account 4431 Telecommunications	\$182.78 <b>\$182.78</b>
07/03/2025	28314	PSEGLI	1102 Checking Account 4450 Utilities	\$5,873.83 <b>\$5,873.83</b>
07/03/2025	28315	Suffolk County Water Authority	1102 Checking Account 4450 Utilities	\$474.36 <b>\$474.36</b>
07/03/2025	28316	Aflac * cut of order alphabetically	1102 Checking Account 2187 AFLAC - Cancer Care 2188 AFLAC - Accident Ins 2190 AFLAC - Short Term Disability 2194 Aflac - Hospital	\$271.44 \$106.80 \$248.04 \$107.16 <b>\$733.44</b>
<b>TOTAL</b>				<b>\$18,214.57</b>

## 07/03/2025 ACH Debit Report

Deferred Compensation Plan	\$1,482.98
<b>TOTAL</b>	<b>\$1,482.98</b>

## 07/03/2025 Payroll Warrant

Check Register Total	\$18,214.57
ACH Debit Total	\$1,482.98
Accu Data Payroll (includes \$573.01 total)	\$113,105.10
<b>TOTAL</b>	<b>\$132,802.65</b>

Tuesday, July 1, 2025 10:36 AM GMT-04:00

1/1

CHK # 28308 - voided due to printing error

JUL 01 2025

# AUGUST 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	19 Meeting	20	21	22	23
24	25	26	27	28	29	30
31		<div><div>July 2025</div><div><div>Sa</div><div>M</div><div>Tu</div><div>W</div><div>Th</div><div>F</div><div>Sa</div></div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div><div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div></div><div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div></div><div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div></div><div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div></div></div> <div><div>September 2025</div><div><div>Sa</div><div>M</div><div>Tu</div><div>W</div><div>Th</div><div>F</div><div>Sa</div></div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div><div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div></div><div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div></div><div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div></div><div><div>28</div><div>29</div><div>30</div></div></div> <div><div>Calendars by Vertex42.com</div><div>© 2022 Vertex42 LLC. Free to print.</div><div><a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a></div><div><div>2025 Calendars</div><div>2026 Calendars</div></div></div>				

# SEPTEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
	1 Labor Day	2	3	4	5	6																																																																																																	
7	8	9	10	11	12	13																																																																																																	
14	15	16 Meeting	17	18	19	20																																																																																																	
21	22	23 Rosh Hashanah	24	25	26	27																																																																																																	
28	29	30																																																																																																					
		<div><div>August 2025</div><table><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></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>October 2025</div><table><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></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		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							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							<div>Calendars by Vertex42.com</div> <div>© 2022 Vertex42 LLC. Free to print.</div> <div><a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a></div> <div><div>2025 Calendars</div><div>2026 Calendars</div></div>	
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