

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 19, 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 – 07/17/2025 & 07/31/2025 & 08/14/2025
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. BY-LAWS AMENDMENT
 - 2. 2025-2026 RETIREMENT/VOLUNTARY SEPARATION INCENTIVES
 - 3. OTHER
- L. NEW BUSINESS
 - 1. BUILDING MAINTENANCE: WATERPROOFING AND LIMESTONE CLEANING
 - 2. POLICY REVIEW: CAPITAL ASSETS POLICY & FUND BALANCE POLICY AND CLASSIFICATION
 - 3. PERSONNEL CHANGES
 - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 5. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 15, 2025

CALL TO ORDER by Chairperson Engelhardt at 6:01 p.m.

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

ABSENT WITH NOTIFICATION:

Library Director Engelhardt conducted the Pledge of Allegiance.

Library Director Engelhardt was administered the Oath of Office by a Notary Public on July 15, 2025. Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee DeStefano on July 15, 2025. Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 16, 2025. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee McCrary, seconded by Trustee Spence, to nominate John Rossini as President of the Library Board for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to nominate Kevin Spence as Vice President of the Library Board for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Lisa Olson as Secretary of the Library Board for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to nominate Corinne DeStefano as Fiscal Officer of the Library Board for fiscal year 2025-2026. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to appoint Dean Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2025-2026. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Spence, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee McCrary, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee DeStefano, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2025-2026 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee DeStefano, Seconded by Trustee Olson, to designate M&T Bank and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2025-2026 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to set the bulk mailing account at \$3,500 and the postage meter account at \$700 for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to establish the cash register fund at \$210, the petty cash fund at \$150, the copier/printer fund at \$150 and the cash on hand fund at \$350 for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that the signatories for the Library's savings and checking accounts for fiscal year 2025-2026 are Board President John Rossini, Fiscal Officer Corinne DeStefano, Library Director Debra Engelhardt and Library District Treasurer Dean Giaquinto. Library procedures require two signatures for accounts payable warrants and supplemental (payroll) warrants and one signature for transfers and payroll. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to reaffirm Comsewogue Public Library's Freedom of Information Policy. Discussion followed. Approved unanimously.

The Board reviewed/discussed the proposed By-Laws amendment which will be presented for approval at the August 2025 board meeting.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the revised Comsewogue Public Library's Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to reaffirm Comsewogue Public Library's Workplace Violence Policy. Discussion followed. Approved unanimously.

The Board reviewed the Employee Recruitment Statement.

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.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to adopt the Resolution for Payment of Claims in Advance of Audit. Discussion followed. Approved unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes the use of a facsimile signature of the Library District Treasurer on payroll checks which are processed by an outside payroll processing company.

MOTION by Trustee Olson, seconded by Trustee Rossini, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Rossini, seconded by Trustee Olson, to set the mileage reimbursement rate in accordance with the current Internal Revenue Service-specified rate. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to adjourn the meeting at 6:14 P.M.
Approved unanimously.

Secretary, Board of Trustees

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 15, 2025

President Rossini called the meeting to order at 6:14 p.m.

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

ABSENT WITH NOTIFICATION:

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on June 17, 2025. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Annual Report dated July 2024 - June 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated July 15, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the revised Financial Reports for the period ending May 31, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 07/25/1, dated July 15, 2025, in the amount of \$80,925.90. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to approve warrant 07/25/2, dated July 15, 2025, in the amount of \$232,159.57. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the payroll and payroll warrants for June 18, 2025 (\$128,935.28) and July 3, 2025 (\$132,802.65). Discussion followed. Approved unanimously.

There are no reports from standing committees.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 6:39 P.M. Approved unanimously.

Secretary, Board of Trustees



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

Director's Report

August 14, 2025

Personnel: No report

Operations: It's been a busy summer season for the staff, as the Library once again provided a full array of activities and other attractions for the community's enjoyment and betterment, all at a clean, appealing facility, indoors and out, and in a safe environment.

Building & Grounds:

- South-side replacement windows are in fabrication; anticipating a fall installation.
- Cleaning and waterproofing (exterior stone) proposals were solicited and collected
- Water Testing (boiler system) equipment and annual program proposals were solicited and collected
- Sculpture appraisal quotes solicited

Professional Activities:

- 7/16 PALS Board Mtg. (online)
- 7/17 *Building Psychological Safety in the Workplace* (online)
- 7/24 CPL Hosted Introductory Mtg. w Kerri Souto, SCLS' new Government & Community Relations Coordinator
- 7/31 Brookhaven Town Library Directors Zone Mtg., Mastic-Moriches Shirley Community Library
- 8/4 Social Responsibilities Round Table's Virtual Programming: AI Webinar
- 8/12 *Impactful Presentations* webinar

Community Activities:

- 7/17 Community Garden Tour (JFK Middle School) (DE/AM)
- 7/30 Mather Hospital Community Coalition Mtg. (DE/AM)
- 7/30 Mount Sinai-Miller Place Chamber *Summer Synergy* Event (DE/AM)
- 7/31 Photos with Andrew Lunarola, Eagle Scout Project

Volunteer roles with Rotary, Mather, Jefferson's Ferry, Decision, etc.



Comsewogue Public Library

Personnel Report

August 19, 2025

New Appointments/Promotions:

Michael Polzella, Network & Systems Specialist II (FT), effective June 16, 2025. Salary \$2,581 biwk.
 {previously Network & Systems Specialist I}

Nicole Vion, Librarian I (PT) – Adult Services, effective July 14, 2025. Salary \$32.64 hr.
 {previously Librarian Trainee}

Kasandra Lozano, Librarian I (PT) – Children’s Services, effective July 28, 2025. Salary \$32.64 hr.
 {previously Librarian Trainee}

Brenda Dooley, Guard (PT), effective July 30, 2025. Salary \$21.17 hr.

Brianna Walters, Page (PT), effective August 6, 2025. Salary \$16.83 hr.

Dominick Blandi, Page (PT), effective August 6, 2025. Salary \$16.83 hr.

Glennis Carpino, Library Clerk (PT) - Circulation, effective August 11, 2025. Salary \$20.25 hr.

Julianna Mangan, Library Clerk (PT) - Circulation, effective August 12, 2025. Salary \$20.25 hr.

Gary Rieu-Sicart, Guard (PT), effective August 14, 2025. Salary \$21.17 hr.

Reinstate Appointment - Return from FMLA/Leave of Absence:

Debra Bush, Librarian II (FT) – Children’s Services, effective July 18, 2025. Salary \$5,970 biwk.

Resignations:

* Kelly Brigham, Custodial Worker I (PT), effective July 17, 2025.

* Ava Kalberer, Page (PT), effective July 29, 2025.

* Kayla Hardy, Page (PT), effective August 13, 2025.

* Joan Lauria, Librarian I (PT) – Children’s Services, effective August 16, 2025.

* Danielle Ray, Library Clerk (PT) – Circulation, effective August 5, 2025.

*Requires Board Motion

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* | 8/13/2025 | 8/13/2025 | \$2,009.32 | |

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

| | |
|---------------------------------------|----------------|
| Total Payments From Town of Brk | \$3,254,385.46 |
| Interest Received* | 2,009.32 |
| Remaining Balance - Uncollected Taxes | -\$2,093.46 |

Total Payments (including interest) **\$3,256,394.78**

8/15/25

Comsewogue Public Library
Statistical Report 2024/2025

E-4

July 2025

| | Jul 2025 | Jul 2024 | % Change | Totals 2025/26 | Totals 2024/25 | Totals - % Change | |
|--|--|----------|----------|------------------|-----------------|--------------------|---------|
| Patron Registration | | | | | | | |
| Comsewogue Borrower Registration: | | | | | | | |
| 1 | Adult | 78 | 112 | -30.36% | 9,613 | 9,600 | 0.14% |
| 2 | Juvenile | 43 | 68 | -36.76% | 3,228 | 3,251 | -0.71% |
| 3 | Total | 121 | 180 | -32.78% | 12,841 | 12,851 | -0.08% |
| Mount Sinai Borrower Registration: | | | | | | | |
| 4 | Comsewogue Library | 90 | 71 | 26.76% | 4,379 | 4,870 | -10.08% |
| 5 | Port Jefferson Library | 46 | 56 | -17.86% | 1,652 | 1,784 | -7.40% |
| Miller Place Borrower Registration:* | | | | | | | |
| 6 | Comsewogue Library | 115 | 69 | 66.67% | 4,356 | 4,851 | -10.20% |
| 7 | Port Jefferson Library | 59 | 45 | 31.11% | 1,904 | 2,158 | -11.77% |
| 8 | Total CPL Members | 326 | 320 | 1.88% | 21,576 | 22,572 | -4.41% |
| * - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson. | | | | | | | |
| | | | | | | | |
| | Jul 2025 | Jul 2024 | % Change | To Date- 2025/26 | To Date-2024/25 | To Date - % Change | |
| 9 | Library Visits | 15,005 | 11,776 | 27.42% | 15,005 | 11,776 | 27.42% |
| 10 | Curbside Pick Up | 21 | 29 | -27.59% | 21 | 29 | -27.59% |
| Transactions | | | | | | | |
| | Jul 2025 | Jul 2024 | % Change | To Date- 2025/26 | To Date-2024/25 | To Date - % Change | |
| 11 | Circulation of Physical Items: | 24,925 | 28,166 | -11.51% | 24,925 | 28,166 | -11.51% |
| | Circulation of Electronic Items: | | | | | | |
| 12 | Over Drive-Audio/eBooks | 9,588 | 8,852 | 8.31% | 9,588 | 8,852 | 8.31% |
| 13 | Hoopla | 1,021 | 903 | 13.07% | 1,021 | 903 | 13.07% |
| 14 | Kanopy | 621 | 395 | 57.22% | 621 | 395 | 57.22% |
| | | | | | | | |
| | | | | | | | |
| | Circulation Other: | | | | | | |
| 15 | Museum Passes | 129 | 157 | -17.83% | 129 | 157 | -17.83% |
| 16 | Library of Things | 225 | 206 | 9.22% | 225 | 206 | 9.22% |
| | Library of Things include devices, games, tools, etc. Reporting started 1/2022 | | | | | | |
| | | | | | | | |
| 17 | Public Computer Sessions | 838 | 738 | 13.55% | 838 | 738 | 13.55% |
| 18 | Public Wireless Sessions | 1,629 | 1,541 | 5.71% | 1,629 | 1,541 | 5.71% |
| | Interlibrary Loan: | | | | | | |
| 19 | Items Loaned | 963 | 1,045 | -7.85% | 963 | 1,045 | -7.85% |
| 20 | Items Borrowed | 1,479 | 1,705 | -13.26% | 1,479 | 1,705 | -13.26% |

Adult Programming: July 2025

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| <u>Program Name</u> | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|---|-----------------|-------------------|-----------------|
| ONLINE Breathe Together | 5 | 11 | 5,4,7,6,5 |
| ONLINE New English Speakers (Zoom) | 5 | n/a | 5,6,6,6,9 |
| Barre(less) Barre | 3 | 20 | 13,10,13 |
| Defensive Driving | 2 | 19 | 18,18 |
| Medicaid ABD | 1 | n/a | 4 |
| Mah-Jongg & More | 1 | n/a | 9 |
| ONLINE Trivia (Email) | 2 | n/a,14 | 27,32 |
| FamilySearch Genealogy | 1 | 9 | 6 |
| AARP Smart Driver Course | 2 | 24 | 21,21 |
| Job Fair | 1 | n/a | 46 |
| Knit & Crochet | 1 | n/a | 5 |
| Long Island Ducks Game \$14 | 1 | 66 | 64 |
| Calming Art Club | 1 | 20 | 19 |
| Everyday Matinee | 1 | 16 | 16 |
| Great Gatsby Book Club | 1 | 7 | 5 |
| Sewing 101: Book Sleeve \$10 | 2 | 6,6 | 6,4 |
| Write This Way | 1 | 18 | 9 |
| OUTDOOR Sound Symphony Orchestra | 1 | n/a | 82 |
| ONLINE Travel Tuesday: Bergen (YouTube) | 1 | views | 15 |
| Healthy Plant-Based Nutrition | 2 | 18,19 | 16,14 |
| Game Night | 1 | 22 | 10 |

Adult Programming: Summary

| | | | |
|--------------------------|-----------|------------|------------|
| Coffee & Coloring | 1 | 16 | 6 |
| | | | |
| Mac Pages | 1 | 6 | 5 |
| | | | |
| One-on-One Appointments | unlimited | 1 | 4 |
| ONLINE Career Counseling | Appt | 3 | 3 |
| Social Work Appointments | unlimited | 10 | 10 |
| | | | |
| TOTALS | 38 | 331 | 590 |

| | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|-----------|-----------------|-------------------|-----------------|
| | | | |
| July 2025 | 38 | 331 | 590 |
| | | | |
| YTD 2025 | 261 | 3160 | 4389 |
| | | | |
| July 2024 | 35 | 444 | 444 |
| | | | |
| YTD 2024 | 258 | 3536 | 4330 |
| | | | |

May 2025 - J/YA Program Statistic Summary

| | May '25 | May ' 24 | | YTD '25 | YTD '24 | |
|--|--------------|--------------|--|--------------|---------------|--|
| Family: | | | | | | |
| Total # of Sessions | 8 | 7 | | 44 | 45 | |
| Total # of Attendees | 190 | 91 | | 1,401 | 1,841 | |
| Birth-PreK: | | | | | | |
| Total # of Sessions | 26 | 41 | | 124 | 173 | |
| Total # of Attendees | 691 | 1,032 | | 3,314 | 4,420 | |
| Grades K-5: | | | | | | |
| Total # of Sessions | 23 | 26 | | 81 | 83 | |
| Total # of Attendees | 1648 | 1,796 | | 3,220 | 2,931 | |
| Grades 6-12: | | | | | | |
| Total # of Sessions | 11 | 12 | | 63 | 78 | |
| Total # of Attendees | 707 | 474 | | 1,801 | 2,172 | |
| TOTAL # of <u>ALL</u> Sessions | 68 | 86 | | 312 | 379 | |
| TOTAL # of <u>ALL</u> Attendees | 3,236 | 3,393 | | 9,736 | 11,364 | |

June 2025 - J/YA Program Statistic Summary

| | June'25 | June ' 24 | | YTD '25 | YTD '24 |
|--|--------------|--------------|--|---------------|---------------|
| Family: | | | | | |
| Total # of Sessions | 6 | 9 | | 50 | 54 |
| Total # of Attendees | 142 | 1,043 | | 1,528 | 2,884 |
| Birth-PreK: | | | | | |
| Total # of Sessions | 24 | 29 | | 148 | 202 |
| Total # of Attendees | 572 | 706 | | 3,886 | 5,126 |
| Grades K-5: | | | | | |
| Total # of Sessions | 14 | 14 | | 95 | 97 |
| Total # of Attendees | 161 | 158 | | 3,381 | 3,089 |
| Grades 6-12: | | | | | |
| Total # of Sessions | 12 | 8 | | 75 | 86 |
| Total # of Attendees | 140 | 122 | | 1,941 | 2,294 |
| TOTAL # of <u>ALL</u> Sessions | 56 | 60 | | 368 | 439 |
| TOTAL # of <u>ALL</u> Attendees | 1,015 | 2,029 | | 10,736 | 13,393 |

July 2025 J/YA Program Statistic Summary

| | July '25 | July '24 | | YTD '25 | YTD '24 | |
|--|--------------|--------------|--|---------------|---------------|--|
| Family: | | | | | | |
| Total # of Sessions | 9 | 12 | | 59 | 66 | |
| Total # of Attendees | 191 | 474 | | 1,719 | 3,358 | |
| Birth-PreK: | | | | | | |
| Total # of Sessions | 20 | 39 | | 168 | 241 | |
| Total # of Attendees | 582 | 957 | | 4,468 | 6,083 | |
| Grades K-5: | | | | | | |
| Total # of Sessions | 21 | 30 | | 116 | 127 | |
| Total # of Attendees | 307 | 454 | | 3,688 | 3,543 | |
| Grades 6-12: | | | | | | |
| Total # of Sessions | 20 | 25 | | 95 | 111 | |
| Total # of Attendees | 203 | 248 | | 2,144 | 2,542 | |
| TOTAL # of <u>ALL</u> Sessions | 70 | 106 | | 438 | 545 | |
| TOTAL # of <u>ALL</u> Attendees | 1,283 | 2,133 | | 12,019 | 15,526 | |

Working Together: Roles & Responsibilities Guidelines

| | Library Director | Trustees | Friends |
|-------------------------------|--|---|--|
| General Administrative | Direct responsibility for administration of the library within the framework of the board's plan, policies, and budget. Reports at each board meeting and keeps the board informed of the library's progress and problems. | Recruit and employ a qualified library director; maintain an ongoing evaluation process for the director. Routinely keep in touch with what is going on through director's reports, personal use of the library and feedback from the public. | Support quality library service in the community through fundraising, volunteerism and serving as advocates for the library. |
| Policy | Apprise the board of the need for new policies as well as policy revisions. Implement the policies of the library as adopted by the board. | Identify and adopt written policies to govern the internal and external operations of the library. | Support the policies of the library as adopted by the library board. |
| Planning | Coordinate and implement a community-based strategic plan with the library board, Friends, staff, and community. | Ensure that the library has a community-based strategic plan with implementation and evaluation components. | Provide input into the library's strategic plan and support its implementation. |
| Fiscal | Prepare an annual budget for the library in consultation with the board; make the Friends aware of the special financial needs of the library. Decide on use of money based on the approved budget. | Secure adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget. Authorize expenditures in accordance with the budget. | Conduct fundraising to support the library's mission and plans. |

Advocacy

Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state, and federal issues that impact the library.

Promote the mission of the library within the community and in society in general.

Promote the mission of the library within the community. Advocate for the library to legislators. Advocate for the passage of the library's budget vote.

Meetings

Participate in library board, board committee, and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.

Participate in all board meetings and assigned committee meetings. Follow Open Meetings Law. Appoint a liaison to the Friends Board and become a member of the Friends.

Maintain a liaison to the library board. Include the library director and board liaison in Friends meetings.

Networking

Encourage trustees and Friends to join state and national professional organizations and make them aware of educational opportunities.

Join the Library Trustees Association Section of the New York Library Association (NYLA) and United for Libraries (ALA). Attend continuing education sessions at the public library system.

Join Friends of Libraries Section (NYLA) and United for Libraries (ALA). Attend continuing education sessions at the public library system.

Library Director**Trustees****Friends**

Adapted from Working Together: Roles and Responsibilities Guidelines developed by the Connecticut State Library, Connecticut Library Association, Association of Connecticut Library Boards, and Friends of Connecticut Libraries and the Handbook for New Public Library Directors in New York State.

G

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of June 30, 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 | 3,293,479.54 |
| 1110 · Savings-Capital Improvements | 933,161.71 |
| 1114 · Savings-Termination Pay | 417,809.50 |
| 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 4,653,410.70

Other Current Assets

| | |
|---------------------------------------|-----------|
| 1150 · ACCOUNTS RECEIVABLE - YEAR END | 0.00 |
| 1153 · PATRON ACCOUNTS-DISC TICKETS | 38,547.23 |
| 1154 · PREPAID EXPENSES | 1,710.00 |

Total Other Current Assets 40,257.23

Total Current Assets

4,693,667.93

TOTAL ASSETS

4,693,667.93

LIABILITIES & 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 | 4,735.37 |
| 2186 · Retirement | 4,327.36 |
| 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 29,040.23

Total Current Liabilities 29,040.23

Total Liabilities

29,040.23

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 | 244,109.15 |

Total Equity 4,664,627.70

TOTAL LIABILITIES & EQUITY

4,693,667.93

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending June 30, 2025

| | <u>June 25</u> | <u>July 24 - June 25</u> |
|---------------------------------|---------------------|--------------------------|
| Revenue | | |
| 3301 · Tax Revenues | 1,008,516.81 | 3,252,376.14 |
| 3302 · Fines | 171.50 | 1,408.00 |
| 3304 · Interest Earned | 10,363.94 | 112,540.70 |
| 3305 · Unclassified rev.-Copies | 515.00 | 8,651.07 |
| 3306 · Unclassified rev.-Books | 465.58 | 4,834.14 |
| 3307 · Unclassified rev.-Other | 3.60 | 60.52 |
| 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 | 1,479.12 | 31,096.49 |
| 3316 · Refund Excess Mortgage | 0.00 | 0.00 |
| 3318 · Services - Miller Place | 797,480.28 | 1,598,259.64 |
| 3319 · Services - Mount Sinai | 0.00 | 1,398,950.53 |
| Total Revenue | <u>1,818,995.83</u> | <u>6,439,569.33</u> |

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending June 30, 2025

| | | | | | ACTUAL | | | | |
|----------------------|--|--|--|--|-------------------|---------------------|---------------------|--------------------|--|
| | | | | | June | JULY - June | Budget | \$ Over Budget | |
| Expense | | | | | | | | | |
| | 4401 · Computer Supplies | | | | (74.50) | 13,560.35 | 15,500.00 | -1,939.65 | |
| | 4402 · Computer Equipment/Parts | | | | 127.28 | 6,654.89 | 19,500.00 | -12,845.11 | |
| | 4403 · Furniture & Equipment | | | | 118.93 | 13,274.49 | 40,099.00 | -26,824.51 | |
| | 4404 · Salaries-Professional | | | | 171,066.66 | 2,183,874.65 | 2,216,460.00 | -32,585.35 | |
| | 4405 · Salaries-Clerical | | | | 61,587.63 | 789,873.79 | 798,424.00 | -8,550.21 | |
| | 4406 · Salaries-Custodial | | | | 6,117.49 | 89,582.13 | 104,956.00 | -15,373.87 | |
| | 4407 · Salaries-Guard | | | | 2,780.51 | 30,990.21 | 31,291.00 | -300.79 | |
| | 4410 · Library Books | | | | 7,323.22 | 83,519.92 | 95,500.00 | -11,980.08 | |
| | 4412 · Audio Video | | | | 953.35 | 11,091.27 | 14,800.00 | -3,708.73 | |
| | 4413 · Periodicals | | | | 84.00 | 12,619.65 | 14,500.00 | -1,880.35 | |
| | 4414 · Computer Software | | | | 1,816.88 | 12,984.84 | 15,000.00 | -2,015.16 | |
| | 4415 · Electronic Data Base | | | | 8,754.66 | 258,928.96 | 250,500.00 | 8,428.96 | |
| | 4417 · OTHER THINGS LENDING | | | | 1,007.19 | 26,383.66 | 26,700.00 | -316.34 | |
| | 4420 · Library Programs | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 4421 · Program Contractors | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 4421A · Adult | | | | 4,883.16 | 57,635.86 | 64,500.00 | -6,864.14 | |
| | 4421B · Children/Teen | | | | 9,035.00 | 87,757.00 | 82,500.00 | 5,257.00 | |
| | 4422 · Program Supplies | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 4422A · Adult | | | | 540.55 | 8,495.72 | 7,500.00 | 995.72 | |
| | 4422B · Children/Teen | | | | 746.12 | 24,570.96 | 24,000.00 | 570.96 | |
| | 4428 · Conferences | | | | 149.76 | 19,692.83 | 21,200.00 | -1,507.17 | |
| | 4429 · Circulation | | | | 101.77 | 58,580.96 | 60,000.00 | -1,419.04 | |
| | 4430 · Office & Library Supplies | | | | 1,011.21 | 11,871.17 | 12,500.00 | -628.83 | |
| | 4431 · Telecommunications | | | | 904.34 | 11,321.74 | 9,600.00 | 1,721.74 | |
| | 4432 · Cartage | | | | 301.65 | 3,619.80 | 3,000.00 | 619.80 | |
| | 4433 · Postage | | | | 0.00 | 14,765.52 | 13,300.00 | 1,465.52 | |
| | 4434 · Publicity and Printing | | | | 10,509.00 | 52,385.38 | 60,750.00 | -8,364.62 | |
| | 4435 · Annual Election | | | | 111.89 | 2,683.87 | 4,450.00 | -1,766.13 | |
| | 4436 · SCLS Contract Fee | | | | 0.00 | 63,321.00 | 63,634.00 | -313.00 | |
| | 4437 · Accounting and Legal | | | | 7,578.26 | 110,136.12 | 108,000.00 | 2,136.12 | |
| | 4438 · Membership Dues | | | | 0.00 | 3,765.00 | 4,500.00 | -735.00 | |
| | 4439 · Equipment/Blding Maint & Repair | | | | 15,140.22 | 194,945.13 | 202,650.00 | -7,704.87 | |
| | 4440 · Snow Removal | | | | 0.00 | 15,950.00 | 15,950.00 | 0.00 | |
| | 4441 · Building Security | | | | 4,406.55 | 74,434.78 | 85,000.00 | -10,565.22 | |
| | 4450 · Utilities | | | | 5,681.52 | 91,133.56 | 108,800.00 | -17,666.44 | |
| | 4451 · Custodial Supplies | | | | 1,189.29 | 17,381.95 | 16,000.00 | 1,381.95 | |
| | 4453 · Employees Assistance Program | | | | 0.00 | 3,112.24 | 3,200.00 | -87.76 | |
| | 4454 · Insurance - Library | | | | (9,302.05) | 58,887.46 | 66,261.00 | -7,373.54 | |
| | 4456 · Rental Expenses | | | | 3,206.56 | 29,420.79 | 19,400.00 | 10,020.79 | |
| | 4471 · Workers Compensation Insurance | | | | 0.00 | 24,954.00 | 23,534.00 | 1,420.00 | |
| | 4472 · Life Insurance | | | | 505.01 | 6,479.74 | 5,880.00 | 599.74 | |
| | 4473 · Dental Insurance | | | | 2,385.88 | 31,198.67 | 31,650.00 | -451.33 | |
| | 4474 · VISION INS | | | | 140.48 | 3,931.34 | 4,000.00 | -68.66 | |
| | 4476 · 9020.8 Retirement Expense | | | | 0.00 | 430,626.00 | 430,626.00 | 0.00 | |
| | 4477 · 9030.8 Social Security Expense | | | | 18,071.70 | 230,146.12 | 240,000.00 | -9,853.88 | |
| | 4478 · Unemployment Insurance | | | | 0.00 | 3,395.25 | 650.00 | 2,745.25 | |
| | 4479 · 9060.8 Health Insurance | | | | 72,261.72 | 915,521.41 | 992,483.00 | -76,961.59 | |
| | 4480 · Sunday Opening | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 4481 · Bond Interest | | | | 0.00 | 0.00 | 625.00 | -625.00 | |
| | 4482 · Bond Principal | | | | 0.00 | 0.00 | 305,000.00 | -305,000.00 | |
| | 4483 · Bond Administrative | | | | 0.00 | 0.00 | 679.00 | -679.00 | |
| | 66900 · Reconciliation Discrepancies | | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expense | | | | | 411,222.89 | 6,195,460.18 | 6,735,052.00 | -539,591.82 | |

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 | 1,008,516.81 | 3,252,376.14 |
| | 12,047.38 | 17,569.99 | | | 1,479.12 | 31,096.49 |
| 1,506,429.11 | | | | 693,300.78 | 797,480.28 | 2,997,210.17 |
| | | 2,776.77 | | | | 2,776.77 |
| | | | | | | 18,700.00 |
| | | | | | | 7,275.00 |
| 15,129.11 | 9,859.84 | 10,312.43 | 15,606.14 | 8,731.57 | 11,519.62 | 148,875.14 |
| 3,074,705.74 | 334,826.38 | 66,912.02 | 44,226.80 | 942,445.85 | 1,818,995.83 | 6,458,309.71 |
| Jan | Feb | March | April | May | June | Total |
| 366,251.52 | 248,515.11 | 245,773.65 | 246,112.00 | 241,728.89 | 241,552.29 | 3,094,777.74 |
| 87,773.51 | 75,007.32 | 78,266.36 | 88,795.73 | 82,962.04 | 75,293.09 | 957,131.16 |
| | | | | | | |
| 564,278.24 | 316,461.54 | 64,218.39 | 122,070.87 | 98,030.54 | 94,377.51 | 2,144,043.20 |
| 1,018,303.27 | 639,983.97 | 388,258.40 | 456,978.60 | 422,721.47 | 411,222.89 | 6,195,952.10 |
| | | | | | | |
| 2,056,402.47 | (305,157.59) | (321,346.38) | (412,751.80) | 519,724.38 | 1,407,772.94 | 262,357.61 |
| 4,787.99 | (18,988.79) | 1,998.49 | 2,946.32 | (20,199.09) | 5,985.25 | |
| 3,793,426.97 | 3,469,280.59 | 3,149,932.70 | 2,740,127.22 | 3,239,652.51 | 4,653,410.70 | |
| Ending Cash Balance 06/30/2025 | | | | | | 4,653,410.70 |

8/19/2025

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

H

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|------------------------------|---|------------|
| 08/19/2025 | 28426 | A Time For Kids, Inc. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$425.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$425.00 |
| 08/19/2025 | 28427 | Ace Hardware | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$5.70 |
| | | | | \$5.70 |
| 08/19/2025 | 28428 | Amazon Capital Services | 1102 Checking Account | |
| | | | 4417 OTHER THINGS LENDING | \$808.51 |
| | | | 4451 Custodial Supplies | \$17.94 |
| | | | 4401 Computer Supplies | \$29.56 |
| | | | 4430 Office & Library Supplies | \$79.45 |
| | | | 4422B Library Programs:Program | \$370.69 |
| | | | Supplies:Children/Teen | |
| | | | 4410 Library Books | \$28.98 |
| | | | 4422A Library Programs:Program Supplies:Adult | \$138.49 |
| | | | 4412 Audio Video | \$27.33 |
| | | | | \$1,500.95 |
| 08/19/2025 | 28429 | American Express | 1102 Checking Account | |
| | | | 4414 Computer Software | \$20.00 |
| | | | 3307 Unclassified rev.-Other | \$58.08 |
| | | | 4417 OTHER THINGS LENDING | \$132.00 |
| | | | 4422B Library Programs:Program | \$218.59 |
| | | | Supplies:Children/Teen | |
| | | | 4428 Conferences | \$40.00 |
| | | | 4430 Office & Library Supplies | \$111.26 |
| | | | 4439 Equipment/Blding Maint & Repair | \$264.66 |
| | | | | \$844.59 |
| 08/19/2025 | 28430 | American Library Association | 1102 Checking Account | |
| | | | 4428 Conferences | \$60.00 |
| | | | | \$60.00 |
| 08/19/2025 | 28431 | B&H Photo-Video | 1102 Checking Account | |
| | | | 4401 Computer Supplies | \$844.89 |
| | | | 4417 OTHER THINGS LENDING | \$396.02 |
| | | | | \$1,240.91 |
| 08/19/2025 | 28432 | Baker & Taylor | 1102 Checking Account | |
| | | | 4410 Library Books | \$563.20 |
| | | | 4410 Library Books | \$661.77 |
| | | | | \$1,224.97 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|---|--|------------|
| 08/19/2025 | 28433 | BenAnna Band | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$425.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$425.00 |
| 08/19/2025 | 28434 | Bergen, Alana | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$180.00 |
| | | | | \$180.00 |
| 08/19/2025 | 28435 | Blick Art Materials | 1102 Checking Account | |
| | | | 4422B Library Programs:Program | \$99.36 |
| | | | Supplies:Children/Teen | |
| | | | | \$99.36 |
| 08/19/2025 | 28436 | Boyle, Natalie | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$225.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$225.00 |
| 08/19/2025 | 28437 | Brodart Company | 1102 Checking Account | |
| | | | 4410 Library Books | \$861.14 |
| | | | 4410 Library Books | \$6,138.21 |
| | | | | \$6,999.35 |
| 08/19/2025 | 28438 | Brookhaven Locksmiths Inc. | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$1,228.00 |
| | | | | \$1,228.00 |
| 08/19/2025 | 28439 | Cardio Partners Inc | 1102 Checking Account | |
| | | | 4430 Office & Library Supplies | \$178.00 |
| | | | | \$178.00 |
| 08/19/2025 | 28440 | Cornell Cooperative Extension, Suffolk Co | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$900.00 |
| | | | | \$900.00 |
| 08/19/2025 | 28441 | CYA Action Funwear LTD | 1102 Checking Account | |
| | | | 4422B Library Programs:Program | \$154.50 |
| | | | Supplies:Children/Teen | |
| | | | | \$154.50 |
| 08/19/2025 | 28442 | DeFrancesco, Tina | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$250.00 |
| | | | | \$250.00 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|--|--------------------------------------|------------|
| 08/19/2025 | 28443 | DiPrima, Nicole E. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$200.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$200.00 |
| 08/19/2025 | 28444 | Discount School Supply | 1102 Checking Account | |
| | | | 4422B Library Programs:Program | \$134.31 |
| | | | Supplies:Children/Teen | |
| | | | | \$134.31 |
| 08/19/2025 | 28445 | Drum Industrial Sales Corp. | 1102 Checking Account | |
| | | | 4451 Custodial Supplies | \$1,464.46 |
| | | | | \$1,464.46 |
| 08/19/2025 | 28446 | Eastern Suffolk BOCES | 1102 Checking Account | |
| | | | 4453 Employees Assistance Program | \$3,175.50 |
| | | | | \$3,175.50 |
| 08/19/2025 | 28447 | Fire Island Lighthouse Preserv. Scty Inc | 1102 Checking Account | |
| | | | 4417 OTHER THINGS LENDING | \$175.00 |
| | | | | \$175.00 |
| 08/19/2025 | 28448 | Fun Express, LLC | 1102 Checking Account | |
| | | | 4422B Library Programs:Program | \$175.37 |
| | | | Supplies:Children/Teen | |
| | | | | \$175.37 |
| 08/19/2025 | 28449 | GAME ON! LONG ISLAND INC. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$800.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$800.00 |
| 08/19/2025 | 28450 | Giery, Peter | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$133.96 |
| | | | | \$133.96 |
| 08/19/2025 | 28451 | GovConnection, Inc. | 1102 Checking Account | |
| | | | 4402 Computer Equipment/Parts | \$2,498.00 |
| | | | | \$2,498.00 |
| 08/19/2025 | 28452 | Guardian | 1102 Checking Account | |
| | | | 4472 Life Insurance | \$979.73 |
| | | | 4473 Dental Insurance | \$4,771.76 |
| | | | 4474 VISION INS | \$631.86 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|---|--|--------------------|
| | | | 2185 Employee Ins - enrollee contrib | \$111.54 |
| | | | | \$6,494.89 |
| 08/19/2025 | 28453 | Hampton Jitney | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$300.00 |
| | | | | \$300.00 |
| 08/19/2025 | 28454 | High Hopes Productions LLC | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$310.00 |
| | | | | \$310.00 |
| 08/19/2025 | 28455 | Holtz, Loretta | 1102 Checking Account | |
| | | | 4428 Conferences | \$18.20 |
| | | | | \$18.20 |
| 08/19/2025 | 28456 | HomeStyle Landscaping & Design, Inc | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$1,987.50 |
| | | | | \$1,987.50 |
| 08/19/2025 | 28457 | iPromoteU | 1102 Checking Account | |
| | | | 4422A Library Programs:Program Supplies:Adult | \$922.68 |
| | | | | \$922.68 |
| 08/19/2025 | 28458 | ISR Seal Team Survival Swimming, Inc | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$125.00 |
| | | | | \$125.00 |
| 08/19/2025 | 28459 | Jason Reilly Co., LLC | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$675.00 |
| | | | | \$675.00 |
| 08/19/2025 | 28460 | JK Tech Solutions, Inc DBA Sharper Traini | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$550.00 |
| | | | | \$550.00 |
| 08/19/2025 | 28461 | Johnson Controls Fire Protection LP | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$15,018.38 |
| | | | | \$15,018.38 |
| 08/19/2025 | 28462 | Kidnastics, Inc. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$550.00 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|--|---|------------|
| | | | | \$550.00 |
| 08/19/2025 | 28463 | Koch Tree Services, Inc. | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$245.00 |
| | | | | \$245.00 |
| 08/19/2025 | 28464 | LaBrecque, Denise | 1102 Checking Account | |
| | | | 4421 Library Programs:Program Contractors | \$1,600.00 |
| | | | | \$1,600.00 |
| 08/19/2025 | 28465 | Library Market | 1102 Checking Account | |
| | | | 4414 Computer Software | \$2,000.00 |
| | | | | \$2,000.00 |
| 08/19/2025 | 28466 | Long Island Explorium | 1102 Checking Account | |
| | | | 4417 OTHER THINGS LENDING | \$310.00 |
| | | | | \$310.00 |
| 08/19/2025 | 28467 | Long Island Library Resources Council Inc | 1102 Checking Account | |
| | | | 4428 Conferences | \$230.00 |
| | | | | \$230.00 |
| 08/19/2025 | 28468 | Lunarola, Michele | 1102 Checking Account | |
| | | | 4428 Conferences | \$20.00 |
| | | | | \$20.00 |
| 08/19/2025 | 28469 | MCJ Cleaning Services | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$3,800.00 |
| | | | | \$3,800.00 |
| 08/19/2025 | 28470 | McKula Inc. | 1102 Checking Account | |
| | | | 4414 Computer Software | \$1,900.00 |
| | | | | \$1,900.00 |
| 08/19/2025 | 28471 | Metropolitan Data Solutions Management Co | 1102 Checking Account | |
| | | | 4429 Circulation | \$1,744.80 |
| | | | | \$1,744.80 |
| 08/19/2025 | 28472 | Midwest Tape | 1102 Checking Account | |
| | | | 4412 Audio Video | \$1,314.25 |
| | | | 4415 Electronic Data Base | \$2,081.85 |
| | | | | \$3,396.10 |
| 08/19/2025 | 28473 | Mount Sinai - Miller Place Chamber of Commerce | 1102 Checking Account | |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|---|--------------------------------------|--------------------|
| | | | 4438 Membership Dues | \$100.00 |
| | | | | \$100.00 |
| 08/19/2025 | 28474 | New York Times | 1102 Checking Account | |
| | | | 4413 Periodicals | \$24.00 |
| | | | | \$24.00 |
| 08/19/2025 | 28475 | New York Times | 1102 Checking Account | |
| | | | 4413 Periodicals | \$60.00 |
| | | | | \$60.00 |
| 08/19/2025 | 28476 | NYS Employees' Health Ins Pending Account | 1102 Checking Account | |
| | | | 4479 9060.8 Health Insurance | \$73,625.69 |
| | | | 2185 Employee Ins - enrollee contrib | \$4,735.37 |
| | | | | \$78,361.06 |
| 08/19/2025 | 28477 | OCLC Inc | 1102 Checking Account | |
| | | | 4414 Computer Software | \$1,253.05 |
| | | | | \$1,253.05 |
| 08/19/2025 | 28478 | OfficeSupply.com | 1102 Checking Account | |
| | | | 4451 Custodial Supplies | \$772.64 |
| | | | | \$772.64 |
| 08/19/2025 | 28479 | PBXstore Inc | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$476.45 |
| | | | | \$476.45 |
| 08/19/2025 | 28480 | PEAC Solutions | 1102 Checking Account | |
| | | | 4456 Rental Expenses | \$1,484.00 |
| | | | | \$1,484.00 |
| 08/19/2025 | 28481 | Playaway Products LLC | 1102 Checking Account | |
| | | | 4410 Library Books | \$1,682.34 |
| | | | | \$1,682.34 |
| 08/19/2025 | 28482 | Postmaster/Port Jefferson Station | 1102 Checking Account | |
| | | | 4433 Postage | \$370.00 |
| | | | | \$370.00 |
| 08/19/2025 | 28483 | Quadient Finance USA, Inc. | 1102 Checking Account | |
| | | | 4433 Postage | \$700.00 |
| | | | | \$700.00 |
| 08/19/2025 | 28484 | Quest Master Guild Inc | 1102 Checking Account | |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|------------------------------|---|------------|
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$390.00 |
| | | | | \$390.00 |
| 08/19/2025 | 28485 | Quigley, Deborah A. | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$300.00 |
| | | | | \$300.00 |
| 08/19/2025 | 28486 | R.C. Gluck Associates LLC | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$195.00 |
| | | | | \$195.00 |
| 08/19/2025 | 28487 | Rhode Island Novelty | 1102 Checking Account | |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | \$50.47 |
| | | | | \$50.47 |
| 08/19/2025 | 28488 | Rotorpro | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$1,375.00 |
| | | | | \$1,375.00 |
| 08/19/2025 | 28489 | Ruiz, Elizabeth | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$700.00 |
| | | | 4421A Library Programs:Program Contractors:Adult | \$700.00 |
| | | | | \$1,400.00 |
| 08/19/2025 | 28490 | SAV-ON Printing | 1102 Checking Account | |
| | | | 4435 Annual Election | \$1,093.00 |
| | | | 4430 Office & Library Supplies | \$200.00 |
| | | | | \$1,293.00 |
| 08/19/2025 | 28491 | Scott, Robert G. | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$1,050.00 |
| | | | | \$1,050.00 |
| 08/19/2025 | 28492 | Seaman, Kevin A. | 1102 Checking Account | |
| | | | 4437 Accounting and Legal | \$1,903.11 |
| | | | | \$1,903.11 |
| 08/19/2025 | 28493 | Securitas Security Serv. USA | 1102 Checking Account | |
| | | | 4441 Building Security | \$7,640.63 |
| | | | | \$7,640.63 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|------------------------------------|--|-------------------|
| 08/19/2025 | 28494 | SenSource | 1102 Checking Account | |
| | | | 4414 Computer Software | \$260.00 |
| | | | | \$260.00 |
| 08/19/2025 | 28495 | Shake 'N Make Music LLC | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$300.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$300.00 |
| 08/19/2025 | 28496 | Sparling, Nicole Summers | 1102 Checking Account | |
| | | | 4421B Library Programs:Program | \$350.00 |
| | | | Contractors:Children/Teen | |
| | | | | \$350.00 |
| 08/19/2025 | 28497 | Spena, Catherine | 1102 Checking Account | |
| | | | 4428 Conferences | \$20.00 |
| | | | | \$20.00 |
| 08/19/2025 | 28498 | Staples Business Credit | 1102 Checking Account | |
| | | | 4430 Office & Library Supplies | \$103.42 |
| | | | 4422A Library Programs:Program Supplies:Adult | \$76.15 |
| | | | 4439 Equipment/Blding Maint & Repair | \$101.98 |
| | | | | \$281.55 |
| 08/19/2025 | 28499 | Stericycle, Inc | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$181.16 |
| | | | | \$181.16 |
| 08/19/2025 | 28500 | Suffolk Cooperative Library System | 1102 Checking Account | |
| | | | 4415 Electronic Data Base | \$4,574.81 |
| | | | 1153 PATRON ACCOUNTS-DISC TICKETS | \$1,575.00 |
| | | | 4429 Circulation | \$142.31 |
| | | | | \$6,292.12 |
| 08/19/2025 | 28501 | Theresa's Programs LLC | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$850.00 |
| | | | | \$850.00 |
| 08/19/2025 | 28502 | Thomas Klise/Crimson Multimedia | 1102 Checking Account | |
| | | | 4412 Audio Video | \$74.76 |
| | | | | \$74.76 |
| 08/19/2025 | 28503 | Times Beacon Record Newspapers | 1102 Checking Account | |
| | | | 4434 Publicity and Printing | \$208.22 |
| | | | | \$208.22 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

August 19, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|----------------------------------|---|-------------------------------------|
| 08/19/2025 | 28504 | Transparent Language Inc. | 1102 Checking Account 4415 Electronic Data Base | \$3,750.00 \$3,750.00 |
| 08/19/2025 | 28505 | Travelingartprograms LLC | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$700.00 \$700.00 |
| 08/19/2025 | 28506 | Unique Management Services, Inc. | 1102 Checking Account 4429 Circulation | \$151.45 \$151.45 |
| 08/19/2025 | 28507 | Vamos, Michelle | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$700.00 \$700.00 |
| 08/19/2025 | 28508 | VerifiedFirst | 1102 Checking Account 4437 Accounting and Legal | \$85.86 \$85.86 |
| 08/19/2025 | 28509 | W.B. Mason Co., Inc. | 1102 Checking Account 4430 Office & Library Supplies 4422B Library Programs:Program Supplies:Children/Teen | \$489.90 \$38.16 \$528.06 |
| 08/19/2025 | 28510 | Werfel, Benjamin | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$625.00 \$625.00 |
| 08/19/2025 | 28511 | Whaling Museum | 1102 Checking Account 4417 OTHER THINGS LENDING | \$300.00 \$300.00 |
| 08/19/2025 | 28512 | Winters Bros. Hauling of LI, LLC | 1102 Checking Account 4432 Cartage | \$301.65 \$301.65 |
| TOTAL | | | | \$183,736.06 |

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COMSEWOGUE PUBLIC LIBRARY

07/17/2025 Payroll

Check Register

WARRANT DETAIL REPORT

July 17, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------|-----------------------|-------------------|
| 07/17/2025 | 28417 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$5,612.00 |
| | | | | \$5,612.00 |
| TOTAL | | | | \$5,612.00 |

Handwritten: *Yonkers*
 JUL 15 2025

07/17/2025 ACH Debit Report

| | |
|----------------------------|-------------------|
| Deferred Compensation Plan | \$1,484.75 |
| TOTAL | \$1,484.75 |

07/17/2025 Payroll Warrant

| | |
|---|---------------------|
| Check Register Total | \$5,612.00 |
| ACH Debit Total | \$1,484.75 |
| Accu Data Payroll (includes \$573.01 total) | \$125,441.49 |
| TOTAL | \$132,538.24 |

Tuesday, July 15, 2025 11:25 AM GMT-04:00

1/1

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COMSEWOGUE PUBLIC LIBRARY

07/31/2025 Payroll
Check Register

WARRANT DETAIL REPORT

July 31, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------|-----------------------|-------------------|
| 07/31/2025 | 28418 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$5,612.00 |
| | | | | \$5,612.00 |
| 07/31/2025 | 28419 | National Grid | 1102 Checking Account | |
| | | | 4450 Utilities | \$292.33 |
| | | | | \$292.33 |
| TOTAL | | | | \$5,904.33 |

[Signature]
JUL 29 2025

07/31/2025 ACH Debit Report

| | |
|----------------------------|-------------------|
| Deferred Compensation Plan | \$1,484.75 |
| TOTAL | \$1,484.75 |

07/31/2025 Payroll Warrant

| | |
|---|---------------------|
| Check Register Total | \$5,904.33 |
| ACH Debit Total | \$1,484.75 |
| Accu Data Payroll (includes \$573.01 total) | \$126,325.90 |
| TOTAL | \$133,714.98 |

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COMSEWOGUE PUBLIC LIBRARY

08/14/2025 Payroll
Check Register

WARRANT DETAIL REPORT

August 14, 2025

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------------------|------------------------------------|--------------------|
| 08/14/2025 | 28420 | Aflac | 1102 Checking Account | |
| | | | 2188 AFLAC - Accident Ins | \$160.20 |
| | | | 2187 AFLAC - Cancer Care | \$407.16 |
| | | | 2190 AFLAC - Short Term Disability | \$372.06 |
| | | | 2194 Aflac - Hospital | \$160.74 |
| | | | | \$1,100.16 |
| 08/14/2025 | 28421 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$5,622.00 |
| | | | | \$5,622.00 |
| 08/14/2025 | 28422 | NYS Employees Retirement System | 1102 Checking Account | |
| | | | 2186 Retirement | \$5,472.95 |
| | | | 2186 Retirement | \$906.00 |
| | | | 2186 Retirement | \$206.67 |
| | | | | \$6,585.62 |
| 08/14/2025 | 28423 | Optimum | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$182.78 |
| | | | | \$182.78 |
| 08/14/2025 | 28424 | Optimum | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$245.00 |
| | | | | \$245.00 |
| 08/14/2025 | 28425 | PSEGLI | 1102 Checking Account | |
| | | | 4450 Utilities | \$10,210.46 |
| | | | | \$10,210.46 |
| TOTAL | | | | \$23,946.02 |

AUG 12 2025

08/14/2025 ACH Debit Report

| | |
|----------------------------|-------------------|
| Deferred Compensation Plan | \$1,484.75 |
| TOTAL | \$1,484.75 |

08/14/2025 Payroll Warrant

| | |
|---|---------------------|
| Check Register Total | \$23,946.02 |
| ACH Debit Total | \$1,484.75 |
| Accu Data Payroll (includes \$582.63 total) | \$120,570.49 |
| TOTAL | \$146,001.26 |



Comsewogue Public Library

BY-LAWS

ARTICLE I

The Comsewogue Public Library operates under an Absolute Charter granted September 26, 1969, by the Board of Regents for and on behalf of the New York State Education Department and later amended April 12, 2022. (A Provisional Charter was granted November 18, 1966 to the Port Jefferson Station-Terryville Public Library.) The amended charter identifies the Library service area as the Brookhaven-Comsewogue Union Free School District. The Library is governed under the terms of Article 5 of the New York State Education Law.

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".

ARTICLE III

The Comsewogue Public Library shall be governed by a Board of Trustees, hereafter referred to as the "Board," consisting of five members, each elected for a five-year term. The term of office of one trustee shall expire each year. A separate petition, signed by at least twenty-five qualified voters of the Comsewogue School District shall be required to nominate a candidate. Said candidate must be a qualified voter of the Comsewogue School District. Each petition shall state the residence of each signer, and shall state the name and residence of the candidate. Each newly elected trustee is required to take office at the regular monthly meeting of the Board, in July. An oath of office will also be administered to a newly elected or appointed trustee and filed with the Suffolk County Clerk.

Vacancies due to causes other than expiration of terms shall be filled by appointment of the Board through the date of the next Annual Trustee Election. The balance of any unexpired term will be filled by an elected Trustee to serve immediately following his/her/their election. Should there be more than one vacancy, the candidate(s) receiving the highest number of votes will fill full-term seat(s) and the candidate(s) receiving the next highest number of votes will fill the partial term seat(s)/unexpired term(s).

ARTICLE IV

Officers of the Board shall be elected annually by a majority vote of the members of the Board at their organizational meeting in July, and shall be as follows:

President, Vice-President, Secretary, Fiscal Officer

No officer shall serve in the same elective office for more than two consecutive terms. After a lapse of one year a trustee may be elected again to the office he/she already held.

Officers and trustees serve without remuneration.

ARTICLE V

The President shall conduct the meetings of the Board and appoint with the approval of the Board committees and committee chairpersons.

The Vice-President shall preside over meetings in the President's absence.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. The Secretary shall preside over meetings in both the President's and Vice-President's absence.

The Fiscal Officer shall be the financial officer of the Board.

ARTICLE VI

The authority of the Board is vested in the Board as an entity. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the government of the library as may be necessary and in conformity with the law. Each Member, elected or appointed, of the Board of Trustees shall be required to complete annually a minimum of two hours of trustee education in accordance with Education Law 260-d added by Chapter 468 of the Laws of 2021. The Board shall hire a Library Director who shall be considered the executive and administrative officer of the library under the direction and review of the Board. The Director shall be held responsible for the care of the library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; for public relations; and for the operation of the library under the financial conditions set forth in the annual budget. The Director attends and participates without vote in all meetings of the Board.

ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.
4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.
5. Special meetings may be called by the President, or at the request of any three members of the Board.

6. Three trustees shall constitute a quorum.
7. Trustees are expected to attend all board meetings. If a valid reason prevents a Trustee from attending a meeting, the Board President and the Library Director must be notified in advance. An excused absence will be recorded where prior notification has been given to the President or Director and the Board determines that a reasonable excuse for the absence has been tendered. If the President requests to be excused, the Vice-President and the Library Director are to receive the request. If a Trustee fails to attend three (3) consecutive meetings without a reasonable excuse, the Trustee will be deemed to have resigned. The President will inform the Trustee in writing that he/she is no longer a member of the Board.
8. Standing committees shall be a By-Laws committee and a Finance committee.
9. Robert's Rules of Order shall govern all proceedings of the Board of Trustees.
10. The order of business at the regular meetings of the Board shall be as follows:

Call to Order
Pledge of Allegiance
Approval of Minutes of the previous meeting
Correspondence
Director's Report
Period for Public Expression
Financial Report
Approval of Bills
Reports from Standing Committees
Old Business
New Business
Period for Public Expression
Adjournment

ARTICLE VIII

Amendments to these by-laws may be made by majority vote at any regular meeting at which a quorum is present providing that the changes shall have been submitted in writing at the preceding regular meeting.

Adopted by Board: January 16, 2007
Revised & Adopted by Board: 7/19/22, 3/19/24, 10/15/24, 8/19/25
Board Reviewed & Reaffirmed: 7/16/24

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August 1, 2025

Comsewogue Public Library
2025-26 Retirement / Voluntary Separation Incentive
Acceptance - Effective Dates

FT Incentive:

| Employee | Department | Position | Retirement Date | Last Day Active on Payroll |
|-------------|---------------------|---------------------------------|-------------------|----------------------------|
| B. Bush | Children's Services | Librarian II | December 31, 2025 | December 30, 2025 |
| C. Friszell | Circulation | Senior Library Clerk | December 31, 2025 | December 30, 2025 |
| L. Frosina | Technical Support | Network & Systems Administrator | December 31, 2025 | December 30, 2025 |



Comsewogue Public Library

Capital Assets Policy

{replaces the Furniture & Equipment Inventory & Inventory Disposal Policy}

The Comsewogue Public Library will engage a reputable Appraisal Company to perform periodic physical reappraisals and to reevaluate the current appraisal annually, providing updated reports. The annual updated reports for inventory and insurable values will include changes (additions, deletions and transfers) to fixed assets and improvements to the Library, as reported by the Library. The Library Director is responsible for the oversight of the accounting for capital assets according to Library policy.

Information within the reports generated by the Appraisal Company will be sufficient to permit the following:

1. Preparation of the year-end financial statements in accordance with generally accepted accounting principles, as detailed in GASB34.
2. Control and accountability for identification and management of assets.

DEFINITION OF A CAPITAL ASSET

Tangible assets of a durable nature that are employed in the operation of the Library, that are relatively permanent and that are needed for the normal operation of the Library, are termed property and equipment, or capital assets, or fixed assets. Fixed assets are separated into major classes according to the physical characteristics of the items (e.g. land; buildings; improvements other than buildings; machinery, equipment and furniture).

MAJOR CLASSES OF ASSETS

A. **BUILDINGS:** Buildings are defined as standing structures minus any improvements that are being depreciated separately.

B. **LAND:** The Library will capitalize all land purchases, regardless of cost. Donated land plus any associated costs will be recorded at fair market value on the date of transfer.

C. **IMPROVEMENTS OTHER THAN BUILDINGS:** These are improvements to land for better enjoyment, attached or not easily removed, and having a life expectancy of greater than three years. Examples are walks, parking areas and drives, fencing, retaining walls, pools, fountains, planters, underground sprinkler systems, and other similar items. Improvements do not include roads, streets, or other

assets that are part of the community infrastructure and are not for the support of the library facilities.

D. MACHINERY, EQUIPMENT AND FURNITURE: The definition of machinery and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.

Machinery and Equipment includes computers, office machines, telephone systems, copiers, replicating equipment, postage machines, microfilm readers/printers, vacuum cleaners, mowers, power tools, and floor machines.

Furniture is also part of this category and includes tables, chairs, desks, shelving, and file cabinets.

CAPITALIZATION THRESHOLDS

Assets with a useful life of greater than three years will be considered for capitalization. The threshold to be used for categories and purposes indicated are as follows:

| | Physical and Insurance <u>Purposes</u> | Financial Reporting <u>(GASB 34)</u> |
|---------------------------|--|--|
| Land Improvements | \$ 5,000 | \$ 5,000 |
| Building and Improvements | \$ 5,000 | \$ 5,000 |
| Furniture and Equipment | \$ 500 | \$ 500 |

The Library will record donated assets and improvements other than buildings, plus associated costs, at fair market value on the date of transfer.

The Library will capitalize and tag items with an individual value equal to or greater than threshold limit. Machinery, equipment and furniture combined with other machinery to form one unit with a total value greater than the above-mentioned limit will be one unit.

Costs directly associated with the purchase, delivery and set up, which make such equipment operable for its intended purpose can be capitalized.

The Library will record donated machinery, equipment and furniture, plus associated costs, at fair market value on the date of transfer.

DEPRECIATION METHOD AND USEFUL LIFE

Depreciation is recorded for capital assets using straight-line depreciation method over the useful life of the asset. Useful life is determined by the Appraisal Company and is in accordance with GASB34.

REMOVING CAPITAL ASSETS FROM INVENTORY

Assets with an original value of \$500 or greater and deemed obsolete, damage beyond repair, to be donated or removed from inventory for other reasons require approval by the Library's Board of Trustees.

DISPOSAL OF COMPUTER EQUIPMENT

Security erase is performed on the hard drive using DBAN*. Hard drives that are unable to be erased using the software are physically destroyed. Computer equipment being removed from inventory but is still usable may be donated to a local non-profit organization. Equipment not donated will be disposed with an e-waste recycler.

EXCLUDED FROM CAPITAL ASSET POLICY

LIBRARY COLLECTIONS: Library collections are acquired and disposed of according to the Comsewogue Public Library Collection Development Policy. Governments are not required to capitalize collections, (including additions to those collections) whether donated or purchased, if they meet certain conditions:

- Collections are held for public exhibition, education, or research in furtherance of public service, rather than financial gain;
- Collections are protected, kept unencumbered, cared for, and preserved; and
- There is an ongoing annual budgetary commitment to acquire items to replace or enhance the collections.

Comsewogue Public Library considers its library collections to fall under these exception categories.

Library Collections are not required to be capitalized with annual appraisal/inventory of Library Assets because they fail to meet the library's useful life and/or capitalization thresholds.

Note: Library Collections (such as Books and Periodicals) are capitalized on the financial statements on an actual cost basis and with a five-year life, straight line method.

**DBAN*

Darik's Boot and Nuke, also known as DBAN, is designed to securely erase a hard disk until data is permanently removed and no longer recoverable, which is achieved by overwriting the data with pseudorandom numbers generated by Mersenne twister or ISAAC. The Gutmann method, Quick Erase, DoD Short (3 passes), and DOD 5220.22-M (7 passes) are also included as options to handle data remanence.

*Board approved 10/20/2020
Board reaffirmed 8/19/2025*



Comsewogue Public Library

Fund Balance Policy and Classifications

General Policy

Fund balance measures the net financial resources available to finance expenditures within current or future periods.

Some of the benefits of a fund balance policy are as follows:

- Provides for orderly provision of services
- Provides taxpayers with information about why resources have been set aside
- Provides a framework to help guide budgetary decisions and multi-year plans
- Helps ensure an adequate fund balance is available to:
 - Ensure efficient cashflow for daily needs
 - Protect against unforeseen expenditures related to emergencies
 - Offset economic downturns or revenue shortfalls
 - Maintain investment-grade bond rating

The Unassigned Fund Balance of the General Fund will be maintained to provide the Library with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned Fund Balance of the General Fund used for these purposes may only be appropriated by resolution of the Library's Board of Trustees unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Trustees if voter approval is not required. Amendments or modification to the applied or transferred fund balance must also be approved by formal action of the Board of Trustees.

The Board of Trustees shall delegate the authority to assign fund balance, for encumbrance purposes, to the Library Director.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves), the expenditure is to be spent first from the restricted fund balance to the extent appropriated by either budget vote or board approved budget revisions and then from the unrestricted fund balance. Expenditures incurred in the unrestricted fund balances shall be applied first to the assigned fund balance and then to the unassigned fund balance.

Fund Balance Classifications (pursuant to GASB 54)

Fund Balance amounts will be reported by the Library according to the following classifications:

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Because the State regulates the establishment, funding and use of Library reserves, generally, reserves will be classified as restricted fund balance.

Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller at the present time believes that in New York State school districts and libraries will not have any committed fund balance.

Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the board or by their designated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.

Unassigned – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Board approved – 12/20/2011
Revised and Board Approved - 9/15/2020
Board reaffirmed – 8/19/2025

L-4

SEPTEMBER 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | <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> <td><div>Calendars by Vertex42.com</div><div>© 2022 Vertex42 LLC. Free to print.</div><div>https://www.vertex42.com/calendars/</div><div><div>2025 Calendars</div><div>2026 Calendars</div></div></td> | | | 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>https://www.vertex42.com/calendars/</div> <div><div>2025 Calendars</div><div>2026 Calendars</div></div> |
| Sa | M | Tu | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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OCTOBER 2025

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

NOVEMBER 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9 | 10 | 11 Veterans Day | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 Meeting | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 Thanksgiving | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | October 2025 <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>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | | Sa | M | Tu | W | Th | F | Sa | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | December 2025 <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | | Sa | M | Tu | W | Th | F | Sa | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2025 Calendars 2026 Calendars |
| Sa | M | Tu | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |