

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 16, 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
 - 1. REVISED – AS OF JUNE 30, 2025
 - 2. AS OF JULY 31, 2025
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 08/28/2025 & 09/11/2025
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED POLICY REVISION: PROTEST/DEMONSTRATION POLICY
 - 2. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 3. 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
AUGUST 19, 2025

Trustee Spence called the meeting to order at 6:06 p.m.

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

ABSENT WITH NOTIFICATION:
Trustee Olson
Trustee Rossini

Trustee Spence conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee DeStefano to approve the minutes of the organizational meeting held on July 15, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on July 15, 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 August 2025. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the Personnel Report dated August 19, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve warrant 08/25/1, dated August 19, 2025, in the amount of \$183,736.06. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for July 17, 2025 (\$132,538.24), July 31, 2025 (\$133,714.98) and August 14, 2025 (\$146,001.26). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the By-Laws amendment. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the Letter of Intent to Retire, under the provisions previously approved for the 2025-2026 Retirement Incentive, for Debra Bush, Claudia Friszell and Leonard Frosina, effective retirement date December 31, 2025. The Board offers its thanks for the many years of dedicated service. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the proposal from Above All Pressure Cleaning not to exceed \$23,725; to clean and waterproof the building's exterior stone; to be funded by the Capital Improvement Fund designation and to increase the 2025-2026 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to reaffirm the Comsewogue Public Library's Capital Assets Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to reaffirm the Comsewogue Public Library's Fund Balance Policy and Classifications. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the resignations of Kelly Brigham (effective July 17, 2025), Ava Kalberer (effective July 29, 2025), Kayla Hardy (effective August 13, 2025), Joan Lauria (effective August 16, 2025) and Danielle Ray (effective August 5, 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.

MOTION by Trustee Spence, seconded by Trustee McCrary, to adjourn the meeting at 7:02 P.M. Approved unanimously.

Secretary, Board of Trustees



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

Director's Report

September 2025

Personnel

- Administrative staff met with a representative of New York Life Insurance Company to explore offering a self-funded policy to staff at no cost to the Library

Operations

- Planning continues with artist Paul Suominen regarding phased sculpture donations
- The Library's immediate neighbor was made aware of the interest in knowing if their house is going up for sale at any point
- The Library added a geocaching puzzle (located somewhere on the property), courtesy of the design and execution of the puzzle by a CPL staff member who proposed the concept.
- Suffolk Public libraries recently held a successful postcard campaign where users shared their thoughts on the importance of libraries and urged the restoration of IMLS funds.

Building & Grounds

- The Library experienced a short-term power outage on 8/29 due to a blown transformer in the area
- Waterproofing and exterior cleaning (routine maintenance) work to begin soon

Professional Activities

- 8/22 *Social Work Connections & Reflections: Integrating with Distressed Patrons*, online
- 8/28 Brookhaven Town Public Library Directors (PLDA Zone) Meeting
- 9/2 Held Mentor's "Sustainable Library Initiative Office Hour" to assist those going through the process, online
- 9/3 PALS Board Meeting (Countywide Library Automation System), online
- 9/9 SCLS Technology Advisory Committee Meeting (I am one of two Brookhaven Zone reps), online
- 9/11 *Ultimate AI Policy* (NYLINE webinar with Atty. Stephanie Cole) online (over 500 attendees!)
- 9/12 SCLS Directors Meeting, Floyd Memorial Library, Greenport

Community Activities

- 9/13 Tech Fair Town Hall (Brookhaven Town and 13 Brookhaven Public Libraries)
- 9/15 Legislative Breakfast with Senator Anthony Palumbo
- The Library is now a member of both the Port Jefferson Station-Terryville Chamber of Commerce and the Mount Sinai-Miller Place Chambers of Commerce.



Comsewogue Public Library
Statistical Report 2025/2026

E-2

August 2025

	Aug-25	Aug-24	% Change	Totals 2025/26	Totals 2024/25	Totals - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	73	95	-23.16%	9,457	9,683	-2.33%
2	Juvenile	25	50	-50.00%	3,195	3,290	-2.89%
3	Total	98	145	-32.41%	12,652	12,973	-2.47%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	62	43	44.19%	4,436	4,911	-9.67%
5	Port Jefferson Library	27	38	-28.95%	1,674	1,773	-5.58%
Miller Place Borrower Registration:*							
6	Comsewogue Library	41	42	-2.38%	4,402	4,885	-9.89%
7	Port Jefferson Library	10	22	-54.55%	1,909	2,115	-9.74%
8	Total CPL Members	201	230	-12.61%	21,490	22,769	-5.62%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
	Aug-25	Aug-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change	
9	Library Visits	13,073	12,804	2.10%	28,078	24,580	14.23%
10	Curbside Pick Up	24	21	14.29%	45	50	-10.00%
Transactions							
	Aug-25	Aug-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change	
11	Circulation of Physical Items:	25,806	26,541	-2.77%	50,731	54,707	-7.27%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	9,785	9,418	3.90%	19,373	18,270	6.04%
13	Hoopla	1,168	810	44.20%	2,189	1,713	27.79%
14	Kanopy	654	456	43.42%	1,275	851	49.82%
	Circulation Other:						
15	Museum Passes	149	157	-5.10%	278	314	-11.46%
16	Library of Things	210	221	-4.98%	435	427	1.87%
	Library of Things include devices, games, tools, etc. Reporting started 1/2022						
17	Public Computer Sessions	836	829	0.84%	1,674	1,567	6.83%
18	Public Wireless Sessions	1,517	1,694	-10.45%	3,146	3,235	-2.75%
	Interlibrary Loan:						
19	Items Loaned	930	1,038	-10.40%	1,893	2,083	-9.12%
20	Items Borrowed	1,505	1,565	-3.83%	2,984	3,270	-8.75%

August 2025 - J/YA Program Statistic Summary

	Aug '25	Aug ' 24		YTD '25	YTD '24	
Family:						
Total # of Sessions	15	18		74	84	
Total # of Attendees	860	1,040		2,579	4,398	
Birth-PreK:						
Total # of Sessions	18	23		186	264	
Total # of Attendees	445	560		4,913	6,648	
Grades K-5:						
Total # of Sessions	14	21		130	148	
Total # of Attendees	198	231		3,886	3,774	
Grades 6-12:						
Total # of Sessions	10	16		105	127	
Total # of Attendees	203	229		2,347	2,771	
TOTAL # of <u>ALL</u> Sessions	57	78		495	623	
TOTAL # of <u>ALL</u> Attendees	1,706	2,060		13,725	18,586	

Adult Programming: August 2025

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<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Mah-Jongg & More	1	n/a	11
First-Time Homebuyer Seminar	1	14	12
ONLINE Breathe Together	4	12	5,4,3,4
Sound Bowl Healing	1	20	15
Healthy Plant-Based Nutrition	2	15,22	14,13
Great Gatsby Book Club	1	9	7
Mac Numbers	1	6	5
Knit & Crochet	1	n/a	8
ONLINE Trivia (Email)	2	n/a,31	28,74
Senior Advocate	Appt	4	3
Calming Art Club	1	19	19
Defensive Driving	1	22	18
Crystal Suncatcher \$5	2	20,17	19,16
Rob Scott Farm-Fresh Summer	2	20,20	19,16
AARP Smart Driver Course	2	22	21,21
Diabetes Prevention Information Session	1	14	10
Tame Your Inner Critic	1	13	4
Write This Way	1	19	9
Pre-Licensing Course	1	11	4
Everyday Matinee	1	4	5
Community Blood Drive	1	n/a	32

Adult Programming: Summary

Game Night	1	23	10
Coffee & Coloring	1	19	2
One-on-One Appointments	unlimited	6	7
ONLINE Career Counseling	Appt	1	1
Social Work Appointments	unlimited	9	9
TOTALS	30	392	448

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
August 2025	30	392	448
YTD 2025	291	3552	4837
August 2024	30	380	410
YTD 2024	288	3916	4740

Public Library Trustee Ethics Statement

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.

- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Downloadable version:

<https://www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/Ethics%20Statement.pdf>

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET

As of June 30, 2025

G-1
(Revised financial)

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	<u>4,653,410.70</u>
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Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	38,547.23
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets	<u>40,257.23</u>
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Total Current Assets	<u>4,693,667.93</u>
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Fixed Assets

1200 · CAPITAL ASSET - LAND	230,613.00
1210 · CAPITAL ASSET - BLDG AND IMPROVEMENTS	8,564,135.00
1230 · CAPITAL ASSET - FURNITURE AND EQUIPMENT	1,102,496.00
1240 · CAPITAL ASSET - BOOKS AND MATERIALS	2,699,565.00
1300 · ACCUMULATE DEPRECIATION	
1310 · BUILDING AND IMPROVEMENTS	-4,925,821.00
1330 · FURNITURE AND EQUIPMENT	-890,637.00
1340 · BOOKS AND MATERIALS	-2,356,651.00

Total 1300 ACCUMULATE DEPRECIATION	<u>-8,173,109.00</u>
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Total Fixed Assets	<u>4,423,700.00</u>
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TOTAL ASSETS	<u>9,117,367.93</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2173 · Accrued Payroll	129,577.03
2178 · ACCOUNTS PAYABLE - YEAR END	80,925.90
2180 · FICA-Payable	9,528.01
2182 · NYS Withholding	-5.36
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 - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	248.04
2191 · Reserve for Encumbrances	38,926.81
2194 · Aflac - Hospital	107.16

Total Other Current Liabilities	<u>268,748.56</u>
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Total Current Liabilities	<u>268,748.56</u>
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Total Liabilities	<u>268,748.56</u>
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Equity

2200 · General Fund Balance	3,049,869.95
2201 · Capital Improvement Fund	933,161.71
2202 · Termination Payment Fund	417,809.50
2203 · Capital Asset Fund	4,423,700.00
Net Income	24,078.21

Total Equity	<u>8,848,619.37</u>
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TOTAL LIABILITIES & EQUITY	<u>9,117,367.93</u>
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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
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	9,446.28	15,973.89	19,500.00	-3,526.11
	4403 · Furniture & Equipment	5,848.33	19,003.89	40,099.00	-21,095.11
	4404 · Salaries-Professional	265,256.49	2,278,064.48	2,216,460.00	61,604.48
	4405 · Salaries-Clerical	92,618.11	820,904.27	798,424.00	22,480.27
	4406 · Salaries-Custodial	9,383.36	92,848.00	104,956.00	-12,108.00
	4407 · Salaries-Guard	3,947.72	32,157.42	31,291.00	866.42
	4410 · Library Books	11,737.87	87,934.57	95,500.00	-7,565.43
	4412 · Audio Video	1,398.99	11,536.91	14,800.00	-3,263.09
	4413 · Periodicals	84.00	12,619.65	14,500.00	-1,880.35
	4414 · Computer Software	3,704.88	14,872.84	15,000.00	-127.16
	4415 · Electronic Data Base	10,607.20	260,781.50	250,500.00	10,281.50
	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	8,718.62	61,471.32	64,500.00	-3,028.68
	4421B · Children/Teen	10,731.00	89,453.00	82,500.00	6,953.00
	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	933.41	24,758.25	24,000.00	758.25
	4428 · Conferences	149.76	19,692.83	21,200.00	-1,507.17
	4429 · Circulation	365.95	58,845.14	60,000.00	-1,154.86
	4430 · Office & Library Supplies	1,098.78	11,958.74	12,500.00	-541.26
	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	21.98	14,787.50	13,300.00	1,487.50
	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	32,793.60	135,351.46	108,000.00	27,351.46
	4438 · Membership Dues	0.00	3,765.00	4,500.00	-735.00
	4439 · Equipment/Blding Maint & Repair	16,020.22	195,825.13	202,650.00	-6,824.87
	4440 · Snow Removal	0.00	15,950.00	15,950.00	0.00
	4441 · Building Security	11,310.98	81,339.21	85,000.00	-3,660.79
	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	-8,822.05	59,367.46	66,261.00	-6,893.54
	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	27,599.71	239,674.13	240,000.00	-325.87
	4478 · Unemployment Insurance	90.36	3,485.61	650.00	2,835.61
	4479 · 9060.8 Health Insurance	89,799.42	933,059.11	992,483.00	-59,423.89
	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
Total Expense		631,253.83	6,415,491.12	6,735,052.00	-319,560.88

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

Revenue/Receipts	July	Aug	Sept	Oct	Nov	Dec
Real Property Taxes						72,505.66
PILLOT						
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)

July 2025 - 1st payroll accrued to FYE 24/25

* Remaining Aid/Boiler Project - 23/24

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	371,205.68	3,224,431.13
87,773.51	75,007.32	78,266.36	88,795.73	82,962.04	92,830.79	974,668.86
564,278.24	316,461.54	64,218.39	122,070.87	98,030.54	167,217.36	2,216,883.05
1,018,303.27	639,983.97	388,258.40	456,978.60	422,721.47	631,253.83	6,415,983.04
2,056,402.47	(305,157.59)	(321,346.38)	(412,751.80)	519,724.38	1,187,742.00	42,326.67
4,787.99	(18,988.79)	1,998.49	2,946.32	(20,199.09)	226,016.19	
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

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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of July 31, 2025

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	9,159.95
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,600,672.76
1110 · Savings-Capital Improvements	936,376.83
1114 · Savings-Termination Pay	419,248.99
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1145 · UNDEPOSITED FUND	0.00

Total Checking/Savings	<u>3,966,368.53</u>
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Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	30,775.23
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets	<u>32,485.23</u>
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Total Current Assets	<u>3,998,853.76</u>
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Fixed Assets

1200 · CAPITAL ASSET - LAND	230,613.00
1210 · CAPITAL ASSET - BLDG AND IMPROVEMENTS	8,564,135.00
1230 · CAPITAL ASSET - FURNITURE AND EQUIPMENT	1,102,496.00
1240 · CAPITAL ASSET - BOOKS AND MATERIALS	2,699,565.00
1300 · ACCUMULATE DEPRECIATION	
1310 · BUILDING AND IMPROVEMENTS	-4,925,821.00
1330 · FURNITURE AND EQUIPMENT	-890,637.00
1340 · BOOKS AND MATERIALS	-2,356,651.00

Total 1300 ACCUMULATE DEPRECIATION	<u>-8,173,109.00</u>
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Total Fixed Assets	<u>4,423,700.00</u>
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TOTAL ASSETS	<u>8,422,553.76</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2173 · Accrued Payroll	0.00
2178 · ACCOUNTS PAYABLE - YEAR END	0.00
2180 · FICA-Payable	0.00
2182 · NYS Withholding	-5.36
2185 · Employee Ins - enrollee contrib	4,812.29
2186 · Retirement	6,585.62
2187 · AFLAC - Cancer Care	407.16
2188 · AFLAC - Accident Ins	160.20
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	372.06
2191 · Reserve for Encumbrances	26,526.81
2194 · Aflac - Hospital	160.74

Total Other Current Liabilities	<u>39,019.52</u>
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Total Current Liabilities	<u>39,019.52</u>
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Total Liabilities	<u>39,019.52</u>
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Equity

2200 · General Fund Balance	3,087,367.76
2201 · Capital Improvement Fund	933,161.71
2202 · Termination Payment Fund	417,809.50
2203 · Capital Asset Fund	4,423,700.00
Net Income	-478,504.73

Total Equity	<u>8,383,534.24</u>
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TOTAL LIABILITIES & EQUITY	<u>8,422,553.76</u>
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COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending July 31, 2025

	<u>July 25</u>	<u>July 25 - July 25</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	150.11	150.11
3304 · Interest Earned	10,848.84	10,848.84
3305 · Unclassified rev.-Copies	985.41	985.41
3306 · Unclassified rev.-Books	866.87	866.87
3307 · Unclassified rev.-Other	14.90	14.90
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	0.00
3312 · Local Sponsor Aid	0.00	0.00
3313 · PILOT Revenue	0.00	0.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
Total Revenue	<u>12,866.13</u>	<u>12,866.13</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending July 31, 2025

		<u>ACTUAL</u>			
		July	July 2025 - July 2025	Budget	\$ Over Budget
Expense					
4401 · Computer Supplies	(36.00)	-36.00	15,000.00	-15,036.00	
4402 · Computer Equipment/Parts	0.00	0.00	28,000.00	-28,000.00	
4403 · Furniture & Equipment	0.00	0.00	40,500.00	-40,500.00	
4404 · Salaries-Professional	175,765.50	175,765.50	2,216,280.00	-2,040,514.50	
4405 · Salaries-Clerical	57,336.53	57,336.53	800,567.00	-743,230.47	
4406 · Salaries-Custodial	5,513.42	5,513.42	104,200.00	-98,686.58	
4407 · Salaries-Guard	1,880.60	1,880.60	31,924.00	-30,043.40	
4410 · Library Books	1,969.24	1,969.24	112,500.00	-110,530.76	
4412 · Audio Video	0.00	0.00	18,300.00	-18,300.00	
4413 · Periodicals	8,740.28	8,740.28	13,500.00	-4,759.72	
4414 · Computer Software	0.00	0.00	16,500.00	-16,500.00	
4415 · Electronic Data Base	6,750.00	6,750.00	250,000.00	-243,250.00	
4417 · OTHER THINGS LENDING	1,750.00	1,750.00	25,000.00	-23,250.00	
4420 · Library Programs	0.00	0.00	0.00	0.00	
4421 · Program Contractors	0.00	0.00	0.00	0.00	
4421A · Adult	(139.00)	-139.00	64,500.00	-64,639.00	
4421B · Children/Teen	1,410.00	1,410.00	82,500.00	-81,090.00	
4422 · Program Supplies	0.00	0.00	0.00	0.00	
4422A · Adult	277.57	277.57	10,300.00	-10,022.43	
4422B · Children/Teen	386.80	386.80	24,300.00	-23,913.20	
4428 · Conferences	40.00	40.00	14,500.00	-14,460.00	
4429 · Circulation	31,583.28	31,583.28	60,000.00	-28,416.72	
4430 · Office & Library Supplies	463.98	463.98	17,500.00	-17,036.02	
4431 · Telecommunications	904.23	904.23	11,600.00	-10,695.77	
4432 · Cartage	301.65	301.65	3,500.00	-3,198.35	
4433 · Postage	0.00	0.00	14,800.00	-14,800.00	
4434 · Publicity and Printing	8,280.00	8,280.00	61,500.00	-53,220.00	
4435 · Annual Election	0.00	0.00	4,450.00	-4,450.00	
4436 · SCLS Contract Fee	65,310.00	65,310.00	65,307.00	3.00	
4437 · Accounting and Legal	18,719.03	18,719.03	92,000.00	-73,280.97	
4438 · Membership Dues	365.00	365.00	3,300.00	-2,935.00	
4439 · Equipment/Blding Maint & Repair	5,846.88	5,846.88	195,600.00	-189,753.12	
4440 · Snow Removal	0.00	0.00	15,000.00	-15,000.00	
4441 · Building Security	0.00	0.00	85,600.00	-85,600.00	
4450 · Utilities	7,406.32	7,406.32	118,000.00	-110,593.68	
4451 · Custodial Supplies	0.00	0.00	16,200.00	-16,200.00	
4453 · Employees Assistance Program	0.00	0.00	3,200.00	-3,200.00	
4454 · Insurance - Library	0.00	0.00	70,500.00	-70,500.00	
4456 · Rental Expenses	1,484.00	1,484.00	20,500.00	-19,016.00	
4471 · Workers Compensation Insurance	0.00	0.00	24,175.00	-24,175.00	
4472 · Life Insurance	0.00	0.00	5,880.00	-5,880.00	
4473 · Dental Insurance	0.00	0.00	31,650.00	-31,650.00	
4474 · VISION INS	0.00	0.00	4,000.00	-4,000.00	
4476 · 9020.8 Retirement Expense	0.00	0.00	468,182.00	-468,182.00	
4477 · 9030.8 Social Security Expense	18,358.52	18,358.52	237,805.00	-219,446.48	
4478 · Unemployment Insurance	0.00	0.00	1,000.00	-1,000.00	
4479 · 9060.8 Health Insurance	70,703.03	70,703.03	986,639.00	-915,935.97	
4480 · Sunday Opening	0.00	0.00	0.00	0.00	
4485 · Capital Improvement Allocation	0.00	0.00	300,000.00	-300,000.00	
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	
Total Expense	491,370.86	491,370.86	6,786,259.00	-6,294,888.14	

Comsewogue Public Library - General Fund Cash Flow Statement 2025-2026

[illegible]

July 2025 - 1st payroll accrued to FYE 24/25

July 2025 & December 2025 - 3 Payrolls

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

9/16/2025

COMSEWOGUE PUBLIC LIBRARY

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WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/16/2025	28521	4 Corners Produce	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$90.00
				\$90.00
09/16/2025	28522	Amazon Capital Services	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$42.40
			4422B Library Programs:Program Supplies:Children/Teen	\$237.00
			4410 Library Books	\$80.33
			4403 Furniture & Equipment	\$244.38
			4430 Office & Library Supplies	\$47.00
			4417 OTHER THINGS LENDING	\$20.76
			4428 Conferences	\$67.98
				\$739.85
09/16/2025	28523	American Express	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$338.72
			4430 Office & Library Supplies	\$846.30
			4403 Furniture & Equipment	\$548.89
			4417 OTHER THINGS LENDING	\$5,010.31
				\$6,744.22
09/16/2025	28524	B&H Photo-Video	1102 Checking Account	
			4401 Computer Supplies	\$587.08
				\$587.08
09/16/2025	28525	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$191.47
			4410 Library Books	\$16.37
				\$207.84
09/16/2025	28526	Brodart Company	1102 Checking Account	
			4410 Library Books	\$955.83
			4410 Library Books	\$4,406.23
				\$5,362.06
09/16/2025	28527	Butler, Jane A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$195.00
				\$195.00
09/16/2025	28528	CCP Office Technology Solutions	1102 Checking Account	
			4456 Rental Expenses	\$893.57
				\$893.57
09/16/2025	28529	Demco	1102 Checking Account	
			4403 Furniture & Equipment	\$3,431.85

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$3,431.85
09/16/2025	28530	Discount School Supply	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$68.13
				\$68.13
09/16/2025	28531	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	\$1,385.00
				\$1,385.00
09/16/2025	28532	Hawrey, Laura	1102 Checking Account	
			4428 Conferences	\$34.80
				\$34.80
09/16/2025	28533	Holtz, Loretta	1102 Checking Account	
			4428 Conferences	\$23.66
				\$23.66
09/16/2025	28534	Holzhauser, Vanesa	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$600.00
				\$600.00
09/16/2025	28535	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,987.50
				\$1,987.50
09/16/2025	28536	Information Today, Inc.	1102 Checking Account	
			4410 Library Books	\$352.03
				\$352.03
09/16/2025	28537	Ingram Library Services	1102 Checking Account	
			4410 Library Books	\$66.64
				\$66.64
09/16/2025	28538	Inner Strength Coaching, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$250.00
				\$250.00
09/16/2025	28539	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$220.00
				\$220.00
09/16/2025	28540	Kelly-Edmunds, Anne	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$450.00
				\$450.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/16/2025	28541	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$550.00
			Contractors:Children/Teen	
				\$550.00
09/16/2025	28542	Koch Tree Services, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$245.00
				\$245.00
09/16/2025	28543	Kunze, Kim W.	1102 Checking Account	
			4421B Library Programs:Program	\$495.00
			Contractors:Children/Teen	
				\$495.00
09/16/2025	28544	Long Island Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$300.00
				\$300.00
09/16/2025	28545	LT Michael P. Murphy Navy SEAL Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$200.00
				\$200.00
09/16/2025	28546	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
09/16/2025	28547	Matthew Bender & Co. Inc.	1102 Checking Account	
			4410 Library Books	\$123.00
				\$123.00
09/16/2025	28548	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,800.00
				\$3,800.00
09/16/2025	28549	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$1,473.16
			4415 Electronic Data Base	\$2,454.62
				\$3,927.78
09/16/2025	28550	Mobile Beacon	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$132.00
				\$132.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/16/2025	28551	Museum of the City of New York	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$250.00
				\$250.00
09/16/2025	28552	Museum of the Moving Image	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$350.00
				\$350.00
09/16/2025	28553	New York Times	1102 Checking Account	
			4413 Periodicals	\$60.00
				\$60.00
09/16/2025	28554	New York Times	1102 Checking Account	
			4413 Periodicals	\$24.00
				\$24.00
09/16/2025	28555	NYLA	1102 Checking Account	
			4428 Conferences	\$640.00
				\$640.00
09/16/2025	28556	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	\$76,548.40
				\$76,548.40
09/16/2025	28557	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	\$378.40
				\$378.40
09/16/2025	28558	Ozkaya, Charyl	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$100.00
				\$100.00
09/16/2025	28559	P.J.S. Post Office - Bulk	1102 Checking Account	
			4433 Postage	\$3,364.82
				\$3,364.82
09/16/2025	28560	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	\$476.45
				\$476.45
09/16/2025	28561	PEAC Solutions	1102 Checking Account	
			4456 Rental Expenses	\$1,484.00
				\$1,484.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/16/2025	28562	Polzella, Michael	1102 Checking Account	
			4428 Conferences	\$26.04
				\$26.04
09/16/2025	28563	Quadient Leasing USA, Inc.	1102 Checking Account	
			4456 Rental Expenses	\$238.56
				\$238.56
09/16/2025	28564	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$65.00
				\$65.00
09/16/2025	28565	Redican, Grace	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$390.00
				\$390.00
09/16/2025	28566	Regal Exterminators of NY Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$450.00
				\$450.00
09/16/2025	28567	Scholastic Library Publishing	1102 Checking Account	
			4415 Electronic Data Base	\$882.00
				\$882.00
09/16/2025	28568	Scott, Robert G.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,680.00
				\$1,680.00
09/16/2025	28569	Seaman, Kevin A.	1102 Checking Account	
			4437 Accounting and Legal	\$570.00
				\$570.00
09/16/2025	28570	Searles Graphics, Inc.	1102 Checking Account	
			4434 Publicity and Printing	\$10,509.00
				\$10,509.00
09/16/2025	28571	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$5,582.75
				\$5,582.75
09/16/2025	28572	Shake 'N Make Music LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$300.00
				\$300.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/16/2025	28573	Sparling, Nicole Summers	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$350.00
				\$350.00
09/16/2025	28574	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
09/16/2025	28575	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$81.95
			4422B Library Programs:Program Supplies:Children/Teen	\$44.37
			4451 Custodial Supplies	\$48.09
				\$174.41
09/16/2025	28576	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$183.26
				\$183.26
09/16/2025	28577	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	\$25,830.80
			1153 PATRON ACCOUNTS-DISC TICKETS	\$21,200.00
			4429 Circulation	\$109.06
			4421B Library Programs:Program Contractors:Children/Teen	\$600.00
			4437 Accounting and Legal	\$365.00
				\$48,104.86
09/16/2025	28578	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$650.00
			4421B Library Programs:Program Contractors:Children/Teen	\$395.00
				\$1,045.00
09/16/2025	28579	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$125.22
				\$125.22
09/16/2025	28580	Turtle & Hughes Inc.	1102 Checking Account	
			4403 Furniture & Equipment	\$2,272.40
				\$2,272.40
09/16/2025	28581	ULINE	1102 Checking Account	
			4403 Furniture & Equipment	\$1,788.32
				\$1,788.32

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 09/25/01

September 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/16/2025	28582	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$116.50
				\$116.50
09/16/2025	28583	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	\$80.46
				\$80.46
09/16/2025	28584	Werfel, Benjamin	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				\$400.00
09/16/2025	28585	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$301.65
				\$301.65
09/16/2025	28586	Winzelberg, Nicole	1102 Checking Account	
			4421B Library Programs:Program	\$200.00
			Contractors:Children/Teen	
				\$200.00
TOTAL				\$193,013.51

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COMSEWOGUE PUBLIC LIBRARY

08/28/2025 Payroll
Check Register

WARRANT DETAIL REPORT

August 28, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
08/28/2025	28513	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,622.00
				\$5,622.00
08/28/2025	28514	PSEGLI	1102 Checking Account	
			4450 Utilities	\$9,406.28
				\$9,406.28
TOTAL				\$15,028.28

08/28/2025 ACH Debit Report

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

08/28/2025 Payroll Warrant

Check Register Total	\$15,028.28
ACH Debit Total	\$1,484.75
Accu Data Payroll (includes \$587.44 total)	\$128,370.64
TOTAL	\$144,883.67

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COMSEWOGUE PUBLIC LIBRARY

09/11/2025 Payroll
Check Register

WARRANT DETAIL REPORT

September 11, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
09/11/2025	28515	Aflac	1102 Checking Account	
			2188 AFLAC - Accident Ins	\$106.80
			2187 AFLAC - Cancer Care	\$271.44
			2190 AFLAC - Short Term Disability	\$248.04
			2194 Aflac - Hospital	\$107.16
				✓ \$733.44 ✓
09/11/2025	28516	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,622.00
				✓ \$5,622.00 ✓
09/11/2025	28517	National Grid	1102 Checking Account	
			4450 Utilities	\$250.26
				✓ \$250.26 ✓
09/11/2025	28518	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,706.47
			2186 Retirement	\$137.78
			2186 Retirement	\$604.00
				✓ \$4,448.25 ✓
09/11/2025	28519	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				✓ \$245.00 ✓
09/11/2025	28520	Optimum	1102 Checking Account	
			4431 Telecommunications	\$182.78
				✓ \$182.78 ✓
TOTAL				\$11,481.73

Warrant
SEP 10 2025

09/11/2025 ACH Debit Report

Deferred Compensation Plan	\$1,484.75	✓
TOTAL	\$1,484.75	

09/11/2025 Payroll Warrant

Check Register Total	\$11,481.73	✓
ACH Debit Total	\$1,484.75	✓
Accu Data Payroll (includes \$577.82 total)	\$117,518.34	✓
TOTAL	\$130,484.82	✓



Comsewogue Public Library

Protest/Demonstration Policy

The Comsewogue Public Library recognizes the public's constitutional right to freedom of speech. ~~The Library recognizes the public's right to protest on the public sidewalk fronting the Library adjacent to Terryville Road.~~ Everyone has a constitutional right to protest on the public sidewalk fronting the Library adjacent to Terryville Road and in other public spaces not controlled by the Library. Accordingly, protests, which may include picketing and distribution of literature, may take place on the public sidewalk. Protest activities may not take place on Library property or in any manner interfere with the public's use of the Library including the blocking of the driveway into Library property.

The Library administration will seek to establish and maintain communication with protest leaders, encouraging respect to the Library patrons and staff.

Library administration will consult with law enforcement authorities regarding procedure and the possible need for support when there is an indication that a large number of protestors may convene or that there is an indication that there may be the intent to disrupt Library operations.

~~Protest organizers will be requested to inform the Library 48 hours in advance of their plans~~ The library requests 48 hours' notice in advance of a large and/or organized and/or publicized protest in order that the Library can put in place necessary safety and security measures. Protestors will be requested to procure any necessary permits and to observe public assembly laws.

Failure to comply with this policy may result in expulsion from Library property, suspension of Library privileges and/or arrest and prosecution to the fullest extent of the law.

L-2

OCTOBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Yom Kippur	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Meeting	22	23	24	25
26	27	28	29	30	31	
		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

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