

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 18, 2025

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES
- D. CORRESPONDENCE
- E. DIRECTOR'S REPORT
 - 1. DIRECTOR'S REPORT
 - 2. PERSONNEL REPORT
 - 3. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 10/23/2025 & 11/06/2025
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. PROPOSED 2026 SCLS BUDGET
 - 2. OTHER
- L. NEW BUSINESS
 - 1. POLICY REVISION – CONTEST ELIGIBILITY & PROCEDURES 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
OCTOBER 21, 2025

Trustee Spence called the meeting to order at 6:04 p.m.

PRESENT: Trustee Olson
Trustee DeStefano
Trustee Spence
Trustee McCrary
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Assistant Director Andrea Malchiodi

GUEST: Library Auditor Jill Sanders, Cullen and Danowski, LLP

Trustee Spence conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2024/25 Presentation). Discussion followed. Approved unanimously.

Library Auditor Sanders left after her presentation and discussion with the Board.

Trustee McCrary left after the Library Auditor's presentation.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Annual Financial Statement and Audit as prepared and presented by Jill Sanders, CPA of Cullen & Danowski, LLP for fiscal year ending June 30, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to return to the regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the minutes of the regular meeting held on September 16, 2025. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

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

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending August 19, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 10/25/1, dated October 21, 2025, in the amount of \$302,415.36. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for September 25, 2025 (\$131,326.11) and October 9, 2025 (\$139,508.65). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee DeStefano, that pursuant to the March 18, 2025 Board Motion awarding the Window Replacement Project (Phase 1) - South Elevation to Arrow Steel Window Corp., the total cost is not to exceed \$195,340, **the project is to be funded by the Capital Improvement Fund designation and increase the 2025-2026 operating budget by the same amount.** Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, that pursuant to the August 19, 2025 Board Motion authorizing the cleaning and waterproofing of the building's exterior stone, the Board authorizes the \$23,725 increase to the 2025/2026 operating budget to budget line (4439) Equipment/Building Maintenance. The Board further authorizes the transfer of \$23,725 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

The Board reviewed the 2026 SCLS Draft Budget. The SCLS final proposed budget will be presented for Board action at the November meeting.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the resignations of Sara Blonder (effective September 27, 2025) and Kai Schiera (effective October 8, 2025) with thanks for service rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve the medical leave request pursuant to the Family Medical Leave Act (FMLA) of Mary O'Connor, effective October 4, 2025 to December 26, 2025. 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 Olson, to adjourn the meeting at 7:37 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

November 2025

Personnel

Trustee education and proofs of sexual harassment prevention training are due by 12/31/25.

Operations

CPL staff were instrumental in contributing to the 11/9/25 *Newsday LI Life* cover article titled *Sustainability "idea bank"*. Three photos showcasing CPL initiatives and featuring CPL patrons and staff were included in the spread.

An appraisal report for 6 onsite sculptures created by Paul Suominen was received. We anticipate and will confirm the 1/1/26 donation to the Library of *Gridlock Apple*.

The former *Movie Room* (which still houses Children's DVDs) will be renamed in the near future. Planning continues this week with a managers' meeting that will also include interested librarians. Winter and Spring maker and tech event planning will begin to take shape. The space has already proved useful for holding a few events for adult audiences.

Building & Grounds

All windows on the building's south side were replaced, with replacement of doors and interior trim work to follow. Library staff provided excellent cooperation and coordination throughout the process.

Parking lot light fixtures have been converted to LED lighting

Professional Activities

10/23 Brookhaven Directors Meeting, Center Moriches

11/5-8 New York Library Association Conference, Saratoga (A. Malchiodi, D. Minard)

11/15 PALS Board Meeting (online)

Community Activities

10/16 High School Life Skills class visits (to learn about the world of work) returned to the Library this Fall, with Teen Librarian Jenny Cammarano leading the program.

10/29 Project planning meeting with prospective Eagle Scout

11/12 PJST Chamber Meeting (DE, AM)

The Library hosted a community mission in November, organized by Assembly member Rebecca Kassay; I received great feedback from several of the participants, with hundreds of sandwiches being made using donated ingredients and distributed within the Assembly District.

The Library is collecting donations for a Port Jefferson Rotary Club Meals in a Bag Food Drive and hosting meal assembly events this month and next month.



Comsewogue Public Library

Personnel Report

November 18, 2025

New Appointments/Promotions:

Jennifer McGuigan, Library Clerk (FT) – Circulation, effective November 3, 2025. Salary \$2,161 biwk.
{previously 25 hours}

Lisa Randall, Librarian I (FT) – Children's Services, effective November 3, 2025. Salary \$2,512 biwk.
{previously 24 hours}

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2025/2026

E-3

October 2025

		Oct-25	Oct-24	% Change	Totals 2025/26	Totals 2024/25	Totals - % Change
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	57	85	-32.94%	9,406	9,883	-4.83%
2	Juvenile	56	113	-50.44%	3,172	3,374	-5.99%
3	Total	113	198	-42.93%	12,578	13,257	-5.12%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	28	29	-3.45%	4,464	4,975	-10.27%
5	Port Jefferson Library	23	12	91.67%	1,679	1,782	-5.78%
Miller Place Borrower Registration:*							
6	Comsewogue Library	18	29	-37.93%	4,440	4,919	-9.74%
7	Port Jefferson Library	22	23	-4.35%	1,943	2,151	-9.67%
8	Total CPL Members	159	256	-37.89%	21,482	23,151	-7.21%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
		Oct-25	Oct-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
9	Library Visits	10,711	10,518	1.83%	48,968	44,924	9.00%
10	Curbside Pick Up	18	35	-48.57%	81	113	-28.32%
Transactions							
		Oct-25	Oct-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
11	Circulation of Physical Items:	21,302	22,895	-6.96%	94,438	100,693	-6.21%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	9,346	8,834	5.80%	37,942	35,724	6.21%
13	Hoopla	1,052	889	18.34%	4,159	3,400	22.32%
14	Kanopy	592	361	63.99%	2,578	1,579	63.27%
	Circulation Other:						
15	Museum Passes	78	67	16.42%	430	462	-6.93%
16	Library of Things	153	186	-17.74%	742	776	-4.38%
	Library of Things include devices, games, tools, etc. Reporting started 1/2022						
17	Public Computer Sessions	677	739	-8.39%	3,065	3,060	0.16%
18	Public Wireless Sessions	1,721	1,621	6.17%	6,403	6,286	1.86%
	Interlibrary Loan:						
19	Items Loaned	965	979	-1.43%	3,767	4,008	-6.01%
20	Items Borrowed	1,270	1,646	-22.84%	5,460	6,292	-13.22%

Adult Programming: October 2025

E-4

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Learn Mah-Jongg	4	16	14,14,13,13
Medicaid ABD	1	n/a	3
Mah-Jongg & More	1	n/a	8
Defensive Driving	1	19	19
ONLINE Breathe Together	4	20	2,5,4,6
ONLINE New English Speakers (Zoom)	4	n/a	6,8,5,8
Pumpkin-Spiced Scones	2	24,24	23,19
Social Media Basics	1	9	5
Lindy & Salsa Dancing	3	15	15,9,10
Knit & Crochet	1	n/a	6
Still Life Drawing \$5	2	23,16	15,9
ONLINE Trivia (Email)	2	17,n/a	44,61
Senior Advocate	Appt	6	6
Volunteer Fair (15 organizations)	1	n/a	22
Everyday Matinee	1	12	9
Flu Shot Clinic	1	n/a	21
Write This Way	1	20	12
Great Giveback Event	1	n/a	23 adults
AARP Smart Driver Course	2	24	23,23
Digital Defense & Cybersecurity	1	14	10
3D Printing Basics	1	19	9

Adult Programming: Summary

Gothic Horror Book Club	1	10	6
HIICAP Counseling	Appt	5	6
Concert: Sitting Ducks Trio	1	144	104
Gentle Fitness	1	25	21
Calming Art Club	1	20	20
Game Night	1	18	8
Coffee & Coloring	1	13	7
What's In A Name? (local history)	1	21	12
One-on-One Appointments	unlimited	1	2
ONLINE Career Counseling	Appt	3	3
Social Work Appointments	unlimited	17	17
TOTALS	42	555	708

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
October 2025	42	555	708
YTD 2025	371	4443	6008
October 2024	39	431	672
YTD 2024	363	4719	5932

Oct 2025 - J/YA Program Statistic Summary						
	Oct '25	Oct ' 24		YTD '25	YTD '24	
Family:						
Total # of Sessions	7	8		89	101	
Total # of Attendees	114	155		2,912	4,687	
Birth-PreK:						
Total # of Sessions	27	29		231	315	
Total # of Attendees	825	679		6,446	7,806	
Grades K-5:						
Total # of Sessions	13	18		153	179	
Total # of Attendees	165	185		4,143	4,082	
Grades 6-12:						
Total # of Sessions	13	17		129	152	
Total # of Attendees	195	525		2,679	3,379	
TOTAL # of <u>ALL</u> Sessions	60	72		602	747	
TOTAL # of <u>ALL</u> Attendees	1,299	1,544		16,180	19,954	

Civil Service 101 for Public Library Trustees

Three of the four types of public libraries fall under New York State Civil Service Law:

- Municipal Public Libraries
 - School District Public Libraries
 - Special/Consolidated District Public Libraries
- *Association libraries do not fall under Civil Service Law***

What is Civil Service?

Civil Service governs the hiring, promotion and termination of employees. Under New York State Civil Service Law, “appointments and promotions... shall be made according to merit and fitness to be ascertained, as far as practicable, by examination which, as far as practicable, shall be competitive...”

What is the point of Civil Service?

- Test for merit and fitness in an objective way.
- Encourage promotion from within.
- Provide career ladders for employees.

Who administers Civil Service?

Civil Service is administered by “Commissions or Commissioners” that are geographically located throughout New York State. Each has authority over those practices of institutions within its service area. These are commonly county based though in cities there may be a Civil Service Commission specific to that city.

What is the Board’s responsibility as it relates to Civil Service?

As noted in the Trustee Handbook, Education Law §226(7) specifies that all personnel actions must be approved by the Board at a legal meeting. This does not suggest that the Board selects staff other than the director. It does mean that

the Board creates all positions, establishes salaries and formally appoints the staff upon the recommendation of the director. In other words, ***the Director selects, the Board appoints.*** This requires that a Board ensure all appointments are made legally in the eyes of Civil Service laws and procedures. When hiring a Library Director, a designated spokesperson from the board will be dealing directly with the local Civil Service Commission, but for all other positions, the Library Director or designated staff person will be the liaison.

Does Civil Service dictate the salaries a board may approve for staff?

No.

What are the “classes” of positions?

New York State Civil Service has established the following “classes”:

- **Unclassified Service:** This class of job positions encompasses largely elected and appointed positions, heads of government agencies, teachers, employees of the legislature and a few others.
- **Classified Service:** This class of job positions is broken down into 4 additional categories of job classes: competitive, non-competitive, exempt and labor.
 - **Competitive Positions:** These are positions that require examination. Holders of these titles have due process protection regarding disciplinary actions under Civil Service Law §75.
 - **Exempt Positions:** These are positions for which competitive or non-competitive examinations or other qualification requirements are not practical and in which the incumbent serves at the pleasure of his/her appointing authority. Library Treasurer and Clerk to the Board are two examples.

- Labor Positions: These are positions in which the incumbent is mainly engaged in manual labor. Cleaner, Van Driver and Page are examples.
- Non-Competitive Positions: These are positions that are not in the exempt class or the labor class and for which examination has been determined to not be practicable. Library titles include Story Teller and Library Aide.

Is there a residency requirement for candidates to be eligible?

Possibly. You will need to check with your local Civil Service Commission.

What is the “Rule of Three” or the “Rule of One of Three”?

The implementation of the rule of three is a common source of confusion for candidates, administrators, and anyone responsible for hiring under civil service rules.

In summary, an appointing authority may select from among those candidates whose score/rating in the examination is equal to or higher than the score/rating of the third highest ranking candidate on the list.

This seems simple but can be quite complicated in practice. The size of the candidate pool is dynamic and is likely to change based on the responses of the candidates based on a letter soliciting interest in the position (canvass letter).

Please contact your local Civil Service Commission for questions about the implementation of the Rule of Three.

What job protections are offered to employees under Civil Service Law in New York?

Section 75 of the Civil Service Law provides due process in removal and other disciplinary actions to every post-probationary permanent employee. Due process will include a hearing at which the employee must be proved guilty of misconduct

or incompetence. Library collective bargaining agreements may modify these procedures.

Do all Library Director positions fall under Civil Service?

Public Library Directors all fall under Civil Service regulations. But there are significant variations throughout the state. Library Directors are “classified” differently by each of the over 100 civil service jurisdictions in New York and so it is critical for each Library Board to reach out to their local Civil Service Commission and follow the appropriate procedures in place.

What if there is no eligible list?

If there is no eligible list to hire from, a library’s **first** step will be to contact the local Civil Service Commission to find out when the next exam will be offered to gauge the timeframe for your process.

- **If an appropriate examination will be offered within an acceptable time span** to meet your needs, advertise the exam opportunity along with your job opening to encourage candidates to become eligible.
- **If an exam will not be offered within an acceptable time span** you can provisionally appoint a qualified candidate of your choice with the understanding that once the exam is offered this person must take the exam and score high enough to be reachable to keep their job.

Please note: The exam for directors is not a traditional “exam” as you may envision it. It is generally a “training and experience” exam that asks questions about a candidate’s education and experience relevant to the job specifications.

A word about Library Director position classifications:

- Most Library Director positions are **Competitive** and require a training and experience examination administered by Civil Service and follow standard testing and hiring rules. Your board will need the assistance of the local Civil

Service Commission to identify eligible candidates and for advice along the way in case there are not enough eligible candidates on the Civil Service List.

- There are cases in New York State where Library Director positions have been classified as **Non-Competitive** or **Exempt** under Civil Service law and have different hiring procedures. Please work closely with the local Civil Service Commission in these cases.

For more information:

- *"A Library Worker's Guide to Civil Service in New York State,"* New York Library Association. <https://www.nyla.org/a-librarians-guide-to-civil-service-in-nys-2018/>
- *"Field Guide for Libraries Subject to Civil Service,"* New York Library Association. <https://www.nyla.org/civil-service-guide/>
- New York State Department of Civil Service.
<https://www.cs.ny.gov/commission/>

*Thanks to **Ron Kirsop**, Executive Director of the OWWL Library System and Chair of the New York Library Association's Civil Service Task Force; **Geoffrey Kirkpatrick**, Director of the Bethlehem Public Library; and **Tracey McShane**, Personnel Administrator for the Bethlehem Public Library for their assistance with this appendix.*

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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of September 30, 2025

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	9,284.95
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,713,329.07
1110 · Savings-Capital Improvements	942,722.82
1114 · Savings-Termination Pay	422,090.21
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 3,088,337.05

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	40,971.69
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 42,681.69

Total Current Assets 3,131,018.74

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 -8,173,109.00

Total Fixed Assets 4,423,700.00

TOTAL ASSETS 7,554,718.74

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	9,538.68
2186 · Retirement	4,366.49
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 53,560.06

Total Current Liabilities 53,560.06

Total Liabilities 53,560.06

Equity

2200 · General Fund Balance	3,073,948.16
2201 · Capital Improvement Fund	933,161.71
2202 · Termination Payment Fund	417,809.50
2203 · Capital Asset Fund	4,423,700.00
Net Income	-1,347,460.69

Total Equity 7,501,158.68

TOTAL LIABILITIES & EQUITY 7,554,718.74

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending September 30, 2025

	<u>September 2025</u>	<u>July 2025 - September 2025</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	60.06	323.13
3304 · Interest Earned	8,321.27	30,979.43
3305 · Unclassified rev.-Copies	785.00	2,328.44
3306 · Unclassified rev.-Books	118.62	1,181.29
3307 · Unclassified rev.-Other	14.60	-20.28
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	100.74
3312 · Local Sponsor Aid	0.00	6,703.20
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>9,299.55</u>	<u>41,595.95</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending September 30, 2025

		<u>ACTUAL</u>			
		September	July 2025 - September 2025	Budget	\$ Over Budget
Expense					
4401 · Computer Supplies		1,942.33	2,767.53	15,000.00	-12,232.47
4402 · Computer Equipment/Parts		0.00	2,498.00	28,000.00	-25,502.00
4403 · Furniture & Equipment		8,285.84	8,285.84	40,500.00	-32,214.16
4404 · Salaries-Professional		179,061.93	537,584.17	2,216,280.00	-1,678,695.83
4405 · Salaries-Clerical		58,499.77	176,959.67	800,567.00	-623,607.33
4406 · Salaries-Custodial		5,204.16	16,002.06	104,200.00	-88,197.94
4407 · Salaries-Guard		2,625.09	7,395.40	31,924.00	-24,528.60
4410 · Library Books		6,191.90	18,096.78	112,500.00	-94,403.22
4412 · Audio Video		1,598.38	3,014.72	18,300.00	-15,285.28
4413 · Periodicals		84.00	8,908.28	13,500.00	-4,591.72
4414 · Computer Software		0.00	5,433.05	16,500.00	-11,066.95
4415 · Electronic Data Base		29,167.42	46,324.08	250,000.00	-203,675.92
4417 · OTHER THINGS LENDING		6,263.07	10,134.60	25,000.00	-14,865.40
4420 · Library Programs		0.00	0.00	0.00	0.00
4421 · Program Contractors		0.00	0.00	0.00	0.00
4421A · Adult		(2,681.74)	2,160.42	64,500.00	-62,339.58
4421B · Children/Teen		2,890.00	11,400.00	82,500.00	-71,100.00
4422 · Program Supplies		0.00	0.00	0.00	0.00
4422A · Adult		386.24	2,048.91	10,300.00	-8,251.09
4422B · Children/Teen		710.09	2,338.34	24,300.00	-21,961.66
4428 · Conferences		832.48	1,260.68	14,500.00	-13,239.32
4429 · Circulation		145.56	33,659.40	60,000.00	-26,340.60
4430 · Office & Library Supplies		975.25	2,601.26	17,500.00	-14,898.74
4431 · Telecommunications		904.23	2,712.69	11,600.00	-8,887.31
4432 · Cartage		301.65	904.95	3,500.00	-2,595.05
4433 · Postage		3,364.82	4,434.82	14,800.00	-10,365.18
4434 · Publicity and Printing		10,509.00	18,997.22	61,500.00	-42,502.78
4435 · Annual Election		0.00	1,093.00	4,450.00	-3,357.00
4436 · SCLS Contract Fee		0.00	65,310.00	65,307.00	3.00
4437 · Accounting and Legal		2,171.10	24,049.17	92,000.00	-67,950.83
4438 · Membership Dues		0.00	465.00	3,300.00	-2,835.00
4439 · Equipment/Blding Maint & Repair		6,482.50	36,489.56	195,600.00	-159,110.44
4440 · Snow Removal		0.00	0.00	15,000.00	-15,000.00
4441 · Building Security		5,582.75	13,223.38	85,600.00	-72,376.62
4450 · Utilities		1,172.35	28,195.41	118,000.00	-89,804.59
4451 · Custodial Supplies		426.49	2,681.53	16,200.00	-13,518.47
4453 · Employees Assistance Program		0.00	3,175.50	3,200.00	-24.50
4454 · Insurance - Library		0.00	0.00	70,500.00	-70,500.00
4456 · Rental Expenses		2,616.13	5,584.13	20,500.00	-14,915.87
4471 · Workers Compensation Insurance		0.00	0.00	24,175.00	-24,175.00
4472 · Life Insurance		0.00	979.73	5,880.00	-4,900.27
4473 · Dental Insurance		0.00	4,771.76	31,650.00	-26,878.24
4474 · VISION INS		0.00	631.86	4,000.00	-3,368.14
4476 · 9020.8 Retirement Expense		0.00	0.00	468,182.00	-468,182.00
4477 · 9030.8 Social Security Expense		18,369.10	55,606.62	237,805.00	-182,198.38
4478 · Unemployment Insurance		0.00	0.00	1,000.00	-1,000.00
4479 · 9060.8 Health Insurance		76,548.40	220,877.12	986,639.00	-765,761.88
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		430,630.29	1,389,056.64	6,786,259.00	-5,397,202.36

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

Revenue/Receipts	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Real Property Taxes													
PILOT													
Library Service Contracts													
Grants													
State Aid													
Local Aid		6,703.20											
All Other	12,866.13	12,727.07	9,299.55										
Total Receipts	12,866.13	19,430.27	9,299.55										
Disbursement/Payments	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Payrolls	240,496.05	253,001.59	245,390.95										
Employee Benefits	70,703.03	80,009.04	76,548.40										
Debt Service													
All Other	180,171.78	135,064.46	108,690.94										
Total Disbursements	491,370.86	468,075.09	430,630.29										
Cash Balance Changes	(478,504.73)	(448,644.82)	(421,330.74)										
Total Adjustments	(208,537.44)	5,157.19	(13,213.11)										
Closing Cash Balance	3,966,368.53	3,522,880.90	3,088,337.05										
Beg. Cash Balance 7/1/25	4,653,410.70												
										Ending Cash Balance 06/30/2026			0.00

2025-2026 Library Budget	6,786,259.00
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July 2025 - 1st payroll accrued to FYE 24/25
July 2025 & December 2025 - 3 Payrolls
Medicare reimbursements paid quarterly (January/April/July/October)

11/18/2025

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
11/18/2025	28708	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$320.00
			Contractors:Children/Teen	
				\$320.00
11/18/2025	28709	Above All Pressure Cleaning	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$525.00
				\$525.00
11/18/2025	28710	Aleksak, Evelyn	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$390.00
				\$390.00
11/18/2025	28711	Amazon Capital Services	1102 Checking Account	
			4430 Office & Library Supplies	\$62.95
			4417 OTHER THINGS LENDING	\$148.09
			4422B Library Programs:Program Supplies:Children/Teen	\$795.34
			4410 Library Books	\$34.71
			4412 Audio Video	\$39.98
				\$1,081.07
11/18/2025	28712	American Express	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$73.24
			4422B Library Programs:Program Supplies:Children/Teen	\$269.96
			4430 Office & Library Supplies	\$42.84
			4414 Computer Software	\$239.00
			4439 Equipment/Blding Maint & Repair	\$34.99
				\$660.03
11/18/2025	28713	Arrayscape Gaming, Inc	1102 Checking Account	
			4421B Library Programs:Program	\$300.00
			Contractors:Children/Teen	
				\$300.00
11/18/2025	28714	B&H Photo-Video	1102 Checking Account	
			4402 Computer Equipment/Parts	\$82.10
			4401 Computer Supplies	\$351.00
				\$433.10
11/18/2025	28715	Baker & Taylor	1102 Checking Account	
			4410 Library Books	\$16.14
				\$16.14
11/18/2025	28716	Baking Coach, Inc.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,050.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$1,050.00
11/18/2025	28717	Brodart Company	1102 Checking Account	
			4410 Library Books	\$4,152.94
			4410 Library Books	\$984.25
				\$5,137.19
11/18/2025	28718	Brookhaven Locksmiths Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$61.25
				\$61.25
11/18/2025	28719	CCP Office Technology Solutions	1102 Checking Account	
			4456 Rental Expenses	\$901.98
				\$901.98
11/18/2025	28720	Children's Museum of Manhattan	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$400.00
				\$400.00
11/18/2025	28721	Citrano, Lindsay	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$250.00
				\$250.00
11/18/2025	28722	Cobalt Electric Corp.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$4,815.00
				\$4,815.00
11/18/2025	28723	Cold Spring Harbor Fire House Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$40.00
				\$40.00
11/18/2025	28724	Creatology Kidz, LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$250.00
				\$250.00
11/18/2025	28725	Cullen & Danowski, LLP	1102 Checking Account	
			4437 Accounting and Legal	\$12,400.00
				\$12,400.00
11/18/2025	28726	Dale, Jackie	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$800.00
				\$800.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
11/18/2025	28727	Discount School Supply	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$287.16
			4403 Furniture & Equipment	\$3,239.95
				\$3,527.11
11/18/2025	28728	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$519.58
				\$519.58
11/18/2025	28729	Fitness Figures NY Inc.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$240.00
				\$240.00
11/18/2025	28730	Fort, Brenda	1102 Checking Account	
			4479 9060.8 Health Insurance	\$370.00
				\$370.00
11/18/2025	28731	Frank, Almira	1102 Checking Account	
			4428 Conferences	\$9.66
				\$9.66
11/18/2025	28732	French, Michael	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$600.00
				\$600.00
11/18/2025	28733	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$212.29
			4422A Library Programs:Program Supplies:Adult	\$35.35
				\$247.64
11/18/2025	28734	Gen III Risk Partners	1102 Checking Account	
			4454 Insurance - Library	\$20.00
				\$20.00
11/18/2025	28735	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$142.08
				\$142.08
11/18/2025	28736	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	\$83.00
				\$83.00
11/18/2025	28737	Guardian	1102 Checking Account	
			4473 Dental Insurance	\$2,376.78
			4472 Life Insurance	\$538.18

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
			4474 VISION INS	\$344.36
			2185 Employee Ins - enrollee contrib	\$60.79
				\$3,320.11
11/18/2025	28738	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$310.00
				\$310.00
11/18/2025	28739	Holtz, Loretta	1102 Checking Account	
			4428 Conferences	\$16.66
				\$16.66
11/18/2025	28740	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,987.50
				\$1,987.50
11/18/2025	28741	Innovative Lawn Sprinklers	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$160.00
				\$160.00
11/18/2025	28742	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$220.00
				\$220.00
11/18/2025	28743	JL Fine Art Appraisal, LLC	1102 Checking Account	
			4437 Accounting and Legal	\$1,225.00
				\$1,225.00
11/18/2025	28744	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$575.00
				\$575.00
11/18/2025	28745	King, Adam	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$175.00
				\$175.00
11/18/2025	28746	Little Miss Workbench, Inc	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$500.00
				\$500.00
11/18/2025	28747	Long Island Music Therapy Services Inc	1102 Checking Account	
			4421B Library Programs:Program	\$150.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
			Contractors:Children/Teen	\$150.00
11/18/2025	28748	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
11/18/2025	28749	Malchiodi, Andrea	1102 Checking Account	
			4428 Conferences	\$990.21
				\$990.21
11/18/2025	28750	McBrearty, Emily	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				\$400.00
11/18/2025	28751	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,800.00
				\$3,800.00
11/18/2025	28752	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$996.14
			4415 Electronic Data Base	\$2,214.94
				\$3,211.08
11/18/2025	28753	Miller, Diane	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$195.00
				\$195.00
11/18/2025	28754	Minard, Danielle	1102 Checking Account	
			4428 Conferences	\$757.13
				\$757.13
11/18/2025	28755	My Gym Babylon	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$150.00
				\$150.00
11/18/2025	28756	Nassau County Library Association	1102 Checking Account	
			4410 Library Books	\$72.45
				\$72.45
11/18/2025	28757	Navaretta, Frances	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				\$400.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
11/18/2025	28758	New York Hall of Science	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$750.00
				\$750.00
11/18/2025	28759	New York Times	1102 Checking Account	
			4413 Periodicals	\$60.00
				\$60.00
11/18/2025	28760	New York Times	1102 Checking Account	
			4413 Periodicals	\$24.00
				\$24.00
11/18/2025	28761	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	\$74,486.83
			2185 Employee Ins - enrollee contrib	\$5,429.37
				\$79,916.20
11/18/2025	28762	NYSSMA	1102 Checking Account	
			4415 Electronic Data Base	\$20.00
				\$20.00
11/18/2025	28763	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	\$378.40
				\$378.40
11/18/2025	28764	Ozkaya, Charyl	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$100.00
				\$100.00
11/18/2025	28765	Paldy, Lester G.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$225.00
				\$225.00
11/18/2025	28766	Parker-Morales, Christine	1102 Checking Account	
			4428 Conferences	\$46.20
				\$46.20
11/18/2025	28767	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	\$476.45
				\$476.45
11/18/2025	28768	PEAC Solutions	1102 Checking Account	
			4456 Rental Expenses	\$1,484.00
				\$1,484.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
11/18/2025	28769	Playaway Products LLC	1102 Checking Account	
			4410 Library Books	\$70.74
				\$70.74
11/18/2025	28770	Port Jefferson Free Library	1102 Checking Account	
			4413 Periodicals	\$746.79
				\$746.79
11/18/2025	28771	Printed Solid Inc	1102 Checking Account	
			4402 Computer Equipment/Parts	\$649.00
				\$649.00
11/18/2025	28772	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$240.00
				\$240.00
11/18/2025	28773	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$195.00
				\$195.00
11/18/2025	28774	Rotorpro	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,695.00
				\$1,695.00
11/18/2025	28775	S & S Worldwide, Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$50.10
				\$50.10
11/18/2025	28776	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$4,890.00
				\$4,890.00
11/18/2025	28777	Sparling, Nicole Summers	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$350.00
				\$350.00
11/18/2025	28778	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
11/18/2025	28779	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$539.24
			4403 Furniture & Equipment	\$109.98

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
			4422A Library Programs:Program Supplies:Adult	\$28.78
				\$678.00
11/18/2025	28780	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$183.96
				\$183.96
11/18/2025	28781	Suffolk Cooperative Library System	1102 Checking Account	
			4428 Conferences	\$2,193.00
			4429 Circulation	\$102.41
				\$2,295.41
11/18/2025	28782	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$425.00
				\$425.00
11/18/2025	28783	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$145.32
				\$145.32
11/18/2025	28784	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$700.00
				\$700.00
11/18/2025	28785	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$233.00
				\$233.00
11/18/2025	28786	Vamos, Michelle	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$700.00
				\$700.00
11/18/2025	28787	Vicaliente LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$750.00
				\$750.00
11/18/2025	28788	WhenToWork, LLC	1102 Checking Account	
			4414 Computer Software	\$777.00
				\$777.00
11/18/2025	28789	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$301.65
				\$301.65

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/25/01

November 18, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
TOTAL				\$153,801.19

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COMSEWOGUE PUBLIC LIBRARY

10/23/2025 Payroll
Check Register

WARRANT DETAIL REPORT

October 23, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
10/23/2025	28700	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,622.00
				\$5,622.00
TOTAL				\$5,622.00

10/23/2025 ACH Debit Report

Deferred Compensation Plan	\$1,487.44
TOTAL	\$1,487.44

10/23/2025 Payroll Warrant

Check Register Total	\$5,622.00
ACH Debit Total	\$1,487.44
Accu Data Payroll (includes \$580.82 total)	\$124,845.46
TOTAL	\$131,954.90

Monday, October 20, 2025 02:12 PM GMT-04:00

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COMSEWOGUE PUBLIC LIBRARY

11/06/2025 Payroll

Check Register

WARRANT DETAIL REPORT

November 6, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
11/06/2025	28701	Aflac	1102 Checking Account	
			2187 AFLAC - Cancer Care	\$271.44
			2188 AFLAC - Accident Ins	\$106.80
			2190 AFLAC - Short Term Disability	\$248.04
			2194 Aflac - Hospital	\$107.16
				\$733.44
11/06/2025	28702	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,662.00
				\$5,662.00
11/06/2025	28703	National Grid	1102 Checking Account	
			4450 Utilities	\$960.53
				\$960.53
11/06/2025	28704	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,627.75
			2186 Retirement	\$137.78
			2186 Retirement	\$483.32
				\$4,248.85
11/06/2025	28705	Optimum	1102 Checking Account	
			4431 Telecommunications	\$183.20
				\$183.20
11/06/2025	28706	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				\$245.00
11/06/2025	28707	PSEGLI	1102 Checking Account	
			4450 Utilities	\$6,571.51
				\$6,571.51
TOTAL				\$18,604.53

11/06/2025 ACH Debit Report

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

11/06/2025 Payroll Warrant

Check Register Total	\$18,604.53
ACH Debit Total	\$1,484.75
Accu Data Payroll (includes \$573.01 Accudata Invoice)	\$118,668.80
TOTAL	\$138,758.08



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

November 4, 2025

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2026 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2026 Operating Budget** for your review and consideration.

At its meeting on November 4, 2025 the SCLS Board of Trustees approved the enclosed SCLS FY 2026 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2025.

Attached to this memo are the final proposed SCLS FY 2026 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed "draft" budget packet that was dated October 1, 2025.

There have been some changes made from the "draft" budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the "draft" budget being developed. The reasons behind each change are listed below.

Income

- 1) *Miscellaneous Grants* has been updated to include a NYS Construction Grant that SCLS expects to receive for phase one of our HVAC replacement project in 2026.
- 2) *Downloadable Media* has been updated to reflect the proposed increase of 6% that was recommended by the Committee of member directors working with us on that issue.
- 3) *Transfer from Unappropriated Fund Balance* has been updated to reflect the expected cost of SCLS share of phase one of our HVAC replacement project.

Expenditures

- 1) *Salaries* have been updated to reflect our expected expenditures in this area for 2026.
- 2) *Insurance Incentive* has been updated to reflect updated estimates.
- 3) *Homework Help* has been updated to reflect a newly negotiated contract for the service that lowered costs by almost 20%.
- 4) *Downloadable Media* has been updated to reflect the proposed increase of 6% in expenditures for the service that was recommended by the Committee of member directors working with us on that issue.
- 5) *Publicity and Printing, Travel, Programs, and Professional Development* have all been adjusted to reflect current costs estimates in these areas.
- 6) *Water and Equipment-Non-capital* have been adjusted to reflect new costs estimates.
- 7) *Contract Services* has increased in this estimate due to a newly negotiated contract for our daily delivery service to the member libraries.
- 8) Facility Renovations have been adjusted to reflect the expected total cost of phase one of our HVAC replacement project.

The bottom line, after these changes have been made, is that **the overall SCLS 2026 Budget is projected to increase by 13.62% (\$2,262,559.)** The operations side will increase by 11.33% (\$853,306) and the Direct Offset side will increase by 7.52% (\$674,253) and a fund balance transfer is planned in 2026 to pay SCLS share of phase one of our HVAC replacement project. Of the overall increase of \$2.3M almost \$2M of it is related to the HVAC replacement project, increases in coordinated orders, and the increase in downloads contributions.

Member Support, overall, will increase 2% (\$48,140) in 2026.

We are sometimes asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population and the library's expenditures for the prior year (2024.) If a library's disbursements (less capital expenditures and debt service – as defined in the New York State Annual Report) increased more than the County average then the contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2026.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2025. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2026 BUDGET INCOME

	2024	2025	2026	2025 to 2026	2025 to 2026
SOURCE	Budget	Approved	Proposed	\$ Change	% Change
N. Y. State	2,941,535	2,986,503	2,997,427	10,924	0.37%
Local Services Support Aid	337,368	342,800	344,080	1,280	0.37%
Outreach	239,863	268,425	269,434	1,009	0.38%
SCLS: CLA	159,535	187,575	188,271	696	0.37%
Misc. Grants	0	0	735,000	735,000	0.00%
Interest	65,000	100,000	180,000	80,000	80.00%
Rental	59,000	60,000	62,000	2,000	3.33%
Delivery Service	1,500	1,600		(1,600)	-100.00%
Mailing Overdues	15,000	12,000		(12,000)	-100.00%
Miscellaneous	15,000	25,000	46,000	21,000	84.00%
Contributions	100	100		(100)	-100.00%
Programs/Rooms	12,000	12,000		(12,000)	-100.00%
Library Contract Service	162,000	315,000	281,000	(34,000)	-10.79%
Member Library Support	2,375,132	2,410,860	2,459,000	48,140	2.00%
PALS Admin. Fee	752,949	772,423	765,380	(7,043)	-0.91%
Sustainable Libraries Initiative	30,000	40,000	60,000	20,000	50.00%
Sub-Total (Operational)	7,165,982	7,534,286	8,387,592	853,306	11.33%
<i>Central Library support</i>					
Shared Services	53,000	53,000	53,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	108,000	108,000	108,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	476,633	484,300	486,115	1,815	0.37%
Central Library Aid	379,235	380,825	382,246	1,421	0.37%
Suffolk E-Resources	793,141	816,935	816,935	0	0.00%
Coordinated Orders	1,300,000	1,000,000	1,300,000	300,000	30.00%
Downloadable Media	5,918,306	6,273,354	6,649,755	376,401	6.00%
SCLS: CBA	16,830	0	0	0	0.00%
Dedicated Library Aid (Jail/Lov	32,130	16,050	10,666	(5,384)	-33.55%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	8,916,275	8,971,464	9,645,717	674,253	7.52%
Transfer from Unappropriated					
Fund Balance	125,000	0	735,000	735,000	0.00%
Sub-Total (Non-Operational)	125,000	-	735,000	735,000	0.00%
TOTAL INCOME	16,315,257	16,613,750	18,876,309	2,262,559	13.62%

2026 Budget Expenditures

ACCOUNT TITLE	2024	2025	2026	2025 to 2026	2025 to 2026
	Budget	Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIAN	1,640,159	1,656,213	1,795,835	139,622	8.43%
STAFF - F/T	1,115,073	1,234,046	1,264,899	30,853	2.50%
SHIPPING & MAINTENANCE	140,036	264,098	274,756	10,658	4.04%
STAFF - P/T	266,714	192,879	231,652	38,773	20.10%
SUB-TOTAL (Salaries)	3,161,982	3,347,236	3,567,142	219,906	6.57%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	435,000	535,000	575,000	40,000	7.48%
SOCIAL SECURITY	237,000	251,000	262,000	11,000	4.38%
WORKER'S COMPENSATION	40,000	45,000	45,500	500	1.11%
UNEMPLOYMENT	1,000	500	500	0	0.00%
DISABILITY	5,500	5,500	5,500	0	0.00%
HEALTH INSURANCE	600,000	630,000	625,000	(5,000)	-0.79%
MEDICAL INS. RETIREES	550,000	550,000	575,000	25,000	4.55%
DENTAL	42,000	42,000	41,000	(1,000)	-2.38%
OPTICAL	6,000	5,000	5,000	0	0.00%
FLEX PLAN	500	500	1,000	500	100.00%
SICK & VAC. PAYOUTS	100,000	90,000	85,000	(5,000)	-5.56%
LONG TERM CARE INSURANCE	2,000	1,500	1,000	(500)	-33.33%
INSURANCE INCENTIVE	45,000	35,000	45,000	10,000	28.57%
EMPLOYEE ASSIST. PROGRAM	1,800	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	2,065,800	2,192,800	2,268,300	75,500	3.44%
<u>PROFESSIONAL FEES</u>	57,050	57,300	58,600	1,300	2.27%
SUB-TOTAL (Professional Fees)	57,050	57,300	58,600	1,300	2.27%
<u>LIBRARY MATERIALS</u>					
BOOKS	8,000	8,000	8,500	500	6.25%
DOWNLOADABLE MEDIA	105,000	105,000	125,000	20,000	19.05%
HOMEWORK HELP	306,000	332,000	267,500	(64,500)	-19.43%
SUB-TOTAL	419,000	445,000	401,000	(44,000)	-9.89%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	476,633	484,300	486,115	1,815	0.37%
CLA CBA CNTRL LIBRARY	379,235	380,825	382,246	1,421	0.37%
SUFFOLK E-RESOURCES	793,141	816,935	816,935	0	0.00%
COORDINATED ORDERS	1,300,000	1,000,000	1,300,000	300,000	30.00%
DOWNLOADABLE MEDIA	5,918,306	6,273,354	6,649,755	376,401	6.00%
CBA MATERIALS	16,830	0	0	0	0.00%
DEDICATED LIBRARY AID	32,130	16,000	10,666	(5,334)	-33.34%
MISC. GRANTS	0	0	0	0	0.00%
SUB-TOTAL	8,916,275	8,971,414	9,645,717	674,303	7.52%

2026 Budget Expenditures

ACCOUNT TITLE	2024	2025	2026	2025 to 2026	2025 to 2026
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	40,500	41,000	40,000	(1,000)	-2.44%
TELEPHONE VOICE	20,000	23,000	28,000	5,000	21.74%
ISP SERVICE	30,000	27,000	27,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	15,000	22,500	7,500	50.00%
POSTAGE OVERDUES	9,000	7,500	0	(7,500)	-100.00%
PUBLICITY & PRINTING	30,000	30,000	35,000	5,000	16.67%
TRAVEL	23,500	25,500	27,500	2,000	7.84%
LOST IN TRANSIT	8,000	7,000	7,000	0	0.00%
OVERDUE SUPPLIES	0	0	0	0	0.00%
MEMBERSHIP DUES	23,000	24,000	28,000	4,000	16.67%
MAINT. - OFFICE EQUIP.	15,000	14,400	14,000	(400)	-2.78%
COMPUTER SERVICES	263,000	284,100	312,500	28,400	10.00%
VEHICLE OPERATION	32,500	36,400	33,400	(3,000)	-8.24%
VEHICLE MAINTENANCE	20,000	15,000	12,000	(3,000)	-20.00%
SECURITY SERVICES	22,000	22,000	22,000	0	0.00%
TRUSTEE EXPENSE	2,000	3,500	3,500	0	0.00%
PROGRAMS	35,000	35,000	40,000	5,000	14.29%
PROF. DEVELOPMENT	52,500	49,500	52,000	2,500	5.05%
Misc	0	0	0	0	0.00%
SUB-TOTAL	641,100	660,000	704,500	44,500	6.74%
<i>BUILDING OPERATIONS</i>					
GAS	25,000	21,000	22,000	1,000	4.76%
ELECTRICITY	38,050	35,000	35,000	0	0.00%
WATER	1,200	2,000	2,000	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	452,800	462,000	518,500	56,500	12.23%
REPAIR - BLDG. & EQUIP.	50,000	50,000	50,000	0	0.00%
SUB-TOTAL	569,550	572,500	630,000	57,500	10.04%
<i>INSURANCE</i>	104,500	87,500	92,050	4,550	5.20%
<i>EQUIPMENT - NON CAPITAL</i>	5,000	5,000	5,000	0	0.00%
<i>EQUIPMENT - CAPITAL</i>	35,000	35,000	34,000	(1,000)	-2.86%
<i>EQUIPMENT - VEHICLES</i>	65,000	65,000	0	(65,000)	-100.00%
<i>FACILITY RENOVATIONS</i>	275,000	175,000	1,470,000	1,295,000	740.00%
SUB-TOTAL	484,500	367,500	1,601,050	1,233,550	335.66%
TOTAL EXPENDITURES	16,315,257	16,613,750	18,876,309	2,262,559	13.62%

Proposed 2026 MEMBER LIBRARY SUPPORT @ 2.00% (OVERALL INCREASE)

BASED ON ANNUAL REPORT FINANCIALS: 2024

	ACT 2025 ML SUPP	PROP 2026 ML SUPP	\$ Change PROP 2026 FROM 2025 ACT	% Change PROP 2026 FROM 2025 ACT
AMAGANSETT	11,450	11,680	230	2.01%
AMITYVILLE	35,850	36,372	522	1.46%
BABYLON	19,570	21,054	1,484	7.58%
BAYPORT-BLUE POINT	26,626	25,558	(1,068)	-4.01%
BAY SHORE-BRIGHTWATERS	44,932	45,666	734	1.63%
BRENTWOOD	114,091	116,568	2,477	2.17%
BROOKHAVEN	12,098	12,539	441	3.65%
CENTER MORICHES	42,494	43,116	622	1.46%
CENTRAL ISLIP	51,510	51,078	(432)	-0.84%
COLD SPRING HARBOR	19,242	19,287	45	0.23%
COMMACK	32,234	32,887	653	2.03%
COMSEWOQUE	65,310	66,159	849	1.30%
CONNETQUOT	62,790	63,434	644	1.03%
COPIAGUE	44,569	45,582	1,013	2.27%
CUTCHOGUE-NEW SUFFOLK	12,122	11,819	(303)	-2.50%
DEER PARK	35,668	35,955	287	0.80%
EAST HAMPTON	34,535	36,449	1,914	5.54%
EAST ISLIP	39,165	40,303	1,138	2.91%
ELWOOD	19,282	19,811	529	2.74%
EMMA S CLARK	69,252	69,722	470	0.68%
FLOYD MEMORIAL	11,450	11,680	230	2.01%
HALF HOLLOW HILLS	77,485	79,942	2,457	3.17%
HAMPTON BAYS	25,555	25,716	161	0.63%
HAMPTON	11,450	11,680	230	2.01%
HARBORFIELDS	37,822	37,106	(716)	-1.89%
HAUPPAUGE	23,785	23,490	(295)	-1.24%
HUNTINGTON	69,285	71,110	1,825	2.63%
ISLIP	34,104	33,209	(895)	-2.62%
JOHN JERMAIN	18,724	19,714	990	5.29%
LINDENHURST	53,542	55,759	2,217	4.14%
LONGWOOD	90,699	91,931	1,232	1.36%
MASTICS-MORICHES-SHIRLEY	78,333	82,504	4,171	5.32%
MATTITUCK	11,450	12,114	664	5.80%
MIDDLE COUNTRY	124,526	127,884	3,358	2.70%
MONTAUK	11,450	11,680	230	2.01%
NORTH BABYLON	38,665	39,429	764	1.98%
NORTH SHORE	43,611	42,129	(1,482)	-3.40%
NORTHPORT-EAST NORTHPORT	75,931	76,996	1,065	1.40%
PATCHOGUE-MEDFORD	86,454	89,803	3,349	3.87%
PORT JEFFERSON	34,549	34,896	347	1.00%
QUOGUE	11,450	11,680	230	2.01%
RIVERHEAD	52,655	53,279	624	1.19%
ROGERS MEMORIAL	37,664	37,832	168	0.45%
SACHEM	120,503	122,146	1,643	1.36%
SAYVILLE	31,552	32,286	734	2.33%
SHELTER ISLAND	11,450	11,680	230	2.01%
SMITHTOWN	163,702	166,315	2,613	1.60%
SOUTH COUNTRY	29,677	30,570	893	3.01%
SOUTH HUNTINGTON	60,939	62,908	1,969	3.23%
SOUTHOLD	11,450	11,680	230	2.01%
WEST BABYLON	39,864	40,620	756	1.90%
WEST ISLIP	41,256	41,859	603	1.46%
WESTHAMPTON	27,127	28,171	1,044	3.85%
WYANDANCH	19,911	24,163	4,252	21.36%
TOTALS:	2,410,860	2,459,000	48,140	2.00%



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

BALLOT

2026 SCLS Budget

The Board of Trustees of the _____ Library

☐ Approved

☐ Disapproved

The Proposed 2026 Budget of the Suffolk Cooperative Library System,
approved by the SCLS Board of Trustees on November 4, 2025.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than
Wednesday, December 31, 2025



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

November 4, 2025

To: Member Library Directors & Boards of Trustees
From: Kevin Verbese
Re: **Proposed Live-brary.com Downloads Costs for 2026**

Attached please find the breakdown of the proposed cost model for the Live-brary.com Downloads for 2026.

In 2025 the member libraries contributed \$6,273,354 for purchases of materials for the Downloads service. (Every dollar that the member libraries contribute towards the service is used to purchase materials to lend to patrons.) SCLS pays the service platform fee for the Overdrive service out of our regular operating budget.

The usage for the service in the last twelve months has increased by 7.52%.

October 1, 2023 – September 30, 2024 ---	3,795,916
October 1, 2024 – September 30, 2025 ---	4,081,417

Based on member library input we are proposing an overall increase in the member library contributions for the Live-brary.com Downloads in 2026 of 6% to bring the total contributions to \$6,649,755. SCLS will contribute \$125,000 and Patchogue-Medford \$12,000 for a total budget of \$6,786,755.

During the course of 2025 SCLS worked with a committee of member library director's representative of the five region zones to try to determine strategies to make this critical service more sustainable for libraries and library users throughout Suffolk County. After those discussions it was decided that modifications will be made to the service loan rules, purchasing policies, and advocacy on behalf of the service will be significantly increased. All of these steps are being planned in order to ensure that this fast growing and popular service remains viable and valuable to Suffolk's library users for years to come.

Please note that the Live-brary.com Download fee is calculated with a "base fee" that every library pays at the same rate regardless of size or service usage. The "base fee" of the member libraries is \$10,000 per participating library. The remaining charge is based on the amount of usage from each individual library's patrons. Libraries whose patrons borrow more - pay more, at a proportional rate.

We hope that all member libraries will continue to offer this service to their patrons in 2026 but if you decide for any reason that you would no longer like to offer the service please inform me of that fact -- in writing – by December 31, 2025. At that time these charges will be applied for 2026.

If you have any questions, comments, or concerns please do not hesitate to contact me.

Library	# of Downloads	%	# of Downloads	%	%	Library	2025	2025	Total	%	2026	2026	Total	%	% Inc.
	10/23-9/24	Of Total	10/24-9/25	Of Total	Change		Base	Usage	2025	Of Total	Base	Usage	2026	Of Total	COST
	Use		Use		23/24			Payment	Payment	2025		Payment	Payment	2026	2025/2026
	23/24		24/25		24/25					Cost				Cost	
Amagansett	14,131	0.37%	15,249	0.37%	7.91%	Amagansett	\$ 10,000	\$21,343	\$ 31,343	0.50%	\$ 10,000	\$22,827	\$ 32,827	0.49%	4.7%
Amityville	37,187	0.98%	38,678	0.95%	4.01%	Amityville	\$ 10,000	\$56,167	\$66,167	1.05%	\$ 10,000	\$57,900	\$ 67,900	1.02%	2.6%
Babylon	32,597	0.86%	35,154	0.86%	7.84%	Babylon	\$ 10,000	\$49,235	\$59,235	0.99%	\$ 10,000	\$52,624	\$ 62,624	0.94%	5.7%
Bay Shore	62,996	1.66%	70,415	1.73%	11.78%	Bay Shore	\$ 10,000	\$95,149	\$105,149	1.61%	\$ 10,000	\$105,409	\$ 115,409	1.74%	9.8%
Bayport	48,478	1.28%	52,063	1.28%	7.40%	Bayport	\$ 10,000	\$73,221	\$83,221	1.28%	\$ 10,000	\$77,937	\$ 87,937	1.32%	5.7%
Brentwood	37,737	0.99%	41,937	1.03%	11.13%	Brentwood	\$ 10,000	\$56,998	\$66,998	1.12%	\$ 10,000	\$62,778	\$ 72,778	1.09%	8.6%
Brookhaven	9,885	0.26%	10,462	0.26%	5.84%	Brookhaven	\$ 10,000	\$14,930	\$24,930	0.41%	\$ 10,000	\$15,661	\$ 25,661	0.39%	2.9%
Center Moriches	79,628	2.10%	85,766	2.10%	7.71%	Center Moriches	\$ 10,000	\$120,270	\$130,270	1.98%	\$ 10,000	\$128,389	\$ 138,389	2.08%	6.2%
Central Islip	26,022	0.69%	30,166	0.74%	15.92%	Central Islip	\$ 10,000	\$39,304	\$49,304	0.74%	\$ 10,000	\$45,158	\$ 55,158	0.83%	11.9%
Cold Spring Har	40,812	1.08%	40,513	0.99%	-0.73%	Cold Spring Har	\$ 10,000	\$61,642	\$71,642	1.18%	\$ 10,000	\$60,647	\$ 70,647	1.06%	-1.4%
Commack	51,136	1.35%	55,987	1.37%	9.49%	Commack	\$ 10,000	\$77,236	\$87,236	1.35%	\$ 10,000	\$83,811	\$ 93,811	1.41%	7.5%
Conneswogue	116,274	3.06%	122,607	3.00%	5.45%	Conneswogue	\$ 10,000	\$175,620	\$185,620	2.89%	\$ 10,000	\$183,539	\$ 193,539	2.91%	4.3%
Connetquot	99,295	2.62%	105,391	2.58%	6.14%	Connetquot	\$ 10,000	\$149,975	\$159,975	2.45%	\$ 10,000	\$157,767	\$ 167,767	2.52%	4.9%
Copliague	33,607	0.89%	36,448	0.89%	8.46%	Copliague	\$ 10,000	\$50,760	\$60,760	0.94%	\$ 10,000	\$54,563	\$ 64,563	0.97%	6.3%
Cutchogue	22,882	0.60%	24,801	0.59%	5.67%	Cutchogue	\$ 10,000	\$34,561	\$44,561	0.75%	\$ 10,000	\$36,197	\$ 46,197	0.69%	3.7%
Deer Park	33,516	0.88%	35,731	0.88%	6.61%	Deer Park	\$ 10,000	\$50,623	\$60,623	0.94%	\$ 10,000	\$53,488	\$ 63,488	0.95%	4.7%
East Hampton	85,476	2.25%	95,145	2.33%	11.31%	East Hampton	\$ 10,000	\$129,103	\$139,103	2.11%	\$ 10,000	\$142,429	\$ 152,429	2.29%	9.6%
East Islip	66,773	1.76%	71,824	1.76%	7.56%	East Islip	\$ 10,000	\$100,854	\$110,854	1.69%	\$ 10,000	\$107,518	\$ 117,518	1.77%	6.0%
Elwood	42,473	1.12%	47,128	1.15%	10.96%	Elwood	\$ 10,000	\$64,151	\$74,151	1.25%	\$ 10,000	\$70,549	\$ 80,549	1.21%	8.6%
Emma S Clark	199,054	5.24%	207,790	5.09%	4.39%	Emma S Clark	\$ 10,000	\$300,651	\$310,651	4.81%	\$ 10,000	\$311,055	\$ 321,055	4.83%	3.3%
Floyd Memorial	25,743	0.68%	29,871	0.73%	16.04%	Floyd Memorial	\$ 10,000	\$38,882	\$48,882	0.78%	\$ 10,000	\$44,716	\$ 54,716	0.82%	11.9%
Half Hollow Hills	142,830	3.76%	146,653	3.59%	2.68%	Half Hollow Hills	\$ 10,000	\$215,731	\$225,731	3.74%	\$ 10,000	\$219,535	\$ 229,535	3.45%	1.7%
Hampton	13,956	0.37%	15,760	0.39%	12.93%	Hampton	\$ 10,000	\$21,079	\$31,079	0.52%	\$ 10,000	\$23,592	\$ 33,592	0.51%	8.1%
Hampton Bays	46,959	1.24%	51,917	1.27%	10.56%	Hampton Bays	\$ 10,000	\$70,927	\$80,927	1.39%	\$ 10,000	\$77,718	\$ 87,718	1.32%	8.4%
Harborfields	83,963	2.21%	92,697	2.27%	10.40%	Harborfields	\$ 10,000	\$126,818	\$136,818	2.12%	\$ 10,000	\$138,765	\$ 148,765	2.24%	8.7%
Hauppauge	28,935	0.76%	31,651	0.78%	9.39%	Hauppauge	\$ 10,000	\$43,703	\$53,703	0.94%	\$ 10,000	\$47,381	\$ 57,381	0.86%	6.8%
Huntington	107,961	2.84%	115,652	2.83%	7.12%	Huntington	\$ 10,000	\$163,064	\$173,064	2.71%	\$ 10,000	\$173,127	\$ 183,127	2.75%	5.8%
Islip	50,040	1.32%	55,235	1.35%	10.38%	Islip	\$ 10,000	\$75,580	\$85,580	1.35%	\$ 10,000	\$82,685	\$ 92,685	1.39%	8.3%
John Jermain	40,966	1.08%	43,616	1.07%	6.47%	John Jermain	\$ 10,000	\$61,875	\$71,875	1.17%	\$ 10,000	\$65,292	\$ 75,292	1.13%	4.8%
Lindenhurst	77,659	2.05%	82,771	2.03%	6.58%	Lindenhurst	\$ 10,000	\$117,296	\$127,296	2.05%	\$ 10,000	\$123,906	\$ 133,906	2.01%	5.2%
Longwood	141,172	3.72%	153,762	3.77%	8.92%	Longwood	\$ 10,000	\$213,226	\$223,226	3.56%	\$ 10,000	\$230,177	\$ 240,177	3.61%	7.6%
Mastics	72,717	1.92%	80,815	1.98%	11.14%	Mastics	\$ 10,000	\$109,832	\$119,832	2.01%	\$ 10,000	\$120,978	\$ 130,978	1.97%	9.3%
Mattituck	29,587	0.78%	31,159	0.76%	5.31%	Mattituck	\$ 10,000	\$44,688	\$54,688	0.87%	\$ 10,000	\$46,644	\$ 56,644	0.85%	3.6%
Middle Country	115,307	3.04%	120,610	2.96%	4.60%	Middle Country	\$ 10,000	\$174,160	\$184,160	3.04%	\$ 10,000	\$180,549	\$ 190,549	2.87%	3.5%
Montauk	24,571	0.65%	29,608	0.73%	20.50%	Montauk	\$ 10,000	\$37,112	\$47,112	0.72%	\$ 10,000	\$44,322	\$ 54,322	0.82%	15.3%
North Babylon	53,310	1.40%	56,285	1.38%	5.58%	North Babylon	\$ 10,000	\$80,519	\$90,519	1.23%	\$ 10,000	\$84,257	\$ 94,257	1.42%	4.1%
North Shore	89,270	2.35%	98,709	2.42%	10.57%	North Shore	\$ 10,000	\$134,833	\$144,833	2.43%	\$ 10,000	\$147,764	\$ 157,764	2.37%	8.9%
Northport	138,375	3.65%	145,890	3.57%	5.43%	Northport	\$ 10,000	\$209,002	\$219,002	3.47%	\$ 10,000	\$218,393	\$ 228,393	3.43%	4.3%
Patchogue-Medford	99,907	2.63%	108,236	2.65%	8.34%	Patchogue-Medford	\$ 10,000	\$150,900	\$160,900	2.64%	\$ 10,000	\$162,026	\$ 172,026	2.59%	6.9%
Port Jefferson	57,285	1.51%	61,499	1.51%	7.36%	Port Jefferson	\$ 10,000	\$86,523	\$96,523	1.63%	\$ 10,000	\$92,062	\$ 102,062	1.53%	5.7%
Quogue	20,249	0.53%	23,359	0.57%	15.36%	Quogue	\$ 10,000	\$30,584	\$40,584	0.64%	\$ 10,000	\$34,968	\$ 44,968	0.68%	10.8%
Riverhead	89,552	2.36%	95,890	2.35%	7.08%	Riverhead	\$ 10,000	\$135,259	\$145,259	2.29%	\$ 10,000	\$143,544	\$ 153,544	2.31%	5.7%
Rogers Memorial	77,078	2.03%	79,931	1.96%	3.70%	Rogers Memorial	\$ 10,000	\$116,419	\$126,419	2.17%	\$ 10,000	\$119,654	\$ 129,654	1.95%	2.6%
Sachem	219,906	5.79%	239,043	5.86%	8.70%	Sachem	\$ 10,000	\$332,146	\$342,146	5.23%	\$ 10,000	\$357,840	\$ 367,840	5.53%	7.5%
Sayville	68,026	1.79%	74,207	1.82%	9.09%	Sayville	\$ 10,000	\$102,747	\$112,747	1.89%	\$ 10,000	\$111,086	\$ 121,086	1.82%	7.4%
Shelter Island	25,054	0.66%	25,551	0.63%	1.98%	Shelter Island	\$ 10,000	\$37,842	\$47,842	0.79%	\$ 10,000	\$38,249	\$ 48,249	0.73%	0.9%
Smithtown	339,210	8.94%	367,996	9.02%	8.49%	Smithtown	\$ 10,000	\$512,343	\$522,343	8.52%	\$ 10,000	\$550,879	\$ 560,879	8.43%	7.4%
South Country	45,923	1.21%	48,522	1.19%	5.66%	South Country	\$ 10,000	\$69,362	\$79,362	1.31%	\$ 10,000	\$72,636	\$ 82,636	1.24%	4.1%
South Huntington	105,110	2.77%	110,308	2.70%	4.95%	South Huntington	\$ 10,000	\$158,758	\$168,758	2.65%	\$ 10,000	\$165,128	\$ 175,128	2.63%	3.8%
Southold	33,693	0.89%	38,252	0.94%	13.53%	Southold	\$ 10,000	\$50,890	\$60,890	0.98%	\$ 10,000	\$57,262	\$ 67,262	1.01%	10.5%
West Babylon	48,782	1.29%	51,759	1.27%	6.10%	West Babylon	\$ 10,000	\$73,680	\$83,680	1.34%	\$ 10,000	\$77,482	\$ 87,482	1.32%	4.5%
West Islip	70,189	1.85%	74,676	1.83%	6.39%	West Islip	\$ 10,000	\$106,014	\$116,014	1.69%	\$ 10,000	\$111,788	\$ 121,788	1.83%	5.0%
Westhampton	69,860	1.84%	73,825	1.81%	5.68%	Westhampton	\$ 10,000	\$105,517	\$115,517	1.84%	\$ 10,000	\$110,514	\$ 120,514	1.81%	4.3%
Wyandanch	2,812	0.07%	3,067	0.08%	9.07%	Wyandanch	\$ 10,000	\$4,247	\$14,247	0.23%	\$ 10,000	\$4,591	\$ 14,591	0.22%	2.4%
Total	3,795,916	100%	4,081,417	100%	7.52%	Total	\$540,000	\$5,733,354	\$6,273,354	100%	\$ 540,000	\$ 6,109,755	\$ 6,649,755	100%	
							8.6%	91.4%	6.0%		8.1%	91.9%	6.0%		



Comsewogue Public Library

Contest Eligibility and Procedures Policy

Contest Eligibility

Library Contest Eligibility is as follows:

- Library members, library employees and library trustees with active CPL accounts are eligible to participate in and win library-sponsored contests (raffle, merit-based, etc.) provided they have fulfilled all participation requirements of said contests and/or competitions.
- Relatives residing in employees' and trustees' households are eligible to participate under the above-outlined terms.

Contest Procedures

Raffle contests will be conducted as follows:

- All raffle entries will be placed in a secure collection container protected from unauthorized access, damage or loss.
- ~~Collection containers will remain sealed for the duration of the contest~~
- Collection containers will be housed in a public area, visible to public
- ~~The collection container will be unsealed in public view and~~ The winning entry(ies) will be randomly drawn, in public view, from the container by the Library Director or Assistant Director or, in the Directors' absence, by a Department Head. The winning entry will immediately be publicly announced.

Judging of Competition:

- No contest judge shall have entered the competition or have a relative entered in the competition.

DECEMBER 2025

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2025 Calendars 2026 Calendars

JANUARY 2026

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FEBRUARY 2026

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