

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 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
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 11/20/2025 & 12/04/2025
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. 2025 RETIREMENT/VOLUNTARY SEPARATION INCENTIVE – FUND TRANSFER
 - 2. OTHER
- L. NEW BUSINESS
 - 1. DATE OF BUDGET VOTE & TRUSTEE ELECTION 2026/2027
 - 2. MINIMUM WAGE
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. 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
NOVEMBER 18, 2025

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

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

ABSENT WITH NOTIFICATION:

Trustee Rossini conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on October 21, 2025. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated November 18, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 11/25/1, dated November 18, 2025, in the amount of \$153,801.19. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the payroll and payroll warrants for October 23, 2025 (\$131,954.90) and November 6, 2025 (\$138,954.90). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the 2026 SCLS Budget. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt the revised Contest Eligibility & Procedures Policy. 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 to adjourn the meeting at 6:37 P.M. Approved unanimously.

Secretary, Board of Trustees



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 be housed in a public area, visible to public.
- The winning entry(ies) will be randomly drawn, in public view, by the Library Director or Assistant Director or, in the Directors' absence, by a Department Head. The winning entry will be publicly announced.

Judging of Competition:

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

*Board Approved - 7/17/18
Board Revised & Approved – 11/18/25*

Directors Report

December 2025

Personnel

Staff Training Day took place on 12/5.

Staff compliance training is scheduled to be 100% complete by 12/31.

Staff Longevity Recognition took place, celebrating employees' work anniversaries.

Three FT retirees were celebrated as their last day of work nears.

Operations

Trustee education and compliance training is on track for 100% completion by 12/31.

Window Replacement Project Update (South Wall) – The project is substantially complete, with a short punch list of repair items the company will fund, including door alarm wiring in one location and lawn restoration due to truck driving on the south side lawn.

Makerspace Initiative – Planning & Pilot Phase Update – Planning meeting was held on 11/19 with a large group of staff managers and leaders. We discussed “why” a makerspace, identified what we already do that’s under the “maker” umbrella and how we could put a public focus on it with this space, and that the space will be flexible, low-cost, multi-use, piloted with enthusiastic staff leading programs with the support of the technical support staff. The group discussed types of programs and experiments to start with, staff concerns and needs regarding the space, which training, supplies and equipment to prioritize. A follow-up meeting will be held in mid-January, with the spring newsletter to offer programs located in the space.

The art appraisal report was shared to Paul Suominen along with a donation letter to be signed and returned.

Planning continues regarding the proposed operating budget for 2026-2027, with some key data (tax cap, contract rate, etc.) used to finalize the proposal not yet available. The Finance Committee will meet in February. The budget vote date is tentatively set as April 14, 2026.

Building & Grounds

Additional native plants were received from LINPI (at no cost to CPL).

Professional Activities

11/20 Brookhaven Library Directors/PLDA Zone Meeting, Wading River (DE)

11/24 SCLS Telecommunication Contract Meeting (M. Polzella, L. Frosina, D. Engelhardt)

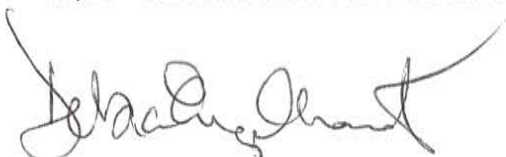
12/3 Sustainable Libraries Initiative – Mentor Office Hour (online) (DE)

12/8 Strategic Planning Webinar

Community Activities (Partial Listing)

11/19 Mather Community Coalition Meeting, Port Jefferson (AM, DE)

11/20 Mt. Sinai-Miller Place Chamber of Commerce Meeting (AM, DE)



Comsewogue Public Library
Statistical Report 2025/2026

E-2

November 2025

		Nov-25	Nov-24	% Change	Totals 2025/26	Totals 2024/25	Totals - % Change
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	42	57	-26.32%	9,371	9,938	-5.71%
2	Juvenile	45	15	200.00%	3,181	3,382	-5.94%
3	Total	87	72	20.83%	12,552	13,320	-5.77%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	28	34	-17.65%	4,488	5,008	-10.38%
5	Port Jefferson Library	12	10	20.00%	1,686	1,790	-5.81%
Miller Place Borrower Registration:*							
6	Comsewogue Library	5	22	-77.27%	4,461	4,941	-9.71%
7	Port Jefferson Library	11	8	37.50%	1,946	2,155	-9.70%
8	Total CPL Members	120	128	-6.25%	21,501	23,269	-7.60%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
		Nov-25	Nov-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
9	Library Visits	9,496	9,373	1.31%	58,464	54,297	7.67%
10	Curbside Pick Up	18	26	-30.77%	99	139	-28.78%
Transactions							
		Nov-25	Nov-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
11	Circulation of Physical Items:	20,725	21,723	-4.59%	115,163	122,416	-5.92%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	8,662	8,499	1.92%	46,604	44,223	5.38%
13	Hoopla	1,154	802	43.89%	5,313	4,202	26.44%
14	Kanopy	635	612	3.76%	3,213	2,191	46.65%
	Circulation Other:						
15	Museum Passes	53	36	47.22%	483	498	-3.01%
16	Library of Things	154	140	10.00%	896	916	-2.18%
	Library of Things include devices, games, tools, etc. Reporting started 1/2022						
17	Public Computer Sessions	550	588	-6.46%	3,615	3,648	-0.90%
18	Public Wireless Sessions	1,627	1,479	10.01%	8,030	7,765	3.41%
	Interlibrary Loan:						
19	Items Loaned	797	935	-14.76%	4,564	4,943	-7.67%
20	Items Borrowed	1,200	1,313	-8.61%	6,660	7,605	-12.43%

Adult Programming: November 2025

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Defensive Driving	1	18	16
Gentle Fitness	2	25	16,16
ONLINE Breathe Together	3	21	3,6,5
ONLINE New English Speakers (Zoom)	3	n/a	4,6,4
ONLINE Trivia (Email)	2	12,n/a	30,54
Everyday Matinee	1	14	11
Cloud Storage Basics	1	18	16
AARP Smart Driver Course	2	24	24,24
Medicaid ABD	1	n/a	2
Nuclear Tensions & Shadow Wars	1	16	15
Mah-Jongg & More	1	n/a	7
Calming Art Club	1	20	16
Momma Drama Book Club	1	10	4
Advance Directives in the ER	1	12	11
Healthy Living	1	14	12
Knit & Crochet	1	n/a	8
Concert: Emy McB	1	131	95
Jane Austen Tea Towel \$10	2	14,10	13,9
Tasty Indian Cuisine	2	28,27	18,12
Bus Trip: NYBG Holiday Train Show	1	50	46
Write This Way	1	20	11

Adult Programming: Summary

HIICAP Counseling	Appt	4	6
Community Conversation Circle	1	13	5
One-on-One Appointments	unlimited	0	0
ONLINE Career Counseling	Appt	5	5
Social Work Appointments	unlimited	17	17
TOTALS	31	523	547

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
November 2025	31	523	547
YTD 2025	402	4966	6555
November 2024	31	461	548
YTD 2024	394	5180	6480

November 2025 - J/YA Program Statistic Summary						
	Nov '25	Nov ' 24		YTD '25	YTD '24	
Family:						
Total # of Sessions	7	10		96	111	
Total # of Attendees	213	293		3,125	4,980	
Birth-PreK:						
Total # of Sessions	22	26		253	341	
Total # of Attendees	581	510		7,027	8,316	
Grades K-5:						
Total # of Sessions	12	21		165	200	
Total # of Attendees	197	359		4,340	4,441	
Grades 6-12:						
Total # of Sessions	9	13		138	165	
Total # of Attendees	149	130		2,828	3,509	
TOTAL # of <u>ALL</u> Sessions	50	70		652	817	
TOTAL # of <u>ALL</u> Attendees	1,140	1,292		17,320	21,246	

PILOT Payments: A Primer for Public Libraries

Introduction

New York State law, similar to most other states, provides a variety of mechanisms for taxing jurisdictions such as counties, towns, and school districts to receive payments for government services from otherwise tax-exempt entities. These payments in lieu of taxes - commonly referred to as "PILOTS" - are often the result of individual negotiations between the lead taxing jurisdiction and the tax-exempt organization. Such arrangements may vary greatly in detail from one situation and region to the next. Quite often public libraries have been overlooked in such negotiations or, in some cases, do not receive funds meant to be passed through to them by another taxing jurisdiction.

Types of PILOT arrangements

One of the most common types of PILOT programs is between the federal government and local governments to lessen the impact of the cost of services provided to a federal institution. Ironically, state institutions, such as SUNY, often make little or no payments to local jurisdictions, though they may require significant services such as fire protection and educational services for the families living in on-campus graduate housing.

Several special types of facilities are also exempt from real estate taxes, including airports, nuclear generating facilities and other public service facilities governed by governmentally established authorities. However, the owner or public authority holding title to these facilities is required to make PILOTS to local jurisdictions based on the taxable value of the property prior to the granting of the tax exemption. Likewise, businesses located on these properties, particularly within an airport, are also liable for such payments. Although these properties are no longer considered on the tax rolls, such PILOTS can make up a substantial revenue stream for the local taxing jurisdictions.

Industrial Development Agencies

PILOT payments negotiated through Industrial Development Agencies (IDAs) in New York are particularly troublesome for libraries. The practice of enticing new businesses or encouraging the expansion of existing corporate or industrial facilities to a locality through tax incentives is widespread throughout the country. Authorization for PILOT agreements by NYS IDAs is found in NYS General Municipal Law Section 874.

There are a variety of tax abatement strategies used by local governments to reduce the tax impact of the construction or expansion of corporate or industrial facilities. The theory behind this strategy is that the jobs created by this business' expansion will more than offset the loss of additional real estate taxes in the short term. A common methodology is the establishment of tax-exempt Industrial Development Agencies (IDAs) by local governments. These IDAs are permitted to sell tax-exempt municipal bonds on behalf of commercial enterprises within the area they serve.

In effect, the IDA then becomes the mortgage holder for the improved property and, as a governmental authority, is exempt from real property taxes on the improvements. This law allows a local IDA to finance eligible projects and determine a schedule of payments "in lieu" of the exempted taxes to the various taxing jurisdictions affected by the exemption. The business is required to pay a percentage of the true tax burden with a set increase each year until the tax levy is met and the bonds are repaid. The increased value of the property in question is not reflected on the tax rolls during this period. Typically, such exemptions may last for ten years, with the tax exemption decreasing each year while the PILOT payments "make up" the loss in tax revenue to the various districts. At that point, the property becomes fully assessed and taxable and PILOT payments cease. Public library districts with a tax levy in place when the exemption is first granted would generally be eligible for such payments.

The additional payments made during this period of tax abatement to public entities are considered PILOTs and are paid outside the normal tax revenue

stream to the eligible institutions. The receipt of PILOT payments is calculated within the library's annual tax cap formula.

Although many public libraries in New York State derive their primary funding from local real estate taxes, many of them are not aware of, nor fully share, in the benefit of PILOT payments. This appears to be especially true in the case of economic development initiatives provided to corporations by IDAs. This, in spite of the fact that such PILOTs may, indeed, have been collected on the library's behalf. Even though library taxes are normally considered in the calculation of PILOT payments, the payment procedure varies by each IDA. Some IDAs send the appropriate payments directly to the affected libraries. Many, however, send the "library" payments to the local school district or municipality and leave it to the taxing jurisdiction to pass along the payment. Historically this has resulted in significant inconsistency regarding the receipt of PILOT payments by public and association libraries throughout the state.

Issues by Library Type

School and Special District/Consolidated Public Libraries are clearly eligible by law for their appropriate PILOT payments within their taxing jurisdiction. They are advised to become aware of any and all such agreements in their service area.

Association Libraries are treated differently by region. They are not "taxing jurisdictions" as specified in law, yet commonly the "library tax" as assessed by the school district or municipality is used to determine the amount of the PILOT payment. The recognition of this fact varies throughout the state.

Municipal Libraries are generally treated as a department within the Village, Town, or County and, with some exceptions, do not receive PILOT payments.

Conclusion

All public libraries should investigate the economic development tax incentive programs at work in their region. If library officials were not included in the process for tax abatements regarding these initiatives, they would be well advised to determine their legal standing and seek to become an active participant. Every effort should also be made to track any PILOT agreements in the region to determine the library's rights to such funding and to insist that library services are an essential public service worthy of consideration in the negotiation of PILOT agreements.

If you believe your Library may be eligible for PILOT payments in your service area:

- Research state and local laws regarding tax exemption incentives for industrial and commercial development.
- Determine the existence of any state or federal institution within the library's service boundaries and request information from the appropriate taxing jurisdiction regarding PILOT payment agreements.
- Contact county, town, and other regional municipalities for information on economic development programs.
- Request information from regional municipalities on economic development tax exemption programs in your Library's jurisdiction. It may be necessary to file Freedom of Information (FOIL) requests to obtain this information. Be certain to request historical information on such programs. IDAs are now required to provide current project information on their website.
- If it is determined that other taxing authorities (schools, villages, towns, etc.) in the library's jurisdiction are receiving PILOT payments, request a copy of the contract agreement to determine if the library's tax

appropriation has been considered in the PILOT payment calculations.

- If it is determined that the library should have been eligible for past PILOT payments contact knowledgeable legal counsel and attempt to negotiate a reasonable settlement for all parties.
- Make every effort to ensure the library is included in all future PILOT agreements.

Excerpts from: *"PILOT Payments: a potential revenue source for public libraries."* Jerry Nichols. *Bottom Line: Managing Library Finances; Volume 18, Number 4, 2005.*
<https://www.nyla.org/images/nyla/files/JLAMSspring07wg.pdf>

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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of October 31, 2025

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	9,912.02
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,169,255.29
1110 · Savings-Capital Improvements	922,040.01
1114 · Savings-Termination Pay	423,454.48
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 2,525,571.80

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	40,101.69
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 41,811.69

Total Current Assets 2,567,383.49

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 6,991,083.49

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	9,478.42
2186 · Retirement	4,248.85
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 53,382.16

Total Current Liabilities 53,382.16

Total Liabilities 53,382.16

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	-1,910,918.04

Total Equity 6,937,701.33

TOTAL LIABILITIES & EQUITY 6,991,083.49

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending October 31, 2025

	<u>October 2025</u>	<u>July 2025 - October 2025</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	261.78	584.91
3304 · Interest Earned	7,151.61	38,131.04
3305 · Unclassified rev.-Copies	666.11	2,994.55
3306 · Unclassified rev.-Books	654.67	1,835.96
3307 · Unclassified rev.-Other	10.70	-9.58
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>8,744.87</u>	<u>50,340.82</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending October 31, 2025

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	October	July 2025 - October 2025		
4401 · Computer Supplies	876.37	3,643.90	15,000.00	-11,356.10
4402 · Computer Equipment/Parts	130.00	2,628.00	28,000.00	-25,372.00
4403 · Furniture & Equipment	1,555.05	9,840.89	40,500.00	-30,659.11
4404 · Salaries-Professional	179,341.56	716,925.73	2,216,280.00	-1,499,354.27
4405 · Salaries-Clerical	58,351.97	235,311.64	800,567.00	-565,255.36
4406 · Salaries-Custodial	7,157.09	23,159.15	104,200.00	-81,040.85
4407 · Salaries-Guard	2,593.33	9,988.73	31,924.00	-21,935.27
4410 · Library Books	7,426.47	25,523.25	112,500.00	-86,976.75
4412 · Audio Video	1,044.25	4,058.97	18,300.00	-14,241.03
4413 · Periodicals	84.00	8,992.28	13,500.00	-4,507.72
4414 · Computer Software	1,242.69	6,675.74	16,500.00	-9,824.26
4415 · Electronic Data Base	3,748.36	50,072.44	250,000.00	-199,927.56
4417 · OTHER THINGS LENDING	2,895.25	13,029.85	25,000.00	-11,970.15
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	12,338.61	14,499.03	64,500.00	-50,000.97
4421B · Children/Teen	8,781.90	20,181.90	82,500.00	-62,318.10
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	327.96	2,376.87	10,300.00	-7,923.13
4422B · Children/Teen	516.29	2,854.63	24,300.00	-21,445.37
4428 · Conferences	126.97	1,387.65	14,500.00	-13,112.35
4429 · Circulation	7,854.83	41,514.23	60,000.00	-18,485.77
4430 · Office & Library Supplies	1,560.84	4,162.10	17,500.00	-13,337.90
4431 · Telecommunications	904.65	3,617.34	11,600.00	-7,982.66
4432 · Cartage	301.65	1,206.60	3,500.00	-2,293.40
4433 · Postage	0.00	4,434.82	14,800.00	-10,365.18
4434 · Publicity and Printing	0.00	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	9,455.57	33,504.74	92,000.00	-58,495.26
4438 · Membership Dues	865.00	1,330.00	3,300.00	-1,970.00
4439 · Equipment/Blding Maint & Repair	37,787.98	74,277.54	195,600.00	-121,322.46
4440 · Snow Removal	0.00	0.00	15,000.00	-15,000.00
4441 · Building Security	8,842.75	22,066.13	85,600.00	-63,533.87
4450 · Utilities	8,054.91	36,250.32	118,000.00	-81,749.68
4451 · Custodial Supplies	952.11	3,633.64	16,200.00	-12,566.36
4453 · Employees Assistance Program	0.00	3,175.50	3,200.00	-24.50
4454 · Insurance - Library	71,712.24	71,712.24	70,500.00	1,212.24
4456 · Rental Expenses	1,484.00	7,068.13	20,500.00	-13,431.87
4471 · Workers Compensation Insurance	20,532.00	20,532.00	24,175.00	-3,643.00
4472 · Life Insurance	996.16	1,975.89	5,880.00	-3,904.11
4473 · Dental Insurance	4,891.12	9,662.88	31,650.00	-21,987.12
4474 · VISION INS	631.86	1,263.72	4,000.00	-2,736.28
4476 · 9020.8 Retirement Expense	0.00	0.00	468,182.00	-468,182.00
4477 · 9030.8 Social Security Expense	18,414.98	74,021.60	237,805.00	-163,783.40
4478 · Unemployment Insurance	180.72	180.72	1,000.00	-819.28
4479 · 9060.8 Health Insurance	88,240.73	309,117.85	986,639.00	-677,521.15
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	572,202.22	1,961,258.86	6,786,259.00	-4,825,000.14

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	8,744.87									
Total Receipts	12,866.13	19,430.27	9,299.55	8,744.87									
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	247,443.95									
Employee Benefits	70,703.03	80,009.04	76,548.40	94,759.87									
Debt Service													
All Other	180,171.78	135,064.46	108,690.94	229,998.40									
Total Disbursements	491,370.86	468,075.09	430,630.29	572,202.22									
Cash Balance Changes	(478,504.73)	(448,644.82)	(421,330.74)	(563,457.35)									
Total Adjustments	(208,537.44)	5,157.19	(13,213.11)	692.10									
Closing Cash Balance	3,966,368.53	3,522,880.90	3,088,337.05	2,525,571.80									
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
--------------------------	--------------

July 2025 - 1st payroll accrued to FYE 24/25
 July 2025 & December 2025 - 3 Payrolls
 Medicare reimbursements paid quarterly (January/April/July/October)

12/16/2025

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/16/2025	28799	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$160.00
				\$160.00
12/16/2025	28800	Ace Hardware	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$8.99
				\$8.99
12/16/2025	28801	Amazon Capital Services	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$139.15
			4422A Library Programs:Program Supplies:Adult	\$147.89
				\$287.04
12/16/2025	28802	American Express	1102 Checking Account	
			4414 Computer Software	\$192.00
			4417 OTHER THINGS LENDING	\$98.95
			4428 Conferences	\$50.00
			4430 Office & Library Supplies	\$26.55
			4422B Library Programs:Program Supplies:Children/Teen	\$816.01
			4451 Custodial Supplies	\$104.88
				\$1,288.39
12/16/2025	28803	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$525.00
				\$525.00
12/16/2025	28804	Boshnack, Judy	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$850.00
				\$850.00
12/16/2025	28805	Brodart Company	1102 Checking Account	
			4410 Library Books	\$1,958.25
				\$1,958.25
12/16/2025	28806	Carucci-Krumm, Donna	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$270.00
				\$270.00
12/16/2025	28807	Children's Museum of the East End	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$400.00
				\$400.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/16/2025	28808	Create Programs	1102 Checking Account	
			4421B Library Programs:Program	\$365.00
			Contractors:Children/Teen	
				\$365.00
12/16/2025	28809	Creatology Kidz, LLC	1102 Checking Account	
			4421B Library Programs:Program	\$250.00
			Contractors:Children/Teen	
				\$250.00
12/16/2025	28810	Demco	1102 Checking Account	
			4430 Office & Library Supplies	\$1,230.96
			4422B Library Programs:Program Supplies:Children/Teen	\$46.34
				\$1,277.30
12/16/2025	28811	DiPrima, Nicole E.	1102 Checking Account	
			4421B Library Programs:Program	\$200.00
			Contractors:Children/Teen	
				\$200.00
12/16/2025	28812	Discount School Supply	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$31.26
				\$31.26
12/16/2025	28813	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$746.44
				\$746.44
12/16/2025	28814	Eisenstein, Mary	1102 Checking Account	
			4428 Conferences	\$250.00
				\$250.00
12/16/2025	28815	EnvisionWare, Inc	1102 Checking Account	
			4414 Computer Software	\$603.75
				\$603.75
12/16/2025	28816	Frosina, Len	1102 Checking Account	
			4428 Conferences	\$18.20
				\$18.20
12/16/2025	28817	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$389.90
				\$389.90
12/16/2025	28818	GranPrints	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
			4430 Office & Library Supplies	\$1,017.00
				\$1,017.00
12/16/2025	28819	Guerin, Susan	1102 Checking Account	
			4428 Conferences	\$36.40
				\$36.40
12/16/2025	28820	Hawrey, Laura	1102 Checking Account	
			4428 Conferences	\$23.37
				\$23.37
12/16/2025	28821	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$310.00
				\$310.00
12/16/2025	28822	Hinden, Sanford E.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
12/16/2025	28823	Holocaust Mem & Tolerance Ctr-Nassau Cty	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$250.00
				\$250.00
12/16/2025	28824	Home Health and Spirit Corporation	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$830.00
				\$830.00
12/16/2025	28825	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$5,737.50
				\$5,737.50
12/16/2025	28826	HRDirect	1102 Checking Account	
			4430 Office & Library Supplies	\$107.95
				\$107.95
12/16/2025	28827	Ingram Library Services	1102 Checking Account	
			4410 Library Books	\$30.25
				\$30.25
12/16/2025	28828	Kelly-Edmunds, Anne	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$450.00
				\$450.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/16/2025	28829	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$575.00
			Contractors:Children/Teen	
				\$575.00
12/16/2025	28830	Lil Athletes Sports Inc	1102 Checking Account	
			4421B Library Programs:Program	\$256.00
			Contractors:Children/Teen	
				\$256.00
12/16/2025	28831	Long Island Library Resources Council Inc	1102 Checking Account	
			4428 Conferences	\$50.00
				\$50.00
12/16/2025	28832	Lotito, Amanda	1102 Checking Account	
			4428 Conferences	\$4.20
				\$4.20
12/16/2025	28833	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
12/16/2025	28834	Makin, Geeta	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,050.00
				\$1,050.00
12/16/2025	28835	Malchiodi, Andrea	1102 Checking Account	
			4428 Conferences	\$232.00
				\$232.00
12/16/2025	28836	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,800.00
				\$3,800.00
12/16/2025	28837	Midwest Tape	1102 Checking Account	
			4415 Electronic Data Base	\$2,457.67
				\$2,457.67
12/16/2025	28838	Mobile Beacon	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$66.00
				\$66.00
12/16/2025	28839	Nabco Entrances, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$370.00
				\$370.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/16/2025	28840	New York Times	1102 Checking Account	
			4413 Periodicals	\$24.00
				\$24.00
12/16/2025	28841	New York Times	1102 Checking Account	
			4413 Periodicals	\$60.00
				\$60.00
12/16/2025	28842	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	\$79,734.39
			2185 Employee Ins - enrollee contrib	\$5,906.15
				\$85,640.54
12/16/2025	28843	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	\$567.60
				\$567.60
12/16/2025	28844	P.J.S. Post Office - Bulk	1102 Checking Account	
			4433 Postage	\$3,362.63
				\$3,362.63
12/16/2025	28845	Parker-Morales, Christine	1102 Checking Account	
			4428 Conferences	\$36.40
				\$36.40
12/16/2025	28846	Patterson, Paige	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$995.00
				\$995.00
12/16/2025	28847	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	\$512.71
				\$512.71
12/16/2025	28848	PEAC Solutions	1102 Checking Account	
			4456 Rental Expenses	\$1,484.00
				\$1,484.00
12/16/2025	28849	Polzella, Michael	1102 Checking Account	
			4428 Conferences	\$36.40
				\$36.40
12/16/2025	28850	Quest Master Guild Inc	1102 Checking Account	
			4421B Library Programs:Program	\$585.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
			Contractors:Children/Teen	\$585.00
12/16/2025	28851	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$180.00
				\$180.00
12/16/2025	28852	Quirk-Senyk, Jennifer	1102 Checking Account	
			4428 Conferences	\$80.10
				\$80.10
12/16/2025	28853	Qwick Craft, LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$800.00
				\$800.00
12/16/2025	28854	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$325.00
				\$325.00
12/16/2025	28855	Roeder, Kathy	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$130.00
				\$130.00
12/16/2025	28856	Royal Princess Prep Party Company	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$650.00
				\$650.00
12/16/2025	28857	Scott, Robert G.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$840.00
			4421B Library Programs:Program Contractors:Children/Teen	\$1,080.00
				\$1,920.00
12/16/2025	28858	Searles Graphics, Inc.	1102 Checking Account	
			4434 Publicity and Printing	\$10,509.00
				\$10,509.00
12/16/2025	28859	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$4,360.25
				\$4,360.25
12/16/2025	28860	SoFo	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$85.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$85.00
12/16/2025	28861	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$37.50
				\$37.50
12/16/2025	28862	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$112.81
			4422A Library Programs:Program Supplies:Adult	\$242.11
			4422B Library Programs:Program Supplies:Children/Teen	\$46.25
			4451 Custodial Supplies	\$151.67
				\$552.84
12/16/2025	28863	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$277.62
				\$277.62
12/16/2025	28864	Suffolk Cooperative Library System	1102 Checking Account	
			4429 Circulation	\$61.18
				\$61.18
12/16/2025	28865	Suffolk County Historical Society	1102 Checking Account	
			4438 Membership Dues	\$50.00
				\$50.00
12/16/2025	28866	Suffolk County Library Association	1102 Checking Account	
			4428 Conferences	\$60.00
				\$60.00
12/16/2025	28867	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,075.00
				\$1,075.00
12/16/2025	28868	Thermal Solutions, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$7,150.00
				\$7,150.00
12/16/2025	28869	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$115.23
				\$115.23
12/16/2025	28870	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$350.00
				\$350.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 12/25/01

December 16, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/16/2025	28871	ULINE	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$71.25
			4422B Library Programs:Program Supplies:Children/Teen	\$71.25
				\$142.50
12/16/2025	28872	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$174.75
				\$174.75
12/16/2025	28873	Vamos, Michelle	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$350.00
				\$350.00
12/16/2025	28874	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	\$33.59
				\$33.59
12/16/2025	28875	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$301.65
				\$301.65
TOTAL				\$150,928.35

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COMSEWOGUE PUBLIC LIBRARY

11/20/2025 Payroll
Check Register

WARRANT DETAIL REPORT

November 20, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
11/20/2025	28790	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,662.00
				\$5,662.00
TOTAL				\$5,662.00

11/20/2025 ACH Debit Report

Deferred Compensation Plan	\$1,584.75
TOTAL	\$1,584.75

11/20/2025 Payroll Warrant

Check Register Total	\$5,662.00
ACH Debit Total	\$1,584.75
Accu Data Payroll (includes \$573.01 Accudata Invoice)	\$122,249.98
TOTAL	\$129,496.73

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COMSEWOGUE PUBLIC LIBRARY

12/04/2025 Payroll
Check Register

WARRANT DETAIL REPORT

December 4, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/04/2025	28791	Aflac	1102 Checking Account	
			2187 AFLAC - Cancer Care	\$206.64
			2188 AFLAC - Accident Ins	\$106.80
			2190 AFLAC - Short Term Disability	\$248.04
			2194 Aflac - Hospital	\$38.76
				\$600.24
12/04/2025	28792	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,662.00
				\$5,662.00
12/04/2025	28793	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,689.15
				\$3,689.15
12/04/2025	28794	National Grid	1102 Checking Account	
			4450 Utilities	\$2,211.44
				\$2,211.44
12/04/2025	28795	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$3,687.00
			2186 Retirement	\$77.83
			2186 Retirement	\$304.00
				\$4,068.83
12/04/2025	28796	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				\$245.00
12/04/2025	28797	Optimum	1102 Checking Account	
			4431 Telecommunications	\$183.20
				\$183.20
12/04/2025	28798	PSEGLI	1102 Checking Account	
			4450 Utilities	\$4,447.01
				\$4,447.01
TOTAL				\$21,106.87

12/04/2025 ACH Debit Report

Deferred Compensation Plan	\$1,587.44
TOTAL	\$1,587.44

12/04/2025 Payroll Warrant

Check Register Total	\$21,106.87
ACH Debit Total	\$1,587.44
Accu Data Payroll (includes \$598.01 Accudata Invoice)	\$130,377.68
TOTAL	\$153,071.99

Comsewogue Public Library
2022 Retirement/Voluntary Separation Incentive
Fund Transfer & 2025/26 Budget Increase

From :

To:

	<u>Amount</u>		<u>Amount</u>
TERM PM account	\$105,000.00	General Operating account	
		(4404) Salaries: Professional	\$75,000.00
		(4405) Salaries: Clerical	\$30,000.00

Total transfer out

\$105,000.00

Total transfers in

\$105,000.00

Comsewogue Public Library

2025-2026 Retirement / Voluntary Separation Incentive

Acceptance - Cost

*responses to incentive offer were due by July 31, 2025

FT Incentive:

Department	Position	Retirement Date	FT Hire Date	Years FT at Retirement	Incentive Amount	Unused Sick Pay *	TOTAL
Childrens' Services	Librarian II	December 31, 2025	November 18, 1991	33* years 1 months * Includes unpaid LOA/PT	\$45,000.00		\$45,000.00
		{last work day = Dec 30}			\$45,000.00	\$0.00	\$45,000.00
Circulation	Senior Library Clerk	December 31, 2025	September 20, 2004	21 years 3 months	\$30,000.00		\$30,000.00
		{last work day = Dec 30}			\$30,000.00	\$0.00	\$30,000.00
Technical Support	Network & Systems Admin	December 31, 2025	September 1, 1999	26 years 3 months	\$30,000.00		\$30,000.00
		{last work day = Dec 30}			\$30,000.00	\$0.00	\$30,000.00

* January 2026

TOTAL estimated cost: \$105,000.00

TERM PM Account Balance \$424,747.52
as of 11/30/2025

to be transferred to general fund \$105,000.00
adjusted TERM fund balance \$319,747.52

12/16/2025

FT:	Flat amount based on years of service
Years of service	15-29 30,000
	30 + 45,000
PT:	
15 years + of service	50% of the average of the last 3 years (calendar years)
at CPL	salary (per W2s: 2022, 2023, 2024)



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

June 8, 2023

To: Member Library Boards of Trustees
From: SCLS Board of Trustees

Re: Common Vote Date 2024-2028

For many years the Suffolk Cooperative Library System has been working with the Public Library Directors' Association of Suffolk County on establishing a common voting day for public libraries in Suffolk County.

The dates, times and locations of library budget votes are set according to the laws of New York State and reflect the diversity of library governance and differing fiscal years. We believe that library budget votes and trustee elections should always be scheduled to give local taxpayers the greatest opportunity to participate in the election process.

The SCLS Board of Trustees is recommending that the public libraries of Suffolk County continue to work towards an annual voting day. The SCLS Board of Trustees is recommending that libraries with a July 1 – June 30 fiscal year choose to hold their annual votes on a common Tuesday in April. A schedule of qualified upcoming voting dates is at the bottom of this letter.

For those libraries with a January 1 – December 31 fiscal year we recognize that this objective would be very difficult to accomplish at this time. We have asked our director, Kevin Verbesey, to continue to work to assist and support those libraries with identifying voting dates that best meet their local community needs.

We make these recommendations with the understanding that in some cases local voters are better served by voting on another day or date. We feel strongly that the most important consideration when choosing a voting date should always be the positive opportunity for voter participation in each individual community.

Please do not hesitate to contact Mr. Verbesey at anytime if you have any questions or concerns about this issue. We look forward to continuing to work with you to serve your community.

Qualified Voting Dates

2024 Tuesday, April 2

2025 Tuesday, April 8

2026 Tuesday, April 14

2027 Tuesday, April 6

2028 Tuesday, April, 4

WE ARE YOUR DOL



Department
of Labor

NEW YORK STATE'S MINIMUM WAGE

Next Scheduled Increase Effective January 1, 2024



The Minimum Wage....

- will continue to increase in stages, as shown here:

	01/01/2024	01/01/2025	01/01/2026
NYC (All) and Nassau, Suffolk, Westchester Counties	\$16.00	\$16.50	\$17.00
Remainder of New York State	\$15.00	\$15.50	\$16.00

JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																														
				1 New Year's Day	2	3																																																																														
4	5	6	7	8	9	10																																																																														
11	12	13	14	15	16	17																																																																														
18	19 ML King Day	20 Meeting	21	22	23	24																																																																														
25	26	27	28	29	30	31																																																																														
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FEBRUARY 2026

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