

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 20, 2026  
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 – 12/18/2025, 12/31/2025 & 1/15/2026
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. 2025 RETIREMENT/VOLUNTARY SEPARATION INCENTIVE – FUND TRANSFER
  - 2. OTHER
- L. NEW BUSINESS
  - 1. PROPOSED POLICY: ACCESS TO LOCAL HISTORY AND ARCHIVAL COLLECTIONS POLICY
  - 2. PERSONNEL CHANGES
  - 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.*

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
DECEMBER 16, 2025

President Rossini called the meeting to order at 6:00 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 McCrary, to approve the minutes of the regular meeting held on November 18, 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 December 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 October 31, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 12/25/1, dated December 16, 2025, in the amount of \$150,928.35. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to accept the payroll and payroll warrants for November 20, 2025 (\$129,496.73) and December 4, 2025 (\$153,071.99). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to authorize the transfer of \$105,000 from the Termination Payment (Term PM) Designation to the general operating fund to fund the 2025 Comsewogue Public Library Retirement/Voluntary Separation Incentive which includes employer contributions to the 403(b) accounts of three (3) eligible FT retirees, and to increase the 2025-26 appropriate salary budget lines by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to set the Library Budget Vote and Trustee Election, April 14, 2026, from 9:30am to 8:30pm. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the change of the 2025-2026 hourly rate for Pages, effective December 28, 2025 (pay date January 15, 2026) as follows:

Up to 10 years of completed services - \$17.00/hr.

Over 10 years of completed services - \$18.70/hr.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 6:32 P.M. Approved unanimously.

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Secretary, Board of Trustees

## Director's Report January 2026

### Personnel

No report.

### Operations

- Paperwork was completed and filed toward collecting 90% of the \$85K construction grant the library will receive corresponding to the window replacement project - south side. (The remaining 10% would follow.)
- Planning for the proposed '26-'27 budget continues.
- Planning continues toward developing *The Space* (off the lobby) for maker activities. Several programs are slated to be held in this space, with full details to be included in the Spring Newsletter.
- Suffolk County public libraries reached a milestone in e-book and audiobook checkouts in mid-December, with the 4 millionth download having been reported by SCLS. The service began 18 years ago. The number of digital checkouts has grown year-over-year. Each day, there are over 11,000 digital checkouts.
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### Building & Grounds

The bulk of the cost for the window replacement project on the south side will be paid this month.

### Professional Activities

Trustees are welcome to attend the 1-day trip to Albany on February 3rd to lobby for library funding and legislation. DE, AM and D. Minard (staff) will also be attending. Please see one of us if you are interested in advocating in-person in the state capitol with us.

12/19 SCLS Member Directors Meeting, Rogers Memorial Library, Southampton (AM, DE)

12/19 Public Library Directors Association Semi-Annual Luncheon Meeting, Southampton (DE)

1/7 PALS Meeting (online) (DE)

1/15 *Occupied Long Island* (history webinar) (DE)

1/16 Accessibility Webinar (DE)

1/20 *State of the Arts on Long Island* (webinar) (DE)

### Community Activities

- We are working with two Eagle Scout candidates who plan to complete projects for the Library.
- Ongoing participation in several local non-profits in leadership and membership roles (DE, AM)



## Comsewogue Public Library

*Personnel Report*

January 20, 2026

*New Appointments/Promotions:*

Patricia Eickwort, Senior Library Clerk (FT) – Circulation, effective January 11, 2026. Salary \$2,215 biwk  
Catherine Stephan, Page (PT), effective January 14, 2026. Salary \$17.00 hr.

*Reinstate Appointment – Return from Parental Leave/Leave of Absence:*

Mary O'Connor, Librarian I (PT) – Children's Services, effective December 27, 2025. Salary \$32.64 hr.

*Resignations/Retirements:*

- \*Gary Rieu-Sicart, Guard (PT), effective November 5, 2025.
- \*Susan Kissane, Page (PT), effective December 17, 2025.
- \*Debra Bush, Librarian II (FT) – Children's Services, effective December 30, 2025.
- \*Claudia Friszell, Senior Library Clerk (FT) – Circulation, effective December 30, 2025.
- \*Leonard Frosina, Network & Systems Administrator (FT) – Technical Support, effective December 30, 2025.

\*Requires Board Motion

*Comsewogue Public Library*  
*Statistical Report 2025/2026*

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**December 2025**

		Dec-25	Dec-24	% Change	Totals 2025/26	Totals 2024/25	Totals - % Change
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	45	40	12.50%	9,381	9,979	-5.99%
2	Juvenile	7	12	-41.67%	3,166	3,387	-6.52%
3	Total	52	52	0.00%	12,547	13,366	-6.13%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	17	12	41.67%	4,504	5,018	-10.24%
5	Port Jefferson Library	4	5	-20.00%	1,687	1,792	-5.86%
Miller Place Borrower Registration:*							
6	Comsewogue Library	14	22	-36.36%	4,474	4,957	-9.74%
7	Port Jefferson Library	10	6	66.67%	1,955	2,157	-9.36%
8	Total CPL Members	83	86	-3.49%	21,525	23,341	-7.78%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
		Dec-25	Dec-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
9	Library Visits	8,521	8,974	-5.05%	66,985	63,271	5.87%
10	Curbside Pick Up	23	24	-4.17%	122	163	-25.15%
Transactions							
		Dec-25	Dec-24	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
11	Circulation of Physical Items:	18,636	20,622	-9.63%	133,799	143,038	-6.46%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	8,774	8,604	1.98%	55,378	52,827	4.83%
13	Hoopla	1,212	930	30.32%	6,525	5,132	27.14%
14	Kanopy	519	519	0.00%	3,732	2,710	37.71%
	Circulation Other:						
15	Museum Passes	65	61	6.56%	548	559	-1.97%
16	Library of Things	143	155	-7.74%	1,039	1,071	-2.99%
	Library of Things include devices, games, tools, etc. Reporting started 1/2022						
17	Public Computer Sessions	516	552	-6.52%	4,131	4,200	-1.64%
18	Public Wireless Sessions	1,622	1,579	2.72%	9,652	9,344	3.30%
	Interlibrary Loan:						
19	Items Loaned	817	883	-7.47%	5,381	5,826	-7.64%
20	Items Borrowed	1,184	1,110	6.67%	7,844	8,715	-9.99%

December 2025 - J/YA Program Statistic Summary						
	Dec '25	Dec '24		YTD '25	YTD '24	
<b>Family:</b>						
Total # of Sessions	11	14		107	125	
Total # of Attendees	368	447		3493	5,427	
<b>Birth-PreK:</b>						
Total # of Sessions	19	19		272	360	
Total # of Attendees	434	396		7423	8,712	
<b>Grades K-5:</b>						
Total # of Sessions	15	17		180	217	
Total # of Attendees	165	208		4505	4,649	
<b>Grades 6-12:</b>						
Total # of Sessions	34	13		172	178	
Total # of Attendees	209	174		3,002	3,683	
<b>TOTAL # of <u>ALL</u> Sessions</b>	<b>79</b>	<b>63</b>		<b>731</b>	<b>880</b>	
<b>TOTAL # of <u>ALL</u> Attendees</b>	<b>1,176</b>	<b>1,225</b>		<b>18,423</b>	<b>22,471</b>	

# Adult Programming: December 2025

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
DIY Ugly Sweater	1	8	7
ONLINE Breathe Together	4	7	2,3,6,2
ONLINE New English Speakers (Zoom)	5	n/a	10,4,6,5,7
Name That Tune	2	19,17	13,8
Left Center Right	1	12	10
Medicaid ABD	1	n/a	2
Defensive Driving	1	19	10
Concert: Pure Joy The Holiday Edition	1	107	66
ONLINE Trivia (Email)	2	21,n/a	44,35
Sweet & Savory Holidays	2	20,20	17,19
Scallop Ornament \$5	2	14,20	12,16
Senior Advocate	Appt	2	1
Calming Art Club	1	20	13
Reverse Mortgages 101	1	4	3
Mah-Jongg & More	1	n/a	4
AARP Smart Driver Course	2	21	10,10
Game Night	1	19	10
Coffee & Coloring	1	10	7
Write This Way	1	20	10
Frosty Films	3	6,5,10	6,3,6
Knit & Crochet	1	n/a	1

## Adult Programming: Summary

Community Blood Drive	1	n/a	17
Get Your Gifts Wrapped	2	n/a	9,12
One-on-One Appointments	unlimited	0	0
ONLINE Career Counseling	Appt	5	5
Social Work Appointments	unlimited	16	16
<b>TOTALS</b>	<b>37</b>	<b>422</b>	<b>447</b>

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
December 2025	37	422	447
YTD 2025	439	5388	7002
December 2024	27	355	457
YTD 2024	421	5535	6937

# Comsewogue Public Library

## 2025/2026 Tax Receipts

### COMSEWOGUE LIBRARY DISTRICT

Town of Brookhaven	Payment Date	Date \$ Received by CPL	Total \$ Remittance to CPL	Notes
1	12/24/2025	12/24/2025	\$65,967.32	
2	1/9/2026	1/9/2026	\$209,221.50	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21*				
TOTAL AMOUNT - TAXES TO BE RAISED:			\$3,319,002.00	
Total Payments From Town of Brk			\$275,188.82	
Interest Received*			0.00	
Remaining Balance - Uncollected Taxes			\$3,043,813.18	
Total Payments (including interest)			\$275,188.82	

## Public Library Glossary

This glossary presents a brief list of words and acronyms commonly used in public libraries in New York State.

**3 R's:** New York's nine Reference and Research Library Resources Councils. See also: Empire State Library Network (ESLN)

**Chapter 414 of the Laws of 1995: (municipal ballot option):** State law that allows for voter funding initiatives for both association and public libraries. [Education Law §259(1)(b)].

**ADA (Americans with Disabilities Act):** The ADA, considered to be the most comprehensive civil rights legislation since the Civil Rights Act of 1964, prohibits discrimination on the basis of disability in employment, state and local government services, public accommodations, commercial facilities, transportation and telecommunications. [Americans with Disabilities Act of 1990, Pub. L. No. 101-336]

**ALA:** American Library Association.

**BIBFRAME (Bibliographic Framework):** This is a data model for bibliographic description designed to replace the MARC standard.

**BOCES:** Boards of Cooperative Education Services.

**Broadband:** A general term referring to high-speed telecommunications connections regardless of the medium (fiber optic, wire, cable or wireless) utilized.

**Bullet Aid:** Direct library funding, in addition to the basic state aid amounts approved as part of the NYS budget, which does not flow through traditional state aid formulas. Also known as: special legislative grants and earmarks.

**Capital Funds:** Funds for the acquisition of, or addition to, fixed assets such as buildings or major equipment. Often kept separate from annual operating funds.

**Cataloging:** The process of describing an item in a library collection and assigning it a classification (call) number.

**Central Library Services Program:** State program to fund services in each public library system to enhance access to reference resources for the people of that region (formerly Central Library Development Aid and Central Book Aid).

**Charter:** A permanent incorporation document issued by the New York State Board of Regents indicating a library has met state standards and fulfilled the registration requirements. Typically, libraries may apply for an Absolute Charter to replace a Provisional Charter when the trustees of an institution are satisfied that the institution is educationally sound, financially stable, and capable of relative permanence (§3.21 of the Rules of the Regents).

**CIPA (Children's Internet Protection Act):** A federal law governing Internet access in schools and libraries. Compliance with CIPA is mandatory for eligibility for most e-rate subsidies and LSTA funding. [Children's Internet Protection Act of 2000, Pub. L. No. 106-554]

**Circulation:** The process of lending library materials.

**Committee on Open Government:** The New York State Committee on Open Government oversees and advises the government, public, and news media on Freedom of Information, Open Meetings, and Personal Privacy Protection Laws. The Committee offers guidance in response to phone inquiries, prepares written legal advisory opinions, and provides training to government and other interested groups.

**Core Values of Librarianship:** The foundation of modern librarianship rests on an essential set of core values which define, inform, and guide all professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by the American Library Association.

**Digital Equity:** A condition in which all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy. Digital equity is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services.

**Digital Inclusion:** The activities necessary to ensure that all individuals and communities, including the most disadvantaged, have access to and use of Information and Communication Technologies (ICTs). This includes five elements:

- Affordable, robust broadband internet service;
- Internet-enabled devices that meet the needs of the user;
- Access to digital literacy training;
- Quality technical support; and
- Applications and online content designed to enable and encourage self-sufficiency, participation, and collaboration.

**Digital Literacy:** The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.

**DLD (Division of Library Development):** DLD is the division of the New York State Library within the State Education Department responsible for statewide library services and for the oversight of library funding and compliance with related State laws and Commissioner's Regulations.

**DPLA:** Digital Public Library of America.

**DRM (Digital Rights Management):** DRM technology is used by hardware and software manufacturers, publishers and copyright holders with the intent to control the use of digital content and devices.

**Diversity:** Includes but is not limited to race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, marital status, language, age, gender, gender expression, gender identity, sexual orientation, mental or physical ability, genetic information, and learning styles.

**e-book:** The electronic version of a print book or a book that is only available online.

**Education Law §259.1:** State law that determines tax support for libraries.

**E-Rate:** Federal program that provides discounts to libraries and schools for commercially available telecommunications services, Internet connectivity and internal connections.

**Freedom of Information Law (FOIL):** A New York State Law that defines the public's right to gain access to government records.

**Equity:** The guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of all groups.

**The Empire State Library Network (ESLN):** The statewide association of Regional Library Council and Directors.

**Free Direct Access:** The ability to borrow library materials in person from a public library outside your community. This policy, in accordance with Commissioner's Regulations §90.3, is aimed at ensuring the broadest possible access to information by all New Yorkers, regardless of circumstance.

**Friends of Libraries Section (FLS):** Section of the New York Library Association that supports library Friends Groups.

**General Data Protection Regulation (GDPR):** This is a European Union law that can impact US libraries' protection and privacy for patrons who may live both in the US and Europe. For more information: <https://gdpr.eu/compliance-checklist-us-companies/>

**ILL (Interlibrary Loan):** Interlibrary Loan is when one library lends materials to another library for its patron's use.

**IMLS (Institute of Museum and Library Services):** An independent federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities.

**ILS (Integrated Library System) / ILP (Integrated Library Platform):** Integrated library (automation) systems provide libraries with a variety of integrated computerized functions – cataloging, circulation, online catalog, acquisitions, serials control and electronic resource management.

**Inclusion:** Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power and ensures equal access to opportunities and resources.

**ISBN, International Standard Book Number:** serial number assigned to books.

**ISSN, International Standard Serial Number:** serial number assigned to magazines/periodicals.

**LC (Library of Congress):** The national library of the United States.

**LTA (Library Trustees Association Section):** New York's statewide association for library boards and trustees.

**LLSA (Local Library Services Aid):** The New York State aid program for local public libraries. Funds are distributed through the public library systems.

**LSTA (Library Services and Technology Act):** A long standing federal library aid program for libraries. Funds are used to support national initiatives through support of state programs and grants to libraries and library systems on a competitive basis.

**MARC (MAchine Readable Cataloging):** MARC is a format for storing the bibliographic description of a book, serial, video, etc. on a computer. The MARC format is an international standard used by most libraries and library computer software vendors.

**Minimum Standards:** All public and association libraries in New York State must meet minimum standards according to Education Commissioner's Regulations. These standards support improved public library services for the People of New York and must be met at the time of application for a library Charter or registration. Education Law requires that a library be chartered and registered in order to legally receive local and State funds.

**Mission Statement:** A short statement of an organization's purpose, identifying the scope of its operations; what kind of product or service it provides; its primary customers or market; and its geographic region of operation.

**National Library Service for the Blind and Physically Handicapped (NLS):** A federal program through the Library of Congress that provides recorded digital books for the blind and those with physical disabilities.

**Net Neutrality:** The principle that internet service providers must treat all data on the internet the same, and not discriminate or charge differently by user, content, platform, website, application, type of attached equipment or method of communication.

**Nonprofit Revitalization Act:** An update to Not-for-Profit Corporation Law in New York State that went into effect in 2014.

**NOVELNY (New York Online Virtual Electronic Library):** A statewide program of the New York State Library that provides free public access to commercial databases and other electronic resources.

**NYLA (New York Library Association):** New York's statewide library association.

**NYALS (New York Alliance of Library Systems):** A coalition of public, school and 3Rs Systems in New York.

**NYLINE:** New York's Libraries Information Network listserv operated by the New York State Library. <http://www.nysl.nysed.gov/libdev/nyline.htm>

**NYSL/NYS Library (New York State Library):** NYS Library is a program office within the State Education Department responsible for the regulatory oversight of libraries in New York. NYS Library allocates State funding to libraries, oversees library registration and chartering, and provides assistance to libraries across the state. NYS Library operates the Regent Joseph E. Bowman Jr. Research Library, the NYS Talking Books and Braille Library, and the Division of Library Development.

**OCLC:** OCLC is a bibliographic utility used by nearly 27,000 libraries, archives and museums in 86 countries.

**OGS (Office of General Services):** Administers New York State procurement contracts for goods, services and technology.

**OPAC (Online Public Access Catalog):** A computerized catalog, which can be searched, edited and updated online. Many OPACS are now simply one module of an integrated library system.

**Open Meetings Law (OML):** A New York State law that assures the public's right to attend meetings of public bodies, listen to debate and watch the decision-making process.

**OSC (Office of the State Comptroller):** The State's chief fiscal officer who ensures that local governments, including public libraries, use taxpayer money effectively and efficiently.

**PILOT Payments (Payment in lieu of taxes):** Payments granted to schools and libraries by regional authorities in exchange for real estate tax relief for the expansion of local businesses.

**PLA (Public Library Association):** A division of the American Library Association.

**PLS:** This can refer to either a Public Library System or the Public Library Section of the New York Library Association.

**Provisional Charter:** The initial incorporation document granted to a public library by the Board of Regents. Provisional Charters are issued for five years. A library with a provisional Charter may apply for an absolute (permanent) Charter after meeting state standards and fulfilling registration requirements.

**PULISDO (Public Library System Directors Organization of New York State):** The statewide association of Public Library System Directors.

**Reference and Research Library Resources Councils:** See 3Rs.

**Regents:** The Board of Regents of the University of the State of New York's responsibilities include chartering libraries and schools; appointing the Commissioner of Education; and oversight of all educational and cultural institutions.

**RAC (Regents Advisory Council on Libraries):** A standing advisory committee appointed by the Regents to review and advise the Board of Regents and NYS Library staff on library issues and concerns.

**Real Property Tax Cap:** With some exceptions, the New York State Real Property Tax Cap limits the amount local government (including libraries) and most school districts can increase property taxes by two percent or the rate of inflation, whichever is less. For more information: <https://www.osc.state.ny.us/local-government/property-tax-cap>

**RFID (Radio-frequency Identification):** A technology used to automate the handling of library materials.

**Registration:** The process by which libraries demonstrate compliance with Commissioner's Regulation 90.2. (Minimum Standards). A library must maintain its registration to collect local and state public funds.

**SED/NYSED (State Education Department):** The state agency responsible for educational services, including libraries.

**SLS (School Library Systems):** These 40 organizations exist in the BOCES and Big Five cities to promote resource sharing and library development in school libraries.

**SLSA (School Library Systems Association, Inc.):** The statewide organization for School Library System Directors.

**State Aid:** Education Law Article 5 includes provisions for state funding for libraries and library systems.

**State Aid for Library Construction:** Funds from an appropriation in capital aid for public library construction in the State Budget can provide matching funds for approved costs of broadband installation and in acquisition, construction,

renovation, or rehabilitation of public libraries or public library system headquarters. (Education Law §273-a).

**STEM:** Science, Technology, Engineering & Math (aka STEAM: science, technology, engineering, art & math).

**TBBL:** The New York State Library Talking Book and Braille Library.  
<http://www.nysl.nysed.gov/tbbl>

**TDD/TTY:** Telecommunications devices for the hearing impaired.

**Triple Bottom Line (TBL):** The adopted definition of sustainability by the American Library Association and Sustainable Libraries Initiative which seeks balance among environmental stewardship (caring for the planet), social equity (caring for people), and economic feasibility (being good stewards of community funds).

**Union Catalog / County Catalog:** Public library systems are mandated by the state to provide a "locator file" of the book holdings of the public libraries in their service area.

**United for Libraries:** A division of the American Library Association that provides support and networking for Library Trustees, Advocates, Friends and Foundations.

**Unserved Area:** Refers to regions of the state without a chartered and registered public library.

**USA PATRIOT ACT / USA FREEDOM ACT:** Federal legislation that, among many other provisions, governs access to library records in certain circumstances by law enforcement agencies.

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## COMSEWOGUE PUBLIC LIBRARY

## BALANCE SHEET - CASH BASIS

As of November 30, 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	751,874.47
1110 · Savings-Capital Improvements	924,855.59
1114 · Savings-Termination Pay	424,747.52
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1145 · UNDEPOSITED FUND	0.00

Total Checking/Savings	<u>2,112,299.60</u>
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## Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	39,086.69
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets	<u>40,796.69</u>
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Total Current Assets	<u>2,153,096.29</u>
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## Fixed Assets

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

Total 1300 ACCUMULATE DEPRECIATION	<u>-8,173,109.00</u>
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Total Fixed Assets	<u>4,423,700.00</u>
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TOTAL ASSETS	<u>6,576,796.29</u>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

2173 · Accrued Payroll	0.00
2180 · FICA-Payable	0.00
2182 · NYS Withholding	-5.36
2185 · Employee Ins - enrollee contrib	4,733.54
2186 · Retirement	4,068.83
2187 · AFLAC - Cancer Care	206.64
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	38.76
2196 · Life Insurance Payable	119.65

Total Other Current Liabilities	<u>48,443.71</u>
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Total Current Liabilities	<u>48,443.71</u>
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Total Liabilities	<u>48,443.71</u>
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## 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	-2,320,266.79

Total Equity	<u>6,528,352.58</u>
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TOTAL LIABILITIES & EQUITY	<u>6,576,796.29</u>
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# COMSEWOGUE PUBLIC LIBRARY

## STATEMENT OF REVENUE

For the Period Ending November 30, 2025

	<u>November 2025</u>	<u>July 2025 - November 2025</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	121.59	706.50
3304 · Interest Earned	5,719.62	43,850.66
3305 · Unclassified rev.-Copies	626.96	3,621.51
3306 · Unclassified rev.-Books	188.36	2,024.32
3307 · Unclassified rev.-Other	1.20	-8.38
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	50.00	150.74
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>6,707.73</u>	<u>57,048.55</u>

# COMSEWOGUE PUBLIC LIBRARY

## EXPENSES BUDGET VS ACTUAL

For the Period Ending November 30, 2025

		ACTUAL			
		November	July 2025 - November 2025	Budget	\$ Over Budget
Expense					
	4401 · Computer Supplies	424.00	4,067.90	15,000.00	-10,932.10
	4402 · Computer Equipment/Parts	731.10	3,359.10	28,000.00	-24,640.90
	4403 · Furniture & Equipment	3,349.93	13,190.82	40,500.00	-27,309.18
	4404 · Salaries-Professional	179,181.86	896,107.59	2,216,280.00	-1,320,172.41
	4405 · Salaries-Clerical	59,065.11	294,376.75	800,567.00	-506,190.25
	4406 · Salaries-Custodial	6,318.90	29,478.05	104,200.00	-74,721.95
	4407 · Salaries-Guard	2,445.14	12,433.87	31,924.00	-19,490.13
	4410 · Library Books	5,331.23	30,854.48	112,500.00	-81,645.52
	4412 · Audio Video	1,181.44	5,240.41	18,300.00	-13,059.59
	4413 · Periodicals	830.79	9,823.07	13,500.00	-3,676.93
	4414 · Computer Software	1,016.00	7,691.74	16,500.00	-8,808.26
	4415 · Electronic Data Base	2,234.94	52,307.38	250,000.00	-197,692.62
	4417 · OTHER THINGS LENDING	1,338.09	14,367.94	25,000.00	-10,632.06
	4420 · Library Programs	0.00	0.00	0.00	0.00
	4421 · Program Contractors	0.00	0.00	0.00	0.00
	4421A · Adult	6,498.96	20,997.99	64,500.00	-43,502.01
	4421B · Children/Teen	4,405.00	24,586.90	82,500.00	-57,913.10
	4422 · Program Supplies	0.00	0.00	0.00	0.00
	4422A · Adult	171.90	2,548.77	10,300.00	-7,751.23
	4422B · Children/Teen	1,614.85	4,469.48	24,300.00	-19,830.52
	4428 · Conferences	4,052.86	5,440.51	14,500.00	-9,059.49
	4429 · Circulation	257.81	41,772.04	60,000.00	-18,227.96
	4430 · Office & Library Supplies	(122.97)	4,039.13	17,500.00	-13,460.87
	4431 · Telecommunications	904.65	4,521.99	11,600.00	-7,078.01
	4432 · Cartage	301.65	1,508.25	3,500.00	-1,991.75
	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	14,771.02	48,275.76	92,000.00	-43,724.24
	4438 · Membership Dues	0.00	1,330.00	3,300.00	-1,970.00
	4439 · Equipment/Bliding Maint & Repair	13,220.82	87,498.36	219,325.00	-131,826.64
	4440 · Snow Removal	0.00	0.00	15,000.00	-15,000.00
	4441 · Building Security	4,890.00	26,956.13	85,600.00	-58,643.87
	4450 · Utilities	7,532.04	43,782.36	118,000.00	-74,217.64
	4451 · Custodial Supplies	897.98	4,531.62	16,200.00	-11,668.38
	4453 · Employees Assistance Program	0.00	3,175.50	3,200.00	-24.50
	4454 · Insurance - Library	20.00	71,732.24	70,500.00	1,232.24
	4456 · Rental Expenses	2,385.98	9,454.11	20,500.00	-11,045.89
	4471 · Workers Compensation Insurance	0.00	20,532.00	24,175.00	-3,643.00
	4472 · Life Insurance	538.18	2,514.07	5,880.00	-3,365.93
	4473 · Dental Insurance	2,376.78	12,039.66	31,650.00	-19,610.34
	4474 · VISION INS	344.36	1,608.08	4,000.00	-2,391.92
	4476 · 9020.8 Retirement Expense	0.00	0.00	468,182.00	-468,182.00
	4477 · 9030.8 Social Security Expense	17,424.62	91,446.22	237,805.00	-146,358.78
	4478 · Unemployment Insurance	0.00	180.72	1,000.00	-819.28
	4479 · 9060.8 Health Insurance	74,856.83	379,239.31	986,639.00	-607,399.69
	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		420,791.85	2,377,315.34	6,809,984.00	-4,432,668.66

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	6,707.73								
Total Receipts	12,866.13	19,430.27	9,299.55	8,744.87	6,707.73								
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	247,011.01								
Employee Benefits	70,703.03	80,009.04	76,548.40	94,759.87	78,116.15								
Debt Service													
All Other	180,171.78	135,064.46	108,690.94	229,998.40	95,664.69								
Total Disbursements	491,370.86	468,075.09	430,630.29	572,202.22	420,791.85								
Cash Balance Changes	(478,504.73)	(448,644.82)	(421,330.74)	(563,457.35)	(414,084.12)								
Total Adjustments	(208,537.44)	5,157.19	(13,213.11)	692.10	811.92								
Closing Cash Balance	3,966,368.53	3,522,880.90	3,088,337.05	2,525,571.80	2,112,299.60								
Beg. Cash Balance 7/1/25	4,653,410.70												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)

# COMSEWOGUE PUBLIC LIBRARY

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## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
01/20/2026	28887	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$455.00
			Contractors:Children/Teen	
				<b>\$455.00</b>
01/20/2026	28888	Adamko, Patricia	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28889	Adamko, Walter	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28890	Amazon Capital Services	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$3,794.27
			4422A Library Programs:Program Supplies:Adult	\$265.88
			4417 OTHER THINGS LENDING	\$27.99
			4430 Office & Library Supplies	\$59.60
			4410 Library Books	\$56.15
				<b>\$4,203.89</b>
01/20/2026	28891	American Express	1102 Checking Account	
			4428 Conferences	\$576.60
			4422B Library Programs:Program Supplies:Children/Teen	\$264.52
			4410 Library Books	\$68.00
			4403 Furniture & Equipment	\$347.00
			4412 Audio Video	\$39.99
			4451 Custodial Supplies	\$327.20
				<b>\$1,623.31</b>
01/20/2026	28892	Arrow Steel Window Corp	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$149,473.00
				<b>\$149,473.00</b>
01/20/2026	28893	B&H Photo-Video	1102 Checking Account	
			4401 Computer Supplies	\$528.23
			4417 OTHER THINGS LENDING	\$149.04
				<b>\$677.27</b>
01/20/2026	28894	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$3,068.00
			Contractors:Children/Teen	
				<b>\$3,068.00</b>
01/20/2026	28895	Brodart Company	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
			4410 Library Books	\$7,234.79
			4410 Library Books	\$1,598.77
				<b>\$8,833.56</b>
01/20/2026	28896	Bush, Debra	1102 Checking Account	
			4428 Conferences	\$16.80
				<b>\$16.80</b>
01/20/2026	28897	Citrano, Lindsay	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$250.00
				<b>\$250.00</b>
01/20/2026	28898	Collaborative Summer Library Program	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$80.32
				<b>\$80.32</b>
01/20/2026	28899	Como Brothers	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$950.00
				<b>\$950.00</b>
01/20/2026	28900	Corso, Judith	1102 Checking Account	
			4479 9060.8 Health Insurance	\$185.00
				<b>\$185.00</b>
01/20/2026	28901	Create Programs	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$325.00
				<b>\$325.00</b>
01/20/2026	28902	Creativebug	1102 Checking Account	
			4415 Electronic Data Base	\$1,000.00
				<b>\$1,000.00</b>
01/20/2026	28903	Curiously Creative Candles	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$870.00
				<b>\$870.00</b>
01/20/2026	28904	Dale, Jackie	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$450.00
				<b>\$450.00</b>
01/20/2026	28905	DeFigueiredo, Anna	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
				<b>\$555.00</b>
01/20/2026	28906	Demco	1102 Checking Account	
			4430 Office & Library Supplies	\$151.70
				<b>\$151.70</b>
01/20/2026	28907	Denner, Donna	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28908	DeRosalia, Angela	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28909	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$886.44
				<b>\$886.44</b>
01/20/2026	28910	Forkin, Donna	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28911	Forkin, James	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28912	Giaquinto and Company	1102 Checking Account	
			4437 Accounting and Legal	\$11,000.00
				<b>\$11,000.00</b>
01/20/2026	28913	Gilmore, Barbara	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28914	Gilmore, Frederick	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28915	Gomer, Regina	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28916	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	\$2,348.00
				<b>\$2,348.00</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
01/20/2026	28917	Guardian	1102 Checking Account	
			4473 Dental Insurance	\$6,701.72
				<b>\$6,701.72</b>
01/20/2026	28918	Hall, Dianne	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28919	Hall, Erik	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28920	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program	\$620.00
			Contractors:Children/Teen	
				<b>\$620.00</b>
01/20/2026	28921	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,987.50
				<b>\$1,987.50</b>
01/20/2026	28922	Ingram Library Services	1102 Checking Account	
			4410 Library Books	\$14.37
				<b>\$14.37</b>
01/20/2026	28923	Iovino, Maria	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28924	Iovino, Daniel	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28925	Jaffe, Karen	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28926	Johnson Controls Fire Protection LP	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$843.00
				<b>\$843.00</b>
01/20/2026	28927	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$575.00
			Contractors:Children/Teen	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
				<b>\$575.00</b>
01/20/2026	28928	King, George	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28929	King, Katherine	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28930	Lakeshore Learning Materials	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$168.97
				<b>\$168.97</b>
01/20/2026	28931	Letter Perfect Graphics	1102 Checking Account	
			4434 Publicity and Printing	\$185.00
				<b>\$185.00</b>
01/20/2026	28932	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				<b>\$20.00</b>
01/20/2026	28933	Lund Valve Testing	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$55.00
				<b>\$55.00</b>
01/20/2026	28934	McHugh, Joan	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28935	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,800.00
				<b>\$3,800.00</b>
01/20/2026	28936	Metropolitan Data Solutions Management Co	1102 Checking Account	
			4429 Circulation	\$1,415.00
				<b>\$1,415.00</b>
01/20/2026	28937	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$2,181.12
			4415 Electronic Data Base	\$2,543.99
				<b>\$4,725.11</b>
01/20/2026	28938	My Gym Children's Fitness	1102 Checking Account	

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
			4421B Library Programs:Program Contractors:Children/Teen	\$300.00  \$300.00
01/20/2026	28939	New York Times	1102 Checking Account 4413 Periodicals	 \$60.00 \$60.00
01/20/2026	28940	New York Times	1102 Checking Account 4413 Periodicals	 \$24.00 \$24.00
01/20/2026	28941	NYS Employees' Health Ins Pending Account	1102 Checking Account  4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	  \$77,482.60 \$5,906.15 \$83,388.75
01/20/2026	28942	NYS Employees Retirement System	1102 Checking Account 4476 9020.8 Retirement Expense	 \$493,690.00 \$493,690.00
01/20/2026	28943	O'Connell, Carol	1102 Checking Account 4479 9060.8 Health Insurance	 \$1,775.70 \$1,775.70
01/20/2026	28944	O'Neil, Mary Ellen	1102 Checking Account 4479 9060.8 Health Insurance	 \$555.00 \$555.00
01/20/2026	28945	OfficeSupply.com	1102 Checking Account 4451 Custodial Supplies	 \$567.60 \$567.60
01/20/2026	28946	Ozkaya, Charyl	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$100.00 \$100.00
01/20/2026	28947	Pantorno, Brandon	1102 Checking Account 4479 9060.8 Health Insurance	 \$777.00 \$777.00
01/20/2026	28948	Pavone, Lisa	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$330.00 \$330.00

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$330.00
01/20/2026	28949	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	\$509.72
				\$509.72
01/20/2026	28950	PEAC Solutions	1102 Checking Account	
			4456 Rental Expenses	\$1,484.00
				\$1,484.00
01/20/2026	28951	Playaway Products LLC	1102 Checking Account	
			4410 Library Books	\$107.91
				\$107.91
01/20/2026	28952	Polzella, Michael	1102 Checking Account	
			4428 Conferences	\$16.95
				\$16.95
01/20/2026	28953	Popielaski, Joan	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				\$555.00
01/20/2026	28954	Prairie Moon Nursery	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$42.70
				\$42.70
01/20/2026	28955	Quadient Leasing USA, Inc.	1102 Checking Account	
			4456 Rental Expenses	\$238.56
				\$238.56
01/20/2026	28956	Quadient Finance USA, Inc.	1102 Checking Account	
			4433 Postage	\$700.00
				\$700.00
01/20/2026	28957	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
01/20/2026	28958	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$325.00
				\$325.00
01/20/2026	28959	Rivera, Samantha	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$800.00
				\$800.00

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
01/20/2026	28960	Roeder, Kathy	1102 Checking Account	
			4421B Library Programs:Program	\$130.00
			Contractors:Children/Teen	
				\$130.00
01/20/2026	28961	Rotorpro	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$700.00
				\$700.00
01/20/2026	28962	SAV-ON Printing	1102 Checking Account	
			4434 Publicity and Printing	\$310.00
				\$310.00
01/20/2026	28963	Seaman, Kevin A.	1102 Checking Account	
			4437 Accounting and Legal	\$13,038.70
				\$13,038.70
01/20/2026	28964	SCLS - PALS	1102 Checking Account	
			4429 Circulation	\$8,466.93
				\$8,466.93
01/20/2026	28965	Scott, Robert G.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$840.00
			4421B Library Programs:Program	\$2,100.00
			Contractors:Children/Teen	
				\$2,940.00
01/20/2026	28966	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$6,458.88
				\$6,458.88
01/20/2026	28967	Seed Savers Exchange	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$123.02
				\$123.02
01/20/2026	28968	Sessa, Sheryl	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,110.00
				\$1,110.00
01/20/2026	28969	Shake 'N Make Music LLC	1102 Checking Account	
			4421B Library Programs:Program	\$300.00
			Contractors:Children/Teen	
				\$300.00

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
01/20/2026	28970	Sparling, Nicole Summers	1102 Checking Account	
			4421B Library Programs:Program	\$350.00
			Contractors:Children/Teen	
				<b>\$350.00</b>
01/20/2026	28971	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$20.00
				<b>\$20.00</b>
01/20/2026	28972	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$27.59
			4422A Library Programs:Program Supplies:Adult	\$94.40
			4422B Library Programs:Program Supplies:Children/Teen	\$70.67
				<b>\$192.66</b>
01/20/2026	28973	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$187.04
				<b>\$187.04</b>
01/20/2026	28974	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	\$1,290.00
			4417 OTHER THINGS LENDING	\$270.00
			4429 Circulation	\$109.06
				<b>\$1,669.06</b>
01/20/2026	28975	TC Diamond	1102 Checking Account	
			4421B Library Programs:Program	\$200.00
			Contractors:Children/Teen	
				<b>\$200.00</b>
01/20/2026	28976	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$600.00
				<b>\$600.00</b>
01/20/2026	28977	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$476.03
				<b>\$476.03</b>
01/20/2026	28978	Times Beacon Record Newspapers	1102 Checking Account	
			4413 Periodicals	\$79.00
				<b>\$79.00</b>
01/20/2026	28979	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$350.00
				<b>\$350.00</b>

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT - 01/26/01

January 20, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
01/20/2026	28980	Turtle & Hughes Inc.	1102 Checking Account	
			4403 Furniture & Equipment	\$62.76
				<b>\$62.76</b>
01/20/2026	28981	ULINE	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$210.03
			4422B Library Programs:Program Supplies:Children/Teen	\$210.02
				<b>\$420.05</b>
01/20/2026	28982	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$267.95
				<b>\$267.95</b>
01/20/2026	28983	Utica National Insurance Co.	1102 Checking Account	
			4471 Workers Compensation Insurance	\$383.00
				<b>\$383.00</b>
01/20/2026	28984	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	\$28.62
				<b>\$28.62</b>
01/20/2026	28985	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	\$489.90
				<b>\$489.90</b>
01/20/2026	28986	Washburn, Elizabeth	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28987	Washburn, John	1102 Checking Account	
			4479 9060.8 Health Insurance	\$555.00
				<b>\$555.00</b>
01/20/2026	28988	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$301.65
				<b>\$301.65</b>
01/20/2026	28989	Winzelberg, Nicole	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$200.00
				<b>\$200.00</b>
<b>TOTAL</b>				<b>\$845,561.10</b>

I-1

# COMSEWOGUE PUBLIC LIBRARY

## WARRANT DETAIL REPORT

December 18, 2025

12/18/2025 Payroll  
Check Register

DATE	NUM	NAME	ACCOUNT	DEBIT
12/18/2025	28876	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$5,462.00
				\$5,462.00
TOTAL				\$5,462.00

12/18/2025 ACH Debit Report	
Deferred Compensation Plan	\$1,599.75
TOTAL	\$1,599.75
12/18/2025 Payroll Warrant	
Check Register Total	\$5,462.00
ACH Debit Total	\$1,599.75
Accu Data Payroll (includes \$573.01 Accudata Invoice)	\$130,049.72
TOTAL	\$137,111.47

I-2

# COMSEWOGUE PUBLIC LIBRARY

12/31/2025 Payroll  
Check Register

## WARRANT DETAIL REPORT

December 31, 2025

DATE	NUM	NAME	ACCOUNT	DEBIT
12/31/2025	28877	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$4,067.00
				<b>\$4,067.00</b>
12/31/2025	28878	National Grid	1102 Checking Account	
			4450 Utilities	\$3,707.43
				<b>\$3,707.43</b>
12/31/2025	28879	PSEGLI	1102 Checking Account	
			4450 Utilities	\$4,005.14
				<b>\$4,005.14</b>
12/31/2025	28880	Suffolk County Water Authority	1102 Checking Account	
			4450 Utilities	\$583.45
				<b>\$583.45</b>
<b>TOTAL</b>				<b>\$12,363.02</b>

### 12/31/2025 ACH Debit Report

Deferred Compensation Plan	\$1,595.26
New York Life	\$358.95
<b>TOTAL</b>	<b>\$1,954.21</b>

### 12/31/2025 Payroll Warrant

Check Register Total	\$12,363.02
ACH Debit Total	\$1,954.21
Accu Data Payroll (includes \$573.01 Accudata Invoice)	\$125,473.54
<b>TOTAL</b>	<b>\$139,790.77</b>

I-3

# COMSEWOGUE PUBLIC LIBRARY

01/15/2026 Payroll  
Check Register

## WARRANT DETAIL REPORT

January 15, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
01/15/2026	28881	Aflac	1102 Checking Account	
			2188 AFLAC - Accident Ins	\$106.80
			2187 AFLAC - Cancer Care	\$206.64
			2190 AFLAC - Short Term Disability	\$248.04
			2194 Aflac - Hospital	\$38.76
				<b>\$600.24</b>
01/15/2026	28882	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$51,133.03
				<b>\$51,133.03</b>
01/15/2026	28883	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$105,000.00
				<b>\$105,000.00</b>
01/15/2026	28884	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$5,588.30
			2186 Retirement	\$456.00
				<b>\$6,044.30</b>
01/15/2026	28885	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				<b>\$245.00</b>
01/15/2026	28886	Optimum	1102 Checking Account	
			4431 Telecommunications	\$183.09
				<b>\$183.09</b>
<b>TOTAL</b>				<b>\$163,205.66</b>

### 01/15/2026 ACH Debit Report

Deferred Compensation Plan	\$1,597.96
<b>TOTAL</b>	<b>\$1,597.96</b>

### 01/15/2026 Payroll Warrant

Check Register Total	\$163,205.66
ACH Debit Total	\$1,597.96
Accu Data Payroll (includes \$1,543.70 Accudata Invoice)	\$160,197.29
<b>TOTAL</b>	<b>\$325,000.91</b>

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

From:

To:

	<u>Amount</u>		<u>Amount</u>
TERM PM account	\$91,907.88	General Operating account	
		(4404) Salaries: Professional	\$86,008.59
		(4405) Salaries: Clerical	\$5,899.29
<u>Total transfer out</u>	<u>\$91,907.88</u>	<u>Total transfers in</u>	<u>\$91,907.88</u>

2025-2026 Retirement / Voluntary Separation Incentive

**FT Incentive:**

Department	Position	Retirement Date	FT Hire Date	Years FT at Retirement	Incentive Amount*	Unused Sick Pay	TOTAL
Children's Services	Librarian II	December 31, 2025 {last work day = Dec 30}	November 18, 1991	33* years 1 months		\$12,323.79	\$12,323.79
				* Includes unpaid LOA/PT		\$12,323.79	\$12,323.79
Circulation	Senior Library Clerk	December 31, 2025 {last work day = Dec 30}	September 20, 2004	21 years 3 months		\$5,899.29	\$5,899.29
Technical Support	Network & Systems Admin	December 31, 2025 {last work day = Dec 30}	September 1, 1999	26 years 3 months		\$73,684.80	\$73,684.80
					*Transfer Dec.16, 2025	\$73,684.80	\$73,684.80

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)

**TOTAL estimated cost:** \$91,907.88

TERM PM Account Balance  
as of 12/31/2025

to be transferred to general fund	\$91,907.88
adjusted TERM fund balance	\$229,001.02

1/20/2026



## Comsewogue Public Library

### Access, Handling and Use of Local History and Archival Collections

The Adult Services Department of Comsewogue Public Library, with the Library Director's oversight, is responsible for providing access to the Library's Local History and Archival Collections.

1. The local history and archive collections of the Library contain unique, irreplaceable, and in many cases fragile materials of historical and cultural significance. The purpose of this policy is to preserve, protect, and ensure the responsible use of these materials while providing appropriate access for research, educational, and historical inquiry.
2. This policy applies to:
  - a. All Local History, Archival, Special Collections, and rare or unique materials
  - b. Library staff, researchers, and members of the public
  - c. Physical and, where applicable, digital archival materials
3. All archival and local history materials are non-circulating and are excluded from general public browsing or self-service access. The Local History and Archival Collections include, and are not limited to:
  - Manuscripts, photographs, maps, ephemera, and newspapers
  - Rare and/or fragile materials
  - Unpublished and/or one-of-a-kind items
  - Donor-restricted materials
  - Materials not available for general circulation, including reference collections
4. Direct physical access to Local History and Archival Collections is limited to **designated library staff** who meet one or more of the following criteria:
  - Formal education or training in archives, library science, museum studies, or records management
  - Job responsibilities that explicitly include archival handling, preservation, or supervised reference services
  - Successful completion of internal training on archival handling and security and risk procedures

Authorized staff are designated by the Library Director (or designee) and internally documented. Access privileges may, at any time, be reviewed, modified, or revoked.

Staff without explicit authorization may not retrieve, handle, or provide unsupervised access to archival materials.

5. The Local History and Archival Collections are non-browsable, and not available for self-serve access. Members of the public may request access for research, educational, or historical purposes, subject to availability and preservation considerations.

All public access must occur:

- By appointment or scheduled request
- In a designated, supervised area
- Under the direct supervision of authorized staff

Researchers may be required to:

- Provide valid identification
- Complete a *researcher registration form*
- Agree to handling and use guidelines and restrictions

6. Materials must be handled according to archival best practices.  
No food, drink, or personal scanning equipment is permitted.  
Clean hands, gloves, or supports may be required for certain materials.

The Library reserves the right to:

- Limit the number of items accessed at one time
- Deny access to materials deemed too fragile or unstable
- Substitute digital or surrogate copies when available

7. Reproduction, Publication and Liability

Permission is required for reproduction, publication, or commercial use.  
Copyright and donor restrictions must be observed.

The Library may refuse reproduction request that jeopardize materials preservation.  
Privacy considerations and proper attribution must be applied.

8. Archival materials are stored in secure, staff-only areas as well as in secure, public display cases.  
Removal of materials from designated spaces is prohibited.  
Any damage or loss will be documented, reported, and addressed as stipulated by Library policies and procedures.
9. Failure to comply with this policy may result in one or more of the following:
- Immediate termination of access privileges
  - Suspension of future research access
  - Further action as determined by Library administration
10. Periodic review of this policy shall be undertaken to ensure that it reflects best practices (including risk management guidance), legal requirements, and Library needs.

# FEBRUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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22	23	24	25	26	27	28																																																																																				
		<div><div>January 2026</div><table><tr><td>Sa</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div> <div><div>March 2026</div><table><tr><td>Sa</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table></div>			Sa	M	Tu	W	Th	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Sa	M	Tu	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  <a href="#">2026 Calendars</a> <a href="#">2027 Calendars</a>	
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# MARCH 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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8	9	10	11	12	13	14
15	16	17 St. Patrick's Day Meeting	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
		<b>February 2026</b> Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		<b>April 2026</b> Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a>  <a href="#">2026 Calendars</a> <a href="#">2027 Calendars</a>

# APRIL 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Passover	3 Good Friday	4
5 Easter	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Meeting	22	23	24	25
26	27	28	29	30		
		<b>March 2026</b> Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>May 2026</b> Sa M Tu W Th F Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. <a href="https://www.vertex42.com/calendars/">https://www.vertex42.com/calendars/</a> 2026 Calendars    2027 Calendars