

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MAY 19, 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 – 4/23/26 & 5/07/26
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. BUDGET TRANSFERS
 - 2. DAVIS TOWN MEETING HOUSE SOCIETY, INC, - PARTNERSHIP
 - 3. PROPOSED POLICY: DRAFT AI POLICY
 - 4. POLICY REVISIONS: DRUG FREE WORKPLACE POLICY
 - 5. POLICY REVIEW
 - a. CONFIDENTIALITY OF LIBRARY RECORDS POLICY
 - b. EQUAL OPPORTUNITY POLICY
 - c. HOLIDAY POLICY
 - d. INFORMATION DISPLAY/DISTRIBUTION POLICY
 - e. RISK MANAGEMENT POLICY
 - f. STANDARD WORK DAY/WORK WEEK
 - g. WHISTLEBLOWER POLICY
 - h. WORKERS COMPENSATION POLICY
 - 6. MATERIALS RECOVERY – COLLECTION AGENCY PROGRAM
 - 7. PERSONNEL CHANGES
 - 8. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 9. 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
APRIL 21, 2026

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

PRESENT: Trustee Olson
Trustee Spence
Trustee Rossini
Trustee McCrary
Trustee DeStefano
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 March 17, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee McCrary, seconded by Trustee Spence, to accept the Director's Report dated April 2026. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated April 21, 2026. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the revised Financial Reports for the period ending February 28, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 04/26/1, dated April 21, 2026, in the amount of \$245,805.78. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for March 26, 2026 (\$127,580.54) and April 9, 2026 (\$125,649.64). Discussion followed. Approved unanimously.

There are no reports from standing committees.

The Board reviewed the results of the Library Budget Vote and Trustee Election on 2026-2027. The results were as follows:

Adoption of the 2026-2027 Annual Library Budget
Yes - 130 No – 23 Void – 3 Blank – 0 Total – 156

Annual Election of Library Board Trustee
Yes - 44 Christopher McCrary / 98 Joan Nickeson
Write-In – 1 Void – 9 Blank – 4 Total - 156

MOTION by Trustee Spence, seconded by Trustee Olson, that pursuant to the March 18, 2025 Board Motion authorizing the Window Replacement Project - South Elevation, the Board authorizes the \$88,840 increase to the 2025/2026 operating budget line (4439) Equipment/Building Maintenance. The Board further authorizes the transfer of \$88,840 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, accept the 2025 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the proposal from Thermal Solutions, Inc. for the Replacement of #1 Compressor in Rooftop Condenser Unit, not to exceed \$13,985, to be funded by the Capital Improvement Fund designation and to increase the 2025-2026 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the revised Library Membership & Circulation 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 DeStefano, seconded by Trustee Olson, to enter into Executive Session at 6:49 p.m. to discuss a personnel matter. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to resume the regular board meeting at 7:07 p.m. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adjourn the meeting at 7:07 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

May 2026

Personnel

Library Employee Romolo Singh (Technical Support Department) will complete an internship at the Library involving the development of collection inventory software.

The Library will host/supervise a Long Island University graduate student, Greg Garcia, for their internship, which will involve an archival project as well as a series of activities and responsibilities designed to immerse the student in the who/what/when/why of our Library and public libraries in 2026 as they look to the future.

Operations

OceanFirst Financial Corp. and Flushing Financial Corporation, parent company of Flushing Bank, which of one of the banks the Library works with, announced a definitive agreement to merge. The deal, approved by shareholders and regulatory bodies as of April 2026, will merge Flushing Bank into OceanFirst Bank. The combined entity will operate 71 retail branches, significantly expanding OceanFirst's New York footprint in Queens, Brooklyn, Manhattan, Nassau, and Suffolk counties.

The Summer Kickoff is set for June 6, 2pm-4pm (no registration needed), and everyone is invited to gather and enjoy together a variety of activities as well as join the summer reading club for their age group, from children to adults.

The Library's Green Team met for a *Walk 'n' Talk Meeting* on 5/12. The Group toured the grounds and received updates from various Team members regarding the new, raised planting boxes created by CPL Employee and Eagle Scout Candidate Gavin Welkes, the *Butterfly Highway*, planned tree trimming, the Pet Pantry (Girl Scout Project) installation, two pending recycled bench installations and more.

The CPL Safety Committee met on 4/27.

Building & Grounds

The HVAC replacement of the compressor from the condensing unit in the air handler was successfully completed.

Professional Activities

- 4/21 Webinar Panelist – Bike Borrow Program (NYS Partner Agency & Nassau County Librarians)
- 5/5 Stony Brook University: Public Libraries/Mental Health Survey – results webinar (DE)
- 5/6 Executive Board Meeting, Partnership of Automated Libraries of Suffolk (online) (DE)
- 5/12 Nassau/Suffolk Libraries Diversity Committee Mtg. (DE)

Community Activities

- 4/22 Brookhaven Town Chambers of Commerce Annual Dinner, Port Jefferson Station (AM, DE)
- 4/28 Mather Hospital Community Coalition Meeting, Port Jefferson (AM, DE)
- 4/28 Joint Networking - Chamber/Rotary/Decision Meeting (Port Jefferson) (AM, DE)

I have been appointed Chair of the Community Advisory Board of Mather Hospital.

Comsewogue Public Library

Personnel Report

May 19, 2026

New Appointments:

Michael Perrone, Page (PT), effective May 8, 2026. Salary \$17.00 hr.

Emma Courtney, Librarian Trainee (PT) – Children’s Services, effective May 11, 2026. Salary \$25.80hr.

Resignations:

*Arianna Galante, Librarian Trainee (PT) – Children’s Services, effective April 24, 2026.

*Bryanna Kiely, Librarian (PT) – Children’s Services, effective May 9, 2026.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2025/2026

E-3

April 2026

| | Apr-26 | Apr-25 | % Change | Totals 2025/26 | Totals 2024/25 | Totals - % Change | |
|--|---------------------------------------|--------|----------|------------------|-----------------|--------------------|---------|
| Patron Registration | | | | | | | |
| Comsewogue Borrower Registration: | | | | | | | |
| 1 | Adult | 56 | 83 | -32.53% | 9,531 | 9,388 | 1.52% |
| 2 | Juvenile | 13 | 18 | -27.78% | 3,272 | 3,144 | 4.07% |
| 3 | Total | 69 | 101 | -31.68% | 12,803 | 12,532 | 2.16% |
| Mount Sinai Borrower Registration: | | | | | | | |
| 4 | Comsewogue Library | 27 | 29 | -6.90% | 4,609 | 4,250 | 8.45% |
| 5 | Port Jefferson Library | 11 | 17 | -35.29% | 1,693 | 1,623 | 4.31% |
| Miller Place Borrower Registration:* | | | | | | | |
| 6 | Comsewogue Library | 31 | 45 | -31.11% | 4,568 | 4,196 | 8.87% |
| 7 | Port Jefferson Library | 32 | 18 | 77.78% | 1,999 | 1,853 | 7.88% |
| 8 | Total CPL Members | 127 | 175 | -27.43% | 21,980 | 20,978 | 4.78% |
| * - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson. | | | | | | | |
| | Apr-26 | Apr-25 | % Change | To Date- 2025/26 | To Date-2024/25 | To Date - % Change | |
| 9 | Library Visits | 10,785 | 11,584 | -6.90% | 106,866 | 160,224 | -33.30% |
| 10 | Curbside Pick Up | 12 | 35 | -65.71% | 169 | 263 | -35.74% |
| Transactions | | | | | | | |
| | Apr-26 | Apr-25 | % Change | To Date- 2025/26 | To Date-2024/25 | To Date - % Change | |
| 11 | Circulation of Physical Items: | 19,637 | 21,867 | -10.20% | 211,946 | 231,058 | -8.27% |
| Circulation of Electronic Items: | | | | | | | |
| 12 | Over Drive-Audio/eBooks | 9,491 | 9,385 | 1.13% | 93,116 | 90,316 | 3.10% |
| 13 | Hoopla | 1,140 | 1,113 | 2.43% | 11,566 | 9,700 | 19.24% |
| 14 | Kanopy | 354 | 542 | -34.69% | 5,718 | 4,882 | 17.12% |
| Circulation Other: | | | | | | | |
| 15 | Museum Passes | 146 | 83 | 75.90% | 918 | 876 | 4.79% |
| 16 | Library of Things | 174 | 161 | 8.07% | 1,612 | 1,652 | -2.42% |
| Library of Things include devices, games, tools, etc. Reporting started 1/2022 | | | | | | | |
| 17 | Public Computer Sessions | 572 | 794 | -27.96% | 6,536 | 7,289 | -10.33% |
| 18 | Public Wireless Sessions | 1,657 | 1,713 | -3.27% | 16,047 | 16,436 | -2.37% |
| Interlibrary Loan: | | | | | | | |
| 19 | Items Loaned | 803 | 968 | -17.05% | 8,800 | 9,696 | -9.24% |
| 20 | Items Borrowed | 1,015 | 1,209 | -16.05% | 12,245 | 13,559 | -9.69% |

Adult Programming: April 2026

E-4

| <u>Program Name</u> | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|---|-----------------|-------------------|-----------------|
| Voting Machines Demo | 1 | n/a | 100 |
| Calming Art Club | 1 | 20 | 13 |
| Computer Basics | 2 | 12 | 6,7 |
| Defensive Driving | 1 | 25 | 20 |
| Health Screenings through Catholic Health | 1 | n/a | 7 |
| Digital Declutter | 1 | 16 | 8 |
| AARP Tax Assistance | 1 | 16 | 26 |
| ONLINE Breathe Together | 4 | 20 | 5,8,9,9 |
| ONLINE New English Speakers (Zoom) | 4 | n/a | 6,7,6,6 |
| Senior Advocate | Appt | 0 | 0 |
| ONLINE Genealogy | Appt | 4 | 4 |
| Everyday Matinee | 2 | 17,38 | 13,29 |
| Knit & Crochet | 1 | n/a | 6 |
| Shred-Recycle-Dispose (Town of Brookhaven) (15,640lbs paper; 10,050lbs e-waste; 11 boxes meds) | 1 | n/a | 600 |
| Italian for Travelers | 3 | 20 | 17,9,9 |
| ONLINE Trivia (Email) | 2 | 14,n/a | 31,19 |
| Edible Art Printing | 1 | 12 | 9 |
| Write This Way | 1 | 20 | 14 |
| Organic Textured Plate \$15 | 1 | 15 | 13 |
| Long Island Reads Book Club | 2 | 9,10 | 3,5 |
| HIICAP Counseling | Appt | 4 | 4 |

Adult Programming: Summary

| | | | |
|--|-----------|------------|-------------|
| Backyard Farming | 1 | 21 | 23 |
| <i>Offsite @ the Comsewogue Community Garden</i> | | | |
| OUTDOOR Qigong | 1 | 20 | 17 |
| | | | |
| Game Night | 1 | 16 | 7 |
| | | | |
| When the Parent Becomes the Child | 1 | 13 | 11 |
| | | | |
| Coffee & Coloring | 1 | 11 | 5 |
| | | | |
| Healthy Nutrition | 2 | 14,14 | 13,7 |
| | | | |
| One-on-One Appointments | unlimited | 0 | 0 |
| Social Work Intern Appointments | unlimited | 11 | 11 |
| Career Counseling | Appt | 1 | 1 |
| | | | |
| TOTALS | 37 | 393 | 1123 |

| | <u>Sessions</u> | <u>Registered</u> | <u>Attended</u> |
|------------|-----------------|-------------------|-----------------|
| April 2026 | 37 | 393 | 1123 |
| | | | |
| YTD 2026 | 154 | 1965 | 2783 |
| | | | |
| April 2025 | 40 | 641 | 1182 |
| | | | |
| YTD 2025 | 148 | 2018 | 2792 |
| | | | |

Family Programming: April 2026

| Program Name | Grades | Sessions | Registered *by Family | Attended *by Person |
|-----------------------------------|--------|-----------------|--------------------------|------------------------|
| Spring Break Fun DROP-IN | All | 1 | n/a | 34 |
| Cinnamon Sugar Donuts (3pm) | All | 1 | 15 | 45 |
| Cinnamon Sugar Donuts (4pm) | All | 1 | 15 | 29 |
| Meet the Farm Animals DROP-IN | All | 1 | 0 | 246 |
| Rumi Visits the Library! (5pm) | All | 1 | 18 | 51 |
| Rumi Visits the Library! (6pm) | All | 1 | 18 | 56 |
| Spring Bingo | All | 1 | 11 | 10 |
| Recycled Art DROP-IN | All | 1 | n/a | 10 |
| NLW Buttons & Bookmarks | All | 1 | n/a | 25 |
| Art Cart Creations | All | 6 | n/a | 250 |
| Birthday Bags | All | 1 | n/a | 4 |
| Guinea Pig Weekly Care | All | 4 | n/a | 14 |
| Family Programming Summary | | Sessions | Attended | |
| April 2026 | | 20 | 774 | |
| YTD 2026 | | 36 | 1283 | |
| April 2025 | | 11 | 629 | |
| YTD 2025 | | 36 | 1211 | |

Early Childhood Programming: April 2026

| Program Name | Ages | Sessions | Registered | Attended |
|---|------------|----------|------------|----------|
| Obstacle Course DROP-IN | 12m - PreK | 1 | n/a | 25 |
| Babies Boogie | 0m - 17m | 1 | 18 | 30 |
| Toddler Tango | 18m - 35m | 1 | 18 | 36 |
| STEAM Storytime: Weather | 3y - PreK | 1 | 24 | 31 |
| Mother Goose on the Loose | 0m - 35m | 1 | 24 | 32 |
| Tot's Night Out | 18m - PreK | 1 | 18 | 26 |
| Lullaby Together Time - cancelled | 0m - 12m | 1 | | |
| Cookie Canvas | 3y - PreK | 1 | 15 | 12 |
| Books in Bloom | 18m - 35m | 1 | 24 | 27 |
| Baby Start - cancelled | 0m - 17m | 1 | | |
| You & Me | 18m - 35m | 1 | 13 | 9 |
| Kidnastics (10am) | 12m - PreK | 1 | 25 | 36 |
| Kidnastics (11am) | 12m - PreK | 1 | 25 | 44 |
| Baby Games | 0m - 17m | 1 | 14 | 18 |
| Construction Zone DROP-IN | 12m - PreK | 1 | n/a | 27 |
| Parachute Play | 3y PreK | 1 | 24 | 32 |
| Fun with Toddlers (4/27) | 12m - 35m | 1 | 18 | 28 |
| Sensory Fun DROP-IN | 12m - PreK | 1 | n/a | 9 |
| Come Play with PlayHooray (10am) | 0m PreK | 1 | 20 | 25 |
| Come Play with PlayHooray (11am) | 0m - PreK | 1 | 20 | 21 |
| A Time for Kids: Five Little Ducks (10am) | 18m PreK | 1 | 18 | 17 |

| | | | | |
|---|------------|----|-----|-----|
| A Time for Kids: Five Little Ducks (11am) | 18m - PreK | 1 | 20 | 33 |
| Literacy & Stem Kits | 0m - PreK | 16 | n/a | 133 |
| 1000 Books Before K | 0m - PreK | 1 | n/a | 11 |

| Early Childhood Programming Summary | Sessions | Attended |
|--|-----------------|-----------------|
| April 2026 | 39 | 662 |
| YTD 2026 | 157 | 3113 |
| April 2025 | 32 | 800 |
| YTD 2025 | 98 | 2623 |

School Age Programming: April 2026

| Program Name | Grades | Sessions | Registered | Attended |
|--|---------------|-----------------|-------------------|-----------------|
| My Gym at the Library | K-2 | 1 | 25 | 13 |
| Mario Kart Tournament | K-5 | 1 | 26 | 15 |
| Sparkle and Shine: National Unicorn Day | K-2 | 1 | 13 | 9 |
| Cherry Blossom Canvas | 3-5 | 1 | 18 | 16 |
| 3D Printing Presentation (2:30pm) | K-2 | 1 | 12 | 5 |
| 3D Printing Presentation (3:30pm) | 3-5 | 1 | 10 | 6 |
| Butter Churning | K-2 | 1 | 11 | 5 |
| Paint Chip Poetry - cancelled | 3-5 | 1 | | |
| Recycled Planters (6pm) | K-5 | 1 | 16 | 13 |
| Recycled Planters (7pm) | K-5 | 1 | 11 | 3 |
| Wheel Thrown Clay (5:45pm) | K-5 | 1 | 15 | 11 |
| Wheel Thrown Clay (6:45pm) | K-5 | 1 | 15 | 7 |
| May the Force Be Recycled (5:30pm) | K-5 | 1 | 12 | 3 |
| May the Force Be Recycled (6:30pm) - cancelled | K-5 | | | |
| The Unseen World: Mobile Microscope Lab | 3-5 | 1 | 7 | 3 |
| Illustrate a Poem | K-2 | 1 | 2 | 2 |
| Spring Scavenger Hunt | K-5 | 1 | n/a | 166 |
| School Age Programming Summary | | Sessions | Attended | |
| April 2026 | | 16 | 277 | |
| YTD 2026 | | 32 | 497 | |
| April 2025 | | 15 | 197 | |
| YTD 2025 | | 58 | 1572 | |

Teen Programming: April 2026

| Program Name | Grades | Sessions | Registered | Attended |
|------------------------------------|--------|-----------------|-----------------|----------|
| 3D Print & Design | 6-12 | 1 | 11 | 6 |
| Mario Kart Tournament | 6-12 | 1 | 9 | 8 |
| Creative Writing - cancelled | 6-12 | 1 | | |
| Minute to Win it | 6-12 | 1 | 7 | 4 |
| Cinnamon Sugar Doughnuts | 6-12 | 1 | 11 | 9 |
| Getting Ready to Babysit | 6-12 | 1 | 15 | 15 |
| Make it Edible Art | 6-12 | 1 | 10 | 4 |
| Dungeon & Dragons | 6-12 | 1 | 5 | 3 |
| Whimsical Fairy Houses - cancelled | 6-12 | 1 | | |
| How to Change the World | 6-12 | 1 | 12 | 10 |
| After Hours Teen Night | 6-12 | 1 | 19 | 22 |
| Teen Chat & Craft | 6-12 | 1 | 11 | 9 |
| Cutting Boards | 6-12 | 1 | 18 | 13 |
| The Unseen World - cancelled | 6-12 | 1 | | |
| CHS Life Skills Visit | 9-12+ | 1 | n/a | 18 |
| JFK National Library Week Visit | 6-8 | 1 | n/a | 506 |
| Remote Community Service | 6-12 | 10 | n/a | 116 |
| Teen Programming Summary | | Sessions | Attended | |
| April 2026 | | 26 | 743 | |
| YTD 2026 | | 107 | 2067 | |
| April 2025 | | 13 | 231 | |
| YTD 2025 | | 52 | 1094 | |

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 | 1/21/2026 | 1/21/2026 | \$740,757.22 | |
| 4 | 1/26/2026 | 1/26/2026 | \$478,759.12 | |
| 5 | 2/2/2026 | 2/2/2026 | \$246,919.07 | |
| 6 | 2/9/2026 | 2/9/2026 | \$124,401.98 | |
| 7 | 2/17/2026 | 2/17/2026 | \$67,855.62 | |
| 8 | 2/23/2026 | 2/23/2026 | \$35,812.69 | |
| 9 | 3/2/2026 | 3/2/2026 | \$20,733.66 | |
| 10 | 3/16/2026 | 3/16/2026 | \$18,848.78 | |
| 11 | 3/30/2026 | 3/30/2026 | \$15,079.03 | |
| 12 | 4/13/2026 | 4/13/2026 | \$15,079.03 | |
| 13 | 4/27/2026 | 4/27/2026 | \$16,963.91 | |
| 14 | 5/11/2026 | 5/11/2026 | \$39,582.45 | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21* | | | | |
| TOTAL AMOUNT - TAXES TO BE RAISED: | | | \$3,319,002.00 | |
| Total Payments From Town of Brk | | | \$2,095,981.38 | |
| Interest Received* | | | 0.00 | |
| Remaining Balance - Uncollected Taxes | | | \$1,223,020.62 | |
| Total Payments (including interest) | | | \$2,095,981.38 | |

First Amendment and Censorship

E-7

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances." First Amendment of the U.S. Constitution passed by Congress September 25, 1789. Ratified December 15, 1791.

One of the ten amendments of the Bill of Rights, the First Amendment gives everyone residing in the United States the right to hear all sides of every issue and to make their own judgments about those issues without government interference or limitations. The First Amendment allows individuals to speak, publish, read and view what they wish, worship (or not worship) as they wish, associate with whomever they choose, and gather together to ask the government to make changes in the law or to correct the wrongs in society.

The right to speak and the right to publish under the First Amendment has been interpreted widely to protect individuals and society from government attempts to suppress ideas and information, and to forbid government censorship of books, magazines, and newspapers as well as art, film, music and materials on the internet. The Supreme Court and other courts have held conclusively that there is a First Amendment right to receive information as a corollary to the right to speak. Justice William Brennan elaborated on this point in 1965:

"The protection of the Bill of Rights goes beyond the specific guarantees to protect from Congressional abridgment those equally fundamental personal rights necessary to make the express guarantees fully meaningful. I think the right to receive publications is such a fundamental right. The dissemination of ideas can accomplish nothing if otherwise willing addressees are not free to receive and consider them. It would be a barren marketplace of ideas that had only sellers and no buyers." *Lamont v. Postmaster General*, 381 U.S. 301 (1965).

The Supreme Court reaffirmed that the right to receive information is a fundamental right protected under the U.S. Constitution when it considered whether a local school board violated the Constitution by removing books from a school library. In that decision, the Supreme Court held that "the right to receive ideas is a necessary predicate to the recipient's meaningful exercise of his own rights of speech, press, and political freedom." *Board of Education v. Pico*, 457 U.S. 853 (1982) (Island Trees Union Free School District in Levittown, NY)

American Library Association

from: ala.org

Public schools and public libraries, as public institutions, have been the setting for legal battles about student access to books, the removal or retention of "offensive" material, regulation of patron behavior, and limitations on public access to the internet. Restrictions and censorship of materials in public institutions are most commonly prompted by public complaints about those materials and implemented by government officials mindful of the importance some of their constituents may place on religious values, moral sensibilities, and the desire to protect children from materials they deem to be offensive or inappropriate. Directly or indirectly, ordinary individuals are the driving force behind the challenges to the freedom to access information and ideas in the library.

The First Amendment prevents public institutions from compromising individuals' First Amendment freedoms by establishing a framework that defines critical rights and responsibilities regarding free expression and the freedom of belief. The First Amendment protects the right to exercise those freedoms, and it advocates respect for the right of others to do the same. Rather than engaging in censorship and repression to advance one's values and beliefs, Supreme Court Justice Louis Brandeis counsels persons living in the United States to resolve their differences in values and belief by resort to "more speech, not enforced silence."

By virtue of the Fourteenth Amendment, the First Amendment's constitutional right of free speech and intellectual freedom also applies to state and local governments. Government agencies and government officials are forbidden from regulating or restricting speech or other expression based on its content or viewpoint. Criticism of the government, political dissatisfaction, and advocacy of unpopular ideas that people may find distasteful or against public policy are nearly always protected by the First Amendment. Only that expression that is shown to belong to a few narrow categories of speech is not protected by the First Amendment. The categories of unprotected speech include obscenity, child pornography, defamatory speech, false advertising, true threats, and fighting words. Deciding what is and is not protected speech is reserved to courts of law.

The First Amendment only prevents government restrictions on speech. It does not prevent restrictions on speech imposed by private individuals or businesses. Facebook and other social media can regulate or restrict speech hosted on their platforms because they are private entities.

G

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of March 31, 2026

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 | 1,652,935.44 |
| 1110 · Savings-Capital Improvements | 935,663.48 |
| 1114 · Savings-Termination Pay | 231,169.57 |
| 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>2,830,590.51</u> |
|------------------------|---------------------|

Other Current Assets

| | |
|---------------------------------------|-----------|
| 1150 · ACCOUNTS RECEIVABLE - YEAR END | 0.00 |
| 1152 · PREPAID PROGRAM EXPENSE | 0.00 |
| 1153 · PATRON ACCOUNTS-DISC TICKETS | 32,551.69 |
| 1154 · PREPAID EXPENSES | 1,710.00 |

| | |
|----------------------------|------------------|
| Total Other Current Assets | <u>34,261.69</u> |
|----------------------------|------------------|

Total Current Assets

| |
|---------------------|
| <u>2,864,852.20</u> |
|---------------------|

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> |
|------------------------------------|----------------------|

Total Fixed Assets

| |
|---------------------|
| <u>4,423,700.00</u> |
|---------------------|

TOTAL ASSETS

| |
|---------------------|
| <u>7,288,552.20</u> |
|---------------------|

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

| | |
|--|-----------|
| 2173 · Accrued Payroll | 0.00 |
| 2180 · FICA-Payable | 0.00 |
| 2182 · NYS Withholding | 0.00 |
| 2185 · Employee Ins - enrollee contrib | 6,147.87 |
| 2186 · Retirement | 4,231.53 |
| 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 | 0.00 |

| | |
|---------------------------------|------------------|
| Total Other Current Liabilities | <u>49,906.45</u> |
|---------------------------------|------------------|

Total Current Liabilities

| |
|------------------|
| <u>49,906.45</u> |
|------------------|

Total Liabilities

| |
|------------------|
| <u>49,906.45</u> |
|------------------|

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 | -1,609,973.62 |

Total Equity

| |
|---------------------|
| <u>7,238,645.75</u> |
|---------------------|

TOTAL LIABILITIES & EQUITY

| |
|---------------------|
| <u>7,288,552.20</u> |
|---------------------|

COMSEWOGUE PUBLIC LIBRARY
STATEMENT OF REVENUE
For the Period Ending March 31, 2026

| | <u>March 2026</u> | <u>July 2025 - March 2026</u> |
|---------------------------------|-------------------|-------------------------------|
| Revenue | | |
| 3301 · Tax Revenues | 54,661.47 | 2,024,355.99 |
| 3302 · Fines | 80.00 | 1,092.66 |
| 3304 · Interest Earned | 6,260.22 | 66,394.35 |
| 3305 · Unclassified rev.-Copies | 600.80 | 7,271.41 |
| 3306 · Unclassified rev.-Books | 89.16 | 3,325.28 |
| 3307 · Unclassified rev.-Other | 6.60 | 38.62 |
| 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 | 7,890.56 |
| 3312 · Local Sponsor Aid | 0.00 | 6,703.20 |
| 3313 · PILOT Revenue | 3,797.32 | 29,634.35 |
| 3316 · Refund Excess Mortgage | 0.00 | 0.00 |
| 3318 · Services - Miller Place | 0.00 | 806,062.56 |
| 3319 · Services - Mount Sinai | 0.00 | 701,065.52 |
| Total Revenue | <u>65,495.57</u> | <u>3,653,834.50</u> |

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending March 31 2026

| Expense | <u>ACTUAL</u> | | Budget | \$ Over Budget |
|---|-------------------|------------------------|---------------------|----------------------|
| | March | July 2025 - March 2026 | | |
| 4401 · Computer Supplies | 171.93 | 8,298.20 | 15,000.00 | -6,701.80 |
| 4402 · Computer Equipment/Parts | 0.00 | 3,829.25 | 28,000.00 | -24,170.75 |
| 4403 · Furniture & Equipment | 118.99 | 14,154.09 | 40,500.00 | -26,345.91 |
| 4404 · Salaries-Professional | 164,442.02 | 1,820,501.21 | 2,377,288.59 | -556,787.38 |
| 4405 · Salaries-Clerical | 56,120.89 | 596,787.41 | 836,466.29 | -239,678.88 |
| 4406 · Salaries-Custodial | 7,285.18 | 65,082.65 | 104,200.00 | -39,117.35 |
| 4407 · Salaries-Guard | 2,709.77 | 23,908.06 | 31,924.00 | -8,015.94 |
| 4410 · Library Books | 4,929.80 | 52,341.78 | 112,500.00 | -60,158.22 |
| 4412 · Audio Video | 915.16 | 9,761.17 | 18,300.00 | -8,538.83 |
| 4413 · Periodicals | 163.00 | 10,317.07 | 13,500.00 | -3,182.93 |
| 4414 · Computer Software | 119.40 | 8,606.89 | 16,500.00 | -7,893.11 |
| 4415 · Electronic Data Base | 2,592.67 | 263,396.89 | 250,000.00 | 13,396.89 |
| 4417 · OTHER THINGS LENDING | 2,130.74 | 17,911.66 | 25,000.00 | -7,088.34 |
| 4420 · Library Programs | 0.00 | 0.00 | 0.00 | 0.00 |
| 4421 · Program Contractors | 0.00 | 0.00 | 0.00 | 0.00 |
| 4421A · Adult | 1,898.54 | 39,212.53 | 64,500.00 | -25,287.47 |
| 4421B · Children/Teen | 4,260.00 | 48,976.90 | 82,500.00 | -33,523.10 |
| 4422 · Program Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| 4422A · Adult | 878.81 | 10,002.19 | 10,300.00 | -297.81 |
| 4422B · Children/Teen | 1,713.28 | 13,390.71 | 24,300.00 | -10,909.29 |
| 4428 · Conferences | 238.30 | 7,498.43 | 14,500.00 | -7,001.57 |
| 4429 · Circulation | 172.16 | 52,488.81 | 60,000.00 | -7,511.19 |
| 4430 · Office & Library Supplies | 1,715.81 | 9,677.74 | 17,500.00 | -7,822.26 |
| 4431 · Telecommunications | 937.81 | 8,276.33 | 11,600.00 | -3,323.67 |
| 4432 · Cartage | 301.65 | 2,714.85 | 3,500.00 | -785.15 |
| 4433 · Postage | 699.43 | 9,207.36 | 14,800.00 | -5,592.64 |
| 4434 · Publicity and Printing | 10,509.00 | 40,510.22 | 61,500.00 | -20,989.78 |
| 4435 · Annual Election | 0.00 | 1,109.69 | 4,450.00 | -3,340.31 |
| 4436 · SCLS Contract Fee | 0.00 | 65,310.00 | 65,307.00 | 3.00 |
| 4437 · Accounting and Legal | 1,216.84 | 78,903.31 | 92,000.00 | -13,096.69 |
| 4438 · Membership Dues | 0.00 | 1,380.00 | 3,300.00 | -1,920.00 |
| 4439 · Equipment/Bliding Maint & Repair | 18,906.37 | 288,179.13 | 219,325.00 | 68,854.13 |
| 4440 · Snow Removal | 9,550.00 | 17,400.00 | 15,000.00 | 2,400.00 |
| 4441 · Building Security | 6,354.25 | 60,766.24 | 85,600.00 | -24,833.76 |
| 4450 · Utilities | 10,150.16 | 82,706.30 | 118,000.00 | -35,293.70 |
| 4451 · Custodial Supplies | 1,536.58 | 10,807.90 | 16,200.00 | -5,392.10 |
| 4453 · Employees Assistance Program | 0.00 | 3,175.50 | 3,200.00 | -24.50 |
| 4454 · Insurance - Library | 0.00 | 71,732.24 | 70,500.00 | 1,232.24 |
| 4456 · Rental Expenses | 1,750.97 | 16,619.95 | 20,500.00 | -3,880.05 |
| 4471 · Workers Compensation Insurance | 0.00 | 20,658.00 | 24,175.00 | -3,517.00 |
| 4472 · Life Insurance | 464.92 | 3,908.83 | 5,880.00 | -1,971.17 |
| 4473 · Dental Insurance | 1,894.92 | 18,334.74 | 31,650.00 | -13,315.26 |
| 4474 · VISION INS | 475.10 | 3,835.84 | 4,000.00 | -164.16 |
| 4476 · 9020.8 Retirement Expense | 0.00 | 493,690.00 | 468,182.00 | 25,508.00 |
| 4477 · 9030.8 Social Security Expense | 17,136.59 | 177,792.15 | 237,805.00 | -60,012.85 |
| 4478 · Unemployment Insurance | 0.00 | 186.08 | 1,000.00 | -813.92 |
| 4479 · 9060.8 Health Insurance | 79,061.40 | 710,459.82 | 986,639.00 | -276,179.18 |
| 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 | 413,522.44 | 5,263,808.12 | 7,006,891.88 | -1,743,083.76 |

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 | | | | | | 65,967.32 | 1,428,737.84 | 474,989.36 | 51,661.47 | | | | |
| PILOT | | | | | | | | 25,837.03 | 3,797.32 | | | | |
| Library Service Contracts | | | | | | | 1,507,128.08 | | | | | | |
| 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 | 6,584.82 | 13,689.57 | 8,356.36 | 10,036.78 | | | | |
| Total Receipts | 12,866.13 | 19,430.27 | 9,299.55 | 8,744.87 | 6,707.73 | 72,552.14 | 2,949,555.49 | 509,182.75 | 65,495.57 | | | | |
| Disbursement/Payments | | | | | | | | | | | | | |
| Payrolls | 240,496.05 | 253,001.59 | 245,390.95 | 247,443.95 | 247,011.01 | 392,773.46 | 423,145.15 | 227,406.60 | 230,557.86 | | | | |
| Employee Benefits | 70,703.03 | 80,009.04 | 76,548.40 | 94,759.87 | 78,116.15 | 79,734.39 | 99,662.66 | 78,884.42 | 81,896.34 | | | | |
| Debt Service | | | | | | | | | | | | | |
| All Other | 180,171.78 | 135,064.46 | 108,690.94 | 229,998.40 | 95,664.69 | 110,759.05 | 770,066.16 | 289,449.69 | 101,068.24 | | | | |
| Total Disbursements | 491,370.86 | 468,075.09 | 430,630.29 | 572,202.22 | 420,791.85 | 583,266.90 | 1,292,873.97 | 595,740.71 | 413,522.44 | | | | |
| Cash Balance Changes | (478,504.73) | (448,644.82) | (421,330.74) | (563,457.35) | (414,084.12) | (510,714.76) | 1,656,681.52 | (86,557.96) | (348,026.87) | | | | |
| Total Adjustments | (208,537.44) | 5,157.19 | (13,213.11) | 692.10 | 811.92 | 2,542.82 | (1,012.42) | 2,172.61 | 3,205.97 | | | | |
| Closing Cash Balance | 3,966,368.53 | 3,522,880.90 | 3,088,337.05 | 2,525,571.80 | 2,112,299.60 | 1,604,127.66 | 3,259,796.76 | 3,175,411.41 | 2,830,590.51 | | | | |
| Beg. Cash Balance 7/1/25 | 4,653,410.70 | | | | | | | | | | | | 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)

COMSEWOGUE PUBLIC LIBRARY

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WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|----------------------------|---|--|
| 05/19/2026 | 29266 | 1000Bulbs.com | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$83.14 \$83.14 |
| 05/19/2026 | 29267 | A Time For Kids, Inc. | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$480.00 \$480.00 |
| 05/19/2026 | 29268 | Ace Hardware | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$15.42 \$15.42 |
| 05/19/2026 | 29269 | Amazon Capital Services | 1102 Checking Account 4403 Furniture & Equipment 4422B Library Programs:Program Supplies:Children/Teen 4422A Library Programs:Program Supplies:Adult 4430 Office & Library Supplies 4417 OTHER THINGS LENDING 4428 Conferences 4401 Computer Supplies | \$421.98 \$694.40 \$36.21 \$161.44 \$192.79 \$75.98 \$38.44 \$1,621.24 |
| 05/19/2026 | 29270 | American Express | 1102 Checking Account 4422A Library Programs:Program Supplies:Adult 4422B Library Programs:Program Supplies:Children/Teen 4428 Conferences 4430 Office & Library Supplies 4435 Annual Election 4439 Equipment/Blding Maint & Repair 4441 Building Security | \$186.52 \$483.19 \$267.91 \$415.52 \$53.00 \$84.99 \$59.74 \$1,550.87 |
| 05/19/2026 | 29271 | Brodart Company | 1102 Checking Account 4410 Library Books 4410 Library Books | \$5,391.11 \$784.89 \$6,176.00 |
| 05/19/2026 | 29272 | Brookhaven Locksmiths Inc. | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$170.00 \$170.00 |
| 05/19/2026 | 29273 | Cardio Partners Inc | 1102 Checking Account 4430 Office & Library Supplies | \$125.00 \$125.00 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|---------------------------------|---|--------------------------------------|
| 05/19/2026 | 29274 | CCP Office Technology Solutions | 1102 Checking Account 4456 Rental Expenses | \$1,009.49 \$1,009.49 |
| 05/19/2026 | 29275 | Clay With Me, Inc. | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$580.00 \$580.00 |
| 05/19/2026 | 29276 | Cobalt Electric Corp. | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$3,475.00 \$3,475.00 |
| 05/19/2026 | 29277 | Creatology Kidz, LLC | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$250.00 \$250.00 |
| 05/19/2026 | 29278 | DiNatale, Donna | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$500.00 \$500.00 |
| 05/19/2026 | 29279 | DiPrima, Nicole E. | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$200.00 \$200.00 |
| 05/19/2026 | 29280 | Discount School Supply | 1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen 4422A Library Programs:Program Supplies:Adult | \$42.08 \$31.97 \$74.05 |
| 05/19/2026 | 29281 | Drum Industrial Sales Corp. | 1102 Checking Account 4451 Custodial Supplies | \$724.60 \$724.60 |
| 05/19/2026 | 29282 | Effman, Paul | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$800.00 \$800.00 |
| 05/19/2026 | 29283 | Fun Express, LLC | 1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen | \$223.91 \$223.91 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|---|---|-------------------|
| 05/19/2026 | 29284 | Giery, Peter | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$242.37 |
| | | | | \$242.37 |
| 05/19/2026 | 29285 | GovConnection, Inc. | 1102 Checking Account | |
| | | | 4402 Computer Equipment/Parts | \$98.00 |
| | | | | \$98.00 |
| 05/19/2026 | 29286 | Green Earth Craft, Inc | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$275.00 |
| | | | | \$275.00 |
| 05/19/2026 | 29287 | Guardian | 1102 Checking Account | |
| | | | 4472 Life Insurance | \$486.54 |
| | | | 4473 Dental Insurance | \$2,553.48 |
| | | | 4474 VISION INS | \$334.85 |
| | | | 2185 Employee Ins - enrollee contrib | \$54.85 |
| | | | | \$3,429.72 |
| 05/19/2026 | 29288 | Hampton Jitney | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$8,280.00 |
| | | | | \$8,280.00 |
| 05/19/2026 | 29289 | High Hopes Productions LLC | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$310.00 |
| | | | | \$310.00 |
| 05/19/2026 | 29290 | Holtz, Loretta | 1102 Checking Account | |
| | | | 4428 Conferences | \$18.85 |
| | | | | \$18.85 |
| 05/19/2026 | 29291 | HomeStyle Landscaping & Design, Inc | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$4,040.00 |
| | | | | \$4,040.00 |
| 05/19/2026 | 29292 | JK Tech Solutions, Inc DBA Sharper Traini | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$440.00 |
| | | | | \$440.00 |
| 05/19/2026 | 29293 | Kelly-Edmunds, Anne | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$450.00 |
| | | | | \$450.00 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|--|--|---------------------------------|
| 05/19/2026 | 29294 | Kennedy, Lillian | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$195.00 \$195.00 |
| 05/19/2026 | 29295 | Kidnastics, Inc. | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$575.00 \$575.00 |
| 05/19/2026 | 29296 | Koch Tree Services, Inc. | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$245.00 \$245.00 |
| 05/19/2026 | 29297 | Lakeshore Learning Materials | 1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen | \$44.97 \$44.97 |
| 05/19/2026 | 29298 | Long Island Ducks | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$1,125.00 \$1,125.00 |
| 05/19/2026 | 29299 | Long Island Music Therapy Services Inc | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$175.00 \$175.00 |
| 05/19/2026 | 29300 | Longwood Public Library | 1102 Checking Account 4428 Conferences | \$43.54 \$43.54 |
| 05/19/2026 | 29301 | Lunarola, Michele | 1102 Checking Account 4428 Conferences | \$20.00 \$20.00 |
| 05/19/2026 | 29302 | Marlena Bein Design | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$600.00 \$600.00 |
| 05/19/2026 | 29303 | MCJ Cleaning Services | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$3,800.00 \$3,800.00 |
| 05/19/2026 | 29304 | Midwest Tape | 1102 Checking Account 4412 Audio Video 4415 Electronic Data Base | \$875.25 \$2,526.88 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|---|--|--------------------|
| | | | | \$3,402.13 |
| 05/19/2026 | 29305 | Nalco Company LLC | 1102 Checking Account | |
| | | | 4439 Equipment/Blding Maint & Repair | \$6,369.44 |
| | | | | \$6,369.44 |
| 05/19/2026 | 29306 | New York Times | 1102 Checking Account | |
| | | | 4413 Periodicals | \$24.00 |
| | | | | \$24.00 |
| 05/19/2026 | 29307 | New York Times | 1102 Checking Account | |
| | | | 4413 Periodicals | \$60.00 |
| | | | | \$60.00 |
| 05/19/2026 | 29308 | Noah's Ark Animal Workshop Inc. | 1102 Checking Account | |
| | | | 4422B Library Programs:Program Supplies:Children/Teen | \$1,030.00 |
| | | | | \$1,030.00 |
| 05/19/2026 | 29309 | NYLA | 1102 Checking Account | |
| | | | 4438 Membership Dues | \$2,500.00 |
| | | | | \$2,500.00 |
| 05/19/2026 | 29310 | NYS Employees' Health Ins Pending Account | 1102 Checking Account | |
| | | | 4479 9060.8 Health Insurance | \$79,657.78 |
| | | | 2185 Employee Ins - enrollee contrib | \$6,147.87 |
| | | | | \$85,805.65 |
| 05/19/2026 | 29311 | OfficeSupply.com | 1102 Checking Account | |
| | | | 4451 Custodial Supplies | \$378.40 |
| | | | 4430 Office & Library Supplies | \$25.48 |
| | | | | \$403.88 |
| 05/19/2026 | 29312 | Ozkaya, Charyl | 1102 Checking Account | |
| | | | 4421A Library Programs:Program Contractors:Adult | \$200.00 |
| | | | | \$200.00 |
| 05/19/2026 | 29313 | Parente, Jacqueline | 1102 Checking Account | |
| | | | 4421B Library Programs:Program Contractors:Children/Teen | \$375.00 |
| | | | | \$375.00 |
| 05/19/2026 | 29314 | PBXstore Inc | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$512.71 |
| | | | | \$512.71 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|----------------------------|--|---|
| 05/19/2026 | 29315 | PEAC Solutions | 1102 Checking Account 4456 Rental Expenses | \$1,484.00 \$1,484.00 |
| 05/19/2026 | 29316 | Posillico, Michele | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$300.00 \$300.00 |
| 05/19/2026 | 29317 | Quadient Finance USA, Inc. | 1102 Checking Account 4433 Postage | \$700.00 \$700.00 |
| 05/19/2026 | 29318 | Quest Master Guild Inc | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$585.00 \$585.00 |
| 05/19/2026 | 29319 | Quigley, Deborah A. | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$240.00 \$240.00 |
| 05/19/2026 | 29320 | R.C. Gluck Associates LLC | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$65.00 \$65.00 |
| 05/19/2026 | 29321 | Roeder, Kathy | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$130.00 \$130.00 |
| 05/19/2026 | 29322 | Rogers, Laura | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$200.00 \$200.00 |
| 05/19/2026 | 29323 | S & S Worldwide, Inc. | 1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen | \$29.62 \$29.62 |
| 05/19/2026 | 29324 | Scott, Robert G. | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult 4421B Library Programs:Program Contractors:Children/Teen | \$840.00 \$700.00 \$1,540.00 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|------------|-------|------------------------------------|---|--|
| 05/19/2026 | 29325 | Score | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$150.00 \$150.00 |
| 05/19/2026 | 29326 | Securitas Security Serv. USA | 1102 Checking Account 4441 Building Security | \$4,706.63 \$4,706.63 |
| 05/19/2026 | 29327 | Shake 'N Make Music LLC | 1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen | \$300.00 \$300.00 |
| 05/19/2026 | 29328 | Spena, Catherine | 1102 Checking Account 4428 Conferences 4433 Postage | \$20.00 \$3,375.41 \$3,395.41 |
| 05/19/2026 | 29329 | Staples Business Credit | 1102 Checking Account 4430 Office & Library Supplies 4451 Custodial Supplies | \$54.15 \$126.48 \$180.63 |
| 05/19/2026 | 29330 | Stericycle, Inc | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$220.00 \$220.00 |
| 05/19/2026 | 29331 | Suffolk Cooperative Library System | 1102 Checking Account 4415 Electronic Data Base 4429 Circulation 4417 OTHER THINGS LENDING | \$6,300.00 \$63.84 \$425.00 \$6,788.84 |
| 05/19/2026 | 29332 | The Jewish Musuem | 1102 Checking Account 4417 OTHER THINGS LENDING | \$500.00 \$500.00 |
| 05/19/2026 | 29333 | Theresa's Programs LLC | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$600.00 \$600.00 |
| 05/19/2026 | 29334 | Thermal Solutions, Inc | 1102 Checking Account 4439 Equipment/Blding Maint & Repair | \$13,985.00 \$13,985.00 |

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 05/26/01

May 19, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|----------------------------------|---|---------------------------------|
| 05/19/2026 | 29335 | Thomas Klise/Crimson Multimedia | 1102 Checking Account 4412 Audio Video | \$220.75 \$220.75 |
| 05/19/2026 | 29336 | Times Beacon Record Newspapers | 1102 Checking Account 4434 Publicity and Printing | \$375.00 \$375.00 |
| 05/19/2026 | 29337 | Travelingartprograms LLC | 1102 Checking Account 4421A Library Programs:Program Contractors:Adult | \$350.00 \$350.00 |
| 05/19/2026 | 29338 | Turtle & Hughes Inc. | 1102 Checking Account 4403 Furniture & Equipment | \$287.50 \$287.50 |
| 05/19/2026 | 29339 | Unique Management Services, Inc. | 1102 Checking Account 4429 Circulation | \$267.95 \$267.95 |
| 05/19/2026 | 29340 | Value Line Publishing Inc | 1102 Checking Account 4415 Electronic Data Base | \$2,345.00 \$2,345.00 |
| 05/19/2026 | 29341 | VerifiedFirst | 1102 Checking Account 4437 Accounting and Legal | \$166.32 \$166.32 |
| 05/19/2026 | 29342 | Versare | 1102 Checking Account 4403 Furniture & Equipment | \$2,544.10 \$2,544.10 |
| 05/19/2026 | 29343 | Winters Bros. Hauling of LI, LLC | 1102 Checking Account 4432 Cartage | \$361.98 \$361.98 |
| TOTAL | | | | \$186,167.71 |

I-1

COMSEWOGUE PUBLIC LIBRARY

04/23/2026 Payroll
Check Register

WARRANT DETAIL REPORT

April 23, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------|-----------------------|-------------------|
| 04/23/2026 | 29258 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$3,752.00 |
| | | | | \$3,752.00 |
| TOTAL | | | | \$3,752.00 |

John E. [Signature]

APR 21 2026

04/23/2026 ACH Debit Report

| | |
|----------------------------|-------------------|
| Deferred Compensation Plan | \$1,599.75 |
| New York Life | \$439.34 |
| TOTAL | \$2,039.09 |

04/23/2026 Payroll Warrant

| | |
|--|---------------------|
| Check Register Total | \$3,752.00 |
| ACH Debit Total | \$2,039.09 |
| Accu Data Payroll (includes \$596.42 Accudata Invoice) | \$116,324.65 |
| TOTAL | \$122,115.74 |

I-2

05/07/2026 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

May 7, 2026

| DATE | NUM | NAME | ACCOUNT | DEBIT |
|--------------|-------|---------------------------------|------------------------------------|--------------------|
| 05/07/2026 | 29259 | 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 |
| | | | | \$600.24 |
| 05/07/2026 | 29260 | Equitable Financial | 1102 Checking Account | |
| | | | 2184 Annuity | \$3,752.00 |
| | | | | \$3,752.00 |
| 05/07/2026 | 29261 | National Grid | 1102 Checking Account | |
| | | | 4450 Utilities | \$2,967.34 |
| | | | | \$2,967.34 |
| 05/07/2026 | 29262 | NYS Employees Retirement System | 1102 Checking Account | |
| | | | 2186 Retirement | \$4,118.55 |
| | | | 2186 Retirement | \$304.00 |
| | | | | \$4,422.55 |
| 05/07/2026 | 29263 | Optimum | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$182.99 |
| | | | | \$182.99 |
| 05/07/2026 | 29264 | Optimum | 1102 Checking Account | |
| | | | 4431 Telecommunications | \$245.00 |
| | | | | \$245.00 |
| 05/07/2026 | 29265 | PSEGLI | 1102 Checking Account | |
| | | | 4450 Utilities | \$5,697.94 |
| | | | | \$5,697.94 |
| TOTAL | | | | \$17,868.06 |

Jan E. [Signature]
MAY 05 2026

05/07/2026 ACH Debit Report

| | |
|----------------------------|-------------------|
| Deferred Compensation Plan | \$1,603.34 |
| TOTAL | \$1,603.34 |

05/07/2026 Payroll Warrant

| | |
|--|---------------------|
| Check Register Total | \$17,868.06 |
| ACH Debit Total | \$1,603.34 |
| Accu Data Payroll (includes \$596.42 Accudata Invoice) | \$111,829.34 |
| TOTAL | \$131,300.74 |



L-4

Comsewogue Public Library

Drug Free Workplace Policy

Purpose and Goal

Comsewogue Public Library is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- The Library encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the Library, is applying for a position or is conducting business on the Library's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, and part-time employees and interns.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is conducting business for the Library. Therefore, this policy applies during all working hours, whenever and wherever conducting business, while on or off Library property.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation that fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

The Library recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

- Ensures the availability of a current list of qualified community professionals. Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the Library through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program, this policy will be included in the Library's Policy Manual and in the Personnel Handbook.

*Board adopted: 11/18/14
Board revised & adopted: 4/20/21
Board reaffirmed: 5/19/26*



Comsewogue Public Library

Confidentiality of Library Records Policy

No member of the staff other than the Director or Director's designee is authorized to respond to any form of judicial process or to provide any patron-specific or library-business information, in writing or in oral form, to a law enforcement officer or other representative of a public or private agency.

New York Civil Practice Law & Rules Section 4509

Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

In the event a staff member of Comsewogue Public Library is requested to provide patron information to an outside agency or individual the following procedures must be followed:

1. The staff member receiving the request to examine or obtain information relating to circulation, computer activity or other records identifying the names of library users, will immediately refer the person making the request to the Director, or designee in the Director's absence, who shall explain the Library's confidentiality policy.
2. The Director, upon receipt of a process, order or subpoena, shall consult with legal counsel with respect to the Library's legal obligation to comply. If, in the opinion of legal counsel, the process, order or subpoena is not in proper form, insistence shall be made that such defects be remedied before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of a court-ordered subpoena *duces tecum*.)
3. If, in the opinion of legal counsel, the process, order or subpoena is in proper form, the Library shall comply therewith, unless the Board of Trustees, upon the request of the Director and after consultation with legal counsel, directs that legal counsel take appropriate action to limit or quash such process, order or subpoena.

4. Any threats or unauthorized demands (i.e., those not supported by process, order or subpoena) concerning circulation, computer or other records identifying the names of Library users shall be reported to the Director immediately.
5. If the document is a search warrant that authorizes an immediate search and seizure, inform the officer that the Library Director and legal counsel will be contacted immediately and request the constraint of the officer. (The officer may inform you that the warrant is "secret." This does not preclude notification of the Director and legal counsel). If the officer insists upon compliance carefully inspect the warrant and monitor the search. Be certain to retain a copy of the warrant and request an inventory of the materials in question. **Offer the officer a copy of any data requested in lieu of the original documents.** At the conclusion of the search immediately make a written record of all events that transpired.
6. Staff members are, in all circumstances, to be polite and amicable. It is important that the matter not be treated as adversarial since it is the policy of the Comsewogue Public Library to respect duly authorized law enforcement officials.
7. Any matters relating to the privacy of circulation, computer or other records identifying the names of Library users that are not provided for above shall be referred to the Director.



Comsewogue Public Library

Equal Employment Opportunity Policy *{formerly "Anti-Discrimination" statement}*

Comsewogue Public Library seeks and employs people with skill and integrity, without regard to race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status or any other legally protected basis, in accordance with applicable federal, state or local law.

The Library aims for the highest standards of fairness and equal opportunity, covering all aspects of employment, including, but not limited to, recruitment and employment, promotions, compensation, team opportunities, and training programs. We are committed to compliance with all laws and regulations relating to equal employment opportunity.



Comsewogue Public Library

Holiday Policy

The Library will be closed, and full-time employees eligible for holiday benefits will be paid, for the following Holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- Washington's Birthday (President's Day)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve (early closing at 1pm)

The Library will also be closed, without Holiday compensation, on the following Sundays:

- Easter
- Mother's Day
- *Father's Day

The Library will close early, at 5:00 pm, on the Wednesday prior to Thanksgiving. There is no Holiday compensation for this early closing.

When a Holiday falls on a Saturday, the Library will be closed on Saturday. Full-time employees will receive a Holiday Comp Day for the equivalent number of hours to be used during the pay period (or within the next pay period, at the discretion of the Administration Office).

When a Holiday falls on a Sunday and the Holiday's legal observance is the following Monday, the Library will be closed on both Sunday (no holiday compensation) and on the following Monday (with holiday compensation for full-time employees). If the Holiday is not legally observed on the following Monday and the Library is closed only on Sunday, full-time employees will receive a Holiday Comp Day for the equivalent number of hours to be used during the pay period.

*Library is generally closed on Sundays in June.



Comsewogue Public Library Information Display / Distribution Policy

The Comsewogue Public Library maintains bulletin boards and other spaces in designated public service areas for the display and dissemination of information. The display and / or dissemination of materials in this public area does not constitute support, sponsorship or endorsement, nor does the absence of materials reflect non-support.

Since space is limited, the types of items that will be posted must also be limited. Space will be allocated in the following priority: information about the Library and its services; information supplied by local non-profit organizations (about upcoming events only); and, information supplied by local, state and national government.

Items must identify the group or person responsible and provide contact information.

The Library reserves the right to refuse display materials that are awkward to display or take up disproportionate space.

Displays will be updated and items removed as needed.

Items left at the Library for display will not be returned whether they have been displayed or not.

Political candidate or proposition materials, commercial promotions or private events, such as yard sales and "services provided" are ineligible for display.

The Library will not post advertisements of any kind except those announcing events and / or services provided by local community organizations and government agencies.

The Director, or her/his designee, must approve all materials before they are posted.

Active distribution, in which a person on site hands out materials, canvasses, solicits or petitions, is not allowed in the library.



Comsewogue Public Library

Risk Management Policy

The Comsewogue Public Library defines ‘risk management’ as the forecasting and evaluation of fiscal and other types of risks/events (internal or external), along with the identification and implementation of mitigating actions to avoid or minimize their impact.

The Library will proactively identify and manage exposure to risk that impedes strategic and/or operational aims; and will foster the observance and avoidance of risks.

Risks will be assessed by way of addressing the potential impact of the risk and the likelihood of it arising. The risk’s potential affects on strategy, operations, finances, and reputation will be taken into account.

Risks will be managed in accordance with the following applications:

1. Identify
2. Analyze
3. Evaluate/Rank
4. Treat
5. Monitor/Review

The review of risks will be implemented on an annual basis as a function of the budgeting process and will be repeated prior to each significant project or operational or strategic initiative.



Comsewogue Public Library

Standard Work Days / Work Week

The Library has established with New York State, by Board Resolution, a “standard work day”. The standard work day for all Civil Service titles established at the Library is 7 hours.

The standard work week is 5 days between Monday through Saturday.

Standard work week for full-time employees is total of 35 hours.

The Library will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system utilized by the Library and will follow rules and procedures set by New York State and Local Employees' Retirement System.



Comsewogue Public Library

Whistleblower Policy (formerly *Disclosure of Wrongful Conduct*)

The purpose of this policy is to encourage Library Trustees, officers, employees and volunteers to report instances of suspected illegal or improper conduct such as theft, fraud, and mismanagement of Library resources, violations of Library policies and regulations, as well as to inform Library Trustees, officers, employees and volunteers of the protections afforded them under the "whistleblower law" which prohibits a public employer from retaliating against a Trustee, officer, employee or volunteer who discloses to the Library information concerning a violation of law, rule or regulation, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper action by a Library officer or employee.

No Trustee, officer, employee or volunteer of the Library who in good faith reports any actions or suspected actions taken by or with the Library Board of Trustees, officers or staff that is illegal, fraudulent or in violation of any substantial policy of the Library shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequences.

The Board of Trustees expects the Library's Trustees, officers, employees and volunteers to fulfill the public's trust and to conduct themselves responsibly in accordance with Library policies and regulations, as well as applicable state and federal laws and regulations.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- Illegal conduct, including theft of Library money, property, or resources;
- Misuse of authority for personal gain or other non-Library purpose;
- Fraud;
- Violations of applicable federal and state laws and regulations; and/or serious violations of Library policies, regulations, and/or procedures.

Disclosure and Investigation

Trustees, officers, employees and volunteers who have knowledge of wrongful conduct or have reasonable cause to believe that wrongful conduct has occurred shall report such circumstances to the Library Director. The Library Director, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation with or without designees. If the Library Director is the subject matter of the reported conduct, the President of the Board of Trustees shall immediately conduct an investigation, with or without designees. The Library Director shall maintain a written record of the allegations, conduct an investigation to ensure that the appropriate authorities investigate the disclosure, and provide the Board of Trustees with a report.

Except as otherwise provided in either state and/or federal law, the Director or Board President conducting the investigation, or their designees, shall reasonably attempt to protect the identity of the person making the disclosure in a confidential manner, and will make reasonable efforts to maintain the confidentiality of the person reporting the conduct, provided that doing so will not interfere with the investigation of the specific allegations and circumstances.

Complaints of Reprisal

The provisions of Section 75-b of the Civil Service Law ("whistleblower law") and Section 715-B Not-for-Profit Corporation Law prohibit public employers from engaging in retaliatory personnel action against an employee, officer or volunteer who discloses to a governmental body information concerning either a violation of law, rule or regulation, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper governmental action. However, if an employee discloses information which he or she has reasonable cause to believe is false or which is prohibited or protected from disclosure by law, the employee is not protected by these provisions of law.

An employee who has been subject to an adverse employment action based on his or her prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Library Director. The Library Director (or Board President, if the allegations involve actions of the Library Director), or his/her designee, will review the complaint expeditiously to determine:

- whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken;
- whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the Library Director (or Board President) or designee determines that all of the above elements are present, he or she shall appoint a review officer or panel to investigate the claim and make recommendations to the Board. At the time of appointment, the designee shall inform the complainant and the respondent, in writing, of:

- - the intent to proceed with an investigation;
 - the specific allegations to be investigated;
 - the appointment of the review officer or panel; and
 - the opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the designee of its completion. From the date of that notice, the review officer or panel has thirty (30) days to report his/her (their) findings and make any recommendations he/she (they) deems appropriate to the designee. The designee, in consultation with the Library Director and/or his/her designee shall issue a letter of findings to both the complainant and the respondent.

Nothing in this policy is intended to interfere with legitimate employment decisions. Moreover, the protections afforded under the "whistleblower law" is not applicable under circumstances where the Library had or has independent grounds for disciplinary actions and proceedings against an employee.

The Library Director shall establish regulations necessary to implement this policy.

This policy and accompanying regulations shall be published and posted in employee lounges and distributed to all Trustees, officers and employees.

The Library Director and others responsible for the implementation of this policy shall meet with the Board annually to evaluate the effectiveness of this policy and to recommend appropriate modifications to this policy and regulations thereunder.

Designated Contact Person:

Debra Engelhardt
Library Director
Administration

debbie@cplib.org
631/928-1212, ext. 112

*Board adopted - 10/21/14
Board reaffirmed – 3/16/21, 5/19/26*



Comsewogue Public Library

Worker's Compensation Policy

All library employees are covered by Worker's Compensation. This means that, should an employee be injured while on the job or contact an occupational disease, benefits will be received depending upon eligibility, as determined by the insurance carrier. An employee must notify the Library Director as soon as possible in the event of a work-related accident. In no event should the employee delay said notification longer than twenty-four hours.

JUNE 2026

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|--------|--|-----------|--|---------------|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 Meeting | 17 | 18 | 19 Juneteenth | 20 |
| 21 Father's Day | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | May 2026 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 | | July 2026 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2026 Calendars 2027 Calendars |

JULY 2026

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---|-----------|---|--------|---|
| | | | 1 | 2 | 3 | 4 Independence Day |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 Meeting | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | June 2026 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 | | August 2026 Sa M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2026 Calendars 2027 Calendars |

AUGUST 2026

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