

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 16, 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. LIBRARY SERVICES – MILLER PLACE & MOUNT SINAI SCHOOL DISTRICTS
 - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 5/21/26 & 6/04/26
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. REPLACEMENT OF #1 COMPRESSOR IN ROOFTOP CONDENSOR UNIT – FUND TRANSFER
 - 2. OTHER
- L. NEW BUSINESS
 - 1. BUDGET FUND DESIGNATION/TRANSFER
 - 2. OBSOLETE/DAMAGED BEYOND REPAIR EQUIPMENT
 - 3. POLICY REVISIONS:
 - a. BODY ART POLICY
 - b. EMPLOYEE LOCKER POLICY
 - c. PROCTORING POLICY
 - 4. POLICY REVIEW:
 - a. UNATTENDED VULNERABLE ADULT POLICY
 - 5. PERSONNEL CHANGES
 - 6. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 7. 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
MAY 19, 2026

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

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

ABSENT WITH NOTIFICATION:
Trustee McCrary

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 April 21, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated May 19, 2026. 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 March 31, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 05/26/1, dated May 19, 2026, in the amount of \$186,167.71. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for April 23, 2026 (\$122,115.74) and May 7, 2026 (\$131,300.74). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the budget transfers in the amount of \$77,808 for the fiscal year 2025-2026 as detailed on the attachment. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to enter into an agreement for the Belmont Stove to be sent on long-term loan to be exhibited at the East Middle Island Schoolhouse, with the exhibit crediting the Library with the loan. Discussion followed. Approved unanimously.

The Board discussed the Draft AI Policy.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Drug Free Workplace Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to reaffirm the Confidentiality of Library Records Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Equal Opportunity Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to reaffirm the Holiday Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to reaffirm the Information Display/Distribution Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to reaffirm the Risk Management Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to reaffirm the Standard Work Day/Work Week. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to reaffirm the Whistleblower Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to reaffirm the Workers Compensation Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to discontinue the collection agency program. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the resignations of Arianna Galante (effective April 24, 2026) and Bryanna Kiely (May 9, 2026) with thanks for service rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 7:03 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

June 2026

Personnel

Greg Garcia (MLIS student) has begun a summer internship with the Library in connection with the requirements of his LIU graduate program.

Operations

The June 6th Summer Kickoff was a great success and once again showcased the teamwork, talent and dedication that goes into the planning and execution of such an event. It was all hands on deck! The *Port Times Record* covered the event in its 6/11/26 online article, which is included in the June Board Packet.

The NYS Budget was enacted, including the following of interest to libraries:

- Operating Aid:** \$106.395M (last year \$106.325M, \$70,000 increase)
- Construction Aid:** \$44M (last year \$44M)
- Library Social Worker Program:** \$500,000
- NOVELny:** \$3M (last year \$3M)
- Cultural Education Stabilization Fund:** \$12M (new funds)

The Library applied for and was selected to participate as a trainee in the Sustainable Library Initiative's *Operationalizing Community Resilience Pilot*. This work contributes to the Mellon-funded implementation project that aims to create a training and partnership model for libraries.

Building & Grounds

New to the grounds are: the Pet Pantry (Girl Scout Project), a bench made possible as a result of the the NexTrex Recycling Challenge the community and staff took (and continue to take part in), and planting boxes (in two locations) built by Gavin Welkes (CPL employee) in connection with his Eagle Scout Project.

Professional Activities

- 5/20 *Turning Outward* Webinar (community engagement) (DE, AM)
- 5/22 Library Directors Mtg. – Brookhaven Zone – Lake Grove (DE)
- 5/27 Board Meeting, Public Library Directors of Suffolk County (PLDA) (online) DE
- 6/5 *Hear Our Voices: A Narrative Writing Workshop for Librarians & Social Workers* (DE)
- 6/8 LILRC Annual Meeting – Farmingdale (AM)
- 6/10 Sustainable Libraries Initiative – Mentor's Office Hour (online) (DE)
- 6/11 Assistant Library Directors Mtg. – Center Moriches (AM)
- 6/12 PLDA Scholarship Event – Brookhaven (AM, DE)

Community Activities

- 6/6 CPL Summer Kickoff (AM/DE)
- 6/11 Scholarship Night; presentation of Rotary Scholarship at CHS (DE)

Debra Engelhardt

Comsewogue Public Library

Personnel Report

June 16, 2026

New Appointments:

Rachel McLoughlin, Librarian Trainee (PT) – Children’s Services, effective June 2, 2026. Salary \$25.80hr.

Resignations:

*Kimberly Dono, Librarian I (PT) – Children’s Services, effective April 28, 2026.

*Gavin Welkes, Page (PT), effective June 6, 2026.

*Requires Board Motion

Results of School Districts' Annual Elections

Year	Comsewogue (school)			Miller Place			Lib Prop			Mount Sinai			Lib Prop		
	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes	Yes	No	% Yes
2026/ 2027	729	257	73.9%	468	166	73.8%	554	80	87.4%	551	172	76.2%	622	101	86.0%
	total votes =		986	total votes =		634	total votes =		634	total votes =		723	total votes =		723
2025/ 2026	769	205	79.0%	539	217	71.3%	649	101	86.5%	693	207	77.0%	782	115	87.2%
	total votes =		974	total votes =		756	total votes =		750	total votes =		900	total votes =		897
2024/ 2025	540	204	72.6%	802	212	79.1%	900	114	88.8%	565	170	76.9%	637	90	87.6%
	total votes =		744	total votes =		1014	total votes =		1014	total votes =		735	total votes =		727
2023/ 2024	499	200	71.4%	837	291	74.2%	981	147	87.0%	920	320	74.2%	1037	177	85.4%
	total votes =		699	total votes =		1128	total votes =		1128	total votes =		1240	total votes =		1214
2022/ 2023	998	427	70.0%	1394	503	73.5%	1590	310	83.7%	944	275	77.4%	1073	143	88.2%
	total votes =		1425	total votes =		1897	total votes =		1900	total votes =		1219	total votes =		1216
2021/ 2022	643	203	76.0%	903	257	77.8%	1009	144	87.5%	656	191	77.4%	737	109	87.1%
	total votes =		846	total votes =		1160	total votes =		1153	total votes =		847	total votes =		846
2020/ 2021	2486	863	74.2%	2156	860	71.5%	2464	548	81.8%	2108	857	71.1%	2432	534	82.0%
	total votes =		3349	total votes =		3016	total votes =		3012	total votes =		2965	total votes =		2966

School votes 100% absentee ballot due to pandemic

*Comsewogue Public Library
Statistical Report 2025/2026*

E-4

May 2026

	May-26	May-25	% Change	Totals 2025/26	Totals 2024/25	Totals - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	54	84	-35.71%	9,582	9,480	1.08%
2	Juvenile	15	40	-62.50%	3,277	3,177	3.15%
3	Total	69	124	-44.35%	12,859	12,657	1.60%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	17	24	-29.17%	4,624	4,270	8.29%
5	Port Jefferson Library	18	9	100.00%	1,690	1,632	3.55%
Miller Place Borrower Registration:*							
6	Comsewogue Library	21	27	-22.22%	4,583	4,219	8.63%
7	Port Jefferson Library	10	10	0.00%	1,993	1,864	6.92%
8	Total CPL Members	107	175	-38.86%	22,066	21,146	4.35%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
	May-26	May-25	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change	
9	Library Visits**	9,466	11,445	-17.29%	116,332	171,669	-32.23%
10	Curbside Pick Up	18	28	-35.71%	187	291	-35.74%
** In 2025, the summer kick off was in May. In 2026, the summer kick off is in June.							
Transactions							
	May-26	May-25	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change	
11	Circulation of Physical Items:	20,488	21,560	-4.97%	232,464	252,618	-7.98%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	9,895	9,458	4.62%	103,011	99,774	3.24%
13	Hoopla	1,178	1,183	-0.42%	12,744	10,883	17.10%
14	Kanopy	329	592	-44.43%	6,047	5,474	10.47%
Circulation Other:							
15	Museum Passes	149	77	93.51%	1,067	953	11.96%
16	Library of Things	200	174	14.94%	1,812	1,826	-0.77%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	521	724	-28.04%	7,057	8,013	-11.93%
18	Public Wireless Sessions	1,663	1,710	-2.75%	17,710	18,146	-2.40%
Interlibrary Loan:							
19	Items Loaned	805	976	-17.52%	9,605	10,672	-10.00%
20	Items Borrowed	1,068	1,175	-9.11%	13,313	14,734	-9.64%

Adult Programming: May 2026

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Computer Basics	2	12	4,6
Mah-Jongg & More	1	n/a	5
Defensive Driving	1	32	25
ONLINE Trivia (Email)	2	13,n/a	27,22
Concert: 250th USA Tribute by The Paul Effman Band	1	130	85
OUTDOOR Qigong	2	20	17,13
Italian for Travelers	1	20	8
ONLINE Breathe Together	4	20	5,6,5,4
ONLINE New English Speakers (Zoom)	4	n/a	7,5,6,6
AARP Smart Driver Course	2	22	18,18
Starting a Business on a Small Budget	1	10	4
Taste the Caribbean	2	20,20	20,19
Spring Beaded Bracelet \$5	2	19,16	13,6
Learn Canasta	3	20	13,14,13
Knit & Crochet	1	n/a	2
Family Saga Book Club	1	10	3
Calming Art Club	1	20	15
NYS Safe Boating Course	2	n/a	13,13
Everyday Matinee	1	10	9
Write This Way	1	20	13
Bees & Butterflies	2	23,9	5,4
<i>Offsite @ the Comsewogue Community Garden</i>			

Adult Programming: Summary

Healthy Nutrition	2	15,8	11,6
Community Conversation Circle	1	21	10
Game Night	1	21	7
Coffee & Coloring	1	5	6
One-on-One Appointments	unlimited	2	2
Social Work Intern Appointments	unlimited	5	5
Career Counseling	Appt	1	1
TOTALS	42	544	519

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
May 2026	42	544	519
YTD 2026	196	2509	3302
May 2025	37	390	468
YTD 2025	185	2408	3260

E-6

Family Programming: May 2026

Program Name	Grades	Sessions	Registered *by Family	Attended *by Person
Meet the Guinea Pigs DROP-IN	All	1	n/a	13
Spring Storywalk (4pm) - cancelled	All	1		
Spring Storywalk (5pm)	All	1	5	15
Jumbo Games DROP-IN	All	1	n/a	8
Yoga on the Lawn	All	1	10	11
Family Movie: Zootopia 2	All	1	12	21
Art Cart Creations	All	6	n/a	215
Birthday Bags	All	1	n/a	6
Guinea Pig Weekly Care	All	4	n/a	9

Family Programming Summary	Sessions	Attended
May 2026	17	298
YTD 2026	53	1581
May 2025	8	190
YTD 2025	44	1401

Early Childhood Programming: May 2026

Program Name	Ages	Sessions	Registered	Attended
Baby Bop	0m - 17m	1	9	17
Shake N Make Music	18m - 35m	1	9	11
Fun with Toddlers (5/4)	12m - 35m	1	24	29
Tot's Night Out	18m - PreK	1	18	18
Parent Playdate (5/6)	0m - PreK	1	15	20
Rails & Trails DROP-IN	12m - PreK	1	n/a	20
Fun with Toddlers (5/11)	12m - 35m	1	24	34
Sensory Sensation (10am)	0m - PreK	1	25	30
Sensory Sensation (11:15am)	0m - PreK	1	18	21
Parent Playdate (5/13)	0m - PreK	1	15	9
Baby Bunnies (5/14)	3y - PreK	1	12	23
I Spy DROP-IN	12m - PreK	1	n/a	17
Baby Bunnies (5/16)	3y - PreK	1	12	14
Fun with Toddlers (5/18)	12m - 35m	1	22	26
Come Play with PlayHooray (10am)	0m - PreK	1	20	13
Come Play with PlayHooray (11am)	0m - PreK	1	20	30
Parent Playdate (5/20)	0m - PreK	1	15	18
A Time for Kids: Go Fish (10am)	18m - PreK	1	19	26
A Time for Kids: Go Fish (11am)	18m - PreK	1	17	31
Music Makers DROP-IN	12m - PreK	1	n/a	17
You & Me	18m - 35m	1	6	5

School Age Programming: May 2026

Program Name	Grades	Sessions	Registered	Attended
Celebrate Cinco de Mayo (6:30pm)	K-2	1	8	8
Mother's Day Gift	K-2	1	15	12
Mother's Day Craft	3-5	1	8	8
Build a Quesadilla (5pm)	K-5	1	14	9
Build a Quesadilla (6pm)	K-5	1	13	11
Baby Bunnies (5/14)	K-5	1	12	19
Baby Bunnies (5/16)	K-5	1	11	10
DIY Terrariums	3-5	1	14	10
Squishmallow Portrait Painting	3-5	1	13	7
Ant & Bee Travel the World - cancelled	K-2	1		
Lego Masters: Brick City	3-5	1	4	3
Floating Fun Sailboat	K-2	1	16	13
Spring Scavenger Hunt	K-5	1	n/a	87
Norwood Avenue Career Day	K-2	4	n/a	132
Miller Place School SRC Visit	K-5	4	n/a	940
Clinton Elementary School SRC Visit	K-2	3	n/a	520
Terryville Elementary School SRC Visit	3-4	1	n/a	378
School Age Programming Summary		Sessions	Attended	
May 2026		25	2167	
YTD 2026		57	2664	
May 2025		23	1648	
YTD 2025		81	3220	

Teen Programming: May 2026

Program Name	Grades	Sessions	Registered	Attended
Star Wars Trivia - cancelled	6-12	1		
Battle of the Books Info Meeting	6-12	1	3	2
Build a Quesadilla - cancelled	6-12	1		
Police Appreciation	6-12	1	11	10
Dungeons & Dragons	6-12	1	6	5
Baby Bunny Workshop	6-12	1	5	5
Kindness Rocks	6-12	1	5	3
Wood Scorching	6-12	1	9	6
Lego Build Off	6-12	1	4	4
Remote Community Service	6-12	10	n/a	67
CHS Life Skills Visit	9-12+	1	n/a	18
JFK Middle School SRC Visit	6-8	3	n/a	810
Mount Sinai Middle School SRC Visit	5-8	4	n/a	680
Terryville 5th Grade SRC Visit	5th	1	n/a	216

Teen Programming Summary	Sessions	Attended
May 2026	28	1826
YTD 2026	135	3893
May 2025	11	707
YTD 2025	63	1801

Comsewogue Public Library 2025/2026 PILOT Receipts

(PILOT = Payment In Lieu Of Taxes)

PILOTS received from Brookhaven Town / US Bank, Trustee

	Industrial Development Agency Payment Date	Date \$ Received by CPL	Total \$ Remittance to CPL	Name of Project(s)
1	2/2/2026	2/5/2026	\$334.10	Rail Realty
2	2/18/2026	2/25/2026	\$11,701.90	PJ Crossing & Vistas
3	2/28/2026	3/4/2026	\$3,797.32	Brightview
4	6/8/2026	6/8/2026	\$334.10	Rail Realty
5				
6				
7				

Total Payments From Industrial Dev Agency	16,167.42
Payments CPL Received	16,167.42
Interest Received*	

Total PILOT Payments (including interest) **\$16,167.42**

PILOTS Received from School Districts

From	Amount
Mount Sinai UFSD	13,801.03
Total PILOTs received directly:	13,801.03

GRAND TOTAL ALL PILOTS RECEIVED:

\$29,968.45

{3313}

6/8/2026



Vol. 39, No. 30

June 11, 2026

\$2.00



Pages preserved

Emma Clark Library's Jeff Walden digitizes Three Village Herald editions
A4

Title trail

Port Jefferson battles Tuckahoe for spot in Binghamton
A3



Dennis Arfa inducted into LIMEHOF
Also: Review of 'Scary Movie', calendar of events, Early Voting locations

B1



Photo by Caroline O'Callaghan

Reflecting joy

Face painting is part of the fun at Comsewogue Public Library's annual Summer Kick Off - A13



Special message to our readers!

It is our privilege to bring you the news from our beautiful communities each week.

We work hard to keep you informed in the finest tradition of enabling citizens to govern themselves knowledgeably in a democracy.

Here are some of Port Jefferson's current stories:

- The school district and its present challenges
- Village board meetings

- Local civic associations and meetings
- Health & medical updates
- Local history

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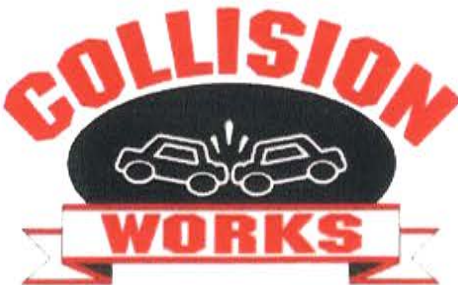
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Comsewogue Library kicks off its Summer Reading Program

BY CAROLINE O'CALLAGHAN
DESK@TBRNEWSMEDIA.COM

The Comsewogue Public Library hosted its annual Summer Kick Off festival on June 6. The annual event served as the start to its Summer Reading Program – for folks of all ages – complete with petting zoos, ice cream trucks, crafts, vendors, face painting, inflatable rides and staff tables for easy access to signing up for the program. Members of the Comsewogue

COMMUNITY

community flocked out to enjoy and support their local library, as well as explore some exciting, new technology that was on display.

The Summer Reading Program is divided into children, teens, and adults. Between June and mid-August, members record their reading times to win prizes and raffle tickets. There are different events for each age group such as a DJ Dance Party and Teen Challenge After Dark – a fun game where teens get to explore the library after hours. Adults will receive Italian herb kits and be eligible for themed raffle baskets, curated with a variety of different items from local businesses.

“This is one of the best days!” said Christina Heaney, head of Children’s & Teen’s Services. She described some of the exciting prizes available to the reading club members, “For our children’s reading club, they’re getting squishmallows when they read all their minutes, and coupons to local eateries. For the teens, they get the children’s prizes as well as raffle baskets with items from local businesses who have graciously contributed.”

Although the program is meant to encourage reading, Comsewogue library staff are adamant that there’s something for everyone to take

away.

“We want the community to see what we have to offer. So, all of our services are here in the forefront – Library of Things (items the public can take out), games, programs and services – we aim to educate the community,” said Andrea Malchiodi, assistant director.

A major service on display was the new 3D-printing station aptly named “The () Space.” Along with conventional 3D-printing, which creates physical 3D objects from digital designs, Malchiodi emphasized how the printer can be used for edible printing on surfaces too.

Malchiodi continued, “Every service that you use has a software that’s attached to it, so you’re learning that software in order to be able to do this. Instead of just requesting something to go on your cake, you’re actually learning how to use Canva [a graphic design tool].”

There will be a large community colorsheet for guests of the Comsewogue Public Library to fill out this summer, along with book displays which transfer over the universal theme of this Summer Reading Program, “Unearth a Story” – a reference to excavating dinosaur fossils (in this case, to “unearth” a love for reading). Loretta Holtz is the head of Adult Services at Comsewogue and enjoys how the summer events reintroduce the library’s essential and diverse services to the entire community.


“The library isn’t just a place to check out books, it’s a community center and a place where patrons can come and have a wide variety of experiences. It’s not just about knowledge, it’s about entertainment, learning new skills, technologies and an opportunity for people to actually get help from a real person,” said Holtz. “This event helps to bring people in so we can show how the library is a meeting place and the ‘anchor’ of this area.”




Families take in some of the farm animals on display at the event. –Photo by Caroline O’Callaghan

Branch Funeral Homes


Four Generations of Hope, Guidance & Compassion




Commack




Smithtown




Miller Place




Rocky Point




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Save this search
(including filters) to
run again later

Availability of formats
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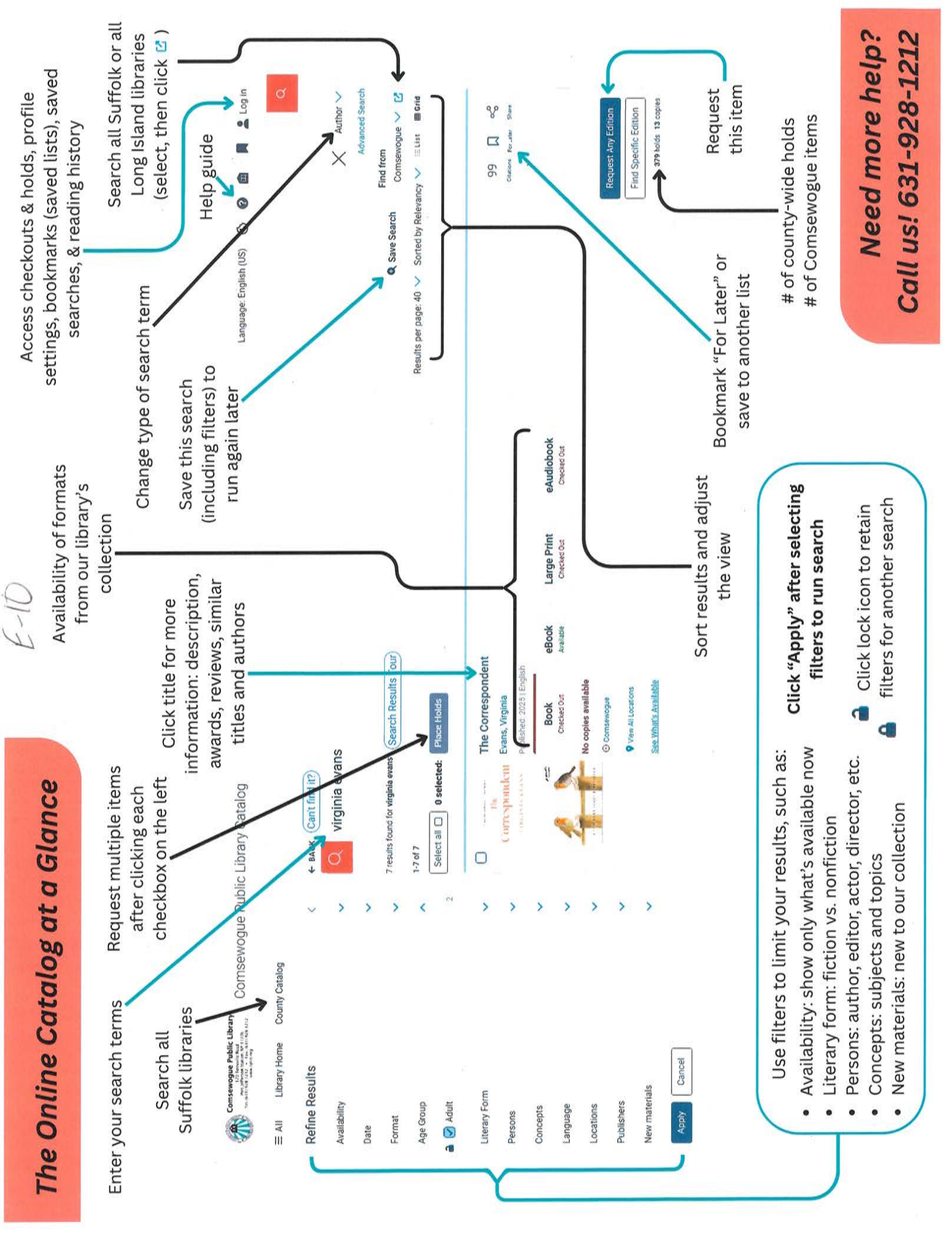
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of Comsewogue items

E-10



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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of April 30, 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	1,380,365.41
1110 · Savings-Capital Improvements	849,413.07
1114 · Savings-Termination Pay	231,825.95
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1145 · UNDEPOSITED FUND	0.00

Total Checking/Savings 2,472,426.45

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	49,437.69
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 51,147.69

Total Current Assets 2,523,574.14

Fixed Assets

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

Total 1300 ACCUMULATE DEPRECIATION -8,173,109.00

Total Fixed Assets 4,423,700.00

TOTAL ASSETS 6,947,274.14

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	4,422.55
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 50,097.47

Total Current Liabilities 50,097.47

Total Liabilities 50,097.47

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	-1,951,442.70

Total Equity 6,897,176.67

TOTAL LIABILITIES & EQUITY 6,947,274.14

COMSEWOGUE PUBLIC LIBRARY
STATEMENT OF REVENUE
For the Period Ending April 30, 2026

	<u>April 2026</u>	<u>July 2025 - April 2026</u>
Revenue		
3301 · Tax Revenues	32,042.94	2,056,398.93
3302 · Fines	56.60	1,149.26
3304 · Interest Earned	5,572.36	71,966.71
3305 · Unclassified rev.-Copies	925.48	8,196.89
3306 · Unclassified rev.-Books	748.95	4,074.23
3307 · Unclassified rev.-Other	9.20	47.82
3309 · Video Books	0.00	0.00
3308 · State Aid	76,500.00	76,500.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	8,225.76	16,116.32
3312 · Local Sponsor Aid	744.80	7,448.00
3313 · PILOT Revenue	0.00	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>124,826.09</u>	<u>3,778,660.59</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending April 30 2026

		<u>ACTUAL</u>		Budget	\$ Over Budget
		April	July 2025 - April 2026		
Expense					
	4401 · Computer Supplies	2,250.00	10,548.20	15,000.00	-4,451.80
	4402 · Computer Equipment/Parts	0.00	3,829.25	28,000.00	-24,170.75
	4403 · Furniture & Equipment	967.18	15,121.27	40,500.00	-25,378.73
	4404 · Salaries-Professional	166,311.56	1,986,812.77	2,377,288.59	-390,475.82
	4405 · Salaries-Clerical	54,388.44	651,175.85	836,466.29	-185,290.44
	4406 · Salaries-Custodial	7,357.90	72,440.55	104,200.00	-31,759.45
	4407 · Salaries-Guard	2,762.69	26,670.75	31,924.00	-5,253.25
	4410 · Library Books	7,142.30	59,484.08	112,500.00	-53,015.92
	4412 · Audio Video	2,569.67	12,330.84	18,300.00	-5,969.16
	4413 · Periodicals	168.00	10,485.07	13,500.00	-3,014.93
	4414 · Computer Software	0.00	8,606.89	16,500.00	-7,893.11
	4415 · Electronic Data Base	2,690.84	266,087.73	250,000.00	16,087.73
	4417 · OTHER THINGS LENDING	3,251.93	21,163.59	25,000.00	-3,836.41
	4420 · Library Programs	0.00	0.00	0.00	0.00
	4421 · Program Contractors	0.00	0.00	0.00	0.00
	4421A · Adult	315.00	39,527.53	64,500.00	-24,972.47
	4421B · Children/Teen	8,000.00	56,976.90	82,500.00	-25,523.10
	4422 · Program Supplies	0.00	0.00	0.00	0.00
	4422A · Adult	1,288.56	11,290.75	10,300.00	990.75
	4422B · Children/Teen	2,447.82	15,838.53	24,300.00	-8,461.47
	4428 · Conferences	1,480.70	8,979.13	14,500.00	-5,520.87
	4429 · Circulation	10,374.84	62,863.65	60,000.00	2,863.65
	4430 · Office & Library Supplies	1,445.32	11,123.06	17,500.00	-6,376.94
	4431 · Telecommunications	949.67	9,226.00	11,600.00	-2,374.00
	4432 · Cartage	301.65	3,016.50	3,500.00	-483.50
	4433 · Postage	11.95	9,219.31	14,800.00	-5,580.69
	4434 · Publicity and Printing	156.00	40,666.22	61,500.00	-20,833.78
	4435 · Annual Election	2,530.23	3,639.92	4,450.00	-810.08
	4436 · SCLS Contract Fee	0.00	65,310.00	65,307.00	3.00
	4437 · Accounting and Legal	9,442.34	88,345.65	92,000.00	-3,654.35
	4438 · Membership Dues	0.00	1,380.00	3,300.00	-1,920.00
	4439 · Equipment/Blding Maint & Repair	26,538.85	314,717.98	384,665.00	-69,947.02
	4440 · Snow Removal	14,900.00	32,300.00	15,000.00	17,300.00
	4441 · Building Security	6,520.00	67,286.24	85,600.00	-18,313.76
	4450 · Utilities	4,557.10	87,263.40	118,000.00	-30,736.60
	4451 · Custodial Supplies	1,126.54	11,934.44	16,200.00	-4,265.56
	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	1,484.00	18,103.95	20,500.00	-2,396.05
	4471 · Workers Compensation Insurance	0.00	20,658.00	24,175.00	-3,517.00
	4472 · Life Insurance	973.08	4,881.91	5,880.00	-998.09
	4473 · Dental Insurance	4,721.58	23,056.32	31,650.00	-8,593.68
	4474 · VISION INS	698.66	4,534.50	4,000.00	534.50
	4476 · 9020.8 Retirement Expense	0.00	493,690.00	468,182.00	25,508.00
	4477 · 9030.8 Social Security Expense	17,156.69	194,948.84	237,805.00	-42,856.16
	4478 · Unemployment Insurance	0.00	186.08	1,000.00	-813.92
	4479 · 9060.8 Health Insurance	99,014.08	809,473.90	986,639.00	-177,165.10
	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		466,295.17	5,730,103.29	7,172,231.88	-1,442,128.59

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

Revenue/Receipts	July	Aug	Sept	Oct	Nov	Dec
Real Property Taxes						65,967.32
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	6,584.82
Total Receipts	12,866.13	19,430.27	9,299.55	8,744.87	6,707.73	72,552.14
Disbursement/Payments	July	Aug	Sept	Oct	Nov	Dec
Payrolls	240,496.05	253,001.59	245,390.95	247,443.95	247,011.01	392,773.46
Employee Benefits	70,703.03	80,009.04	76,548.40	94,759.87	78,116.15	79,734.39
Debt Service						
All Other	180,171.78	135,064.46	108,690.94	229,998.40	95,664.69	110,759.05
Total Disbursements	491,370.86	468,075.09	430,630.29	572,202.22	420,791.85	583,266.90
Cash Balance Changes	(478,504.73)	(448,644.82)	(421,330.74)	(563,457.35)	(414,084.12)	(510,714.76)
Total Adjustments	(208,537.44)	5,157.19	(13,213.11)	692.10	811.92	2,542.82
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
Beg. Cash Balance 7/1/25	4,653,410.70					

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 - General Fund Cash Flow Statement 2025-2026

Jan	Feb	March	April	May	June	Total
1,428,737.84	474,989.36	51,661.47	32,042.94			
	25,837.03	3,797.32				
1,507,128.08						
			76,500.00			
			744.80			
13,689.57	8,356.36	10,036.78	15,538.35			
2,949,555.49	509,182.75	65,495.57	124,826.09			
Jan	Feb	March	April	May	June	Total
423,145.15	227,406.60	230,557.86	230,820.59			
99,662.66	78,884.42	81,896.34	105,407.40			
770,066.16	289,449.69	101,068.24	130,067.18			
1,292,873.97	595,740.71	413,522.44	466,295.17			
1,656,681.52	(86,557.96)	(348,026.87)	(341,469.08)			
(1,012.42)	2,172.61	3,205.97	(16,694.98)			
3,259,796.76	3,175,411.41	2,830,590.51	2,472,426.45			
Ending Cash Balance 06/30/2026						0.00

6/16/2026

COMSEWOGUE PUBLIC LIBRARY

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WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/16/2026	29352	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program	\$640.00
			Contractors:Children/Teen	
				\$640.00
06/16/2026	29353	Amazon Capital Services	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$149.05
			4422B Library Programs:Program	\$77.80
			Supplies:Children/Teen	
			4410 Library Books	\$39.99
			4402 Computer Equipment/Parts	\$269.97
			4430 Office & Library Supplies	\$31.13
				\$567.94
06/16/2026	29354	American Express	1102 Checking Account	
			3307 Unclassified rev.-Other	\$50.97
			4414 Computer Software	\$119.88
			4422A Library Programs:Program Supplies:Adult	\$124.31
			4422B Library Programs:Program	\$305.25
			Supplies:Children/Teen	
			4428 Conferences	\$195.00
			4430 Office & Library Supplies	\$157.77
			4437 Accounting and Legal	\$1,069.20
			4439 Equipment/Blding Maint & Repair	\$226.00
				\$2,248.38
06/16/2026	29355	B&H Photo-Video	1102 Checking Account	
			4430 Office & Library Supplies	\$40.43
			4401 Computer Supplies	\$176.04
				\$216.47
06/16/2026	29356	Benner's Farm	1102 Checking Account	
			4421B Library Programs:Program	\$1,000.00
			Contractors:Children/Teen	
				\$1,000.00
06/16/2026	29357	Brodart Company	1102 Checking Account	
			4410 Library Books	\$961.36
			4410 Library Books	\$4,730.38
			4430 Office & Library Supplies	\$190.07
				\$5,881.81
06/16/2026	29358	Brookhaven Locksmiths Inc.	1102 Checking Account	
			4441 Building Security	\$216.00
				\$216.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/16/2026	29359	CheckOutStore, Inc.	1102 Checking Account 4430 Office & Library Supplies	\$53.95 \$53.95
06/16/2026	29360	Citrano, Lindsay	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$250.00 \$250.00
06/16/2026	29361	Cornell Cooperative Extension, Suffolk Co	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$725.00 \$725.00
06/16/2026	29362	Create Programs	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$730.00 \$730.00
06/16/2026	29363	Demco	1102 Checking Account 4430 Office & Library Supplies	\$358.07 \$358.07
06/16/2026	29364	DiPrima, Nicole E.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$200.00 \$200.00
06/16/2026	29365	Discount School Supply	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	\$138.99 \$138.99
06/16/2026	29366	Drum Industrial Sales Corp.	1102 Checking Account 4451 Custodial Supplies	\$612.00 \$612.00
06/16/2026	29367	Eickwort, Patricia	1102 Checking Account 4428 Conferences	\$34.80 \$34.80
06/16/2026	29368	Engelhardt, Debra	1102 Checking Account 4428 Conferences	\$55.37 \$55.37
06/16/2026	29369	Fields, Casey	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
			4421A Library Programs:Program Contractors:Adult	\$195.00
				\$195.00
06/16/2026	29370	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$207.58
				\$207.58
06/16/2026	29371	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	\$230.00
			4414 Computer Software	\$1,820.00
				\$2,050.00
06/16/2026	29372	Hampton Jitney	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
06/16/2026	29373	Hayes, Lillian A.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$900.00
				\$900.00
06/16/2026	29374	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$310.00
				\$310.00
06/16/2026	29375	Hinden, Sanford E.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
06/16/2026	29376	Holzhauser, Vanesa	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$720.00
				\$720.00
06/16/2026	29377	Ingram Library Services	1102 Checking Account	
			4410 Library Books	\$120.00
				\$120.00
06/16/2026	29378	Jennings, Lukas	1102 Checking Account	
			4428 Conferences	\$34.07
				\$34.07
06/16/2026	29379	John Tanzi Architect	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$5,700.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$5,700.00
06/16/2026	29380	Jolly Mike, LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,515.00
				\$1,515.00
06/16/2026	29381	Just A Hobby Inc.	1102 Checking Account	
			4421 Library Programs:Program Contractors	\$500.00
				\$500.00
06/16/2026	29382	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,150.00
				\$1,150.00
06/16/2026	29383	Koch Tree Services, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$245.00
				\$245.00
06/16/2026	29384	Lauria, Joan	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$100.00
				\$100.00
06/16/2026	29385	Le Petite Picassos	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$350.00
				\$350.00
06/16/2026	29386	Letter Perfect Graphics	1102 Checking Account	
			4434 Publicity and Printing	\$185.00
				\$185.00
06/16/2026	29387	Long Island Party Guys Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,145.00
				\$1,145.00
06/16/2026	29388	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$20.00
				\$20.00
06/16/2026	29389	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,800.00
				\$3,800.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/16/2026	29390	Middle Country Public Library	1102 Checking Account 4428 Conferences	\$25.76 \$25.76
06/16/2026	29391	Midwest Tape	1102 Checking Account 4412 Audio Video 4415 Electronic Data Base	\$886.51 \$2,574.47 \$3,460.98
06/16/2026	29392	Minard, Danielle	1102 Checking Account 4428 Conferences	\$51.04 \$51.04
06/16/2026	29393	Museum of Modern Art	1102 Checking Account 4417 OTHER THINGS LENDING	\$1,500.00 \$1,500.00
06/16/2026	29394	New York Therapy Placement Services, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$175.00 \$175.00
06/16/2026	29395	New York Times	1102 Checking Account 4413 Periodicals	\$60.00 \$60.00
06/16/2026	29396	New York Times	1102 Checking Account 4413 Periodicals	\$24.00 \$24.00
06/16/2026	29397	Niche Academy LLC	1102 Checking Account 4428 Conferences	\$1,512.00 \$1,512.00
06/16/2026	29398	NYS Employees Health Insurance Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	\$79,657.78 \$6,147.87 \$85,805.65
06/16/2026	29399	OfficeSupply.com	1102 Checking Account 4451 Custodial Supplies	\$411.94 \$411.94

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/16/2026	29400	P.J.S. Post Office - Bulk	1102 Checking Account 4433 Postage	 \$3,376.87 \$3,376.87
06/16/2026	29401	Parente, Jacqueline	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	 \$400.00 \$400.00
06/16/2026	29402	Parker-Morales, Christine	1102 Checking Account 4428 Conferences 4421A Library Programs:Program Contractors:Adult	 \$18.85 \$100.00 \$118.85
06/16/2026	29403	PBXstore Inc	1102 Checking Account 4431 Telecommunications	 \$509.72 \$509.72
06/16/2026	29404	PEAC Solutions	1102 Checking Account 4456 Rental Expenses	 \$1,484.00 \$1,484.00
06/16/2026	29405	Quadient, Inc	1102 Checking Account 4430 Office & Library Supplies	 \$19.00 \$19.00
06/16/2026	29406	Quadient Leasing USA, Inc.	1102 Checking Account 4456 Rental Expenses	 \$266.97 \$266.97
06/16/2026	29407	Quigley, Deborah A.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$240.00 \$240.00
06/16/2026	29408	R.C. Gluck Associates LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$65.00 \$65.00
06/16/2026	29409	Rosenberg, Howard	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	 \$250.00 \$250.00
06/16/2026	29410	Searles Graphics, Inc.	1102 Checking Account 4434 Publicity and Printing	 \$10,509.00 \$10,509.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/16/2026	29411	Securitas Security Serv. USA	1102 Checking Account 4441 Building Security	\$7,538.75 \$7,538.75
06/16/2026	29412	Spena, Catherine	1102 Checking Account 4428 Conferences	\$20.00 \$20.00
06/16/2026	29413	Sprouts and Friends, Inc	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$150.00 \$150.00
06/16/2026	29414	Staples Business Credit	1102 Checking Account 4430 Office & Library Supplies 4451 Custodial Supplies 4422A Library Programs:Program Supplies:Adult	\$116.71 \$104.78 \$107.26 \$328.75
06/16/2026	29415	Stericycle, Inc	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$330.00 \$330.00
06/16/2026	29416	Suffolk Cooperative Library System	1102 Checking Account 4429 Circulation 4410 Library Books 4430 Office & Library Supplies 4437 Accounting and Legal 4422A Library Programs:Program Supplies:Adult	\$54.53 \$20.00 \$281.94 \$660.00 \$25.00 \$1,041.47
06/16/2026	29417	Suffolk County Board of Elections	1102 Checking Account 4435 Annual Election	\$112.62 \$112.62
06/16/2026	29418	Theresa's Programs LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$175.00 \$175.00
06/16/2026	29419	Thermal Solutions, Inc	1102 Checking Account 4439 Equipment/Blding Maint & Repair	\$6,175.00 \$6,175.00
06/16/2026	29420	Thomas Klise/Crimson Multimedia	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 06/26/1

June 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
			4412 Audio Video	\$135.66
				\$135.66
06/16/2026	29421	Unique Management Services, Inc.	1102 Checking Account	
			4429 Circulation	\$186.40
				\$186.40
06/16/2026	29422	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	\$489.90
				\$489.90
06/16/2026	29423	Whaling Museum	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$375.00
				\$375.00
06/16/2026	29424	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	\$361.98
				\$361.98
TOTAL				\$161,461.74

I-1

05/21/2026 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

May 21, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
05/21/2026	29344	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,752.00
				✓ \$3,752.00 ✓
TOTAL				\$3,752.00

05/21/2026 ACH Debit Report

Deferred Compensation Plan	\$1,599.75 ✓
TOTAL	\$1,599.75

05/21/2026 Payroll Warrant

Check Register Total	\$3,752.00 ✓
ACH Debit Total	\$1,599.75 ✓
Accu Data Payroll (includes \$601.48 Accudata Invoice)	\$116,276.05 ✓
TOTAL	\$121,627.80

Jennifer Smith

I-2

06/04/2026 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

June 4, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/04/2026	29345	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
06/04/2026	29346	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,752.00
				\$3,752.00
06/04/2026	29347	National Grid	1102 Checking Account	
			4450 Utilities	\$1,932.60
				\$1,932.60
06/04/2026	29348	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$4,071.84
			2186 Retirement	\$304.00
				\$4,375.84
06/04/2026	29349	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				\$245.00
06/04/2026	29350	Optimum	1102 Checking Account	
			4431 Telecommunications	\$182.99
				\$182.99
06/04/2026	29351	PSEGLI	1102 Checking Account	
			4450 Utilities	\$5,639.61
				\$5,639.61
TOTAL				\$16,728.28

JUN 02 2026

06/04/2026 ACH Debit Report

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

06/04/2026 Payroll Warrant

Check Register Total	\$16,728.28
ACH Debit Total	\$2,039.09
Accu Data Payroll (includes \$596.42 Accudata Invoice)	\$107,230.66
TOTAL	\$125,998.03

R-1 ; L-1

Comsewogue Public Library
Capital Improvement Projects
Fund Transfers - 2025/26

June 16, 2026

As per Board Motion on 4/21/26, the Replacement of #1 Compressor in Rooftop Condenser Unit was awarded to Thermal Solutions, Inc., for the Quote amount of \$13,985. This project is not to exceed \$13,985 and is to be funded by the Capital Improvement Fund assignment and will increase the 2025-2026 operating budget by the same amount.

<i>From:</i>		<i>To:</i>	
	<u>Amount</u>		<u>Amount</u>
Capital Imp Fund account	\$13,985.00	General Operating account (4439) Equipment/Building Maintenance	\$13,985.00
<u>Total transfer out:</u> (Capital Imp Fund)	\$13,985.00	<u>Total transfers in:</u> (General Fund)	\$13,985.00

As per Board Motion on 3/4/25 & Voter approved on 4/8/25, the 2025/26 budget included a Capital Projects Fund Allocation in the amount of \$300,000, to be used to replenish the Capital Improvement Fund Account for future anticipated projects.

<i>From:</i>		<i>To:</i>	
	<u>Amount</u>		<u>Amount</u>
Capital Projects Fund Allocation	\$300,000.00	Capital Imp Fund account	\$300,000.00
<u>Total transfer out:</u> (General Fund)	\$300,000.00	<u>Total transfers in:</u> (Capital Imp Fund)	\$300,000.00

Comsewogue Public Library
Obsolete or Damaged Beyond Repair Equipment
Fiscal Year Ending 6/30/2026

Printers

Brand	Model	Serial#	Inv#	Year/ACQ
Xerox	3315	B91486124	220	2016

Monitors

Brand	Model	Serial#	Inv#	Year/ACQ
HP	LA2006x	3CQ228152S	n/a	2012
HP	LA2006x	3CQ22815S28	n/a	2012
HP	LA2006x	3CQ2281S08	n/a	2012
HP	LA2006x	3CQ2281S1Y	n/a	2012
HP	LA2006x	3CQ2281S22	n/a	2012
HP	LA2006x	CNC206Q18Q	n/a	2012
HP	LA2006x	CNC206Q18R	n/a	2012
HP	LA2006x	CNC206Q1CX	n/a	2012

Other

Brand	Model	Serial#	Inv#	Year/ACQ
Hasler	IN-300	n/a	900097	n/a



COMSEWOGUE PUBLIC LIBRARY

Body Art/Piercing/Body Jewelry Policy

The Comsewogue Public Library recognizes the value of personal freedoms and does not discriminate in the hiring of employees with visible tattoos and/or body piercings/body jewelry and similar forms of body art in place for other than religious or cultural reasons. The Library considers reasonable accommodations for sincerely held religious beliefs, practices, observances, or medical conditions in accordance with applicable law and organizational policies.

This policy applies to all employees, volunteers, interns, and temporary personnel while on duty, working on behalf of the Library, attending official functions, or otherwise representing the organization.

Employees are expected to maintain ~~should, however, ensure~~ a professional appearance appropriate to their position by way of not having visible tattoos and/or body piercings that might be considered by coworkers or the public to be offensive, for example body art that:

- Is obscene, vulgar, sexually explicit or profane
- Promotes violence, criminal activity, or illegal drug use;
- Is associated with gangs, extremist organizations or hate groups;
- Depicts or promotes discriminations, harassment, or hostility toward any protected group;
- Would reasonably be considered offensive to the public or inconsistent with the Library's mission and values

Visible tattoos and/or body piercings/body jewelry will be evaluated by the Library Director on a case-by-case basis to determine if they are offensive or distracting. Visible tattoos and/or body piercings and their associated jewelry deemed by the Library Director to be offensive or distracting are to be covered by clothing, masked, removed or modified during work hours, or deemphasized by other means ~~including measures taken to obscure their prominence~~. Failure to comply may result in corrective action consistent with applicable personnel policies.

Body art, piercings, and body jewelry must not:

- Interfere with the employee's ability to perform assigned duties;
- Create a safety hazard;
- Disrupt the workplace;
- Negatively affect the organization's ability to provide services; or
- Violate any provision of this policy

Questions regarding the applicability of this policy should be directed to the Library Director.



COMSEWOGUE PUBLIC LIBRARY

Employee Lockers Policy

Employee lockers are assigned by Departmental Supervisors on an availability basis for the temporary, day-to-day storage of employees' personal belongings during the workday, such as coats, bags, and snacks.

Items must only be placed by an employee into/onto a locker other than that which has been assigned to them.

When sharing a locker, be respectful of items that belong to coworkers. Report any concerns regarding locker assignment or use to your Supervisor. Bullying/abusive disrespect/harassment other actions in violation of Library policy will not be tolerated. Failure to observe Library policy may result in discipline up to and including termination.

Lockers remain Library property, therefore the Library reserves the right, as deemed when Administration deems reasonably necessary by Administration, to request employees remove all contents, or to open and inspect lockers at any time, with or without employee permission, for safety, security, and sanitary purposes, as well as in connection with investigations regarding suspected policy violations, disciplinary matters, in emergencies, for inventory or reassignment purposes, and for repair or cleaning/maintenance.

An employee is responsible for keeping their locker clean, reasonably organized, and free of odors and trash. Food left overnight must be in a sealed package or container.

The Library is not responsible for and cannot be held liable for the loss or theft of or damage to personal property stored in lockers.

An employee is responsible for emptying their items from their locker at the time of separation of employment, typically on or before their last day worked. Any items remaining after separation may be removed and disposed of by the Library after the holding period it deems appropriate.

Board Adopted: 6/16/15

Board Reaffirmed: 12/21/21

Board revised & approved: 6/16/2026



COMSEWOGUE PUBLIC LIBRARY

Proctoring Policy

The Comsewogue Public Library will provide a Librarian to proctor exams for library members/cardholders upon request subject to the availability of personnel, facilities and the technology to provide such oversight.

Guidelines

The student seeking to have an examination proctored will be required to present a valid Comsewogue Public Library card that is in good standing and a valid picture ID at the time of the request for proctoring and at the time of the exam as well as any other credentials required by the examining institution. The Library reserves the right to refuse to proctor any exam where proper documentation is not supplied. The student is responsible to know and advise what is required and supply all materials needed for his/her exam administration.

A Librarian will proctor written and online exams. Written exams may be mailed, emailed or faxed to the proctor. It is the student's responsibility to be sure that the exam is received prior to examination date.

The proctor will note the start and end time of the exam and enforce time limits. The proctor will execute any school supplied documentation within the scope of the guidelines. The proctor will also fax, scan or email the completed exam to the institution however the Library is not responsible should transmission of the document be unsuccessful. The student is responsible for providing necessary postage for mailing exams back to the testing institution (via the U.S. Postal Service) at the Library's next regularly scheduled postal pickup. The Library is not responsible for exams once they leave the Library's possession.

The proctor will provide reasonable supervision during the exam, but cannot assure continuous monitoring. The Library cannot commit to proctoring an entire course of study or single exams that require multiple sittings to complete.

The nature of the exam (open book, notes, online, etc.), as well as the allowed/prohibited items (calculator, cell phone, etc.), must be clearly reported to the Library prior to the exam.

It is the responsibility of the student to ensure that the Library's computer resources are adequate for his/ her test taking requirements. The Library cannot proctor online exams that require public access computer settings to be modified. The student/member is responsible for accepting computer prompts for time extensions. The Library does not provide separate rooms or cubicles for proctored exams.

The Library is not responsible for exams that are interrupted by emergencies, weather, power failures, computer hardware/ software failures or Internet disconnections.

The Library does not provide proctoring to *groups* of students.

Scheduling

Proctored exams must be scheduled at least 3 days in advance and must take place within normal business hours of the Library, concluding at least 30 minutes prior to closing.

Reasonable efforts will be made to provide a substitute for the scheduled proctor who is unavailable. The Library is not responsible for consequences stemming from the rescheduling or cancellation of a proctoring session.

Fees and Costs

The Library will not pay any fees in relation to its proctoring of an exam. It is the responsibility of the student to pay for any fees associated with the exam, including but not limited to fees charged by the educational institution, and/or the costs of filing, printing, faxing, cancellations or rescheduling fees and mailing.

Comsewogue Public Library staff members may not accept a gratuity for proctoring an exam.



Comsewogue Public Library Unattended Vulnerable Adult Policy

Comsewogue Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults* in and around the Library.

A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

- Vulnerable adults, who can understand and follow the rules of conduct and who can care for themselves, are welcomed to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Library's Public Behavior Policy. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
- Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.
- Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:
 - health or safety is in doubt
 - behavior disturbs other Library users
 - actions violate any of the Library's Public Behavior Policy
 - parent/guardian or caregiver is not present at closing time.

Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate responsible adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police and/or an appropriate County agency.

**A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.*

*Board adopted- 11/18/14
Reaffirmed by Board – 3/16/21, 6/16/26*

L-6

JULY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4 Independence Day	
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AUGUST 2026

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