

COMSEWOGUE PUBLIC LIBRARY
ORGANIZATIONAL MEETING
JULY 21, 2026

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. OATH OF OFFICE
- D. NOMINATION OF OFFICERS
 - 1. PRESIDENT
 - 2. VICE PRESIDENT
 - 3. SECRETARY
 - 4. FISCAL OFFICER
- E. ELECTION OF OFFICERS
- F. COMMITTEE APPOINTMENTS
- G. LEGAL ADVISOR APPOINTMENT
- H. LIBRARY DISTRICT TREASURER APPOINTMENT
- I. LIBRARY INDEPENDENT EXTERNAL AUDITOR APPOINTMENT
- J. INSURANCE AGENT APPOINTMENT
- K. OFFICIAL NEWSPAPER DESIGNATION
- L. RECORDS ACCESS/MANAGEMENT OFFICER APPOINTMENT
- M. SEXUAL HARASSMENT PREVENTION COMPLIANCE OFFICER APPOINTMENT
- N. TIME AND PLACE OF REGULAR BOARD MEETINGS
- O. DESIGNATION OF DEPOSITORY ACCOUNTS
- P. POSTAGE DEPOSIT ACCOUNTS
 - 1. BULK MAILING - \$4,000
 - 2. POSTAGE METER- \$700
- Q. PETTY CASH FUNDS
 - 1. CASH REGISTER FUND - \$210
 - 2. PETTY CASH FUND - \$150

3. COPIER/PRINTER FUND - \$150
4. CASH ON HAND FUND - \$350

R. SIGNATORIES FOR SAVINGS AND CHECKING ACCOUNTS

S. REVIEW/REAFFIRMATION

1. DEFENSE AND INDEMNIFICATION OF OFFICERS AND EMPLOYEES POLICY
2. CODE OF ETHICS
3. OPEN MEETING LAW STATEMENT
4. FREEDOM OF INFORMATION POLICY
5. BY-LAWS
6. PROCUREMENT POLICY
7. WORKPLACE VIOLENCE POLICY
8. EMPLOYEE RECRUITMENT STATEMENT
9. TRUSTEE RECRUITMENT STATEMENT

T. OTHER

1. PAYMENT OF CLAIMS IN ADVANCE OF AUDIT
2. AUTHORIZATION OF FACSIMILE SIGNATURE FOR PAYROLL CHECKS
3. MILEAGE REIMBURSEMENT RATE

U. ADJOURNMENT



Comsewogue Public Library

Defense and Indemnification of Officers and Employees Policy

The Comsewogue Public Library Board of Trustees confers on library employees the benefits contained in *NYS Public Officers Law, Section 18: Defense and indemnification of officers and employees of public entities*.

Public Officers Law §18 is the principal defense and indemnification statute for employees of public entities.

Section 18 generally requires a "public entity" that has adopted the provisions of that section to provide for the defense and indemnification of its "employees" in any civil action or proceeding arising out of any alleged act or omission which occurred or allegedly occurred while the officer or employee was acting within the scope of his or her public employment or duties (Public Officers Law, '18[2]-[4]).

The term "employee" is defined to include any person holding a position by election, appointment or employment "in the service of a public entity ..." (Public Officers Law §18[1][b]).



COMSEWOGUE PUBLIC LIBRARY

CODE OF ETHICS

Section 1. Purpose.

Officers and employees of the Comsewogue Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Comsewogue Public Library recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Under the terms of this policy, rules of conduct considered to be of a nature within the bounds of ethical practices are promulgated for officers and employees of the Comsewogue Public Library. These rules are to be considered as a guide for conduct.

These rules are not to be in conflict with, or to propose superscription of New York State Law.

Section 2. Definitions.

- (a) The term “municipal officer or employee” shall apply to any officer or employee of the Library, whether paid or unpaid, including the members of any committees established by the Library’s Board of Directors.
- (b) “Board” means the governing board of the Comsewogue Public Library.
- (c) “Code” means this code of ethics.
- (d) “Interest” means a direct or indirect financial or material benefit accruing to a municipal officer or employee as the result of a business or professional transaction relating to the Library which the officer or employee serves. Interest does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Library, or a lawful class of such residents or taxpayers. A Trustee or employee is deemed to have an interest when he or she, his or her spouse, or a member of his or her household, is a director, trustee/officer, or employee. For the purpose of this policy, a trustee or employee shall be deemed to have an interest in the affairs of (1) a spouse, minor children or dependents; (2) a firm, partnership or association of which he/she is a member or employee; (3) a corporation of which he/she is an officer, director or employee; and (4) a corporation any stock of which is owned or controlled directly by him/her.
- (e) “Library” means Comsewogue Public Library.
- (f) “Library Trustee or employee” means an unpaid Trustee or paid employee of the Comsewogue Public Library.

- (g) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, grandparent, grandchild, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a Trustee or employee, and individuals having any of these relationships to the spouse of the Trustee or employee.

Section 3. Applicability.

This code of ethics applies to the Trustees and employees of the Comsewogue Public Library, and shall supersede any prior Library code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Comsewogue Public Library.

Section 4. Prohibition on use of municipal position for personal or private gain.

No Trustee or employee shall use his or her Library position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

- (a) Whenever a matter requiring the exercise of discretion comes before a Trustee or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the Trustee or employee shall disclose in writing the nature and extent of the interest. A matter requiring the exercise of discretion where the disposition of the matter could result in a direct or indirect financial or material benefit involves but is not limited to any relationship by blood or marriage with any person or persons under consideration for appointment or hiring, including contractors, suppliers, or other vendors seeking to contract with the Library,
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the Trustee or employee, or when the Trustee or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the Library. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Library Director or Board of Trustees having the power to appoint to the person’s position. In addition, in the case of a person serving on a Library board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

- (a) No Trustee or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a Trustee or employee from exercising or performing a power or duty:
 - (1) if the power or duty is vested in a Trustee as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) if the power or duty that is vested in a Trustee individually, then the power or duty shall be exercised or performed by another person to whom the officer may lawfully delegate the function.
 - (3) if the power or duty is vested in an employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

- (a) This code's prohibition on use of a Library position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:
 - (1) adoption of the Library's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all Trustees or employees;
 - (ii) all residents or taxpayers of the Library or an area served by the Library; or
 - (iii) the general public; or
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;
 - (2) which comes before a Trustee when the Trustee would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

- (a) No Trustee or employee may acquire the following investments:
 - (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
 - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Trustee or employee from acquiring any other investments or the following assets:
 - (1) real property located within the Library District and used as his or her personal residence;
 - (2) less than five percent of the stock of a publicly traded corporation; or
 - (3) bonds or notes issued by the Library and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No Trustee or employee, during his or her tenure as a Trustee or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the Library in connection with litigation, negotiations or any other matter to which the municipality is a party.

§ 805-a. 1.c. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee; or d. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

Section 10. Future employment.

- (a) No Trustee or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Trustee or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No Trustee or employee, for the two-year period after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Library, board, department or comparable organizational unit for which he or she serves.
- (c) No Trustee or employee, at any time after serving as a Trustee or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Trustee or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a Trustee or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the Library; or
- (b) asserting a claim against the Library on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of Library Resources

- (a) Library resources shall be used for lawful Library purposes. Library resources include, but are not limited to, Library personnel, and the Library's money, equipment, materials, supplies or other property.
- (b) No Trustee or employee may use or permit the use of Library resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Library resources authorized by law or Library policy;
 - (2) the use of Library resources for personal or private purposes when provided to a Trustee or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Library telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Trustee or employee shall cause the Library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

- (a) No Trustee or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

§ 801. Conflicts of interest prohibited.

Except as provided in section eight hundred two of this chapter, (1) no municipal officer or employee shall have an interest in any contract with the municipality of which he is an officer or employee, when such officer or employee, individually or as a member of a board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder (b) audit bills or claims under the contract, or (c) appoint an officer or employee who has any of the powers or duties set forth above and (2) no chief fiscal officer, treasurer, or his deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the municipality of which he is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any municipal officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

- (b) Every Trustee and employee shall disclose interests in contracts with the Library at the time and in the manner required by section 803 of the General Municipal Law.

§ 803. Disclosure of interest.

1. Any municipal officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the municipality of which he is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

2. Notwithstanding the provisions of subdivision one of this section, disclosure shall not be required in the case of an interest in a contract described in subdivision two of section eight hundred two hereof.

Section 14. Nepotism.

Except as otherwise required by law:

- (a) To avoid the reality or appearance of improper influence or favor, no Trustee or employee, either individually or as a member of a board, may recommend for employment or participate in any decision specifically to appoint, hire, promote, discipline or discharge any relative through blood or marriage for any position at, for or within the Library or the Library board. For the purpose of this policy, the term "relative" shall include: parent, sibling, child, step relative, spouse, adopted or foster child, mother or father-in-law, daughter or son-in-law, grandparent, grandchild, aunt or uncle, niece or nephew, or any person whose relationship is similar to that of persons who are related by blood or marriage.
- (b) No Trustee or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

- (a) No Trustee or employee shall directly or indirectly compel or induce a Trustee or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Trustee or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Trustee or employee, or an applicant for a position as a Trustee or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No Trustee or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

§ 805-a. 1.b. [Certain action prohibited. 1. No municipal officer or employee shall:] disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interests.

Section 17. Gifts.

- (a) No Trustee or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Trustee or employee may directly or indirectly solicit any gift.
- (c) No Trustee or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
 - (1) the gift reasonably appears to be intended to influence the Trustee or employee in the exercise or performance of his or her official powers or duties;
 - (2) the gift could reasonably be expected to influence the Trustee or employee in the exercise or performance of his or her official powers or duties; or
 - (3) the gift is intended as a reward for any official action on the part of the Trustee or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments,

entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

- (e) (1) A gift to a Trustee or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks action involving the exercise of discretion by or with the participation of the Trustee or employee.

(2) A gift to a Trustee or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

- (f) This section does not prohibit any other gift, including:

- (1) gifts made to the Library;
- (2) gifts from a person with a family or personal relationship with the Trustee or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Trustee or employee, is the primary motivating factor for the gift;
- (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
- (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
- (5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a Trustee or employee, or other service to the community; or
- (6) meals and refreshments provided when a Trustee or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.
- (7) gifts of plants/flowers and food, which belong to the entire staff even if addressed to a single employee and will be placed in the staff lounge so all employees may enjoy. Under no circumstances may an employee take such gifts home.

Exception: gifts from relatives in honor of an employee's birthday or other occasion.

§ 805-a. Certain action prohibited. 1. No municipal officer or employee shall: a. directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

Section 18. Board of Ethics.

- (a) There is hereby established a board of ethics for the Library. The board of ethics shall consist of three members, a majority of whom shall not be Trustees or employees of the Library, but at least one of whom must be a Trustee or employee. The members of such board of ethics shall be appointed by the Board of Trustees of the Comsewogue Public Library, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics. In determining who shall serve, the Board will act under the advice of legal counsel.
- (b) The board of ethics shall render advisory opinions to the Trustees and employees of the Comsewogue Public Library with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such Trustee or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the Library's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Board of Trustees of the Comsewogue Public Library.

Section 19: Filing of Damage Suit

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against this Library, or any agency thereof, on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 20: Penalties

In addition to any penalty contained in any other provision by law, any person who shall knowingly or intentionally violate any of the provisions of this Code may be fined, suspended, or removed from the office or employment, as the case may be, in the manner provided by law.

(§805-a. 2.)

Section 21: Relationships with Fellow Board Members

Members of the Board of the Comsewogue Public Library recognize that:

- (a) a Library Board is legally empowered to act only at a public meeting through a majority of its members;
- (b) it is in the best interests of the community that Board actions be based on an honest exchange of views among board members based on all the information available concerning any specific matter; and

- (c) it is the function of the Board to establish broad policy mandates and goals, and to address itself to categories of concern rather than individual difficulties.

Section 22: Personal Responsibilities

In view of the foregoing considerations, it shall be the constant endeavor of each member of the Board:

- (a) to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points at issue;
- (b) to present to all members of the Board any information which may assist the Board in the discharge of its duties;
- (c) to base personal decisions upon all available facts in each situation; to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by the final majority decision of the Board;
- (d) to remember at all times that an individual has no legal authority outside the meetings of the Board, and to conduct relationships with staff, local citizenry, and all media of communication on the basis of fact;
- (e) to resist temptations and outside pressures to use the position as a Board member for personal benefit or to benefit any other individual or agency apart from the total interest of the Library;
- (f) to issue formal directives or orders to the district on the authorization of the Board only;
- (g) never to neglect personal and legal obligations to the community, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, to have a moral and civic obligation to the community.

Section 23. Posting and distribution.

- (a) The Director of the Comsewogue Public Library must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the Library's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.
- (b) The Director of the Comsewogue Public Library must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes a Trustee and employee of the Comsewogue Public Library.
- (c) Every Trustee or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Senior Administrative Assistant, who must maintain such acknowledgments as a public record.

- (d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a Trustee or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 24. Enforcement.

Any Trustee or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 25. Effective date.

This code takes effect on October 21, 2014.

COMSEWOGUE PUBLIC LIBRARY

ACKNOWLEDGMENT OF CODE OF ETHICS

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult my supervisor, and he/she/we will consult with members of Administration, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

Name

Signature

Date

COMSEWOGUE PUBLIC LIBRARY -TRUSTEE

ACKNOWLEDGMENT OF CODE OF ETHICS

I have received and read the Comsewogue Public Library's Code of Ethics. I understand the standards and policies contained in the Library's Code of Ethics. I further agree to comply with the Library's Code of Ethics.

If I have questions concerning the meaning or application of the Library's Code of Ethics, any Library policies, or the legal and regulatory requirements applicable to my position, I know I should consult my supervisor, and he/she/we will consult with members of Administration, as appropriate. I know that my questions or reports to will be maintained in confidence to the extent permissible.

Name

Signature

Date



Comsewogue Public Library

Open Meeting Law – Statement

As it is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the community be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy, the Comsewogue Public Library adheres to *NYS Public Meeting Law, Art. 7, Sec. 100-111*.



Comsewogue Public Library

Freedom of Information Policy

Public access to public library records is guaranteed through New York State's Freedom of Information Law (FOIL) as found in NYS Public Officers Law Sec. 87 et. seq.

Comsewogue Public Library strictly adheres to FOIL dictates and best practices.

The Library Director serves as the Library's Records Access Officer.

Information about FOIL and the process for requesting records is found at cplib.org.



Comsewogue Public Library

BY-LAWS

ARTICLE I

The Comsewogue Public Library operates under an Absolute Charter granted September 26, 1969, by the Board of Regents for and on behalf of the New York State Education Department and later amended April 12, 2022. (A Provisional Charter was granted November 18, 1966 to the Port Jefferson Station-Terryville Public Library.) The amended charter identifies the Library service area as the Brookhaven-Comsewogue Union Free School District. The Library is governed under the terms of Article 5 of the New York State Education Law.

ARTICLE II

The Comsewogue Public Library's mission statement is "enriching lives by providing access to information and experiences at a reasonable cost to our community".

ARTICLE III

The Comsewogue Public Library shall be governed by a Board of Trustees, hereafter referred to as the "Board," consisting of five members, each elected for a five-year term. The term of office of one trustee shall expire each year. A separate petition, signed by at least twenty-five qualified voters of the Comsewogue School District shall be required to nominate a candidate. Said candidate must be a qualified voter of the Comsewogue School District. Each petition shall state the residence of each signer, and shall state the name and residence of the candidate. Each newly elected trustee is required to take office at the regular monthly meeting of the Board, in July. An oath of office will also be administered to a newly elected or appointed trustee and filed with the Suffolk County Clerk.

Vacancies due to causes other than expiration of terms shall be filled by appointment of the Board through the date of the next Annual Trustee Election. The balance of any unexpired term will be filled by an elected Trustee to serve immediately following his/her/their election. Should there be more than one vacancy, the candidate(s) receiving the highest number of votes will fill full-term seat(s) and the candidate(s) receiving the next highest number of votes will fill the partial term seat(s)/unexpired term(s).

ARTICLE IV

Officers of the Board shall be elected annually by a majority vote of the members of the Board at their organizational meeting in July, and shall be as follows:

President, Vice-President, Secretary, Fiscal Officer

No officer shall serve in the same elective office for more than two consecutive terms. After a lapse of one year a trustee may be elected again to the office he/she already held.

Officers and trustees serve without remuneration.

ARTICLE V

The President shall conduct the meetings of the Board and appoint with the approval of the Board committees and committee chairpersons.

The Vice-President shall preside over meetings in the President's absence.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. The Secretary shall preside over meetings in both the President's and Vice-President's absence.

The Fiscal Officer shall be the financial officer of the Board.

ARTICLE VI

The authority of the Board is vested in the Board as an entity. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the government of the library as may be necessary and in conformity with the law. Each Member, elected or appointed, of the Board of Trustees shall be required to complete annually a minimum of two hours of trustee education in accordance with Education Law 260-d added by Chapter 468 of the Laws of 2021. The Board shall hire a Library Director who shall be considered the executive and administrative officer of the library under the direction and review of the Board. The Director shall be held responsible for the care of the library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; for public relations; and for the operation of the library under the financial conditions set forth in the annual budget. The Director attends and participates without vote in all meetings of the Board.

ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.
4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.
5. Special meetings may be called by the President, or at the request of any three members of the Board.

6. Three trustees shall constitute a quorum.
7. Trustees are expected to attend all board meetings. If a valid reason prevents a Trustee from attending a meeting, the Board President and the Library Director must be notified in advance. An excused absence will be recorded where prior notification has been given to the President or Director and the Board determines that a reasonable excuse for the absence has been tendered. If the President requests to be excused, the Vice-President and the Library Director are to receive the request. If a Trustee fails to attend three (3) consecutive meetings without a reasonable excuse, the Trustee will be deemed to have resigned. The President will inform the Trustee in writing that he/she is no longer a member of the Board.
8. Standing committees shall be a By-Laws committee and a Finance committee.
9. Robert's Rules of Order shall govern all proceedings of the Board of Trustees.
10. The order of business at the regular meetings of the Board shall be as follows:

Call to Order
Pledge of Allegiance
Approval of Minutes of the previous meeting
Correspondence
Director's Report
Period for Public Expression
Financial Report
Approval of Bills
Reports from Standing Committees
Old Business
New Business
Period for Public Expression
Adjournment

ARTICLE VIII

Amendments to these by-laws may be made by majority vote at any regular meeting at which a quorum is present providing that the changes shall have been submitted in writing at the preceding regular meeting.

Adopted by Board: January 16, 2007
Revised & Adopted by Board: 7/19/22, 3/19/24, 10/15/24, 8/19/25
Board Reviewed & Reaffirmed: 7/16/24, 7/21/26



Comsewogue Public Library

Procurement Policy

S-6

This policy sets forth the principles and procedures of the Comsewogue Public Library to meet the requirements of General Municipal Law, Section 104-b.

1. Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the Board of Trustees of the Comsewogue Public Library hereby adopts internal policies and procedures governing all procurements of goods and services which are not required to be obtained pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or any other general, special or local law.

2. Determining Whether Procurements are Subject to Formal Bidding

- a. All purchase contracts for commodities, services and technology which can reasonably be expected to exceed TWENTY THOUSAND DOLLARS (\$20,000) during a given fiscal year shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- b. All contracts for public work which can reasonably be expected to exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000) shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
- c. The following types of procurements are not required to be competitively bid under Section 103 of General Municipal Law:
 - i. Purchases made directly from a qualified contract held by: the New York State Office of General Services; any Suffolk County agency; any preferred source, as defined by the State Finance Law; any other qualified Public Authority or qualified Public Benefit Corporation.
 - ii. Work or services of public utilities regulated by the New York State Public Service Commission, for which the rates charged to consumers have been tarified in accordance with the provisions of Public Service Law.
 - iii. Procurement of professional services. For the purposes of this section, professional services shall mean those services involving a relationship of trust and confidence that require specialized skills, use of expert judgment, and/or a high degree of creativity.
 - iv. Operating Leases. Documentation shall include written quotations and a cost-benefit analysis of leasing versus purchasing.

- v. Insurance. Documentation shall include specifications, awarding resolution, and documented quotations.
- vi. Second-Hand Equipment from Other Governments. Documentation shall include market price comparisons.

3. Statutory Exceptions from these Policies and Procedures

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contracts), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), Corrections Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by the use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

4. Non-Bid Procurements

- a. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued at ONE THOUSAND DOLLARS (\$1,000) or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.
- b. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued between ONE THOUSAND DOLLARS (\$1,000) and FIVE THOUSAND DOLLARS (\$5,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least one other documented quotation is received.
- c. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND (\$10,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- d. The Library Director, or such designee as may be appointed by the Library Director, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of TEN THOUSAND DOLLARS (\$10,000) but less than TWENTY THOUSAND DOLLARS (\$20,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer, provided at least two (2) other documented quotations are received.
- e. The Library Director, or such designee as may be appointed by the Library Director, is authorized to enter into public work contracts on behalf of the Library valued at TWENTY THOUSAND DOLLARS (\$20,000) or more but less than THIRTY-FIVE THOUSAND DOLLARS (\$35,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least three (3) other documented quotations are received.

5. Documentation Needed for Non-Bid Procurements

- a. **Verbal Quotations:** The record should include at a minimum the date of the quotation, item or service desired, price quoted, name of vendor, and name of vendor's representative.
- b. **Written Quotations:** Vendors should provide at a minimum the date of the quotation, description of items or details of services to be provided, price quotation, and name of contact. Quotations transmitted by fax and email are acceptable provided such transmissions include the aforementioned information.
- c. **Requests for Proposals:** The Library shall award contracts for professional services only after three professionals are contacted directly asking for the submission of written proposals. Requests for proposals and evaluations of proposals may consider price and other factors such as experience, knowledge of library and municipal law, continuity and suitability for the Library's needs.

6. Awards to Other than the Lowest Dollar Offerer

- a. Whenever any award is made to other than the lowest dollar offerer, the reasons such an award is to an offerer other than the lowest dollar offerer should be documented as follows:
 - i. A memorandum to the file that details how the award meets the statutory criteria for awards to other than the lowest dollar offerer.
 - ii. Record of vendors contacted and price quotations received.
- b. Any purchase of more than ONE THOUSAND DOLLARS (\$1,000) awarded to other than the lowest dollar offerer shall be made only with the prior approval of the Library's Board of Trustees.

7. Items Excepted from Policies and Procedures by Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in its sole discretion, the solicitation of alternative proposals or quotations will not be in the best interest of the Comsewogue Public Library:

- a. An emergency where time is a crucial factor
- b. Procurements for which there is no possibility of competition
- c. Procurements valued at ONE THOUSAND DOLLARS (\$1,000) or less
- d. Procurements for which the appropriate number of documented quotations are requested and not received.

8. Annual Review

The Board of Trustees shall annually, at its reorganizational meeting, review these policies and procedures. The Library Director shall be responsible for conducting an annual review of the procurement policy and the internal control structure established to ensure compliance with the procurement policy each July.

9. Unintentional Failure to Comply

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void an action taken or give rise to a cause of action against the Comsewogue Public Library or any officer or employee thereof.

10. Best Value Award

The Governing Board of the Comsewogue Public Library authorizes the use of a Best Value Award methodology, in the competitive bidding process, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law). Contract may be awarded on the basis of best value, as authorized by section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law.

Board Approved Resolution (#10) – December 17, 2013

11. “Piggybacking” – an Exception to Competitive Bidding

Pursuant to NY General Municipal Law Section 103 (16) the Library adopts the subject statutory prerogative to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state, or any other political subdivision or district therein; such procurement to be effected under the terms of the Guidance Memorandum issued in November of 2012 by the Office of the State Comptroller.

Board Approved Resolution (#11) – April 15, 2014

Board Approved – 10/15/2013

Board Approved Additions – 12/17/2013 & 4/15/2014

Revised & Board adopted – 3/16/2021

Board Reviewed & Reaffirmed – 7/21/20, 7/20/21, 7/19/22, 7/18/23, 7/16/24, 7/15/25, 7/21/26



Comsewogue Public Library Workplace Violence Policy

Most important to Comsewogue Public Library is the safety and security of its employees. Threats, threatening behavior, and/or acts of violence against other employees, visitors, guests or other individuals by anyone on Comsewogue Public Library property will not be tolerated.

Comsewogue Public Library will provide training for all employees on workplace violence prevention measures and other information contained within the Library's written program as part of the onboarding process and annually thereafter. An annual employer-conducted risk evaluation will take place using the CPL Risk Evaluation Forms: *Evaluation of the Physical Environment* and *List of Risks and Mitigation Efforts*.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Comsewogue Public Library property will be removed from the premises as quickly as safety permits and shall remain off Comsewogue Public Library premises pending the outcome of an investigation.

Comsewogue Public Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Comsewogue Public Library personnel are responsible for notifying the contact person designated below of any threats they have witnessed or received, and/or of any threats they have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on an organizationally-controlled site. Reports are to be made using the *Workplace Violence Incident Report Form*.

An employee who applies for or obtains a protective or restraining order that lists Library locations as protected areas must provide a copy of the petition and declarations used to seek the order, as well as a copy of any temporary or permanent protective or restraining order that was granted.

The Comsewogue Public Library, at the request of an employee or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on library property unless necessary to transact library-related business. This policy particularly applies in cases where the employee suspects an act of violence will result from encounter with said individual(s).

To the extent possible, the Library shall maintain the confidentiality of investigations of workplace violence. The Library will act on the basis of anonymous complaints where it has a reasonable basis to believe there has been a violation of the policy and that the safety and welfare of Library employees would be served by such action.

Designated Contact Person:

Debra Engelhardt
Library Director
Administration

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

Board approved 7/16/2013, 10/20/2020

Revised & Board adopted 7/19/2022

Board Reviewed & Reaffirmed 7/18/2023, 7/16/2024, 7/15/25, 7/21/26



Comsewogue Public Library

Employee Recruitment Statement

Comsewogue Public Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner.

The Library's administrative and search committee processes and practices shall embrace best practices to encourage broad applicant pools, guard against implicit bias, and ensure consistency throughout recruitment, hiring, and onboarding.

All methods will be reviewed on an ongoing basis by those closest to the aforementioned processes, and this statement shall annually come under board review.



Comsewogue Public Library

Trustee Recruitment Statement

In accordance with New York State Education Law, as outlined in the New York State Board of Regents' Statement on the Governance Role of a Trustee or Board Member, and to help ensure the overall effectiveness of the Library in fulfilling its mission, Comsewogue Public Library confirms that methods employed in the recruitment of trustees shall be those likely to result in board diversity, as relates to such factors as viewpoint, age, orientation, career, and affiliation.

The Library Board will, accordingly, seek and welcome individuals willing to make the necessary commitment, and with the skills, life experiences, backgrounds, and other characteristics that will best serve the institution's needs and the community it serves.

Recruitment methods will be reviewed on an ongoing basis by those closest to the aforementioned processes, and this statement shall annually come under board review.



Comsewogue Public Library

Payment of Claims in Advance of Audit

RESOLVED that, in accordance with NYS Education Law, Section 1724, the Comsewogue Public Library Board of Trustees authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

*Board adopted 9/17/13,
Board Reviewed & Reaffirmed 7/15/14, 7/21/15, 7/19/16,
7/18/17, 7/17/18, 7/16/19, 7/21/20, 7/20/21, 7/19/22, 7/18/23, 7/16/24, 7/15/25, 7/21/26*

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 21, 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 – 06/18/2025 & 07/02/2025 & 07/16/2026
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. POLICY REVISION: UNATTENDED CHILDREN POLICY
 - 2. RENOVATION PROJECT: PARKING LOT – SINK HOLE/DRAIN REPAIR
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.

C

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

ALSO PRESENT: A member of the public.

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 May 19, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Personnel Report dated June 19, 2026. Discussion followed. Approved unanimously.

The Director reported that on May 19, 2026, the residents of the Miller Place and Mount Sinai School districts voted to continue the Library service contracts for 2026-2027.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the 2026-2027 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District and authorize Library Board President Rossini to execute the Corresponding Library Services Agreements. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Financial Reports for the period ending April 30, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 06/26/1, dated June 16, 2026, in the amount of \$161,461.74. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the payroll and payroll warrants for May 21, 2026 (\$121,627.80) and June 4, 2026 (\$125,998.03). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, that pursuant to the April 21, 2026 Board Motion authorizing the Replacement of #1 Compressor in Rooftop Condenser Unit, the Board authorizes the \$13,985 increase to the 2025/2026 operating budget line (4439) Equipment/Building Maintenance. The Board further authorizes the transfer of \$13,985 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that pursuant to the April 8, 2025 voter approved budget, the Board authorizes the transfer of \$300,000 from the general operating account to the Capital Improvement Fund. This designation is to be used for the repair of and improvements to the Library building, equipment and grounds and the use of these funds shall be by board motion only. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the updated, revised Body Art Policy incorporating the attorney's edits. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the revised Employee Locker Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the revised Proctoring Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to reaffirm the Unattended Vulnerable Adult Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the resignations of Kimberly Dono (effective April 28, 2026) and Gavin Welkes (June 6, 2026) with thanks for services 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 DeStefano, to adjourn the meeting at 6:38 P.M.
Approved unanimously.

Secretary, Board of Trustees



COMSEWOGUE PUBLIC LIBRARY

Body Art/Piercing/Body Jewelry Policy

The Comsewogue Public Library appreciates the personal freedoms constituting the display of visible tattoos and/or body piercings/body jewelry and similar forms of body art exhibited by those cited below.

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 (and those other cited individuals) are expected to maintain a professional appearance appropriate to their position by way of not displaying visible tattoos and/or body piercings that may be considered 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 as determined by the Library Director.

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, distracting, or disruptive. Visible tattoos and/or body piercings and their associated jewelry deemed by the Library Director to be offensive or distracting or disruptive are to be covered, masked, removed, modified or concealed. 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

Inquiries regarding the applicability of this policy should be directed to the Library Director for explanation or interpretation.

Board Adopted: 8/18/15
Board reaffirmed: 12/21/21
Revised & Board approved: 6/16/26



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 a locker that 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 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.

Directors Report

July 2026

Personnel & Volunteers

It was a pleasure for Debbie and Andrea to attend the Eagle Scout Ceremony on 7/12 to briefly speak about Andrew Lunarola's Butterfly Houses Project and Gavin Welkes' ADA- Accessible Raised Garden Beds Project, the results of both of which grace the grounds. We were impressed by the Scouts and their work and enjoyed moving through the process with them as they worked to achieve the prestigious and rare Eagle rank. Gavin is a CPL staff alum who resigned only recently, as he will soon begin college. Andrew's mother, Michele, helps run the Library's Business Office.

Operations

A Wellness Committee was held on 6/30. (AM & Staff)

A Safety Committee Meeting was held on 7/14. (AM & Staff)

An AI Working Group Meeting was held on 7/13. (DE & Staff)

A Trustee Orientation Session was held with Joan Nickeson at the Library on 6/23 (DE, AM).

Comsewogue Schools & Library Card Registrations:

It's been a lovely CPL summer so far. It's great to see so many families together enjoying all the Library has to offer. Soon enough, it'll be back-to-school time. The Children's & Teen Department maintains a strong in-person presence in the School District at the beginning and end of each school year and throughout the year through partnerships with Life Skills and ESOL classes, teachers, librarians, and other educators. The Department is focused on strengthening these relationships through developing additional partnerships and initiatives.

Building & Grounds

A sink hole repair at the main entrance is needed (where the parking lot meets the sidewalk). The issue is affecting two handicap parking spots.

Peter Giery (Maintenance Department) installed a drip irrigation system in the Eagle Scout Planting Box on the Library's east side, then Catherine Spena and Andrea Malchiodi added vegetable plants. Harvested vegetables will be made available at the Library to those in need.

Professional Activities

6/17 Community Resilience (Sustainable Libraries) Pilot Grant Project – Kickoff Mtg. (online)
(Training Sessions 1 & 2 were held on 7/13, 14 & 21; online)

6/18 SCLS Member Library Directors' Mtg., West Islip (DE, AM)

6/18 Public Library Directors' Association (PLDA) Mtg., Post Office Café, Babylon (AM, DE)

- 7/8 Sustainable Libraries Certification – *Mentor Office Hour* (DE provided)
- 7/9 *How to Handle Problematic Behavior & Enforce Rules*, with Ryan Dowd (AM, DE)
- 7/14 Workers' Compensation 101 (CS, DE)
- 7/15 Partnership of Automated Libraries of Suffolk (PALS) Board Mtg. (DE)
- 7/17 PLDA Brookhaven Directors Zone Mtg., Wading River (DE)
- 7/18 Adult Battle of the Books, Holbrook (AM providing logistical support)
- 7/26 EnAble Learning Webinar (ADA-related) (DE)

Community Activities

- July 1, 8, 15, 22 Hosted Library Table at Train Car Park Concerts (AM & Staff)
- 7/12 Eagle Scout Court of Honor Ceremony, Centereach (DE, AM)

A handwritten signature in cursive script, reading "Debra Engelhardt". The signature is written in dark ink and is positioned below the "Community Activities" section.

**Director's Report
2025-2026
Library Highlights of the Year**

Personnel

- The Library began offering the staff the opportunity to opt into a supplemental life insurance plan and/or a deferred compensation plan (both staff funded).

Operations

- Library Market software was implemented (program registration/room-booking).
- A Library Vision Statement developed and board-approved.
- The Library worked with sculptor Paul Suominen on a plan to phase artwork donations to CPL and had an appraisal of the works done.
- The Library became the site of a geocaching puzzle.
- A postcard campaign was held toward urging the restoration of IMLS funds.
- "The Space" development began, the Library received a Technology Grant and the area began hosting events (tech and maker activities) there.
- *Newsday* featured CPL in a sustainability piece.
- The staff was trained in Library IQ (analytics platform).
- The Library received the cleanest audit opinion possible.
- The Library's collections program (payment for unreturned items) ended.
- Incident Tracker software was launched (internal incident report management).
- Host servers were replaced after a good, 12-year run.

Building & Grounds

- The windows and glass door on the south side of the building were replaced with the help of a NYS Construction Grant.
- Exterior stone was cleaned and waterproofed.
- The Long Island Plant Initiative's donated plants specified for a 200 square-foot pollinator garden were planted on the south side of the building.
- Parking lot fixtures were converted to LED lighting.
- Security camera system software was upgraded.
- A water treatment system was added to the boiler system.

Professional Activities

The Library worked with several academic interns.

The Director served as a mentor (SLI), Vice President (PALS), Diversity Committee Member, Mentorship Committee Chair, webinar panelist, and assisted the region and profession in a variety of other ways over the course of the year.

The Library was selected to take part in a pilot grant program that focuses on community resilience.

Community Activities

The Library renewed its PJST Chamber of Commerce Membership and also joined the Mount Sinai-Miller Place Chamber of Commerce.

General area outreach took place (schools, parks, beach, etc.), Tech Fair at Brookhaven Town Hall, etc., there were partnerships with Scouts on Eagle Projects and Gold Award projects (Butterfly Houses, Pet Pantry, Raised Garden Beds), and the Library hosted a community mission with Rebecca Kassay as well as several collection drives.

The Library attended Mather Hospital's Community Coalition Meetings throughout the year. The Library Director was appointed Chairperson of the Community Advisory Board of Mather Hospital and is a member of the Rotary District 7255 Youth Exchange Committee as well as serve on the Board of Camp Pa-Qua-Tuck.



Comsewogue Public Library

Personnel Report

July 21, 2026

New Appointments:

Elizabeth Wong, Page (PT) – Adult Services, effective June 29, 2026. Salary \$17.34hr.

Maria Gates, Librarian I (PT) - Children's Services, effective June 29, 2026. Salary \$33.29hr.

{previously Librarian Trainee}

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2025/2026

E-3

June 2026

		Jun-26	Jun-25	% Change	Totals 2025/26	Totals 2024/25	Totals - % Change
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	61	74	-17.57%	9,641	9,554	0.91%
2	Juvenile	30	28	7.14%	3,294	3,192	3.20%
3	Total	91	102	-10.78%	12,935	12,746	1.48%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	33	33	0.00%	4,643	4,311	7.70%
5	Port Jefferson Library	21	18	16.67%	1,689	1,636	3.24%
Miller Place Borrower Registration:*							
6	Comsewogue Library	41	40	2.50%	4,605	4,264	8.00%
7	Port Jefferson Library	13	40	-67.50%	1,689	1,883	-10.30%
8	Total CPL Members	165	175	-5.71%	22,183	21,321	4.04%
* - SCLS purged contract patron cards in error in January 2025. Contract patron totals were effected for both Comsewogue and Port Jefferson.							
		Jun-26	Jun-25	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
9	Library Visits**	11,891	10,937	8.72%	128,223	182,606	-29.78%
10	Curbside Pick Up	15	23	-34.78%	202	314	-35.67%
** In 2025, the summer kick off was in May. In 2026, the summer kick off was in June.							
Transactions							
		Jun-26	Jun-25	% Change	To Date- 2025/26	To Date-2024/25	To Date - % Change
11	Circulation of Physical Items:	21,269	20,975	1.40%	253,733	273,593	-7.26%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	9,419	9,409	0.11%	112,430	109,183	2.97%
13	Hoopla	1,239	916	35.26%	13,983	11,799	18.51%
14	Kanopy	387	496	-21.98%	6,434	5,970	7.77%
	Circulation Other:						
15	Museum Passes	113	79	43.04%	1,180	1,032	14.34%
16	Library of Things	213	218	-2.29%	2,025	2,044	-0.93%
	Library of Things include devices, games, tools, etc. Reporting started 1/2022						
17	Public Computer Sessions	566	670	-15.52%	7,623	8,683	-12.21%
18	Public Wireless Sessions	1,307	1,630	-19.82%	19,017	19,776	-3.84%
	Interlibrary Loan:						
19	Items Loaned	753	858	-12.24%	10,358	11,530	-10.16%
20	Items Borrowed	1,191	1,364	-12.68%	14,504	16,098	-9.90%

Adult Programming: June 2026

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Meet Your AI Assistant	1	25	19
ONLINE Breathe Together (Zoom)	5	10	7,3,3,8,5
ONLINE New English Speakers (Zoom)	4	n/a	9,5,5,6
Teen Tech Help	1	n/a	2
Unearth Film Series	1	4	2
ONLINE Trivia (Email)	3	n/a,29, n/a	27,71,15
Mah-Jongg & More	1	n/a	15
Annual Plant Swap	1	20	15
Unsung Heroes: LGBTQ	1	8	6
America 250 Paint Party \$10	2	20,20	17,15
Knit & Crochet	1	n/a	2
America 250 Film Series	1	11	7
Unhired Hands: Slavery in Queens	1	8	4
Calming Art Club	1	20	18
Game Night	1	11	8
Learn Mah-Jongg	2	16	16,13
Explore the OPAC	1	9	7
Defensive Driving	1	22	12
Red, White & Blue Pan Wreath \$5	2	15,15	14,15
AARP Smart Driver Course	2	23	21,21
Junk Journaling	1	15	10

Adult Programming: Summary

Coffee & Coloring	1	9	4
HIICAP Counseling	Appt	4	4
Write This Way	1	17	10
AI for Everyday Life	1	12	6
Is It Real? AI vs Human Online	1	10	9
Red, White & Blue 'Que	1	32	32
Independence Hall (SLED event - all ages)	1	n/a	54
Senior Advocate	Appt	3	3
First-time Homebuyer Orientation	1	12	6
One-on-One Appointments	unlimited	1	1
Social Work Intern Appointments	unlimited	8	8
ONLINE Career Counseling	Appt	1	1
TOTALS	41	410	561

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
June 2026	41	410	561
YTD 2026	237	2919	3863
June 2025	38	421	539
YTD 2025	223	2829	3799

Family Programming: June 2026

Program Name	Grades	Sessions	Registered *by Family	Attended
Dino Adventure DROP-IN	All	1	n/a	29
Summer Bingo	All	1	15	22
Pet Parade	All	1	18	37
Fireside Folktales: Jack & the Beanstalk	All	1	5	6
Art Cart Creations	All	6	n/a	238
Birthday Bags	All	1	n/a	7
Guinea Pig Weekly Care	All	4	n/a	15
Summer Kick Off Event	All	1	n/a	750

Family Programming Summary	Sessions	Attended
June 2026	16	1104
YTD 2026	69	2685
June 2025	6	142
YTD 2025	50	1528

Early Childhood Programming: June 2026

Program Name	Ages	Sessions	Registered	Attended
Teddy Bear Clinic	3y - Ent K	1	15	23
A Time for Kids: Jungle Fun (10am)	18m - Ent K	1	20	36
A Time for Kids: Jungle Fun (11am)	18m - Ent K	1	20	16
Construction Zone DROP-IN (10am)	12m - Ent K	1	n/a	14
Construction Zone DROP-IN (5pm)	12m - Ent K	1	n/a	5
Mister Seahorse	2y - Ent K	1	14	11
Little Sprouts	0m - 17m	1	9	11
Kidnastics (10am)	12m - Ent K	1	25	33
Kidnastics (11am)	12m - Ent K	1	24	26
TEA Rex Party	3y - Ent K	1	18	30
Evening Mother Goose	0m - 35m	1	12	21
Baby Start	0m - 17m	1	10	17
Obstacle Course DROP-IN	12m - Ent K	1	n/a	35
Cut-tastic Crafts	3y - Ent K	1	13	13
Come Play with PlayHooray (10am)	0m - Ent K	1	20	38
Come Play with PlayHooray (11am)	0m - Ent K	1	20	22
Tot's Night Out	18m - Ent K	1	18	23
Baby Games	0m - 17m	1	10	25
STEAM Storytime: Dinosaurs	3y - Ent K	1	18	26
1000 Books Before Kindergarten Celeb.	0m - Ent K	1	11	10
Rails & Trails DROP-IN	12m - Ent K	1	n/a	15

Literacy & Stem Kits	0m - PreK	16	n/a	101
1000 Books Before K	0m - PreK	1	n/a	19

Early Childhood Programming Summary		Sessions	Attended
June 2026		38	570
YTD 2026		237	4315
June 2025		24	572
YTD 2025		148	3886

School Age Programming: June 2026

Program Name	Grades	Sessions	Registered	Attended
Edible Creations	1-5	1	15	15
Gift for Teacher (6:15PM)	1-5	1	20	17
Gift for Teacher (7:15PM)	1-5	1	8	5
Father's Day Gift	1-5	1	21	15
Pirate Treasure Cupcakes (5PM)	1-5	1	19	11
Pirate Treasure Cupcakes (6PM)	1-5	1	16	15
Kindness Cookies	1-2	1	11	7
O'Fishally Summer	3-5	1	12	6
DIY Ice Cream Bank	1-2	1	15	11
Red, White, & Glue: American Flag Creations	1-5	1	20	17
Boyle Elementary School Visit off-site	3-4	1	n/a	270
Boyle Rd. Elementary Visit on-site	3-5	1	n/a	10
Scavenger Hunt	K-5	1	n/a	73
School Age Programming Summary		Sessions	Attended	
June 2026		13	472	
YTD 2026		70	3136	
June 2025		14	161	
YTD 2025		95	3381	

Teen Programming: June 2026

Program Name	Grades	Sessions	Registered	Attended
Edible Cookie Dough	6-12	1	15	13
Teen Tech Help	6-12	1	4	4
Battle of the Books Info Meeting	6-12	1	5	5
Pet Parade Volunteers	6-12	1	6	4
Brownie Trifles	6-12	1	18	16
Dungeons & Dragons	6-12	1	8	8
Color Changing Slime	6-12	1	18	18
Patriotic Cookie Wars	6-12	1	16	10
Battle of the Books First Meeting	6-12	1	11	9
Boyle Ent. Grade 5 SRC Visit off-site	6-12	1	n/a	250
Remote Community Service	6-12	10	n/a	42

Teen Programming Summary	Sessions	Attended
June 2026	20	379
YTD 2026	155	4272
June 2025	12	140
YTD 2025	75	1941

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	5/18/2026	5/18/2026	\$62,200.99	
16	5/26/2026	5/26/2026	\$81,049.77	
17	6/1/2026	6/1/2026	\$556,039.13	
18	6/8/2026	6/8/2026	\$401,479.10	
19	6/15/2026	6/15/2026	\$122,317.75	
20*				

TOTAL AMOUNT - TAXES TO BE RAISED: **\$3,319,002.00**

Total Payments From Town of Brk **\$3,319,068.12**

Interest Received* **0.00**

Remaining Balance - Uncollected Taxes **-\$66.12**

Total Payments (including interest) **\$3,319,068.12**

6/15/26

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	6/15/2026	6/15/2026	\$1,163.83	PJ Crossing
6	6/26/2026	6/26/2026	\$3,616.50	Brightview
7				

Total Payments From Industrial Dev Agency	20,947.75
Payments CPL Received	20,947.75
Interest Received*	

Total PILOT Payments (including interest) \$20,947.75

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:

\$34,748.78

{3313}

6/26/2026

New York Library Association

Budget and Legislation Update – July 2026

From NYLA's Director of Government Relations and Advocacy Max Prime:

On Friday, June 6, the New York State Legislature completed its 2026 legislative session. Dominated by an extended budget process that resulted in the latest budget since 2010, this year Albany delivered New York's libraries a mix of largely status quo spending and genuine legislative victories worthy of celebration.

Despite entering the calendar year with the notion that preservation of FY 2026 funding levels would be a win in FY 2027, we were able to earn small increases in several categories of spending, including a crucial \$12 million dollars allocation that will be used to stabilize the Office of Cultural Education and New York State Library. At the same time, also worked with external partners to ensure the passage of priority legislation like the Freedom to Read Act, which cleared both chambers of the Legislature by wide margins.

Thank you for your activity and support for New York's library budget and non-budget legislative priorities over the past six months. The wins secured and progress made this year are both beneficial in the short term and will serve as footholds for further advancements on long-term projects in the years to come.

Compiled below is an overview of the most significant library-related funding and legislation advanced this year. As always, please don't hesitate to contact me at advocate@nyla.org with any questions, concerns, or requests to connect!

FY 2027 Enacted Budget:

NYLA Budget Priorities

State Aid for Libraries: \$106.395 million

+ \$70,000 from FY 2026 Enacted Budget

+ \$1.725 million from FY 2027 Executive Budget

State Aid for Library Construction: \$44 million

Flat to FY 2026 Enacted Budget

+ \$10 million from FY 2027 Executive Budget

Library Materials Aid: \$6.25/per pupil

No change in per-pupil rate from FY 2026 Enacted Budget or FY 2027 Executive Budget

NOVELny: \$3 million

Flat to FY 2026 Enacted Budget and FY 2027 Executive Budget

Office of Cultural Education Stabilization: \$12 million

New funding for FY 2027, included in FY 2027 Executive Budget

Additional Library Funding:

Schomburg Center for Research in Black Culture: \$625,000

+\$125,000 from both FY 2026 Enacted Budget and FY 2027 Executive Budget

Langston Hughes Community Library and Cultural Center: \$332,500

+\$110,00 from FY 2026 Enacted and FY 2027 Executive Budget

Brooklyn Public Library Center for Brooklyn History: \$100,000

For Tier 6 members in NYSTRS and NYCTRS the retirement age will be reduced by five years, from 63 to 58, for members with 30 years of service (without penalties).

For Tier 6 members in NYSERS, NYCERS and NYCBERS contribution rates will be reduced across most salary bands. New NYSERS/NYCERS/NYCBERS Contribution Bands:

For Tier 6 members in the SUNY and CUNY Optional Retirement Program (ORP), contribution bands will be adjusted to align with changes in the other retirement systems, and members will receive an additional 1% state contribution to their ORP accounts.

Same as FY 2026 Enacted Budget, +\$100,000 from FY 2027 Executive Budget

Love Your Library Account: \$250,000 available for disbursement

Library Social Worker Pilot Program: \$500,000

+\$400,000 from FY 2026 Enacted Budget, +\$500,000 from FY 2027 Executive Budget

According to the budget's text, this money will be used:

For services and expenses of a grant program to expand social work services in public libraries. The purpose of this program is to make professional social work services available to the public at library facilities, in order to address social and economic needs of library patrons and to support libraries as trusted community hubs. Grants shall be available on a competitive basis to public and association libraries and public library systems located in economically disadvantaged communities, as defined herein, to support the establishment, expansion, or continuation of social work services at library locations. Eligible uses of grant funds shall include, but not be limited to, the employment of licensed social workers by libraries or library systems; contracts or agreements with nonprofit organizations, local departments of social services, institutions of higher education, or other qualified entities to make social work services available in libraries; partnerships with institutions of higher education to place social work interns at libraries' shared service or regional service models; and other innovative or collaborative approaches that make social work services available at public and association libraries.

For the purposes of this program, “economically disadvantaged communities” shall mean communities that have high poverty rates.

Grants in Aid:

Senate: \$7.5 million

Assembly: \$9 million

Executive: \$10 million

Policy:

Tier VI (Retirement System) Updates:

\$75k or less: 3%

\$75k - \$100k: 4%

\$100k - \$125k: 5.25%

\$125k or more: 5.75%

For Tier 6 members eligible for overtime, the overtime cap used in final average salary calculations will increase from \$22,500 plus CPI to \$30,000 plus CPI.

Protections for Immigrant New Yorkers:

Despite inclusion in Governor Hochul’s announcement of a budget deal on 5/7, public, association, and municipal libraries were not explicitly included in the budget’s provisions meant to protect immigrant New Yorkers. While some libraries are covered under existing sections of the bill, others are not. Municipal libraries are included under the bill’s section dealing with “restriction on use of municipal government resources for immigration enforcement,” while public library buildings located on properties/within buildings owned by public school districts might be covered under the section that creates protections for public schools.

Unfortunately, libraries were left off the list of entities deemed “sensitive locations,” where policies established restricting access to non-public locations without a judicial warrant receive the backing of the NYS Attorney General’s office. Conversations regarding this decision and the extent to which the provisions included in the budget might cover libraries are ongoing. Meanwhile, Assembly member Gabriela Romero has introduced legislation, A.11596, that would rectify the issue and add libraries to the list of sensitive locations for immigration enforcement purposes.

Legislation:

The Freedom to Read Act – S.8630-C (May)/A.9537-B (Simone)

For a second year in a row, we have successfully advanced a version of Freedom to Read legislation through the New York State Legislature. The bill will now wait to be called to Governor Hochul’s desk for consideration. After it reaches the Governor’s desk she will have 10 days to either sign or veto it.

If enacted, this bill would add a new section to the Education Law requiring Board of Education to adopt and publicly post written policies for the development of school library collections and the reconsideration of school library materials. For these policies, it would establish baseline procedural components required for inclusion, including review committees, appeal pathways, and the provision that no library material shall be removed or restricted solely because of disagreement with themes, ideas, or viewpoints expressed within it or because of the identities of the author, subject, or characters.

Furthermore, the legislation would also require that all materials remain available within the library while under review, protect school library staff from discipline for actions taken in reasonable reliance on district policy, and direct the Commissioner of Education to promulgate implementing regulations.

School library systems may provide guidance, training, or professional development to assist school districts and school personnel in implementing this section, consistent with existing programs, resources, and offerings.

Libraries Literacy Education Guidance Act –S.8044-A (Bynoe)/A.5835-B (Carroll)

Passed Assembly & Senate and now awaits delivery to Governor Hochul's Desk.

If signed by the Governor, this legislation will require the State Librarian, in consultation with the Commissioner of Education and any other group deemed necessary, shall provide guidance on evidence-based practices for literacy education, focusing on reading competency in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, comprehension, including background knowledge, oral language and writing, and oral skill development, for students in pre-kindergarten through grade three based on the instructional best practices established by the Commissioner. Such guidance shall be distributed to every public library and association library in New York State.

Such guidance may include but not be limited to texts, education technology, professional education, and public informational materials.

The State Librarian shall update such guidance every two years and shall consider feedback from the public libraries and association libraries to which the guidance is distributed.

Relates to expanding opioid overdose prevention measures in certain settings – S.9272-A (Fernandez)/A.8814-A (McDonald)

Passed Assembly & Senate and now awaits delivery to Governor Hochul's Desk.

If enacted, this bill will amend Section 922 of the Education Law to require certain entities, including public libraries, to stock opioid antagonists. It requires that upon the request from one of the entities, the department of health must provide the antagonists at no cost to the entity. It also requires the department of health to provide opioid antagonists in an amount sufficient for the school district at their request. Employees are not required to administer opioid antagonists to anyone and are shielded from liability.

For the purposes of the section of law this legislation would amend, public libraries is interpreted to include association libraries.

Relates to granting employees access to personnel records – S. 3460 (Gounardes)/A.2107 (Gonzalez-Rojas)

Passed Assembly & Senate and now awaits delivery to Governor Hochul's Desk.

If enacted, this legislation would grant employees access to personnel records, require notice of negative information in such records and an opportunity for a review, and permit employees to include certain information – including written statements explaining the employee's position on matters of dispute in the record which cannot be corrected through mutual agreement – in personnel records.

Relates to requiring employers to obtain an acknowledgement of receipt from employees of their sexual harassment prevention policy and sexual harassment prevention training program. – A.368-A (Rozic)/S.10057 (Ramos)

Passed Assembly & Senate and now awaits delivery to Governor Hochul's Desk.

If enacted, this legislation would amend labor law by establishing that when an employer provides employees with written notice of the sexual harassment prevention policy, the employer must obtain electronic or written acknowledgement of receipt of the notice which must be preserved for six years. Additionally, employers must notify employees in writing of any changes to the sexual harassment prevention policy at least seven calendar days prior to the time of such changes.

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COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of May 31, 2026

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	7,642.02
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,938,996.00
1110 · Savings-Capital Improvements	851,905.48
1114 · Savings-Termination Pay	232,506.17
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>3,031,959.67</u>
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Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	47,507.69
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets	<u>49,217.69</u>
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Total Current Assets	<u>3,081,177.36</u>
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Fixed Assets

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

Total 1300 ACCUMULATE DEPRECIATION	<u>-8,173,109.00</u>
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Total Fixed Assets	<u>4,423,700.00</u>
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TOTAL ASSETS	<u>7,504,877.36</u>
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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	4,375.84
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	439.34

Total Other Current Liabilities	<u>50,490.10</u>
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Total Current Liabilities	<u>50,490.10</u>
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Total Liabilities	<u>50,490.10</u>
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Equity

2200 · General Fund Balance	3,073,948.16
2201 · Capital Improvement Fund	933,161.71
2202 · Termination Payment Fund	417,809.50
2203 · Capital Asset Fund	4,423,700.00
Net Income	-1,394,232.11

Total Equity	<u>7,454,387.26</u>
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TOTAL LIABILITIES & EQUITY	<u>7,504,877.36</u>
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COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending May 31, 2026

	<u>May 2026</u>	<u>July 2025 - May 2026</u>
Revenue		
3301 · Tax Revenues	182,833.21	2,239,232.14
3302 · Fines	50.02	1,199.28
3304 · Interest Earned	5,576.02	77,542.73
3305 · Unclassified rev.-Copies	530.00	8,726.89
3306 · Unclassified rev.-Books	103.73	4,177.96
3307 · Unclassified rev.-Other	10.70	58.52
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	76,500.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	16,116.32
3312 · Local Sponsor Aid	0.00	7,448.00
3313 · PILOT Revenue	0.00	29,634.35
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	805,339.99	1,611,402.55
3319 · Services - Mount Sinai	0.00	701,065.52
Total Revenue	<u>994,443.67</u>	<u>4,773,104.26</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending May 31, 2026

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	May	July 2025 - May 2026		
4401 · Computer Supplies	5.19	10,553.39	15,000.00	-4,446.61
4402 · Computer Equipment/Parts	98.00	3,927.25	9,500.00	-5,572.75
4403 · Furniture & Equipment	3,253.58	18,374.85	22,000.00	-3,625.15
4404 · Salaries-Professional	164,111.60	2,150,924.37	2,377,288.59	-226,364.22
4405 · Salaries-Clerical	57,628.45	708,804.30	836,466.29	-127,661.99
4406 · Salaries-Custodial	7,448.26	79,888.81	104,200.00	-24,311.19
4407 · Salaries-Guard	2,794.45	29,465.20	31,924.00	-2,458.80
4410 · Library Books	6,176.00	65,660.08	83,992.00	-18,331.92
4412 · Audio Video	1,096.00	13,426.84	18,300.00	-4,873.16
4413 · Periodicals	84.00	10,569.07	13,500.00	-2,930.93
4414 · Computer Software	0.00	8,606.89	16,500.00	-7,893.11
4415 · Electronic Data Base	11,171.88	277,259.61	270,000.00	7,259.61
4417 · OTHER THINGS LENDING	1,117.79	22,281.38	25,000.00	-2,718.62
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	13,485.00	53,012.53	64,500.00	-11,487.47
4421B · Children/Teen	5,005.00	61,981.90	82,500.00	-20,518.10
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	353.09	11,643.84	10,300.00	1,343.84
4422B · Children/Teen	2,548.17	18,386.70	24,300.00	-5,913.30
4428 · Conferences	446.28	9,425.41	14,500.00	-5,074.59
4429 · Circulation	253.79	63,117.44	63,000.00	117.44
4430 · Office & Library Supplies	781.59	11,904.65	17,500.00	-5,595.35
4431 · Telecommunications	940.70	10,166.70	11,600.00	-1,433.30
4432 · Cartage	361.98	3,378.48	3,500.00	-121.52
4433 · Postage	4,075.41	13,294.72	14,800.00	-1,505.28
4434 · Publicity and Printing	375.00	41,041.22	59,500.00	-18,458.78
4435 · Annual Election	53.00	3,692.92	4,450.00	-757.08
4436 · SCLS Contract Fee	0.00	65,310.00	65,307.00	3.00
4437 · Accounting and Legal	1,364.22	89,709.87	104,000.00	-14,290.13
4438 · Membership Dues	2,500.00	3,880.00	3,300.00	580.00
4439 · Equipment/Blding Maint & Repair	32,510.36	347,228.34	384,665.00	-37,436.66
4440 · Snow Removal	0.00	32,300.00	32,300.00	0.00
4441 · Building Security	4,766.37	72,052.61	85,600.00	-13,547.39
4450 · Utilities	8,665.28	95,928.68	107,700.00	-11,771.32
4451 · Custodial Supplies	1,229.48	13,163.92	16,200.00	-3,036.08
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	2,493.49	20,597.44	20,500.00	97.44
4471 · Workers Compensation Insurance	0.00	20,658.00	24,175.00	-3,517.00
4472 · Life Insurance	486.54	5,368.45	5,880.00	-511.55
4473 · Dental Insurance	2,328.54	25,384.86	31,650.00	-6,265.14
4474 · VISION INS	321.26	4,855.76	4,000.00	855.76
4476 · 9020.8 Retirement Expense	0.00	493,690.00	493,690.00	0.00
4477 · 9030.8 Social Security Expense	17,245.55	212,194.39	237,805.00	-25,610.61
4478 · Unemployment Insurance	0.00	186.08	1,000.00	-813.92
4479 · 9060.8 Health Insurance	79,657.78	889,131.68	986,639.00	-97,507.32
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	437,233.08	6,167,336.37	7,172,231.88	-1,004,895.51

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					

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	182,833.21		
	25,837.03	3,797.32				
1,507,128.08				805,339.99		
			76,500.00			
			744.80			
13,689.57	8,356.36	10,036.78	15,538.35	6,270.47		
2,949,555.49	509,182.75	65,495.57	124,826.09	994,443.67		
Jan	Feb	March	April	May	June	Total
423,145.15	227,406.60	230,557.86	230,820.59	231,982.76		
99,662.66	78,884.42	81,896.34	105,407.40	82,794.12		
770,066.16	289,449.69	101,068.24	130,067.18	122,456.20		
1,292,873.97	595,740.71	413,522.44	466,295.17	437,233.08		
1,656,681.52	(86,557.96)	(348,026.87)	(341,469.08)	557,210.59		
(1,012.42)	2,172.61	3,205.97	(16,694.98)	2,322.63		
3,259,796.76	3,175,411.41	2,830,590.51	2,472,426.45	3,031,959.67		
Ending Cash Balance 06/30/2026						0.00

7/21/2026

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/01

July 21, 2026

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(June bills paid
in July)

DATE	NUM	NAME	ACCOUNT	DEBIT
07/21/2026	29436	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$295.00
				\$295.00
07/21/2026	29437	Ace Hardware	1102 Checking Account	
			4439 Equipment/Bldg Maint & Repair	\$21.41
				\$21.41
07/21/2026	29438	Adamko, Patricia	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29439	Adamko, Walter	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29440	Amazon Capital Services	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$14.24
				\$14.24
07/21/2026	29441	American Express	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	\$20.98
			4422B Library Programs:Program Supplies:Children/Teen	\$158.28
			4433 Postage	\$23.74
				\$203.00
07/21/2026	29442	Brodart Company	1102 Checking Account	
			4410 Library Books	\$2,474.50
			4410 Library Books	\$663.92
				\$3,138.42
07/21/2026	29443	Chief-Men Enterprises LLC	1102 Checking Account	
			4428 Conferences	\$2,200.00
				\$2,200.00
07/21/2026	29444	Citrano, Lindsay	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$500.00
				\$500.00
07/21/2026	29445	Collins, Brian D.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$480.00
				\$480.00
07/21/2026	29446	Corso, Judith	1102 Checking Account	
			4479 9060.8 Health Insurance	\$852.30

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/01

July 21, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$852.30
07/21/2026	29447	Curley, Lisamarie	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$200.00
				\$200.00
07/21/2026	29448	DeFigueiredo, Anna	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29449	Denner, Donna	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29450	DeRosalia, Angela	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29451	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$693.96
				\$693.96
07/21/2026	29452	Forkin, Donna	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29453	Forkin, James	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29454	Frosina, Len	1102 Checking Account	
			4437 Accounting and Legal	\$475.00
				\$475.00
07/21/2026	29455	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$160.26
				\$160.26
07/21/2026	29456	Gilmore, Barbara	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29457	Gilmore, Frederick	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/01

July 21, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/21/2026	29458	Gomer, Regina	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29459	Hall, Dianne	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29460	Hall, Erik	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29461	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$310.00
				\$310.00
07/21/2026	29462	Holzhauser, Vanesa	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$720.00
				\$720.00
07/21/2026	29463	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$4,615.00
				\$4,615.00
07/21/2026	29464	Industrial Appraisal Company	1102 Checking Account	
			4454 Insurance - Library	\$495.00
				\$495.00
07/21/2026	29465	Iovino, Maria	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29466	Iovino, Daniel	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29467	Jaffe, Karen	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,582.50
				\$1,582.50
07/21/2026	29468	Ketcham Pump Company, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$450.00
				\$450.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/01

July 21, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/21/2026	29469	King, George	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29470	King, Katherine	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29471	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$965.77
			4415 Electronic Data Base	\$2,734.96
				\$3,700.73
07/21/2026	29472	Mills, David	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
07/21/2026	29473	NYC Publishing	1102 Checking Account	
			4410 Library Books	\$120.00
				\$120.00
07/21/2026	29474	O'Connell, Carol	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,947.60
				\$1,947.60
07/21/2026	29475	O'Neil, Mary Ellen	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29476	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	\$337.22
			4430 Office & Library Supplies	\$30.78
				\$368.00
07/21/2026	29477	Owens, Nia	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$625.00
				\$625.00
07/21/2026	29478	Ozkaya, Charyl	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$100.00
				\$100.00
07/21/2026	29479	Pantorno, Brandon	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,217.40
				\$1,217.40

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/01

July 21, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/21/2026	29480	Popielaski, Joan	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29481	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$240.00
				\$240.00
07/21/2026	29482	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$65.00
				\$65.00
07/21/2026	29483	Roeder, Kathy	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$130.00
				\$130.00
07/21/2026	29484	Rotorpro	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$1,425.00
				\$1,425.00
07/21/2026	29485	Scott, Robert G.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,050.00
				\$1,050.00
07/21/2026	29486	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$6,968.25
				\$6,968.25
07/21/2026	29487	Sessa, Sheryl	1102 Checking Account	
			4479 9060.8 Health Insurance	\$1,582.50
				\$1,582.50
07/21/2026	29488	Singh, Romolo	1102 Checking Account	
			4428 Conferences	\$70.46
				\$70.46
07/21/2026	29489	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$60.32
				\$60.32
07/21/2026	29490	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$220.00
				\$220.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/01

July 21, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/21/2026	29491	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	\$10,110.00
			4429 Circulation	\$65.17
				\$10,175.17
07/21/2026	29492	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$425.00
			4421B Library Programs:Program Contractors:Children/Teen	\$395.00
				\$820.00
07/21/2026	29493	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$65.22
				\$65.22
07/21/2026	29494	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$350.00
				\$350.00
07/21/2026	29495	VerifiedFirst	1102 Checking Account	
			4437 Accounting and Legal	\$28.62
				\$28.62
07/21/2026	29496	Walt Whitman Birthplace Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$175.00
				\$175.00
07/21/2026	29497	Washburn, Elizabeth	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29498	Washburn, John	1102 Checking Account	
			4479 9060.8 Health Insurance	\$608.70
				\$608.70
07/21/2026	29499	Zambraski, Carolyn C.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$250.00
				\$250.00
TOTAL				\$61,634.36

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 07/26/02

July 21, 2026

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(July bills)*

Date	Num	Name	Account	Debit
07/21/2026	29500	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	320.00
				<u>\$ 320.00</u>
07/21/2026	29501	Amazon Capital Services	1102 Checking Account	
			4430 Office & Library Supplies	46.51
			4417 OTHER THINGS LENDING	255.97
			4422A Library Programs:Program Supplies:Adult	211.80
			4422B Library Programs:Program Supplies:Children/Teen	175.40
			4451 Custodial Supplies	21.73
			4439 Equipment/Blding Maint & Repair	9.89
			4410 Library Books	64.00
			4428 Conferences	63.56
			4410 Library Books	20.78
				<u>\$ 869.64</u>
07/21/2026	29502	B&H Photo-Video	1102 Checking Account	
			4402 Computer Equipment/Parts	83.30
			4401 Computer Supplies	848.10
				<u>\$ 931.40</u>
07/21/2026	29503	Brodart Company	1102 Checking Account	
			4410 Library Books	1,985.15
				<u>\$ 1,985.15</u>
07/21/2026	29504	Brookhaven Locksmiths Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	2,279.80
				<u>\$ 2,279.80</u>
07/21/2026	29505	Discount School Supply	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	47.75
				<u>\$ 47.75</u>
07/21/2026	29506	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	511.88
				<u>\$ 511.88</u>
07/21/2026	29507	Frick Collection	1102 Checking Account	
			4417 OTHER THINGS LENDING	200.00
				<u>\$ 200.00</u>
07/21/2026	29508	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	88.51
				<u>\$ 88.51</u>

07/21/2026	29509	Guardian	1102 Checking Account	
			4472 Life Insurance	973.08
			4473 Dental Insurance	5,106.96
			4474 VISION INS	669.70
			2185 Employee Ins - enrollee contrib	109.70
				<u>\$ 6,859.44</u>
07/21/2026	29510	Gutmann, Sarah	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	250.00
				<u>\$ 250.00</u>
07/21/2026	29511	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	310.00
				<u>\$ 310.00</u>
07/21/2026	29512	Home Health and Spirit Corporation	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	840.00
				<u>\$ 840.00</u>
07/21/2026	29513	Kanopy, Inc	1102 Checking Account	
			4415 Electronic Data Base	6,750.00
				<u>\$ 6,750.00</u>
07/21/2026	29514	KNMP Plumbing & Heating Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	1,800.00
				<u>\$ 1,800.00</u>
07/21/2026	29515	Kone	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	1,697.01
				<u>\$ 1,697.01</u>
07/21/2026	29516	Kunze, Kim W.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	550.00
				<u>\$ 550.00</u>
07/21/2026	29517	Lil Athletes Sports Inc	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	256.00
				<u>\$ 256.00</u>
07/21/2026	29518	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	20.00
				<u>\$ 20.00</u>
07/21/2026	29519	McDermott, Angela	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	300.00
				<u>\$ 300.00</u>
07/21/2026	29520	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	3,800.00
				<u>\$ 3,800.00</u>

07/21/2026	29521	Mrs Wojcik Inc	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	600.00 <u>\$ 600.00</u>
07/21/2026	29522	Nassau County Firefighters Museum	1102 Checking Account 4417 OTHER THINGS LENDING	600.00 <u>\$ 600.00</u>
07/21/2026	29523	National Audubon Society	1102 Checking Account 4413 Periodicals	20.00 <u>\$ 20.00</u>
07/21/2026	29524	Navaretta, Frances	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	400.00 <u>\$ 400.00</u>
07/21/2026	29525	New York Times	1102 Checking Account 4413 Periodicals	24.00 <u>\$ 24.00</u>
07/21/2026	29526	New York Times	1102 Checking Account 4413 Periodicals	60.00 <u>\$ 60.00</u>
07/21/2026	29527	Newsday	1102 Checking Account 4413 Periodicals	883.48 <u>\$ 883.48</u>
07/21/2026	29528	Pending Account	1102 Checking Account 4479 9060.8 Health Insurance 2185 Employee Ins - enrollee contrib	79,657.78 6,147.87 <u>\$ 85,805.65</u>
07/21/2026	29529	OCLC Inc	1102 Checking Account 4414 Computer Software	664.30 <u>\$ 664.30</u>
07/21/2026	29530	OfficeSupply.com	1102 Checking Account 4451 Custodial Supplies	379.80 <u>\$ 379.80</u>
07/21/2026	29531	Old Westbury Gardens	1102 Checking Account 4417 OTHER THINGS LENDING	500.00 <u>\$ 500.00</u>
07/21/2026	29532	Parente, Jacqueline	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	1,110.00 <u>\$ 1,110.00</u>
07/21/2026	29533	PBXstore Inc	1102 Checking Account 4431 Telecommunications	509.72 <u>\$ 509.72</u>

07/21/2026	29534	PEAC Solutions	1102 Checking Account 4456 Rental Expenses	<u>1,484.00</u> \$ 1,484.00
07/21/2026	29535	Port Jeff Rotary Club	1102 Checking Account 4438 Membership Dues	<u>365.00</u> \$ 365.00
07/21/2026	29536	SCLS - PALS	1102 Checking Account 4429 Circulation	<u>20,622.44</u> \$ 20,622.44
07/21/2026	29537	SCLS Telecommunications	1102 Checking Account 4429 Circulation	<u>10,500.00</u> \$ 10,500.00
07/21/2026	29538	Scott, Robert G.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	<u>1,050.00</u> \$ 1,050.00
07/21/2026	29539	Seaman, Kevin A.	1102 Checking Account 4437 Accounting and Legal	<u>9,000.00</u> \$ 9,000.00
07/21/2026	29540	Skullman Prints, LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	<u>394.50</u> \$ 394.50
07/21/2026	29541	Sparling, Nicole Summers	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	<u>350.00</u> \$ 350.00
07/21/2026	29542	Spena, Catherine	1102 Checking Account 4428 Conferences	<u>20.00</u> \$ 20.00
07/21/2026	29543	Springshare, LLC	1102 Checking Account 4434 Publicity and Printing	<u>8,570.00</u> \$ 8,570.00
07/21/2026	29544	Suffolk Cooperative Library System	1102 Checking Account 4436 SCLS Contract Fee	<u>66,159.00</u> \$ 66,159.00
07/21/2026	29545	The Wall Street Journal	1102 Checking Account 4413 Periodicals	<u>782.87</u> \$ 782.87
07/21/2026	29546	Theresa's Programs LLC	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	<u>900.00</u> \$ 900.00

07/21/2026	29547	Transparent Language Inc.	1102 Checking Account	
			4415 Electronic Data Base	3,750.00
				\$ 3,750.00
07/21/2026	29548	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	350.00
				\$ 350.00
07/21/2026	29549	ULINE	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	135.75
			4422B Library Programs:Program Supplies:Children/Teen	135.75
				\$ 271.50
07/21/2026	29550	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	361.98
				\$ 361.98
07/21/2026	29551	WT COX Information Services	1102 Checking Account	
			4413 Periodicals	8,018.87
				\$ 8,018.87
TOTAL				\$ 255,173.69

Monday, Jul 20, 2026 08:10:31 AM GMT-7

COMSEWOGUE PUBLIC LIBRARY

06/18/2026 Payroll
Check Register

WARRANT DETAIL REPORT

June 18, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
06/18/2026	29425	Equitable Financial	1102 Checking Account	\$0.00
Check voided due to typo. (ML)			2184 Annuity	\$0.00
				\$0.00
06/18/2026	29426	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,874.40
				\$3,874.40
TOTAL				\$3,874.40

06/18/2026 ACH Debit Report

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

06/18/2026 Payroll Warrant

Check Register Total	\$3,874.40
ACH Debit Total	\$1,599.75
Accu Data Payroll (includes \$621.42 Accudata Invoice)	\$114,706.72
TOTAL	\$120,180.87

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COMSEWOGUE PUBLIC LIBRARY

07/02/2026 Payroll
Check Register

WARRANT DETAIL REPORT

July 2, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/02/2026	29427	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
07/02/2026	29428	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,833.60
				\$3,833.60
07/02/2026	29429	National Grid	1102 Checking Account	
			4450 Utilities	\$795.50
				\$795.50
07/02/2026	29430	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$4,043.53
			2186 Retirement	\$304.00
				\$4,347.53
07/02/2026	29431	PSEGLI	1102 Checking Account	
			4450 Utilities	\$7,816.29
				\$7,816.29
07/02/2026	29432	Suffolk County Water Authority	1102 Checking Account	
			4450 Utilities	\$511.12
				\$511.12
TOTAL				\$17,904.28

[Signature]
JUN 30 2026

07/02/2026 ACH Debit Report

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

07/02/2026 Payroll Warrant

Check Register Total	\$17,904.28
ACH Debit Total	\$2,039.09
Accu Data Payroll (includes \$591.36 Accudata Invoice)	\$107,032.12
TOTAL	\$126,975.49

Printed: June 21, 2026 12:27 PM EST

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07/16/2026 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

July 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/16/2026	29433	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,793.62
				\$3,793.62
07/16/2026	29434	Optimum	1102 Checking Account	
			4431 Telecommunications	\$183.34
				\$183.34
07/16/2026	29435	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				\$245.00
TOTAL				\$4,221.96

J

John E. ...

JUL 15 2026

07/16/2026 ACH Debit Report	
Deferred Compensation Plan	\$1,601.55
TOTAL	\$1,601.55
07/16/2026 Payroll Warrant	
Check Register Total	\$4,221.96
ACH Debit Total	\$1,601.55
Accu Data Payroll (includes \$632.68 Accudata Invoice)	\$119,942.90
TOTAL	\$125,766.41



Comsewogue Public Library Unattended Children Policy

The Comsewogue Public Library ~~is dedicated to providing a welcoming environment that encourages children to visit the Library, use Library collections and services, and attend Library programs.~~ welcomes and encourages children to visit the Library, use Library resources and services, and attend library programs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term child care, or be responsible for unattended children.

The Library staff ~~is available to assist and support children with their use of Library resources.~~ The Library is not responsible, however, for children who are left unattended on Library premises.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver ~~in the Library.~~ Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. The Library is not responsible if children leave Library property unattended.

Parents, guardians and/or caregivers are ~~solely responsible for the safety and behavior of their children., and supervision of children at all times in the Library and on Library property.~~ They are advised that children, like all Library users, are expected to comply with the Library's Behavior Policy and a child who violates those rules may be asked to leave Library premises. Children are expected to respect Library property and adhere to the rules outlined in the Public Behavior policy.

Parents, guardians and/or caregivers ~~must inform themselves as to scheduled Library closing times and be aware that a Library facility sometimes may have to close unexpectedly due to emergencies or safety issues.~~

It is the responsibility of parents, guardians and/or caregivers to let their children know what they should do if they must leave the Library.

Library staff ~~may call the police or other appropriate County agency if a child is left unattended when a Library facility closes or if a child otherwise appears to be at risk.~~

Library staff will attempt to contact a parent, guardian, and/or caregiver in circumstances such as the following:

- An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of Library business.
- An unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- An unattended child is left alone at the Library at closing time.

Such situations will be handled on a case-by-case basis. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, the Library will work with other County agencies as needed.

*Board adopted: 11/18/14
Reaffirmed by Board: 3/16/21
Revised & Board approved: 7/21/26*

AUGUST 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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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				

SEPTEMBER 2026

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OCTOBER 2026

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11	12 Columbus Day	13	14	15	16	17
18	19	20 Meeting	21	22	23	24
25	26	27	28	29	30	31 Halloween
		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		November 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