

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 18, 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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 07/30/2026 & 08/13/2026
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. FACILITY REPORT AND PLANNING
 - 2. MAINTENANCE PROJECT – PARKING LOT
 - 3. BY-LAWS AMENDMENT
 - 4. POLICY REVISIONS
 - a. EXHIBIT & DISPLAY POLICY
 - b. PROCUREMENT POLICY
 - c. UNATTENDED CHILDREN POLICY
 - 5. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 6. RESIGNATION OF TRUSTEE ROSSINI
 - 7. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

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

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 21, 2026

CALL TO ORDER by Chairperson Engelhardt at 6:06 p.m.

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

ABSENT WITH NOTIFICATION:

Trustee Spence conducted the Pledge of Allegiance.

Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee Nickeson on July 21, 2026. Library District Treasurer Giaquinto and Library Director Engelhardt will be administered the Oath of Office by a Notary Public on July 22, 2026. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to nominate Kevin Spence as President of the Library Board for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to nominate Lisa Olson as Vice President of the Library Board for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate John Rossini as Secretary of the Library Board for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Spence, to nominate Corinne DeStefano as Fiscal Officer of the Library Board for fiscal year 2026-2027. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint Board President Kevin Spence & Fiscal Officer Corinne DeStefano to the Finance Committee. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to appoint Trustee Joan Nickeson & Board Vice President Lisa Olson, to the By-laws Committee. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Dean Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Rossini, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2026-2027. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Olson, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee Nickeson, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Olson, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2026-2027 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Olson, to designate M&T Bank and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2026-2027 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to set the bulk mailing account at \$4,000 and the postage meter account at \$700 for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to establish the cash register fund at \$210, the petty cash fund at \$150, the copier/printer fund at \$150 and the cash on hand fund at \$350 for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that the signatories for the Library's savings and checking accounts for fiscal year 2026-2027 are Board President Kevin Spence, Fiscal Officer Corinne DeStefano, Library Director Debra Engelhardt and Library District Treasurer Dean Giaquinto. Library

procedures require two signatures for accounts payable warrants and supplemental (payroll) warrants and one signature for transfers and payroll. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee Rossini, seconded by Trustee Nickeson, to reaffirm Comsewogue Public Library's Freedom of Information Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm Comsewogue Public Library's By-Laws. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to reaffirm Comsewogue Public Library's Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Spence, to reaffirm Comsewogue Public Library's Workplace Violence Policy. Discussion followed. Approved unanimously.

The Board reviewed the Employee Recruitment Statement.

The Board reviewed the Trustee Recruitment Statement.

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.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the Resolution for Payment of Claims in Advance of Audit. Discussion followed. Approved unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes the use of a facsimile signature of the Library District Treasurer on payroll checks which are processed by an outside payroll processing company.

MOTION by Trustee Nickeson, seconded by Trustee Rossini, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Spence, seconded by Trustee Olson, to set the mileage reimbursement rate in accordance with the current Internal Revenue Service-specified rate. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Nickeson, to adjourn the meeting at 6:23 P.M.
Approved unanimously.

Secretary, Board of Trustees

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 21, 2026

President Spence called the meeting to order at 6:23 p.m.

PRESENT: Trustee Olson

Trustee Spence

Trustee Rossini

Trustee DeStefano

Trustee Nickeson

Assistant Director Andrea Malchiodi

Director Engelhardt

ABSENT WITH NOTIFICATION:

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the minutes of the regular meeting held on June 16, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee Nickeson, to accept the Director's Report dated July 2026. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Annual Report dated July 2025 – June 2026. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the period ending May 19, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve warrant 07/26/1, dated July 21, 2026, in the amount of \$61,634.36. Discussion followed. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to approve warrant 07/26/2, dated July 21, 2026, in the amount of \$255,173.69. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for June 18, 2026 (\$120,180.87), July 2, 2026 (\$126,975.49) and July 16, 2026 (\$125,766.41). Discussion followed. Approved unanimously.

There are no reports from standing committees.

New Business: Revision of Comsewogue Public Library's Unattended Children Policy. Discussion followed. Additional research requested. Tabled until August 2026 board meeting.

MOTION by Trustee Rossini, seconded by Trustee Nickeson, to accept the proposal from Fidele Construction, Inc. not to exceed \$11,975; to repair the sink hole and drain near the handicap spaces of the parking lot; to be funded by the Capital Improvement Fund designation and to increase the 2026-2027 operating budget by the same amount. 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 7:34 P.M. Approved unanimously.

Secretary, Board of Trustees

**Director's Report
August 2026**

Personnel – No report.

Operations:

Battle of the Books – 2026 – Comsewogue's team had a great time and took 2nd place overall in the County!
Another great summer season is winding down at the Library.

Tell Congress Not to Defund Libraries! Campaign

Campaign Dates: August 24-28, 2026

The "Tell Congress Not to Defund Libraries!" Campaign is a nonpartisan advocacy effort that aims to remind our representatives on both sides of the aisle in the US Senate and House of Representatives how important public libraries are to the residents of Suffolk County, how IMLS funding directly impacts the NYS Library, and that the E-Rate program is crucial for libraries to access affordable telecommunications capabilities. The loss or alteration of either could affect our shared services, requiring greater local investment.

Library Counsel reminded us that we have to consult our Charter before any by-laws amendment can be considered. Since our Charter speaks to a process for trustee appointments when there are "mid-term" vacancies, the by-laws can't be modified until the Charter is modified. Charter modification is a time-consuming process.

We met with Councilman Kornreich, who has agreed to partner with us on a Library grant project centered on community resiliency in relation to extreme weather events.

We met with John Tanzi to discuss a variety of library facility needs.

Our partners at the Comsewogue Community Garden generously gifted the Library a Tower Garden Flex that they received from a local nonprofit. We plan to begin planting and growing indoors this winter, with the produce we harvest offered back to the community.

The project will also give us an opportunity to demonstrate an innovative and sustainable approach to growing food. A Tower Garden is a vertical, soil-free growing system that uses aeroponics, a specialized form of hydroponics in which plant roots are suspended in air and nourished by a recirculating water and mineral nutrient solution. Tower Gardens can use up to 95–98% less water and 80–90% less space than traditional soil gardening while allowing plants to grow more quickly and with fewer pest problems. Because the system can be used indoors or outdoors, it also makes growing fresh produce possible year-round.

We look forward to sharing what we learn with the community—and sharing what we grow.

Building & Grounds:

The parking lot sink hole repair has been completed.

Professional Activities:

- 7/23 Mental Health at Work; Building Inclusive & Resilient Workplaces (online)
- 7/27 PLDA Executive Board Meeting (DE reported as Chair, Mentorship Committee)
- 7/28 *Mentor Mindset* Panel Presentation, North Bellport (DE, AM)
- 7/31 Domestic Violence 101 (online)
- 8/5 SLI Mentor Office Hour – met with Ohio Library Director (online)
- 8/10 PLDA Mentorship Committee Planning Mtg (online)
- 8/13 SLI Mentor Meeting – Guest at Ohio SLI Team Meeting (online)
- 8/13 Legislative Meeting with NYS Governor's LI Representatives, Selden
- 8?13 Succession Planning Webinar (online)

Community Activities:

- 7/30 Mather Hospital Community Coalition Mtg., Port Jefferson (DE, AM)
- 8/11 Rotary Club-sponsored Cleanup, Open Door Exchange, Port Jefferson Station (after work)

Leslie Engelhardt

Comsewogue Public Library
Statistical Report 2026/2027

E-2

July 2026

		Jul-26	Jul-25	% Change	Totals 2026/27	Totals 2025/26	Totals - % Change
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	62	78	-20.51%	9,702	9,613	0.93%
2	Juvenile	32	43	-25.58%	3,320	3,228	2.85%
3	Total	94	121	-22.31%	13,022	12,841	1.41%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	61	90	-32.22%	4,691	4,379	7.12%
5	Port Jefferson Library	24	46	-47.83%	1,687	1,652	2.12%
Miller Place Borrower Registration:							
6	Comsewogue Library	74	115	-35.65%	4,668	4,356	7.16%
7	Port Jefferson Library	47	59	-20.34%	1,993	1,904	4.67%
8	Total CPL Members	229	326	-29.75%	22,381	21,576	3.73%
		Jul-26	Jul-25	% Change	To Date 2026/27	To Date 2025/26	To Date -% Change
9	Library Visits	14,842	15,005	-1.09%	14,842	15,005	-1.09%
10	Curbside Pick Up	8	21	-61.90%	8	21	-61.90%
Transactions							
		Jul-26	Jul-25	% Change	To Date- 2026/27	To Date-2025/26	To Date -% Change
11	Circulation of Physical Items:	24,047	24,925	-3.52%	24,047	24,925	-3.52%
	Circulation of Electronic Items:						
12	Over Drive-Audio/eBooks	9,901	9,588	3.26%	9,901	9,588	3.26%
13	Hoopla	1,327	1,021	29.97%	1,327	1,021	29.97%
14	Kanopy	399	621	-35.75%	399	621	-35.75%
	Circulation Other:						
15	Museum Passes	183	129	41.86%	183	129	41.86%
16	Library of Things	234	225	4.00%	234	225	4.00%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions*	586	838	-30.07%	586	838	-30.07%
18	Public Wireless Sessions	1,623	1,629	-0.37%	1,623	1,629	-0.37%
*- Due to an issue with the July 2026 Windows Update on the PC Reservation server, data is not available for July 13 - July 15 2026							
Interlibrary Loan:							
19	Items Loaned	877	963	-8.93%	877	963	-8.93%
20	Items Borrowed	1,248	1,479	-15.62%	1,248	1,479	-15.62%

Adult Programming: July 2026

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Unearth Film Series	1	10	8
Learn Mah-Jongg	2	16	10,7
Unearthing Early American Records	1	13	9
Mah-Jongg & More	1	n/a	4
Defensive Driving	2	17	11,11
ONLINE Breathe Together (Zoom)	5	21	8,6,6,5
Laser Engraved Bookmark	1	17	10
ONLINE New English Speakers (Zoom)	4	n/a	6,8,6,5
Hearing Screenings	Appt	5	5
Scattergories	2	20,20	19,15
Bus Trip: Culinary Institute of America	1	42	38
Blended Yoga	4	24	17,18,12,10
Knit & Crochet	1	n/a	2
Daytime Book Club	1	20	14
Jurassic Park Escape Room	2	10,8	8,5
ONLINE Trivia (Email)	1	27	67
Calming Art Club	1	20	17
AARP Smart Driver Course	2	14	13,13
Edible Art Printing	1	15	10
Stars & Scents Mist Sprays \$5	1	12	11
Spirit of '76 Roller Bottles \$5	1	8	6

Adult Programming: Summary

Write This Way	1	19	11
Long Island Ducks Game \$15	1	74	74
America 250 Film Series	1	9	5
Unearthing Treasure: Metal Detecting 101	1	25	9
Evening Book Club	1	14	5
Coffee & Coloring	1	10	6
Forays in France	1	43	30
Community Conversation Circle	1	13	12
Puzzlepalooza	1	6 teams	14
Foods of Colonial Long Island	2	24,24	21,20
Game Night	1	15	6
One-on-One Appointments	unlimited	2	2
Social Work Intern Appointments	unlimited	7	7
ONLINE Career Counseling	Appt	3	3
TOTALS	47	627	645

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
July 2026	47	627	645
YTD 2026	284	3546	4508
July 2025	38	331	590
YTD 2025	261	3160	4389

Family Programming: July 2026

Program Name	Grades	Sessions	Registered *by Family	Attended *by Person
Meet the Guinea Pigs DROP-IN	All	1	n/a	23
Foam Party	All	1	35	40
Tie-Dye Personalized Beach Towel	All	1	20	40
Dinosaurs Rock	All	1	36	90
FIFA Watch Party (7/1)	All	1	n/a	30
FIFA Watch Party (7/11)	All	1	n/a	3
Art Cart Creations	All	1	n/a	311
Birthday Bags	All	1	n/a	13
Guinea Pig Weekly Care	All	4	n/a	22

Family Programming Summary	Sessions	Attended
July 2026	12	572
YTD 2026	81	3257
July 2025	9	191
YTD 2025	59	1719

Early Childhood Programming: July 2026

Program Name	Ages	Sessions	Registered	Attended
Come Play with PlayHooray (10am)	0m - PreK	1	20	34
Come Play with PlayHooray (11am)	0m - PreK	1	20	33
Star Spangled Sensory Bins	18m - 35m	1	20	22
Stuffed Animal Workshop (10am)	3y - PreK	1	19	42
Stuffed Animal Workshop (11am)	3y - PreK	1	18	40
Time for Kids: Dog House (10am)	18m - PreK	1	20	39
Time for Kids: Dog House (11am)	18m - PreK	1	20	32
Play Dough Party DROP-IN	12m - PreK	1	n/a	21
Babies Boogie	0m - 17m	1	18	37
Toddler Tango	18m - 35m	1	18	29
Parachute Play	3y - PreK	1	20	26
Lil Athletes (10am)	18m - 35m	1	16	31
Lil Athletes (11am)	3y - PreK	1	16	31
Crafty Kids DROP-IN	12m - PreK	1	n/a	9
Baby Bop	0m - 17m	1	18	21
Shake N Make Music	18m - 35m	1	17	17
Kidnastics (10am)	12m - PreK	1	20	43
Kidnastics (11am)	12m - PreK	1	20	36
Lullaby Together Time: Sunshine	0m - 12m	1	10	13
Tot's Night Out	18m - PreK	1	18	30
Sensory Fun DROP-IN (10am)	12m - PreK	1	n/a	12

Sensory Fun DROP-IN (2pm)	12m - PreK	1	n/a	3
Dino Dancing	3y - PreK	1	15	24
Hello Sunshine	3y - PreK	1	20	16
Baby Start	0m - 17m	1	21	38
You & Me	18m - 35m	1	15	22
I Spy DROP-IN	12m - PreK	1	n/a	15
Literacy & Stem Kits	0m - PreK	16	n/a	184
1000 Books Before K	0m - PreK	1	n/a	20

Early Childhood Programming Summary	Sessions	Attended
July 2026	44	920
YTD 2026	199	5192
July 2025	20	582
YTD 2025	168	4468

School Age Programming: July 2026

Program Name	Grades	Sessions	Registered	Attended
Stuffed Animal Workshop: Eagle Stuffie (5:30pm)	1-5	1	18	14
Stuffed Animal Workshop: Eagle Stuffie (6:15pm)	1-5	1	18	18
Stuffed Animal Workshop: Eagle Stuffie (7pm)	1-5	1	18	19
Build-a-Bone	3-5	1	16	10
Diggin' for Dinosaurs Dessert Cup (5pm)	1-5	1	22	14
Diggin' for Dinosaurs Dessert Cup (6pm)	1-5	1	25	21
Craft Buddies	1-5	1	15	10
Star Lab (5pm)	1-5	1	30	22
Star Lab (6pm)	1-5	1	30	24
Once Upon a Birthday	3-5	1	7	3
Dino-Diamond Art	1-5	1	24	16
Toy Adoption	1-2	1	20	18
Dino Emoji Challenge	3-5	1	6	4
Mario Kart Tournament	1-5	1	15	7
Parachute Fun - cancelled	1-2	1	n/a	n/a
Snackin' Around the World	3-5	1	15	11
STEAM Buddies	1-5	1	14	6
America 250 Scavenger Hunt	K-5	1	n/a	220
Summer Scavenger Hunt	K-5	1	n/a	272
Summer Camp Visit @ Clinton - outreach	K-6	3	n/a	118
Summer Camp Visit @ Heritage Park - outreach	K-7	2	n/a	50

School Age Programming Summary	Sessions	Attended
July 2026	24	877
YTD 2026	94	4013
July 2025	21	307
YTD 2025	116	3688

Teen Programming: July 2026

Program Name	Grades	Sessions	Registered	Attended
3D Printed Fidget	6-12	1	15	14
Eagle Stuffy Volunteers	6-12	1	13	10
Battle of the Books	6-9	1	11	9
Books & Bites	6-12	1	15	9
Ice Cream Cone Cupcakes	6-12	1	36	21
Craft Buddies	6-12	1	13	10
Battle of the Books	6-9	1	11	9
Pet Pantry Items	6-12	1	8	8
Night Sky Star Lab	6-12	1	16	14
Tie Dye Personalized Beach Towels	6-12	1	19	15
Dungeons & Dragons	6-12	1	9	7
Battle of the Books	6-9	1	11	11
Diamond Art	6-12	1	18	9
Bubble Wrap Painting	6-12	1	14	6
Murder Mystery Night	6-12	1	24	17
Mariokart Tournament	6-12	1	8	6
Battle of the Books	6-9	1	11	10
Green Screen Photos	6-12	1	10	7
Snackin Around the World	6-12	1	15	13
STEAM Buddies	6-12	1	11	11
Remote Community Service	6-12	10	0	22
Teen Programming Summary		Sessions	Attended	
July 2026		30	238	
YTD 2026		185	4510	
July 2025		20	203	
YTD 2025		95	2144	

THE PUBLIC LIBRARIES OF SUFFOLK COUNTY

2027 STATE LEGISLATIVE PRIORITIES

NON-BUDGET POLICY PRIORITIES

EBook Licensing Reform

- It is crucial that libraries have the ability to easily access and provide the appropriate number of e-books and digital audiobooks for their patrons. Contracts between publishers and libraries should be fair and ensure libraries are not being unfairly targeted with higher prices. Currently, publishers charge libraries an average of four times more for ebooks and audiobooks than consumers pay.

Intellectual Freedom

- The public libraries of Suffolk County supports legislation that would include in the state's Standards of Library Service a requirement that libraries adopt policies and procedures that ensure library staff are able to curate and develop collections, services, and programming that reflect the interests of all people of the community that the library serves.

Libraries as Sensitive Locations

- As part of the FY2027 budget, New York State enacted a policy that categorizes institutions such as schools, hospitals, and houses of worship as "sensitive locations" that are protected from civil immigration enforcement without a judicial warrant.
- The public libraries of Suffolk County are grateful to Governor Hochul for her leadership in championing this policy, and would like to see libraries included as a sensitive location. Public libraries in Suffolk County, and across New York State, are open to everyone who chooses to visit them, and keeping these spaces safe and accessible for all is a priority.

THE PUBLIC LIBRARIES OF SUFFOLK COUNTY

2027 STATE LEGISLATIVE PRIORITIES

FY28 BUDGET PRIORITIES

State Aid for Libraries (Operating Aid) \$188M

- Regionally, operating aid is used to support existing library operations, expansion of library collections like subscriptions and e-books, and the continued ability to create comprehensive programming for library patrons of all ages.

State Aid for Library Construction \$75M

- Library Construction Aid enables individual libraries to effectively leverage local matching funds to fulfill critical infrastructure needs. The program facilitates the completion of projects that would often not be possible without the support that dedicated state dollars provide.

NOVELny \$3.5

- A Statewide initiative, NOVELny is a curated collection of databases and resources offering access to hundreds of academic journals, magazines, newspapers, maps, charts, research, and reference materials to all New Yorkers free of charge.

21 per pupil
for schools

G

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of June 30, 2026

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	134,353.17
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,922,734.17
1110 · Savings-Capital Improvements	1,140,555.77
1114 · Savings-Termination Pay	233,166.36
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 4,431,719.47

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	40,867.69
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 42,577.69

Total Current Assets 4,474,297.16

Fixed Assets

1200 · CAPITAL ASSET - LAND	230,613.00
1210 · CAPITAL ASSET - BLDG AND IMPROVEMENTS	8,564,135.00
1230 · CAPITAL ASSET - FURNITURE AND EQUIPMENT	1,102,496.00
1240 · CAPITAL ASSET - BOOKS AND MATERIALS	2,699,565.00
1300 · ACCUMULATE DEPRECIATION	
1310 · BUILDING AND IMPROVEMENTS	-4,925,821.00
1330 · FURNITURE AND EQUIPMENT	-890,637.00
1340 · BOOKS AND MATERIALS	-2,356,651.00
Total 1300 ACCUMULATE DEPRECIATION	<u>-8,173,109.00</u>

Total Fixed Assets 4,423,700.00

TOTAL ASSETS 8,897,997.16

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	6,198.31
2186 · Retirement	4,347.53
2187 · AFLAC - Cancer Care	206.64
2188 · AFLAC - Accident Ins	106.80
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	248.04
2191 · Reserve for Encumbrances	38,926.81
2194 · Aflac - Hospital	38.76
2196 · Life Insurance Payable	0.00

Total Other Current Liabilities 50,072.89

Total Current Liabilities 50,072.89

Total Liabilities 50,072.89

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	-695.10

Total Equity 8,847,924.27

TOTAL LIABILITIES & EQUITY 8,897,997.16

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending June 30, 2026

	<u>June 2026</u>	<u>July 2025 - June 2026</u>
Revenue		
3301 · Tax Revenues	1,079,835.98	3,319,068.12
3302 · Fines	89.99	1,289.27
3304 · Interest Earned	7,985.03	85,527.76
3305 · Unclassified rev.-Copies	1,084.01	9,810.90
3306 · Unclassified rev.-Books	335.58	4,513.54
3307 · Unclassified rev.-Other	-44.47	14.05
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	5,114.43	34,748.78
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	1,611,402.55
3319 · Services - Mount Sinai	705,313.85	1,406,379.37
Total Revenue	<u>1,799,714.40</u>	<u>6,572,818.66</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending June 30, 2026

					ACTUAL			
					June	July 2025 - June 2026	Budget	\$ Over Budget
Expense								
	4401	·	Computer Supplies		337.54	10,890.93	15,000.00	-4,109.07
	4402	·	Computer Equipment/Parts		269.97	4,197.22	9,500.00	-5,302.78
	4403	·	Furniture & Equipment		0.00	18,374.85	22,000.00	-3,625.15
	4404	·	Salaries-Professional		160,215.21	2,311,139.58	2,377,288.59	-66,149.01
	4405	·	Salaries-Clerical		56,360.76	765,165.06	836,466.29	-71,301.23
	4406	·	Salaries-Custodial		6,958.74	86,847.55	104,200.00	-17,352.45
	4407	·	Salaries-Guard		2,783.86	32,249.06	31,924.00	325.06
	4410	·	Library Books		5,871.73	71,531.81	83,992.00	-12,460.19
	4412	·	Audio Video		1,022.17	14,449.01	18,300.00	-3,850.99
	4413	·	Periodicals		84.00	10,653.07	13,500.00	-2,846.93
	4414	·	Computer Software		1,939.88	10,546.77	16,500.00	-5,953.23
	4415	·	Electronic Data Base		2,574.47	279,834.08	270,000.00	9,834.08
	4417	·	OTHER THINGS LENDING		1,325.00	23,606.38	25,000.00	-1,393.62
	4420	·	Library Programs		0.00	0.00	0.00	0.00
	4421	·	Program Contractors		0.00	0.00	0.00	0.00
			4421A · Adult		3,685.00	56,697.53	64,500.00	-7,802.47
			4421B · Children/Teen		8,710.00	70,691.90	82,500.00	-11,808.10
			4422 · Program Supplies		0.00	0.00	0.00	0.00
			4422A · Adult		577.39	12,221.23	10,300.00	1,921.23
			4422B · Children/Teen		522.04	18,908.74	24,300.00	-5,391.26
	4428	·	Conferences		1,966.89	11,392.30	14,500.00	-3,107.70
	4429	·	Circulation		188.93	63,306.37	63,000.00	306.37
	4430	·	Office & Library Supplies		1,738.97	13,643.62	17,500.00	-3,856.38
	4431	·	Telecommunications		937.71	11,104.41	11,600.00	-495.59
	4432	·	Cartage		361.98	3,740.46	3,500.00	240.46
	4433	·	Postage		3,376.87	16,671.59	14,800.00	1,871.59
	4434	·	Publicity and Printing		10,694.00	51,735.22	59,500.00	-7,764.78
	4435	·	Annual Election		112.62	3,805.54	4,450.00	-644.46
	4436	·	SCLS Contract Fee		0.00	65,310.00	65,307.00	3.00
	4437	·	Accounting and Legal		2,947.04	92,656.91	104,000.00	-11,343.09
	4438	·	Membership Dues		0.00	3,880.00	3,300.00	580.00
	4439	·	Equipment/Building Maint & Repair		16,353.58	363,581.92	398,650.00	-35,068.08
	4440	·	Snow Removal		0.00	32,300.00	32,300.00	0.00
	4441	·	Building Security		7,754.75	79,807.36	85,600.00	-5,792.64
	4450	·	Utilities		7,572.21	103,500.89	107,700.00	-4,199.11
	4451	·	Custodial Supplies		1,128.72	14,292.64	16,200.00	-1,907.36
	4453	·	Employees Assistance Program		0.00	3,175.50	3,200.00	-24.50
	4454	·	Insurance - Library		0.00	71,732.24	70,500.00	1,232.24
	4456	·	Rental Expenses		1,750.97	22,348.41	20,500.00	1,848.41
	4471	·	Workers Compensation Insurance		0.00	20,658.00	24,175.00	-3,517.00
	4472	·	Life Insurance		0.00	5,368.45	5,880.00	-511.55
	4473	·	Dental Insurance		(385.38)	24,999.48	31,650.00	-6,650.52
	4474	·	VISION INS		(30.30)	4,825.46	4,000.00	825.46
	4476	·	9020.8 Retirement Expense		0.00	493,690.00	493,690.00	0.00
	4477	·	9030.8 Social Security Expense		16,812.29	229,006.68	237,805.00	-8,798.32
	4478	·	Unemployment Insurance		0.00	186.08	1,000.00	-813.92
	4479	·	9060.8 Health Insurance		79,657.78	968,789.46	986,639.00	-17,849.54
	4480	·	Sunday Opening		0.00	0.00	0.00	0.00
	4485	·	Capital Improvement Allocation		0.00	0.00	0.00	0.00
	66900	·	Reconciliation Discrepancies		0.00	0.00	0.00	0.00
Total Expense					406,177.39	6,573,513.76	6,886,216.88	-312,703.12

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	1,079,835.98	3,316,068.12
	25,837.03	3,797.32			5,114.43	34,748.78
1,507,128.08				805,339.99	705,313.85	3,017,781.92
						0.00
			76,500.00			76,500.00
			744.80			7,448.00
13,689.57	8,356.36	10,036.78	15,538.35	6,270.47	9,450.14	120,271.84
2,949,555.49	509,182.75	65,495.57	124,826.09	994,443.67	1,799,714.40	6,572,818.66
Jan	Feb	March	April	May	June	Total
423,145.15	227,406.60	230,557.86	230,820.59	231,982.76	226,318.57	3,196,348.54
99,662.66	78,884.42	81,896.34	105,407.40	82,794.12	79,242.10	1,007,757.92
770,066.16	289,449.69	101,068.24	130,067.18	122,456.20	100,616.72	2,374,073.51
1,292,873.97	595,740.71	413,522.44	466,295.17	437,233.08	406,177.39	6,578,179.97
1,656,681.52	(86,557.96)	(348,026.87)	(341,469.08)	557,210.59	1,393,537.01	-5,361.31
(1,012.42)	2,172.61	3,205.97	(16,694.98)	2,322.63	6,222.79	
3,259,796.76	3,175,411.41	2,830,590.51	2,472,426.45	3,031,959.67	4,431,719.47	
Ending Cash Balance 06/30/2026						4,431,719.47

8/18/2026

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 08/26/1

August 18, 2026

H

Date	Num	Name	Account	Debit
08/18/2026	29560	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	615.00
				<u>\$ 615.00</u>
08/18/2026	29561	Ace Hardware	1102 Checking Account	
			4439 Equipment/Bldg Maint & Repair	12.88
				<u>\$ 12.88</u>
08/18/2026	29562	Amazon Capital Services	1102 Checking Account	
			4430 Office & Library Supplies	-13.04
			4417 OTHER THINGS LENDING	258.11
			4422B Library Programs:Program Supplies:Children/Teen	1,072.63
			4422A Library Programs:Program Supplies:Adult	284.46
				<u>\$ 1,602.16</u>
08/18/2026	29563	American Express	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	3,123.82
			4422A Library Programs:Program Supplies:Adult	2,850.42
			4430 Office & Library Supplies	113.24
			4410 Library Books	100.00
			4401 Computer Supplies	92.41
			4414 Computer Software	20.00
			4428 Conferences	39.72
				<u>\$ 6,339.61</u>
08/18/2026	29564	Brodart Company	1102 Checking Account	
			4410 Library Books	784.70
			4410 Library Books	5,088.50
			4430 Office & Library Supplies	303.09
				<u>\$ 6,176.29</u>
08/18/2026	29565	CCP Office Technology Solutions	1102 Checking Account	
			4456 Rental Expenses	1,039.57
				<u>\$ 1,039.57</u>
08/18/2026	29566	Collins, Brian D.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	720.00
				<u>\$ 720.00</u>
08/18/2026	29567	CYA Action Funwear LTD	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	242.00
				<u>\$ 242.00</u>
08/18/2026	29568	Deaner, Donald	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	275.00
				<u>\$ 275.00</u>
08/18/2026	29569	Dinosaurs Rock	1102 Checking Account	

			4421B Library Programs:Program Contractors:Children/Teen	175.00
				<u>\$ 775.00</u>
08/18/2026	29570	DiPrima, Nicole E.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	200.00
				<u>\$ 200.00</u>
08/18/2026	29571	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	738.63
				<u>\$ 738.63</u>
08/18/2026	29572	Eastern Suffolk BOCES	1102 Checking Account	
			4453 Employees Assistance Program	3,285.00
				<u>\$ 3,285.00</u>
08/18/2026	29573	Engelhardt, Debra	1102 Checking Account	
			4422A Library Programs:Program Supplies:Adult	25.00
				<u>\$ 25.00</u>
08/18/2026	29574	Fire Island Lighthouse Preserv. Scty Inc	1102 Checking Account	
			4417 OTHER THINGS LENDING	175.00
				<u>\$ 175.00</u>
08/18/2026	29575	Frey, Laurel	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	300.00
				<u>\$ 300.00</u>
08/18/2026	29576	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	162.01
				<u>\$ 162.01</u>
08/18/2026	29577	GAME ON! LONG ISLAND INC.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	600.00
				<u>\$ 600.00</u>
08/18/2026	29578	Giaquinto and Company	1102 Checking Account	
			4437 Accounting and Legal	8,250.00
				<u>\$ 8,250.00</u>
08/18/2026	29579	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	124.35
				<u>\$ 124.35</u>
08/18/2026	29580	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	3,869.00
			4402 Computer Equipment/Parts	2,050.00
				<u>\$ 5,919.00</u>
08/18/2026	29581	GranPrints	1102 Checking Account	
			4430 Office & Library Supplies	1,041.00
				<u>\$ 1,041.00</u>

08/18/2026	29582	Guardian	1102 Checking Account	
			4472 Life Insurance	516.69
			4473 Dental Insurance	2,553.48
			4474 VISION INS	334.85
			2185 Employee Ins - enrollee contrib	54.85
				<u>\$ 3,459.87</u>
08/18/2026	29583	Hawrey, Laura	1102 Checking Account	
			4428 Conferences	47.31
				<u>\$ 47.31</u>
08/18/2026	29584	Henson, Kimberly A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	200.00
				<u>\$ 200.00</u>
08/18/2026	29585	Hinden, Sanford E.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	150.00
				<u>\$ 150.00</u>
08/18/2026	29586	Holtz, Loretta	1102 Checking Account	
			4428 Conferences	19.30
				<u>\$ 19.30</u>
08/18/2026	29587	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	2,065.00
				<u>\$ 2,065.00</u>
08/18/2026	29588	HRDirect	1102 Checking Account	
			4430 Office & Library Supplies	69.71
				<u>\$ 69.71</u>
08/18/2026	29589	Jennings, Lukas	1102 Checking Account	
			4428 Conferences	18.84
				<u>\$ 18.84</u>
08/18/2026	29590	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	575.00
				<u>\$ 575.00</u>
08/18/2026	29591	Koch Tree Services, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	490.00
				<u>\$ 490.00</u>
08/18/2026	29592	LaBrecque, Denise	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	1,600.00
				<u>\$ 1,600.00</u>
08/18/2026	29593	Lew, Irvina	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	200.00
				<u>\$ 200.00</u>
08/18/2026	29594	Long Island Explorium	1102 Checking Account	

			4417 OTHER THINGS LENDING	325.00
				<u>\$ 325.00</u>
08/18/2026	29595	Long Island Library Resources Council Inc	1102 Checking Account	
			4428 Conferences	375.00
				<u>\$ 375.00</u>
08/18/2026	29596	Long Island Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	300.00
				<u>\$ 300.00</u>
08/18/2026	29597	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	20.00
				<u>\$ 20.00</u>
08/18/2026	29598	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	3,800.00
				<u>\$ 3,800.00</u>
08/18/2026	29599	McKula Inc.	1102 Checking Account	
			4414 Computer Software	1,900.00
				<u>\$ 1,900.00</u>
08/18/2026	29600	Midwest Tape	1102 Checking Account	
			4412 Audio Video	1,482.46
			4415 Electronic Data Base	2,833.31
				<u>\$ 4,315.77</u>
08/18/2026	29601	Mobile Beacon	1102 Checking Account	
			4417 OTHER THINGS LENDING	4,929.98
				<u>\$ 4,929.98</u>
08/18/2026	29602	New York Times	1102 Checking Account	
			4413 Periodicals	60.00
				<u>\$ 60.00</u>
08/18/2026	29603	New York Times	1102 Checking Account	
			4413 Periodicals	24.00
				<u>\$ 24.00</u>
08/18/2026	29604	NYS Employees Health Insurance Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	1,909.41
			4479 9060.8 Health Insurance	79,657.78
			2185 Employee Ins - enrollee contrib	6,147.87
				<u>\$ 87,715.06</u>
08/18/2026	29605	OCLC Inc	1102 Checking Account	
			4414 Computer Software	632.60
				<u>\$ 632.60</u>
08/18/2026	29606	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	589.80

			4422B Library Programs:Program Supplies:Children/Teen	61.69
				<u>\$ 651.49</u>
08/18/2026	29607	Owens, Nia	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	500.00
				<u>\$ 500.00</u>
08/18/2026	29608	P.J.S. Post Office - Bulk	1102 Checking Account	
			4433 Postage	3,998.98
				<u>\$ 3,998.98</u>
08/18/2026	29609	Parente, Jacqueline	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	300.00
				<u>\$ 300.00</u>
08/18/2026	29610	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	509.72
				<u>\$ 509.72</u>
08/18/2026	29611	PEAC Solutions	1102 Checking Account	
			4456 Rental Expenses	1,484.00
				<u>\$ 1,484.00</u>
08/18/2026	29612	Playaway Products LLC	1102 Checking Account	
			4410 Library Books	65.99
				<u>\$ 65.99</u>
08/18/2026	29613	Postmaster/Port Jefferson Station	1102 Checking Account	
			4433 Postage	390.00
				<u>\$ 390.00</u>
08/18/2026	29614	Primex Wireless, Inc	1102 Checking Account	
			4414 Computer Software	729.64
				<u>\$ 729.64</u>
08/18/2026	29615	Quadient Finance USA, Inc.	1102 Checking Account	
			4433 Postage	700.00
				<u>\$ 700.00</u>
08/18/2026	29616	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	240.00
				<u>\$ 240.00</u>
08/18/2026	29617	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	195.00
				<u>\$ 195.00</u>
08/18/2026	29618	S & S Worldwide, Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	38.65
				<u>\$ 38.65</u>
08/18/2026	29619	SenSource	1102 Checking Account	
			4414 Computer Software	267.00
				<u>\$ 267.00</u>
08/18/2026	29620	Shake 'N Make Music LLC	1102 Checking Account	

			4421B Library Programs:Program Contractors:Children/Teen	300.00
				<u>\$ 300.00</u>
08/18/2026	29621	Spena, Catherine	1102 Checking Account	
			4428 Conferences	20.00
				<u>\$ 20.00</u>
08/18/2026	29622	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	444.02
			4422B Library Programs:Program Supplies:Children/Teen	52.79
			4403 Furniture & Equipment	443.48
			4451 Custodial Supplies	49.77
				<u>\$ 990.06</u>
08/18/2026	29623	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	220.00
				<u>\$ 220.00</u>
08/18/2026	29624	Suffolk Cooperative Library System	1102 Checking Account	
			4415 Electronic Data Base	2,109.21
			4429 Circulation	93.10
				<u>\$ 2,202.31</u>
08/18/2026	29625	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	175.00
				<u>\$ 175.00</u>
08/18/2026	29626	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	236.03
				<u>\$ 236.03</u>
08/18/2026	29627	Times Beacon Record Newspapers	1102 Checking Account	
			4434 Publicity and Printing	111.61
				<u>\$ 111.61</u>
08/18/2026	29628	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	350.00
				<u>\$ 350.00</u>
08/18/2026	29629	W.B. Mason Co., Inc.	1102 Checking Account	
			4430 Office & Library Supplies	542.89
				<u>\$ 542.89</u>
08/18/2026	29630	Whaling Museum	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	300.00
				<u>\$ 300.00</u>
08/18/2026	29631	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	361.98
				<u>\$ 361.98</u>
TOTAL				<u>\$ 167,790.33</u>

Monday, Aug 17, 2026 08:55:37 AM GMT-7

COMSEWOGUE PUBLIC LIBRARY

07/30/2026 Payroll
Check Register

WARRANT DETAIL REPORT

July 30, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
07/30/2026	29552	Aflac	1102 Checking Account	
			2188 AFLAC - Accident Ins	\$160.20
			2187 AFLAC - Cancer Care	\$309.96
			2190 AFLAC - Short Term Disability	\$372.06
			2194 Aflac - Hospital	\$58.14
				✓ \$900.36 ✓
07/30/2026	29553	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,812.69
				✓ \$3,812.69 ✓
07/30/2026	29554	National Grid	1102 Checking Account	
			4450 Utilities	\$340.08
				✓ \$340.08 ✓
07/30/2026	29555	PSEGLI	1102 Checking Account	
			4450 Utilities	\$11,042.18
				✓ \$11,042.18 ✓
TOTAL				\$16,095.31

C

J. M. England

JUL 29 2026

07/30/2026 ACH Debit Report

Deferred Compensation Plan	\$1,601.55 ✓
New York Life	\$659.01 ✓
TOTAL	\$2,260.56 ↓

07/30/2026 Payroll Warrant

Check Register Total	\$16,095.31 ✓
ACH Debit Total	\$2,260.56 ✓
Accu Data Payroll (includes \$632.68 Accudata Invoice)	\$122,418.81 ✓
TOTAL	\$140,774.68 ✓

COMSEWOGUE PUBLIC LIBRARY

08/13/2026 Payroll
Check Register

WARRANT DETAIL REPORT

August 13, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
08/13/2026	29556	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$3,873.68
				\$3,873.68
08/13/2026	29557	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	\$6,843.47
				\$6,843.47
08/13/2026	29558	Optimum	1102 Checking Account	
			4431 Telecommunications	\$245.00
				\$245.00
08/13/2026	29559	Optimum	1102 Checking Account	
			4431 Telecommunications	\$206.58
				\$206.58
TOTAL				\$11,168.73

08/13/2026 ACH Debit Report

Deferred Compensation Plan	\$1,601.55
TOTAL	\$1,601.55

08/13/2026 Payroll Warrant

Check Register Total	\$11,168.73
ACH Debit Total	\$1,601.55
Accu Data Payroll (includes \$632.68 Accudata Invoice)	\$115,859.16
TOTAL	\$128,629.44

Tuesday, August 11, 2026 10:11 AM GMT-0500

AUG 11 2026

1/1



Comsewogue Public Library

Exhibit Policy

(formerly Exhibit/Display Policy)

Basic Policy Statement

The purpose of the Comsewogue Public Library's ~~exhibit display~~ facilities is to ~~increase public awareness of the Library's resources and to support its role mission~~ as an educational, informational and cultural and recreational center for the community it serves.

The Library reserves the right to determine what ~~exhibits-displays~~ will be solicited and/or accepted for ~~exhibition~~. ~~as well as which pieces shall be exhibited~~. For the purpose of this policy the term ~~exhibit facilities~~ "display" includes and but is not limited to walls, enclosed display cases and space for free-standing exhibits. Exhibits/~~displays~~ using these facilities shall promote one or more of the following purposes:

- ~~To promote the Comsewogue Public Library's services, collections and/or programs.~~
- To highlight ~~current~~ topical issues, historical information, events or other subjects of public interest.
- To display arts, crafts, photographs, writings or collections when they promote or complement the mission of the Comsewogue Public Library.
- To gain the community's appreciation of the importance of the visual arts through exhibitions representing the diverse talent that exists within the Library's community.

Exhibitor

- Exhibitor must ~~apply~~ submit an application for use of display or gallery space.
- Exhibitor must execute and return the Exhibitor's Agreement and Release form.
- Exhibitor must provide an inventory list of all items to be displayed.
- All pieces to be displayed must be framed and/or mounted, as appropriate, and suitable for safe and secure display.
- Exhibitor must supply all labor and materials ~~needed~~ required to mount the exhibit, with the exception of the use of ladders. Only Library staff may use ladders, and the ladders used must be Library-owned.
- Exhibitor must remove all displayed items at the end of the assigned reservation period. There are no storage spaces available. The Library will dispose of items left on the premises for more than one week after the expiration of the assigned reservation period.
- Nothing may be attached or adhered to the walls; exhibition items must hang from the Library's gallery rail. A price list may not be displayed; however, an artist may display contact information including, name, telephone number, address as well as email and webpage address.

Exhibit Hours ~~for Displays~~

~~Exhibit~~ hours of ~~Displays~~ shall be within the regular hours of the Comsewogue Public Library.

Exhibition Space

The 690 square foot Gallery area contains approximately 75 linear feet of wall space.

The Library possesses ~~two~~ ~~one~~ lockable display cases. The Library's exhibit advisory panel will determine the allocation of space.

Selection

Exhibits will be preliminarily approved by an advisory panel that is comprised of ~~Comsewogue Public Library Administrators and the Exhibit Coordinator~~ ~~staff members~~. The panel will ~~recommend~~ meet regularly to choose exhibits ~~which adhere to Library policy~~ that best promote the purposes of the Library.

~~Special consideration will be given to Comsewogue Public Library patrons. The Library Director, acting on behalf of the Board of Trustees, will possess the administrative responsibility for the final approval of applications. Applicants will be notified of decisions by email within two months of the receipt of a completed application. The Library reserves the right to deny approval based on incomplete applications. The Library is to be notified immediately if an approved exhibit must be canceled.~~

Security & Liability:

Library Security

The ~~Comsewogue Public Library~~ is not responsible for the security of ~~displayed~~ items. All items are understood and acknowledged to be displayed at the Exhibitor's risk ~~(or to loss or damage)~~.

Liability

~~The Library assumes no responsibility for loss, theft or damage to exhibited property. Exhibitors are responsible for obtaining any insurance they may deem appropriate.~~

~~The Comsewogue Public Library is to be relieved of all liability for mutilation or damage or loss of exhibits from any cause whatsoever. Should an exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance.~~

Content/Cancellation

The Decisions ~~by the Comsewogue Public Library~~ regarding exhibit the display content, and arrangement, ~~cancellation, and exclusion of items of an exhibit~~ are solely reserved to the Comsewogue Public Library. Such decisions are to be predicated upon their policy, safety issues, building emergencies, misrepresentation on applications, operational necessity, and any other basis deemed warranted ~~but the Library~~. The exhibit must remain intact during the scheduled display period. ~~Some items loaned for an exhibit may not be displayed. The Comsewogue Public Library reserves the right to cancel displays at any time for any reason.~~ Exhibits may not be used for the support of commercial activity, or direct sales. Prices may not be displayed, and sales transactions may not take place on Library property. Exhibitors may provide contact information through which interested persons may independently contact them. ~~No auctioning or negotiations shall take place on Library premises.~~ The provision of exhibit space does not constitute endorsement by the Comsewogue Public Library or its Board of Trustees of the beliefs, viewpoints, organizations, artists, or materials represented in an exhibit.

Request for Reconsideration of an Exhibit

The Library and/or its staff will not immediately remove an approved exhibit following receipt of a complaint. An individual who resides in the Comsewogue, Mount Sinai or Miller Place School District may formally question the appropriateness of a particular exhibit item through the submission to the Library Director of a *Request for Reconsideration of Material* form, available at cplib.org. The Library will evaluate a completed *Request for Reconsideration of Material* form in line with its adopted policy and not in conjunction with the viewpoint of any involved individual(s).

Publicity

An exhibitor must submit press release information and other publicity, including images, to the Comsewogue Public Library ~~for approval prior to distribution.~~ The Library reserves the right to use promulgate this information. ~~This information may appear in, but not be limited to, the Comsewogue Public Library Newsletter, the Comsewogue Public Library website (cplib.org) and the Comsewogue Public Library's social media accounts.~~ Publicity created by the exhibitor and that uses the Library's name/logo in a manner suggesting sponsorship or that purports to speak for the Library if not permitted.

Receptions

Receptions may be requested by the exhibitor and scheduled by ~~arranged at the request of the artist and within the discretion of the Comsewogue Public Library based on space availability and Applicants should plan to host opening receptions. Once an application to exhibit at the Library is approved please notify the library of your interest in having a reception. If a reception is then scheduled please click on the link for~~ [the terms of the reception guidelines](#) located at cplib.org.

If you are interested in applying for use of space for an exhibit please click on the link for an application: [\(link\)](#)

Board Approved - 12/17/13

Board Reaffirmed - 4/20/21

Revised & Board Approved - 8/18/15, 8/18/26



Comsewogue Public Library

Procurement Policy

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 (public notices, sealed submissions, etc.)

- 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, in accordance with Section 104 of General Municipal Law, 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 tariffed 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 (If purchase is made with a NYS contract vendor, additional quotes are not needed)

- 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 – 10/15/13
Board Approved Additions – 12/17/13 & 4/15/14
Revised & Board adopted – 3/16/21, 8/18/26
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 Unattended Children Policy

The Comsewogue Public Library 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~~ **does not** provide ~~short or long term~~ child care ~~or be~~ **and is not** responsible for unattended children.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver. Children who are unable ~~or unwilling~~ to care for themselves **or do not comply with Library policy** 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 responsible for the safety and behavior, and supervision of children at all times in the Library and on Library property. Children are expected to respect Library property and adhere to the rules outlined in the Public Behavior policy.

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: 8/18/26*

SEPTEMBER 2026

Calendars by Vertex42.com
© 2022 Vertex42 LLC. Free to print.
<https://www.vertex42.com/calendars/>

2026 Calendars 2027 Calendars

OCTOBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
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

NOVEMBER 2026

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