COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 16, 2026

A G E N D A

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

D. CORRESPONDENCE

E. DIRECTOR'S REPORT
   1. DIRECTOR'S REPORT
   2. OTHER

F. PERIOD FOR PUBLIC EXPRESSION

G. FINANCIAL REPORTS

H. APPROVAL OF BILLS

I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 10/22/2026 & 11/05/2026

J. REPORTS FROM STANDING COMMITTEES

K. OLD BUSINESS
   1. TRUSTEE VACANCY – PROCESS/DISCUSSION
   2. OTHER

L. NEW BUSINESS
   1. PROPOSED 2027 SCLS BUDGET & PRESENTATION
   2. PROPOSED BY-LAWS AMENDMENT
   3. PROPOSED POLICY: RETURN TO WORK
   4. POLICY REVISIONS:
      a. FAMILY AND MEDICAL LEAVE POLICY
      b. LEAVE OF ABSENCE/LEAVE WITHOUT PAY POLICY
   5. LIPA PILOT/TAX LEVY
   6. DATES OF UPCOMING REGULAR BOARD MEETINGS
   7. OTHER

M. PERIOD FOR PUBLIC EXPRESSION

N. EXECUTIVE SESSION (If needed)

O. ADJOURNMENT

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

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
OCTOBER 20, 2026

President Spence called the meeting to order at 6:00 p.m.

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

ABSENT WITH NOTIFICATION:

ALSO PRESENT: Members of the public.

GUEST: Library Auditor Jill Sanders, Cullen and Danowski

Trustee Spence conducted the Pledge of Allegiance.

MOTION by Trustee Olson, seconded by Trustee Nickeson, to advance to section E-3 of the agenda (Makerspace Initiative Update). Discussion followed. Approved unanimously.

The Board toured the Makerspace area.

Library Auditor Sanders arrived for her presentation and discussion with the Board at 6:20 p.m.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2025/26 Presentation). Discussion followed. Approved unanimously.

Library Auditor Sanders left after her presentation and discussion with the Board.

MOTION by Trustee DeStefano, seconded by Trustee Nickeson, to accept the Annual Financial Statement and Audit as prepared and presented by Jill Sanders, CPA of Cullen & Danowski, LLP for fiscal year ending June 30, 2026. Discussion followed. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to return to the regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Nickeson, to approve the minutes of the regular meeting held on September 15, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Nickeson, seconded by Trustee Olson, to accept the Personnel Report dated October 20, 2026. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to accept the Financial Reports for the period ending August 31, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 10/26/1, dated October 20, 2026, in the amount of $199,104.32. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Nickeson, to accept the payroll and payroll warrants for September 24, 2026 ($129,672.51) and October 8, 2026 ($122,741.99). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to enter into executive session to discuss matters leading to a Trustee appointment of a particular individual. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adjourn executive session and return to the regular meeting. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the resignation of Ashley Geiser (effective September 18, 2026) with thanks for service rendered. Discussion followed. Approved unanimously.

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

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Nickeson, to adjourn the meeting at 7:56 P.M. Approved unanimously.

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Secretary, Board of Trustees

E-1

Director's Report

November 2026

Personnel

- The Library's Annual Staff Development Day is scheduled for 12/4. The Library will be closed for the day.

Operations

- Administrative Staff are working with Industrial Coverage Corporation, the Library's insurance agency, on a Code 60 Certification, which will strengthen the Library's policies and program and provide annual premium discount. (AM, CS, DE)
- 11/9 Information meeting with Jill Sanders, Auditor, to discuss LIPA's PILOT management (CS, DE)

Building & Grounds

- Exterior building lighting repair/conversion project completed (P. Giery)
- 10/22 Met with Architect John Tanzi to discuss pending makerspace and walkway projects. (DE, AM, LJ).

Professional Activities

- 10/20 *Table Talks* Mentorship Program, developed by myself and the PLDA Mentorship Committee, took place (Brentwood Public Library)
- A. Malchiodi's and D. Minard's program submission was selected by the Conference Committee and they presented on the value of community partnerships at the NY Library Association Annual Conference in Saratoga Springs on 11/6.
- 10/20 Sustainability Grant Working Session re: responding to extreme weather events (online)
- 10/21 Annual Dinner Meeting of the Suffolk County Library Association. D. Minard applied for a Marketing Award on behalf of the Library and Comsewogue was awarded First Prize. A. Malchiodi and D. Engelhardt also attended to represent the Library.
- 10/28 *Psychological Safety in the Workplace* webinar organized by DE and members of the Nassau and Suffolk Library Directors' Diversity Committee in partnership with speaker Leah Topek-Walker of the Stony Brook University School of Social Welfare
- 10/30 Brookhaven Public Library Directors Zone Meeting with Guest Kevin Verbesey, who discussed the Proposed SCLS Operating Budget for 2027. (Miller Place)
- 11/4 PALS (Library Automation) Executive Board Meeting (DE Chaired; online)
- 11/4 SLI Mentor Office Hour (online)
- 11/6 Introductory meeting with new SLI Library's representatives (online)
- 11/10 Nassau & Suffolk Libraries Diversity Committee Meeting (online)
- 11/12 AI Policy Meeting (DE with C. Parker-Morales and M. Polzella; held at Sayville Library)
- 11/13 Assistant Directors Roundtable (AM attended; Central Islip)

Community Activities

- 10/22 Attended *Library Night* at the LI Music & Entertainment Hall of Fame, Stony Brook (DE)
- 10/29 Mather Hospital Community Coalition Meeting (AM, DE)
- 11/5 Past Presidents' Dinner, Port Jefferson Rotary (Mt. Sinai)

Debra Engelhardt

E-2

Comsewogue Public Library
Statistical Report 2026/2027

October 2026

		Oct-26	Oct-25	% Change	Totals 2026/27	Totals 2025/26	Totals - % Change
	Patron Registration						
	Comsewogue Borrower Registration:						
1	Adult	66	57	15.79%	9,818	9,406	4.38%
2	Juvenile	17	56	-69.64%	3,346	3,172	5.49%
3	Total	83	113	-26.55%	13,164	12,578	4.66%
	Mount Sinai Borrower Registration:						
4	Comsewogue Library	22	28	-21.43%	4,762	4,464	6.68%
5	Port Jefferson Library	17	23	-26.09%	1,638	1,679	-2.44%
	Miller Place Borrower Registration:						
6	Comsewogue Library	20	18	11.11%	4,744	4,440	6.85%
7	Port Jefferson Library	12	22	-45.45%	1,916	1,943	-1.39%
8	***Total CPL Members***	125	159	-21.38%	22,670	21,482	5.53%

		Oct-26	Oct-25	% Change	To Date 2026/27	To Date 2025/26	To Date -% Change
9	Library Visits	10,477	10,711	-2.18%	48,710	48,968	-0.53%
10	Curbside Pick Up	18	18	0.00%	57	81	-29.63%

Transactions

		Oct-26	Oct-25	% Change	To Date- 2026/27	To Date-2025/26	To Date -% Change
11	Circulation of **Physical** Items:	20,847	21,302	-2.14%	90,510	94,438	-4.16%
	Circulation of **Electronic** Items:						
12	Over Drive-Audio/eBooks	9,614	9,346	2.87%	39,163	37,942	3.22%
13	Hoopla	1,505	1,052	43.06%	5,418	4,159	30.27%
14	Kanopy	382	592	-35.47%	1,543	2,578	-40.15%
	Circulation Other:						
15	Museum Passes	80	78	2.56%	523	430	21.63%
16	Library of Things	187	153	22.22%	843	742	13.61%
	Library of Things include devices, games, tools, etc. Reporting started 1/2022						
17	Public Computer Sessions*	558	677	-17.58%	2,394	3,065	-21.89%
18	Public Wireless Sessions	1,670	1,721	-2.96%	6,417	6,403	0.22%
	*- 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	865	965	-10.36%	3,438	3,767	-8.73%
20	Items Borrowed	1,111	1,270	-12.52%	4,892	5,460	-10.40%

Adult Programming: October 2026

Program Name	Sessions	Registered	Attended
Everyday Matinee	2	35,13	33,9
Mah-Jongg & More	1	n/a	8
Flu Shot Clinic	1	n/a	25
Puzzlepalooza	1	5 teams	12
ONLINE Trivia **(Email)**	2	10,n/a	32,31
MS Word Basics	1	6	4
ONLINE Breathe Together **(Zoom)**	4	12	6,6,4,10
ONLINE New English Speakers **(Zoom)**	5	n/a	4,4,5,8
Climate Change & Extreme Weather on LI	1	32	24
Trail Cameras Reveal Hidden Surprises	1	35	24
Calming Art Club	1	20	11
Investing 101	1	15	12
Knit & Crochet	1	n/a	3
Laser Engraving: Slate Coaster	2	10,10	10,6
Rob Scott Falling for Greek	2	20,20	20,19
My Italian Secret: The Forgotten Heroes	1	35	18
HIICAP Counseling	Appt	4	5
Write This Way	1	20	11
Volunteer Fair	1	n/a	23
Concert: Dock Holiday	1	131	93
Tai Chi	2	24	23,14

Adult Programming: Summary

Defensive Driving	2	20	17,17
Bus Trip: The Met Cloisters $	1	49	47
Evening Book Club	1	15	9
AARP Smart Driver Course	2	23	21,21
Book Vase $5	2	15,20	13,14
Garden Planning	1	22	12
Kinusaiga: Fabric Art	1	15	11
Game Night	1	17	8
Coffee & Coloring	1	14	6
Community Conversation Circle	1	14	9
One-on-One Appointments	unlimited	0	0
Social Work Intern Appointments	unlimited	23	23
ONLINE Career Counseling	Appt	1	1
TOTALS	**45**	**705**	**746**

	Sessions	**Registered**	**Attended**
October 2026	45	5135	746
YTD 2026	399	4430	6421
October 2025	42	555	708
YTD 2025	371	4443	6008

Family Programming: October 2026

Program Name	Grades	Sessions	Registered *by Family	Attended *by Person
Dino Adventure DROP-IN	All	1	n/a	26
Yoga on the Lawn - cancelled	All	1		
Great Giveback: DIY Dog Beds	All	1	11	22
Boo! Bingo	All	1	20	52
Halloween StoryWalk	All	1	20	40
Art Cart Creations	All	1	n/a	260
Birthday Bags	All	1	n/a	5
Guinea Pig Weekly Care	All	4	n/a	14

Family Programming Summary	Sessions	Attended
October 2026	11	419
YTD 2026	120	5205
October 2025	7	114
YTD 2025	89	2912

Early Childhood Programming: October 2026

Program Name	Ages	Sessions	Registered	Attended
Sprouts & Friends	0m - 17m	1	18	18
Sprouts & Friends	18m - PreK	1	20	37
Fall Sensory Bins	18m - 35m	1	20	39
Fire Truck Party (10:30am)	3y - PreK	1	15	36
Fire Truck Party (3:30pm)	3y - PreK	1	15	31
My Gym at the Library	12m - 35m	1	20	31
Celebrate Winnie the Pooh	3y - PreK	1	13	14
Baby Bop	0m - 17m	1	15	22
Shake N Make Music	18 - 35m	1	12	11
Lil Athletes Multi Sport Fun	18m - 35m	1	16	28
Lil Athletes Multi Sport Fun	3y - PreK	1	8	10
Fun with Toddlers, 10/14	12m - 35m	1	25	42
Tot's Night Out	18m - PreK	1	15	18
Rails & Trails DROP-IN	12m - PreK	1	n/a	23
Obstacle Course DROP-IN	12m - PreK	1	n/a	31
Come Play with PlayHooray (10am)	0m - PreK	1	20	25
Come Play with PlayHooray (11am)	0m - PreK	1	20	34
Fun with Toddlers, 10/21	12m - 35m	1	24	46
Pumpkin Patch (10am)	18m - PreK	1	20	31
Pumpkin Patch (11am)	18m - PreK	1	20	40
Puzzle Play DROP-IN	12m - PreK	1	n/a	7

Fun with Toddlers, 10/28	12m - 35m	1	23	32
Baby Start	0m - 17m	1	14	13
You & Me	18m - 35m	1	18	19
Kidnastics (10am)	12m - PreK	1	22	23
Kidnastics (11am)	12m - PreK	1	22	34
Crafty Kids DROP-IN	12m - PreK	1	n/a	14
Literacy & Stem Kits	0m - PreK	17	n/a	158
1000 Books Before K	0m - PreK	1	n/a	10

Early Childhood Programming Summary	**Sessions**	**Attended**
October 2026	45	877
YTD 2026	325	7415
October 2025	27	825
YTD 2025	231	6446

School Age Programming: October 2026

Program Name	Grades	Sessions	Registered	Attended
My Gym at the Library	K-2	1	21	14
Fire Truck Fun	K-2	1	20	17
Homework Help	K-5	1	4	2
Snackin' Around the World	3-5	1	9	9
Painted Pinecones	3-5	1	8	3
Not So Spooky Stories	K-2	1	7	3
5 Little Pumpkins	K-2	1	13	8
LEGO NASA Space Adventure	3-5	1	12	10
Spooky Halloween Cupcakes (5pm)	K-5	1	25	23
Spooky Halloween Cupcakes (6pm)	K-5	1	27	23
DIY Haunted Houses	K-5	1	24	14
Fall Scavenger Hunt	K-5	1	n/a	116

School Age Programming Summary	Sessions	Attended
October 2026	12	242
YTD 2026	131	4910
October 2025	13	165
YTD 2025	153	4143

Teen Programming: October 2026

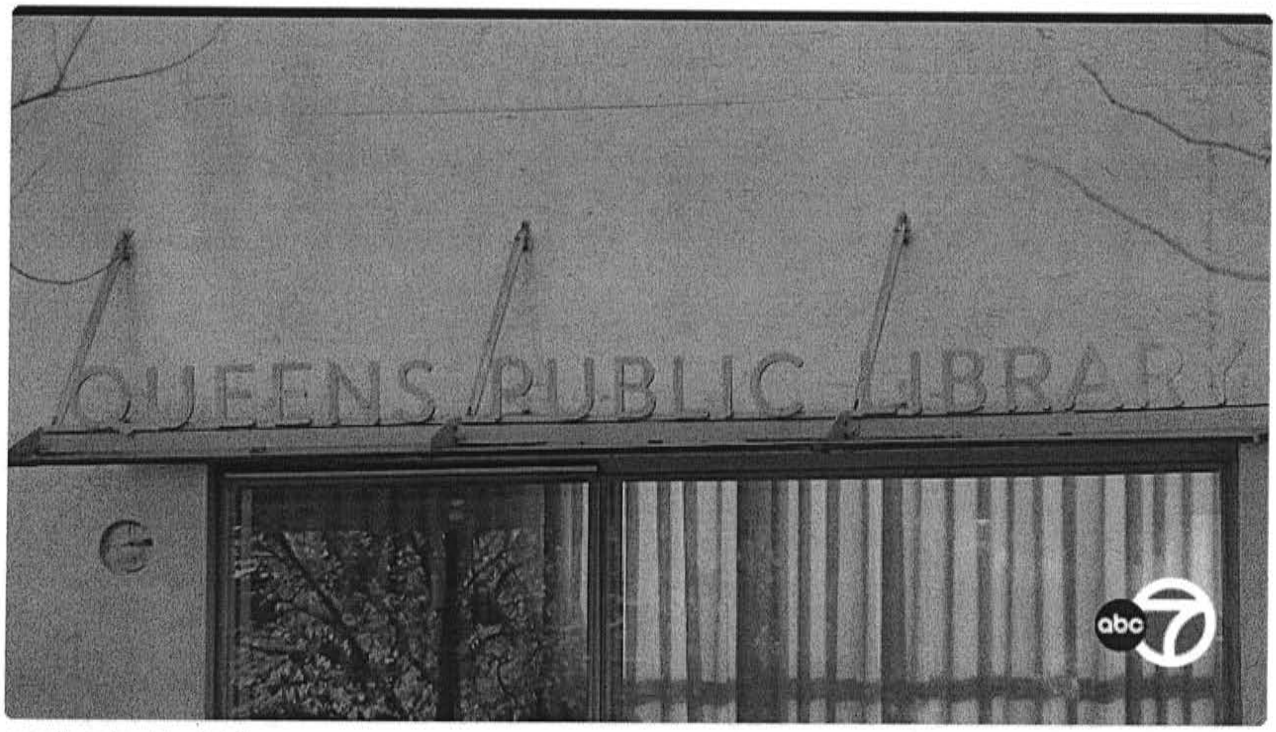
Program Name	Grades	Sessions	Registered	Attended
Pressed Flower Pumpkins	6-12	1	15	12
Homework Help	6-12	1	9	7
Snackin' Around the World	6-12	1	14	14
Franken Toys	6-12	1	5	6
iHunt Scavenger Hunt	6-12	1	5	5
Spooky Snowglobes	6-12	1	10	8
Dungeons & Dragons	6-12	1	4	4
After Hours Teen Night	6-12	1	34	34
Graveyard Cupcakes	6-12	1	11	7
Dog Treats Jars	6-12	1	10	10
Monster of The Week	6-12	1	5	5
Remote Community Service	6-12	10	n/a	32
Life Skills Visit, 10/8, Outreach onsite	9-12	1	n/a	14
Life Skills Visit, 10/28, Outreach onsite	9-12	1	n/a	14
Miller Place Service Club, Outreach offsite	9-12	1	n/a	88

Teen Programming Summary	Sessions	Attended
October 2026	24	260
YTD 2026	254	5196
October 2025	13	129
YTD 2025	153	2679

E-5

Ransomware attack knocks out key Queens library services

Monday, November 9, 2026 12:15AM



Lucy Yang has the details.

QUEENS, New York (WABC) -- A ransomware attack that caused a network outage across the Queens Public Library system has disrupted services since Wednesday afternoon, library officials said.

While the outage remains ongoing, the library has restored free Wi-Fi access and check-out and return machines at all open locations. Officials said customers will not be charged late fines during the disruption.

Several services remain affected, including the Queens Public Library website, the QPL Mobile App, on-site computers, digital media services and book renewals.

In an update, Queens Public Library President and CEO Dennis M. Walcott thanked patrons for their patience as the system continues to recover.

"First, I want to thank the public for their patience, understanding and support as we continue to respond to the ransomware attack earlier this week," Walcott said. "Our team is heartened by the words of encouragement and appreciation for QPL that so many people have shared with us. We know how much our customers rely on the Library's technology to access information, use our resources, and stay connected. Our dedicated staff are working hard to continue serving the public and ensure that our libraries remain welcoming places for all."

Walcott said the library's IT team has restored free Wi-Fi service at all open locations, and that check-out and return machines are operating at limited capacity.

Although the library's website remains unavailable, visitors are being redirected to a temporary webpage that provides basic information and service updates. The library is also sharing updates through its social media channels.

According to Walcott, the outage continues to affect digital materials, the library's mobile app, public computers and printers, and internal systems.

"We continue to work closely with our government partners and outside experts to investigate the attack and restore our systems as quickly as possible. We do not yet have a timeline, but we will keep the public informed," he said.

The library said its locations remain open as scheduled as efforts continue to investigate the attack and restore affected systems.

G

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of September 30, 2026

ASSETS	
Current Assets	
Checking/Savings	
1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	7,947.02
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	1,417,511.32
1110 · Savings-Capital Improvements	1,117,751.31
1114 · Savings-Termination Pay	235,202.61
1115 · Checking-Termination	0.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1145 · UNDEPOSITED FUND	0.00
Total Checking/Savings	**2,779,322.26**
Other Current Assets	
1150 · ACCOUNTS RECEIVABLE - YEAR END	8,500.00
1152 · PREPAID PROGRAM EXPENSE	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	21,987.69
1154 · PREPAID EXPENSES	1,710.00
Total Other Current Assets	32,197.69
Total Current Assets	2,811,519.95
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	1,116,350.00
1240 · CAPITAL ASSET - BOOKS AND MATERIALS	2,480,917.00
1300 · ACCUMULATE DEPRECIATION	
1310 · BUILDING AND IMPROVEMENTS	-5,153,590.00
1330 · FURNITURE AND EQUIPMENT	-920,867.00
1340 · BOOKS AND MATERIALS	-2,179,973.00
Total 1300 ACCUMULATE DEPRECIATION	-8,254,430.00
Total Fixed Assets	4,137,585.00
TOTAL ASSETS	**6,949,104.95**
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	4,523.81
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	18,199.46
2194 · Aflac - Hospital	38.76
2196 · Life Insurance Payable	439.34
Total Other Current Liabilities	29,961.16
Total Current Liabilities	29,961.16
Total Liabilities	29,961.16
Equity	
2200 · General Fund Balance	2,854,962.26
2201 · Capital Improvement Fund	1,140,555.77
2202 · Termination Payment Fund	233,166.36
2203 · Capital Asset Fund	4,137,585.00
Net Income	-1,447,125.60
Total Equity	6,919,143.79
TOTAL LIABILITIES & EQUITY	**6,949,104.95**

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending September 30, 2026

	September 2026	July 2026 - September 2026
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	95.33	391.21
3304 · Interest Earned	6,386.42	23,496.04
3305 · Unclassified rev.-Copies	813.21	1,931.36
3306 · Unclassified rev.-Books	78.20	910.24
3307 · Unclassified rev.-Other	1.80	19.40
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	7,140.00	7,799.48
3312 · Local Sponsor Aid	0.00	6,707.00
3313 · PILOT Revenue	0.00	0.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
Total Revenue	14,514.96	41,254.73

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending September 30, 2026

	ACTUAL			
	September	July 2026 - September 2026	Budget	$ Over Budget
Expense				
4401 · Computer Supplies	(51.25)	4,646.26	15,000.00	-10,353.74
4402 · Computer Equipment/Parts	0.00	2,133.30	26,000.00	-23,866.70
4403 · Furniture & Equipment	149.00	592.48	42,500.00	-41,907.52
4404 · Salaries-Professional	165,704.42	484,546.05	2,126,681.00	-1,642,134.95
4405 · Salaries-Clerical	57,193.71	171,026.02	791,238.00	-620,211.98
4406 · Salaries-Custodial	6,959.19	20,407.73	108,186.00	-87,778.27
4407 · Salaries-Guard	2,633.99	7,909.16	32,558.00	-24,648.84
4410 · Library Books	6,802.38	14,911.50	112,500.00	-97,588.50
4412 · Audio Video	1,262.83	2,981.32	14,500.00	-11,518.68
4413 · Periodicals	84.00	9,957.22	13,200.00	-3,242.78
4414 · Computer Software	1,969.51	6,183.05	20,000.00	-13,816.95
4415 · Electronic Data Base	22,230.27	37,672.79	290,000.00	-252,327.21
4417 · OTHER THINGS LENDING	800.00	8,344.06	30,000.00	-21,655.94
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	10,983.75	10,198.75	68,000.00	-57,801.25
4421B · Children/Teen	8,235.00	18,440.50	90,000.00	-71,559.50
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	768.95	4,806.38	10,300.00	-5,493.62
4422B · Children/Teen	434.09	5,546.58	26,000.00	-20,453.42
4428 · Conferences	513.65	1,157.38	17,500.00	-16,342.62
4429 · Circulation	(52.00)	30,915.65	62,000.00	-31,084.35
4430 · Office & Library Supplies	632.73	2,545.15	15,000.00	-12,454.85
4431 · Telecommunications	914.81	2,385.83	15,000.00	-12,614.17
4432 · Cartage	361.98	1,085.94	4,000.00	-2,914.06
4433 · Postage	0.00	5,088.98	16,500.00	-11,411.02
4434 · Publicity and Printing	10,509.00	19,190.61	61,500.00	-42,309.39
4435 · Annual Election	0.00	0.00	5,000.00	-5,000.00
4436 · SCLS Contract Fee	0.00	66,159.00	67,500.00	-1,341.00
4437 · Accounting and Legal	3,033.98	23,406.06	100,000.00	-76,593.94
4438 · Membership Dues	137.50	502.50	4,000.00	-3,497.50
4439 · Equipment/Blding Maint & Repair	61,049.29	77,216.77	247,725.00	-170,508.23
4440 · Snow Removal	0.00	0.00	20,000.00	-20,000.00
4441 · Building Security	12,958.50	12,958.50	90,000.00	-77,041.50
4450 · Utilities	9,213.58	29,585.07	118,000.00	-88,414.93
4451 · Custodial Supplies	762.59	3,054.20	17,500.00	-14,445.80
4453 · Employees Assistance Program	0.00	3,285.00	3,300.00	-15.00
4454 · Insurance - Library	75,952.44	75,952.44	75,000.00	952.44
4456 · Rental Expenses	1,750.97	5,758.54	24,500.00	-18,741.46
4471 · Workers Compensation Insurance	15,405.00	15,405.00	22,500.00	-7,095.00
4472 · Life Insurance	(30.30)	1,459.47	6,200.00	-4,740.53
4473 · Dental Insurance	(353.40)	6,953.64	28,000.00	-21,046.36
4474 · VISION INS	(18.00)	956.56	4,300.00	-3,343.44
4476 · 9020.8 Retirement Expense	0.00	0.00	532,000.00	-532,000.00
4477 · 9030.8 Social Security Expense	17,284.49	52,172.14	230,500.00	-178,327.86
4478 · Unemployment Insurance	0.00	0.00	1,000.00	-1,000.00
4479 · 9060.8 Health Insurance	79,657.78	240,882.75	1,062,000.00	-821,117.25
4485 · Capital Improvement Allocation	0.00	0.00	200,000.00	-200,000.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	575,844.43	1,488,380.33	6,867,188.00	-5,378,807.67

Comsewogue Public Library - General Fund Cash Flow Statement 2026-2027

Revenue/Receipts	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Real Property Taxes													
PILOT													
Library Service Contracts													
Grants													
State Aid													
Local Aid		6,707.00											
All Other	9,675.44	10,357.33	14,514.96										
Total Receipts	9,675.44	17,064.33	14,514.96										

Disbursement/Payments	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Payrolls	219,622.31	243,345.88	232,491.31										
Employee Benefits	86,148.18	84,848.16	79,256.08										
Debt Service													
All Other	197,556.52	102,136.64	264,097.04										
Total Disbursements	503,327.01	430,330.68	575,844.43										
Cash Balance Changes	(493,651.57)	(413,266.35)	(561,329.47)										
Total Adjustments	(195,244.18)	6,445.66	4,648.70										
Closing Cash Balance	3,742,823.72	3,336,003.03	2,779,322.26										
Beg. Cash Balance 7/1/26	4,431,719.47									Ending Cash Balance 06/30/2027			0.00

2026-2027 Library Budget	6,834,462.00

July 2026 - 1st payroll accrued to FYE 25/26

July 2026 & December 2026 - 3 Payrolls

Medicare reimbursements paid quarterly (January/April/July/October)

11/16/26

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COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/26/01

November 16, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
11/16/2026	29825	A Time For Kids, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$775.00
				$775.00
11/16/2026	29826	Amazon Capital Services	1102 Checking Account	
			4402 Computer Equipment/Parts	$167.13
			4417 OTHER THINGS LENDING	$738.58
			4422B Library Programs:Program Supplies:Children/Teen	$561.60
			4422A Library Programs:Program Supplies:Adult	$176.25
			4430 Office & Library Supplies	$35.14
				$1,678.70
11/16/2026	29827	American Express	1102 Checking Account	
			4428 Conferences	$95.00
			4422B Library Programs:Program Supplies:Children/Teen	$618.67
			4422A Library Programs:Program Supplies:Adult	$263.72
			4439 Equipment/Blding Maint & Repair	$221.25
			4414 Computer Software	$259.91
			3307 Unclassified rev.-Other	$58.74
			4430 Office & Library Supplies	$104.67
				$1,621.96
11/16/2026	29828	Arrayscape Gaming, Inc	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$550.00
				$550.00
11/16/2026	29829	Baking Coach, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$1,020.00
				$1,020.00
11/16/2026	29830	Book Dragon Programs	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$650.00
				$650.00
11/16/2026	29831	Brodart Company	1102 Checking Account	
			4410 Library Books	$1,192.14
			4410 Library Books	$4,297.19
				$5,489.33
11/16/2026	29832	CCP Office Technology Solutions	1102 Checking Account	

DATE	NUM	NAME	ACCOUNT	DEBIT
			4456 Rental Expenses	$908.48
				$908.48
11/16/2026	29833	Children's Museum of Manhattan	1102 Checking Account	
			4417 OTHER THINGS LENDING	$400.00
				$400.00
11/16/2026	29834	Cold Spring Harbor Fire House Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	$40.00
				$40.00
11/16/2026	29835	Creatology Kidz, LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$250.00
				$250.00
11/16/2026	29836	Cullen & Danowski, LLP	1102 Checking Account	
			4437 Accounting and Legal	$12,800.00
				$12,800.00
11/16/2026	29837	Curley, Lisamarie	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$400.00
				$400.00
11/16/2026	29838	Demco	1102 Checking Account	
			4430 Office & Library Supplies	$605.40
				$605.40
11/16/2026	29839	Digital Provisions, LLC	1102 Checking Account	
			4441 Building Security	$928.29
				$928.29
11/16/2026	29840	DiPrima, Nicole E.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$200.00
				$200.00
11/16/2026	29841	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	$674.92
				$674.92
11/16/2026	29842	Eickwort, Patricia	1102 Checking Account	
			4428 Conferences	$20.97
				$20.97
11/16/2026	29843	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	$303.05
			4422A Library Programs:Program Supplies:Adult	$75.98
				$379.03

DATE	NUM	NAME	ACCOUNT	DEBIT
11/16/2026	29844	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	$63.76
				$63.76
11/16/2026	29845	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	$2,135.00
			4402 Computer Equipment/Parts	$395.00
				$2,530.00
11/16/2026	29846	Guardian	1102 Checking Account	
			4473 Dental Insurance	$2,643.24
			4472 Life Insurance	$496.59
			4474 VISION INS	$319.55
			2185 Employee Ins - enrollee contrib	$52.15
				$3,511.53
11/16/2026	29847	Guerin, Susan	1102 Checking Account	
			4428 Conferences	$19.76
				$19.76
11/16/2026	29848	High Hopes Productions LLC	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$310.00
				$310.00
11/16/2026	29849	Hinden, Sanford E.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$300.00
				$300.00
11/16/2026	29850	Holocaust Mem & Tolerance Ctr-Nassau Cty	1102 Checking Account	
			4417 OTHER THINGS LENDING	$250.00
				$250.00
11/16/2026	29851	Holtz, Loretta	1102 Checking Account	
			4428 Conferences	$18.54
				$18.54
11/16/2026	29852	Holzhauser, Vanesa	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$360.00
				$360.00
11/16/2026	29853	HomeStyle Landscaping & Design, Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	$2,065.00
				$2,065.00
11/16/2026	29854	Ingram Library Services	1102 Checking Account	
			4410 Library Books	$89.94
				$89.94

DATE	NUM	NAME	ACCOUNT	DEBIT
11/16/2026	29855	Jennings, Lukas	1102 Checking Account	
			4428 Conferences	$43.32
				$43.32
11/16/2026	29856	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$220.00
				$220.00
11/16/2026	29857	Kidnastics, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$575.00
				$575.00
11/16/2026	29858	KNMP Plumbing & Heating Inc	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	$1,004.00
				$1,004.00
11/16/2026	29859	Loggia, Christina	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$200.00
				$200.00
11/16/2026	29860	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	$20.00
				$20.00
11/16/2026	29861	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	$3,800.00
				$3,800.00
11/16/2026	29862	Metropolitan Data Solutions Management Co	1102 Checking Account	
			4429 Circulation	$1,415.00
				$1,415.00
11/16/2026	29863	Midwest Tape	1102 Checking Account	
			4412 Audio Video	$715.27
			4415 Electronic Data Base	$3,274.67
				$3,989.94
11/16/2026	29864	Minard, Danielle	1102 Checking Account	
			4428 Conferences	$471.00
			4428 Conferences	$204.31
			4428 Conferences	$37.69
				$713.00
11/16/2026	29865	Nassau County Library Association	1102 Checking Account	
			4410 Library Books	$72.45
				$72.45
11/16/2026	29866	New York Therapy Placement Services, Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$175.00

DATE	NUM	NAME	ACCOUNT	DEBIT
				$175.00
11/16/2026	29867	NYS Employees Health Insurance Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	$79,657.78
			2185 Employee Ins - enrollee contrib	$6,147.87
				$85,805.65
11/16/2026	29868	New York Times	1102 Checking Account	
			4413 Periodicals	$24.00
				$24.00
11/16/2026	29869	New York Times	1102 Checking Account	
			4413 Periodicals	$60.00
				$60.00
11/16/2026	29870	OfficeSupply.com	1102 Checking Account	
			4451 Custodial Supplies	$379.80
				$379.80
11/16/2026	29871	Ozkaya, Charyl	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$100.00
				$100.00
11/16/2026	29872	P.J.S. Post Office - Bulk	1102 Checking Account	
			4433 Postage	$2,853.43
				$2,853.43
11/16/2026	29873	Parente, Jacqueline	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$500.00
				$500.00
11/16/2026	29874	Parker-Morales, Christine	1102 Checking Account	
			4428 Conferences	$44.08
				$44.08
11/16/2026	29875	PBXstore Inc	1102 Checking Account	
			4431 Telecommunications	$512.25
				$512.25
11/16/2026	29876	PEAC Solutions	1102 Checking Account	
			4456 Rental Expenses	$1,484.00
				$1,484.00
11/16/2026	29877	Port Jefferson Free Library	1102 Checking Account	
			4428 Conferences	$20.35
				$20.35
11/16/2026	29878	Quadient Finance USA, Inc.	1102 Checking Account	
			4433 Postage	$700.00

DATE	NUM	NAME	ACCOUNT	DEBIT
				$700.00
11/16/2026	29879	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$240.00
				$240.00
11/16/2026	29880	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$65.00
				$65.00
11/16/2026	29881	Roeder, Kathy	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$130.00
				$130.00
11/16/2026	29882	Ruiz, Elizabeth	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$480.00
				$480.00
11/16/2026	29883	Scott, Robert G.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	$1,050.00
				$1,050.00
11/16/2026	29884	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	$6,234.75
				$6,234.75
11/16/2026	29885	Spena, Catherine	1102 Checking Account	
			4428 Conferences	$20.00
				$20.00
11/16/2026	29886	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	$474.71
			4422A Library Programs:Program Supplies:Adult	$109.92
			4417 OTHER THINGS LENDING	$21.59
			4451 Custodial Supplies	$52.39
				$658.61
11/16/2026	29887	Stericycle, Inc	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$330.00
				$330.00
11/16/2026	29888	Suffolk Cooperative Library System	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	$25.00
			4422A Library Programs:Program Supplies:Adult	$281.25
			4429 Circulation	$83.20
				$389.45

DATE	NUM	NAME	ACCOUNT	DEBIT
11/16/2026	29889	Suffolk County Historical Society	1102 Checking Account	
			4438 Membership Dues	$50.00
				$50.00
11/16/2026	29890	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	$263.70
				$263.70
11/16/2026	29891	Travelingartprograms LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	$350.00
				$350.00
11/16/2026	29892	WhenToWork, LLC	1102 Checking Account	
			4414 Computer Software	$777.00
				$777.00
11/16/2026	29893	Winters Bros. Hauling of LI, LLC	1102 Checking Account	
			4432 Cartage	$361.98
				$361.98
TOTAL				**$155,022.37**

10/22/2026 Payroll
Check Register

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

October 22, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
10/22/2026	29818	Equitable Financial	1102 Checking Account	
			2184 Annuity	$3,897.95
				$3,897.95
TOTAL				**$3,897.95**

OCT 20 2026

10/22/2026 ACH Debit Report

Deferred Compensation Plan	$1,604.30
TOTAL	$1,604.30

10/22/2026 Payroll Warrant

Check Register Total	$3,897.95
ACH Debit Total	$1,604.30
Accu Data Payroll (includes $632.68 Accudata Invoice)	$120,189.71
TOTAL	$125,691.96

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COMSEWOGUE PUBLIC LIBRARY

11/05/2026 Payroll
Check Register

WARRANT DETAIL REPORT

November 5, 2026

DATE	NUM	NAME	ACCOUNT	DEBIT
11/05/2026	29819	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
11/05/2026	29820	NYS Employees Retirement System	1102 Checking Account	
			2186 Retirement	$3,643.18
			2186 Retirement	$454.00
				$4,097.18
11/05/2026	29821	National Grid	1102 Checking Account	
			4450 Utilities	$707.78
				$707.78
11/05/2026	29822	Optimum	1102 Checking Account	
			4431 Telecommunications	$183.30
				$183.30
11/05/2026	29823	Optimum	1102 Checking Account	
			4431 Telecommunications	$245.00
				$245.00
11/05/2026	29824	PSEGLI	1102 Checking Account	
			4450 Utilities	$5,777.17
				$5,777.17
TOTAL				**$11,610.67**

NOV 0 3 2026

11/05/2026 ACH Debit Report

Deferred Compensation Plan	$1,601.55
Equitable Financial	$3,922.92
New York Life	$439.34
TOTAL	$5,963.81

11/05/2026 Payroll Warrant

Check Register Total	$11,610.67
ACH Debit Total	$5,963.81
Accu Data Payroll (includes $632.68 Accudata Invoice)	$114,246.34
TOTAL	$131,820.82

L-1

SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ▪ FAX: 631-286-1647

November 2, 2026

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2027 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2027 Operating Budget** for your review and consideration.

At its meeting on November 2, 2026 the SCLS Board of Trustees approved the enclosed SCLS FY 2027 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2026.

Attached to this memo are the final proposed SCLS FY 2027 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed "draft" budget packet that was dated October 7, 2026.

There have been some changes made from the "draft" budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the "draft" budget being developed. The reasons behind each change are listed below.

Income

1) The increase in *Interest* has been revised down a small amount based on current projections.

2) *Coordinated Orders* have been updated to increase by an additional $700,000. SCLS is closing the separate "telecommunications" fund and will now reflect this coordinated order in our general budget. Both the income and expenditure will increase by the exact same amount so the change has no material effect on the

SCLS budget but it will allow us to better reflect our work with the member libraries.

Expenditures

1) The increase in *Health Insurance* has been revised down a small amount.

2) *Professional Fees* has been updated to reflect current estimates.

3) *Suffolk e-Resources* has been updated to show a 2% increase in the expenditures on this Countywide collection of databases.

3) As noted above, *Coordinated Orders* have been updated to increase by an additional $700,000. SCLS is closing the separate "telecommunications" fund and will now reflect this coordinated order in our general budget. Both the income and expenditure will increase by the exact same amount so the change has no material effect on the SCLS budget but it will allow us to better reflect our work with the member libraries.

4) A number of lines in the *Operations* portion of the expenditures budget have been updated to reflect current projections. In total the changes net out to $2,850 less in expenditures as was projected in the draft budget sent out in October. The key changes were savings in *ISP Service, Maintenance of Office Equipment*, and *Computer Services* and additional projected expenditures in Programs and *Professional Development.*

5) Both Gas and *Electricity* have been adjusted to reflect current costs estimates now that phase one of the HVAC project has been completed and SCLS will be using less gas and electricity.

The bottom line, after these changes have been made, is that **the overall SCLS 2027 Budget is projected to increase by 8.14% ($1,536,271.)** The operations side will increase by 2.52% ($211,359) and the Direct Offset side will increase by 12.44% ($1,199,912).

Member Support, overall, will increase by $184,425 (7.5%) in 2027.

We are sometimes asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population and the library's expenditures for the prior year (2025.) If a library's disbursements (less their capital expenditures and debt service – as defined in the New York State Annual Report) increased more than the County average then the contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2027.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2026. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2027 BUDGET INCOME

SOURCE	2025 Budget	2026 Budget	2027 Proposed	2026 to 2027 $ Change	2026 to 2027 % Change
N. Y. State	2,986,503	2,997,427	3,057,375	59,948	2.00%
Local Services Support Aid	342,800	344,080	350,975	6,895	2.00%
Outreach	268,425	269,434	274,825	5,391	2.00%
SCLS: CLA	187,575	188,271	192,035	3,764	2.00%
Misc. Grants	0	735,000	600,000	(135,000)	0.00%
Interest	100,000	180,000	225,000	45,000	25.00%
Rental Agreements	60,000	62,000	70,000	8,000	12.90%
Delivery Service	1,600	0	0	0	0.00%
Mailing Overdues	12,000	0	0	0	0.00%
Miscellaneous	25,000	46,000	50,000	4,000	8.70%
Contributions	100	0	0		0.00%
Programs/Rooms	12,000	0	0	0	0.00%
Library Contract Service	315,000	281,000	283,810	2,810	1.00%
Member Library Support	2,410,860	2,459,000	2,643,425	184,425	7.50%
PALS Admin. Fee	772,423	765,380	776,506	11,126	1.45%
Sustainable Libraries Initiative	40,000	60,000	75,000	15,000	25.00%
Sub-Total (Operational)	7,534,286	8,387,592	8,598,951	211,359	2.52%
Central Library support					
Shared Services	53,000	53,000	53,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	108,000	108,000	108,000	0	0.00%
DIRECT OFFSET					
LLSA Member Libraries	484,300	486,115	495,840	9,725	2.00%
Central Library Aid	380,825	382,246	389,890	7,644	2.00%
Suffolk E-Resources	816,935	816,935	833,275	16,340	2.00%
Coordinated Orders	1,000,000	1,300,000	2,200,000	900,000	69.23%
Downloadable Media	6,273,354	6,649,755	6,915,745	265,990	4.00%
SCLS: CBA	0	0	0	0	0.00%
Dedicated Library Aid (Jail/Love	16,050	10,666	10,879	213	2.00%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	8,971,464	9,645,717	10,845,629	1,199,912	12.44%
Transfer from Unappropriated					
Fund Balance	0	735,000	860,000	125,000	17.01%
Sub-Total (Non-Operational)	-	735,000	860,000	125,000	0.00%
TOTAL INCOME	16,613,750	18,876,309	20,412,580	1,536,271	8.14%

10/27/26

2026 Budget Expenditures

ACCOUNT TITLE	2025 Budget	2026 Budget	2027 Proposed	2026 to 2027 $ Change	2026 to 2027 % Change
SALARIES					
LIBRARIAN	1,656,213	1,795,835	1,896,409	100,574	5.60%
STAFF - F/T	1,234,046	1,264,899	1,465,475	200,576	15.86%
SHIPPING & MAINTENANCE	264,098	274,756	298,400	23,644	8.61%
STAFF - P/T	192,879	231,652	158,217	(73,435)	-31.70%
SUB-TOTAL (Salaries)	3,347,236	3,567,142	3,818,501	251,359	7.05%
FIXED CHARGES & FRINGE BENEFITS					
RETIREMENT	535,000	575,000	595,000	20,000	3.48%
SOCIAL SECURITY	251,000	262,000	280,000	18,000	6.87%
WORKER'S COMPENSATION	45,000	45,500	46,500	1,000	2.20%
UNEMPLOYMENT	500	500	500	0	0.00%
DISABILITY	5,500	5,500	6,000	500	9.09%
HEALTH INSURANCE	630,000	625,000	750,000	125,000	20.00%
MEDICAL INS. RETIREES	550,000	575,000	680,000	105,000	18.26%
DENTAL	42,000	41,000	41,000	0	0.00%
OPTICAL	5,000	5,000	5,000	0	0.00%
FLEX PLAN	500	1,000	1,000	0	0.00%
SICK & VAC. PAYOUTS	90,000	85,000	75,000	(10,000)	-11.76%
LONG TERM CARE INSURANCE	1,500	1,000	1,000	0	0.00%
INSURANCE INCENTIVE	35,000	45,000	45,000	0	0.00%
EMPLOYEE ASSIST. PROGRAM	1,800	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	2,192,800	2,268,300	2,527,800	259,500	11.44%
PROFESSIONAL FEES	57,300	58,600	60,000	1,400	2.39%
SUB-TOTAL (Professional Fees)	57,300	58,600	60,000	1,400	2.39%
LIBRARY MATERIALS					
BOOKS	8,000	8,500	8,500	0	0.00%
DOWNLOADABLE MEDIA	105,000	125,000	0	(125,000)	-100.00%
HOMEWORK HELP	332,000	267,500	267,500	0	0.00%
SUB-TOTAL	445,000	401,000	276,000	(125,000)	-31.17%
DIRECT OFFSET					
LLSA MEMBER LIBRARIES	484,300	486,115	495,840	9,725	2.00%
CLA CENTRAL LIBRARY	380,825	382,246	389,890	7,644	2.00%
SUFFOLK E-RESOURCES	816,935	816,935	833,275	16,340	2.00%
COORDINATED ORDERS	1,000,000	1,300,000	2,200,000	900,000	69.23%
DOWNLOADABLE MEDIA	6,273,354	6,649,755	6,915,745	265,990	4.00%
CBA MATERIALS	0	0	0	0	0.00%
DEDICATED LIBERARY AID	16,000	10,666	10,879	213	2.00%
MISC. GRANTS	0	0	0	0	0.00%
SUB-TOTAL	8,971,414	9,645,717	10,845,629	1,199,912	12.44%

2026 Budget Expenditures

ACCOUNT TITLE	2025 Budget	2026 Budget	2027 Proposed	2026 to 2027 $ Change	2026 to 2027 % Change
OPERATIONS					
OFFICE & LIB. SUPPLIES	41,000	40,000	41,000	1,000	2.50%
TELEPHONE VOICE	23,000	28,000	30,500	2,500	8.93%
ISP SERVICE	27,000	27,000	17,000	(10,000)	-37.04%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	22,500	20,000	(2,500)	-11.11%
POSTAGE OVERDUES	7,500	0	0	0	0.00%
PUBLICITY & PRINTING	30,000	35,000	35,000	0	0.00%
TRAVEL	25,500	27,500	29,750	2,250	8.18%
LOST IN TRANSIT	7,000	7,000	7,000	0	0.00%
MEMBERSHIP DUES	24,000	28,000	29,000	1,000	3.57%
MAINT. - OFFICE EQUIP.	14,400	14,000	10,000	(4,000)	-28.57%
COMPUTER SERVICES	284,100	312,500	309,200	(3,300)	-1.06%
VEHICLE OPERATION	36,400	33,400	25,500	(7,900)	-23.65%
VEHICLE MAINTENANCE	15,000	12,000	18,000	6,000	50.00%
SECURITY SERVICES	22,000	22,000	22,000	0	0.00%
TRUSTEE EXPENSE	3,500	3,500	3,000	(500)	-14.29%
PROGRAMS	35,000	40,000	44,500	4,500	11.25%
PROF. DEVELOPMENT	49,500	52,000	62,000	10,000	19.23%
Misc	0	0	0	0	0.00%
SUB-TOTAL	660,000	704,500	703,550	(950)	-0.13%
BUILDING OPERATIONS					
GAS	21,000	22,000	20,000	(2,000)	-9.09%
ELECTRICITY	35,000	35,000	44,000	9,000	25.71%
WATER	2,000	2,000	2,500	500	25.00%
SUPPLIES-JANITORIAL	2,500	2,500	3,000	500	20.00%
CONTRACT SERVICES	462,000	518,500	539,950	21,450	4.14%
REPAIR - BLDG. & EQUIP.	50,000	50,000	40,000	(10,000)	-20.00%
SUB-TOTAL	572,500	630,000	649,450	19,450	3.09%
INSURANCE	87,500	92,050	98,650	6,600	7.17%
EQUIPMENT - NON_CAPITAL	5,000	5,000	5,000	0	0.00%
EQUIPMENT - CAPITAL	35,000	34,000	28,000	(6,000)	-17.65%
EQUIPMENT - VEHICLES	65,000	0	0	0	0.00%
FACILITY RENOVATIONS	175,000	1,470,000	1,400,000	(70,000)	-4.76%
SUB-TOTAL	367,500	1,601,050	1,531,650	(69,400)	-4.33%
TOTAL EXPENDITURES	16,613,750	18,876,309	20,412,580	1,536,271	8.14%

Proposed 2027 MEMBER LIBRARY SUPPORT @ 7.50% (OVERALL INCREASE) BASED ON ANNUAL REPORT FINANCIALS: 2025				
	ACT 2026 ML SUPP	*PROP* 2027 ML SUPP	*$ Change* PROP 2027 FROM 2025 ACT	*% Change* PROP 2027 FROM 2025 ACT
AMAGANSETT	11,680	**12,556**	**876**	**7.50%**
AMITYVILLE	36,372	**38,425**	**2,053**	**5.64%**
BABYLON	21,054	**23,620**	**2,566**	**12.19%**
BAYPORT-BLUE POINT	25,558	**27,883**	**2,325**	**9.10%**
BAY SHORE-BRIGHTWATERS	45,666	**49,323**	**3,657**	**8.01%**
BRENTWOOD	116,568	**122,664**	**6,096**	**5.23%**
BROOKHAVEN	12,539	**13,144**	**605**	**4.82%**
CENTER MORICHES	43,116	**47,056**	**3,940**	**9.14%**
CENTRAL ISLIP	51,078	**52,800**	**1,722**	**3.37%**
COLD SPRING HARBOR	19,287	**21,339**	**2,052**	**10.64%**
COMMACK	32,887	**36,352**	**3,465**	**10.54%**
COMSEWOGUE	66,159	**70,698**	**4,539**	**6.86%**
CONNETQUOT	63,434	**69,381**	**5,947**	**9.38%**
COPIAGUE	45,582	**48,878**	**3,296**	**7.23%**
CUTCHOGUE-NEW SUFFOLK	11,819	**13,025**	**1,206**	**10.20%**
DEER PARK	35,955	**39,741**	**3,786**	**10.53%**
EAST HAMPTON	36,449	**38,045**	**1,596**	**4.38%**
EAST ISLIP	40,303	**43,053**	**2,750**	**6.82%**
ELWOOD	19,811	**20,693**	**882**	**4.45%**
EMMA S CLARK	69,722	**74,733**	**5,011**	**7.19%**
FLOYD MEMORIAL	11,680	**12,720**	**1,040**	**8.90%**
HALF HOLLOW HILLS	79,942	**85,090**	**5,148**	**6.44%**
HAMPTON BAYS	25,716	**27,728**	**2,012**	**7.82%**
HAMPTON	11,680	**12,556**	**876**	**7.50%**
HARBORFIELDS	37,106	**40,132**	**3,026**	**8.16%**
HAUPPAUGE	23,490	**25,346**	**1,856**	**7.90%**
HUNTINGTON	71,110	**77,740**	**6,630**	**9.32%**
ISLIP	33,209	**35,013**	**1,804**	**5.43%**
JOHN JERMAIN	19,714	**21,353**	**1,639**	**8.31%**
LINDENHURST	55,759	**60,612**	**4,853**	**8.70%**
LONGWOOD	91,931	**99,962**	**8,031**	**8.74%**
MASTICS-MORICHES-SHIRLEY	82,504	**96,387**	**13,883**	**16.83%**
MATTITUCK	12,114	**12,556**	**442**	**3.65%**
MIDDLE COUNTRY	127,884	**132,076**	**4,192**	**3.28%**
MONTAUK	11,680	**12,556**	**876**	**7.50%**
NORTH BABYLON	39,429	**42,117**	**2,688**	**6.82%**
NORTH SHORE	42,129	**44,895**	**2,766**	**6.57%**
NORTHPORT-EAST NORTHPORT	76,996	**85,034**	**8,038**	**10.44%**
PATCHOGUE-MEDFORD	89,803	**97,158**	**7,355**	**8.19%**
PORT JEFFERSON	34,896	**36,514**	**1,618**	**4.64%**
QUOGUE	11,680	**12,556**	**876**	**7.50%**
RIVERHEAD	53,279	**57,813**	**4,534**	**8.51%**
ROGERS MEMORIAL	37,832	**40,530**	**2,698**	**7.13%**
SACHEM	122,146	**133,067**	**10,921**	**8.94%**
SAYVILLE	32,286	**35,662**	**3,376**	**10.46%**
SHELTER ISLAND	11,680	**12,556**	**876**	**7.50%**
SMITHTOWN	166,315	**171,441**	**5,126**	**3.08%**
SOUTH COUNTRY	30,570	**31,720**	**1,150**	**3.76%**
SOUTH HUNTINGTON	62,908	**67,019**	**4,111**	**6.53%**
SOUTHOLD	11,680	**12,556**	**876**	**7.50%**
WEST BABYLON	40,620	**43,647**	**3,027**	**7.45%**
WEST ISLIP	41,859	**45,183**	**3,324**	**7.94%**
WESTHAMPTON	28,171	**29,345**	**1,174**	**4.17%**
WYANDANCH	24,163	**29,376**	**5,213**	**21.57%**
TOTALS:	**2,459,000**	**2,643,425**	**184,425**	**7.50%**

SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

BALLOT

2027 SCLS Budget

The Board of Trustees of the _____ Library

☐ Approved

☐ Disapproved

The Proposed 2027 Budget of the Suffolk Cooperative Library System, approved by the SCLS Board of Trustees on November 2, 2026.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than Thursday, December 31, 2026

SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
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November 2, 2026

To: Member Library Directors & Boards of Trustees
From: Kevin Verbesey
Re: **Proposed Live-brary.com Downloads Costs for 2027**

Attached please find the breakdown of the proposed cost model for the Live-brary.com Downloads for 2027.

In 2026 the member libraries contributed $6,649,755 for purchases of materials for the Downloads service. (Every dollar that the member libraries contribute towards the service is used to purchase materials to lend to patrons.) SCLS pays the service platform fee for the Overdrive service out of our regular operating budget.

Due to services changes implemented at the start of 2026 the usage for the service in the last twelve months has increased by the lowest amount in the history of the service - 1.27%.
October 1, 2024 – September 30, 2025 --- 4,081,417
October 1, 2025 – September 30, 2026 --- 4,133,175

Based on member library input we are proposing an overall increase in the member library contributions for the Live-brary.com Downloads in 2027 of 4% to bring the total contributions to $6,915,745.

Please note that the Live-brary.com Download fee is calculated with a "base fee" that every library pays at the same rate regardless of size or service usage. The "base fee" for the member libraries is $10,000 per participating library. The remaining charge is based on the amount of usage from each individual library's patrons. Libraries whose patrons borrow more - pay more, at a proportional rate.

We hope that all member libraries will continue to offer this service to their patrons in 2027 but if you decide for any reason that you would no longer like to offer the service please inform me of that fact -- in writing – by December 31, 2026. At that time these charges will be applied for 2027.

If you have any questions, comments, or concerns please do not hesitate to contact me.

FINAL
2027 Downloads at 4% Net Increase

Library	# of Downloads 10/24-9/25	% Of Total Use 24/25	# of Downloads 10/25-9/26	% Of Total Use 25/26	% Change 24/25 25/26	Library	2026 Base	2026 Usage Payment	Total 2026 Payment	% Of Total 2026 Cost	2027 Base	2027 Usage Payment	Total 2027 Payment	% Of Total 2027 Cost	% Inc. COST 2025/2026
Amagansett	15,249	0.37%	14,473	0.35%	-5.09%	Amagansett	$ 10,000	$22,827	$ 32,827	0.49%	$ 10,000	$22,326	$ 32,326	0.47%	-1.5%
Amityville	38,678	0.95%	39,503	0.96%	2.13%	Amityville	$ 10,000	$57,900	$ 67,900	1.02%	$ 10,000	$60,936	$ 70,936	1.03%	4.5%
Babylon	35,154	0.86%	37,457	0.91%	6.55%	Babylon	$ 10,000	$52,624	$ 62,624	0.94%	$ 10,000	$57,780	$ 67,780	0.98%	8.2%
Bay Shore	70,415	1.73%	78,540	1.90%	11.54%	Bay Shore	$ 10,000	$105,409	$ 115,409	1.74%	$ 10,000	$121,154	$ 131,154	1.90%	13.6%
Bayport	52,063	1.28%	50,666	1.23%	-2.68%	Bayport	$ 10,000	$77,937	$ 87,937	1.32%	$ 10,000	$78,156	$ 88,156	1.27%	0.2%
Brentwood	41,937	1.03%	44,139	1.07%	5.25%	Brentwood	$ 10,000	$62,778	$ 72,778	1.09%	$ 10,000	$68,088	$ 78,088	1.13%	7.3%
Brookhaven	10,462	0.26%	11,031	0.27%	5.44%	Brookhaven	$ 10,000	$15,661	$ 25,661	0.39%	$ 10,000	$17,016	$ 27,016	0.39%	5.3%
Center Moriches	85,766	2.10%	90,372	2.19%	5.37%	Center Moriches	$ 10,000	$128,389	$ 138,389	2.08%	$ 10,000	$139,406	$ 149,406	2.16%	8.0%
Central Islip	30,166	0.74%	30,800	0.75%	2.10%	Central Islip	$ 10,000	$45,158	$ 55,158	0.83%	$ 10,000	$47,511	$ 57,511	0.83%	4.3%
Cold Spring Har	40,513	0.99%	36,974	0.89%	-8.74%	Cold Spring Har	$ 10,000	$60,647	$ 70,647	1.06%	$ 10,000	$57,035	$ 67,035	0.97%	-5.1%
Commack	55,987	1.37%	56,366	1.36%	0.68%	Commack	$ 10,000	$83,811	$ 93,811	1.41%	$ 10,000	$86,949	$ 96,949	1.40%	3.3%
Consewogue	122,607	3.00%	122,315	2.96%	-0.24%	Consewogue	$ 10,000	$183,539	$ 193,539	2.91%	$ 10,000	$188,680	$ 198,680	2.87%	2.7%
Connetquot	105,391	2.58%	107,338	2.60%	1.85%	Connetquot	$ 10,000	$157,767	$ 167,767	2.52%	$ 10,000	$165,577	$ 175,577	2.54%	4.7%
Copiague	36,449	0.89%	36,471	0.88%	0.06%	Copiague	$ 10,000	$54,563	$ 64,563	0.97%	$ 10,000	$56,259	$ 66,259	0.96%	2.6%
Cutchogue	24,180	0.59%	25,479	0.62%	5.37%	Cutchogue	$ 10,000	$36,197	$ 46,197	0.69%	$ 10,000	$39,303	$ 49,303	0.71%	6.7%
Deer Park	35,731	0.88%	39,328	0.95%	10.07%	Deer Park	$ 10,000	$53,488	$ 63,488	0.95%	$ 10,000	$60,667	$ 70,667	1.02%	11.3%
East Hampton	95,145	2.33%	96,924	2.35%	1.87%	East Hampton	$ 10,000	$142,429	$ 152,429	2.29%	$ 10,000	$149,513	$ 159,513	2.31%	4.6%
East Islip	71,824	1.76%	73,229	1.77%	1.96%	East Islip	$ 10,000	$107,518	$ 117,518	1.77%	$ 10,000	$112,961	$ 122,961	1.78%	4.6%
Elwood	47,128	1.15%	46,523	1.13%	-1.28%	Elwood	$ 10,000	$70,549	$ 80,549	1.21%	$ 10,000	$71,765	$ 81,765	1.18%	1.5%
Emma S Clark	207,790	5.09%	210,697	5.10%	1.40%	Emma S Clark	$ 10,000	$311,055	$ 321,055	4.83%	$ 10,000	$325,017	$ 335,017	4.84%	4.3%
Floyd Memorial	29,871	0.73%	31,360	0.76%	4.98%	Floyd Memorial	$ 10,000	$44,716	$ 54,716	0.82%	$ 10,000	$48,375	$ 58,375	0.84%	6.7%
Half Hollow Hills	146,653	3.59%	139,800	3.38%	-4.67%	Half Hollow Hills	$ 10,000	$219,535	$ 229,535	3.45%	$ 10,000	$215,652	$ 225,652	3.26%	-1.7%
Hampton	15,760	0.39%	16,748	0.41%	6.27%	Hampton	$ 10,000	$23,592	$ 33,592	0.51%	$ 10,000	$25,835	$ 35,835	0.52%	6.7%
Hampton Bays	51,917	1.27%	52,743	1.28%	1.59%	Hampton Bays	$ 10,000	$77,718	$ 87,718	1.32%	$ 10,000	$81,360	$ 91,360	1.32%	4.2%
Harborfields	92,697	2.27%	93,849	2.27%	1.24%	Harborfields	$ 10,000	$138,765	$ 148,765	2.24%	$ 10,000	$144,769	$ 154,769	2.24%	4.0%
Hauppauge	31,651	0.78%	30,598	0.74%	-3.33%	Hauppauge	$ 10,000	$47,381	$ 57,381	0.86%	$ 10,000	$47,200	$ 57,200	0.83%	-0.3%
Huntington	115,652	2.83%	115,833	2.80%	0.16%	Huntington	$ 10,000	$173,127	$ 183,127	2.75%	$ 10,000	$178,681	$ 188,681	2.73%	3.0%
Islip	55,235	1.35%	56,987	1.38%	3.17%	Islip	$ 10,000	$82,685	$ 92,685	1.39%	$ 10,000	$87,907	$ 97,907	1.42%	5.6%
John Jermain	43,616	1.07%	44,289	1.07%	1.54%	John Jermain	$ 10,000	$65,292	$ 75,292	1.13%	$ 10,000	$68,319	$ 78,319	1.13%	4.0%
Lindenhurst	82,771	2.03%	86,542	2.09%	4.56%	Lindenhurst	$ 10,000	$123,906	$ 133,906	2.01%	$ 10,000	$133,498	$ 143,498	2.07%	7.2%
Longwood	153,762	3.77%	153,351	3.71%	-0.27%	Longwood	$ 10,000	$230,177	$ 240,177	3.61%	$ 10,000	$236,556	$ 246,556	3.57%	2.7%
Mastics	80,815	1.98%	76,969	1.86%	-4.76%	Mastics	$ 10,000	$120,978	$ 130,978	1.97%	$ 10,000	$118,731	$ 128,731	1.86%	-1.7%
Mattituck	31,159	0.76%	30,081	0.73%	-3.46%	Mattituck	$ 10,000	$46,644	$ 56,644	0.85%	$ 10,000	$46,402	$ 56,402	0.82%	-0.4%
Middle Country	120,610	2.96%	123,102	2.98%	2.07%	Middle Country	$ 10,000	$180,549	$ 190,549	2.87%	$ 10,000	$189,894	$ 199,894	2.89%	4.9%
Montauk	29,608	0.73%	30,012	0.73%	1.36%	Montauk	$ 10,000	$44,322	$ 54,322	0.82%	$ 10,000	$46,296	$ 56,296	0.81%	3.6%
North Babylon	56,285	1.38%	56,744	1.37%	0.82%	North Babylon	$ 10,000	$84,257	$ 94,257	1.42%	$ 10,000	$87,532	$ 97,532	1.41%	3.5%
North Shore	98,709	2.42%	98,227	2.38%	-0.49%	North Shore	$ 10,000	$147,764	$ 157,764	2.37%	$ 10,000	$151,523	$ 161,523	2.34%	2.4%
Northport	145,890	3.57%	148,832	3.60%	2.02%	Northport	$ 10,000	$218,393	$ 228,393	3.43%	$ 10,000	$229,585	$ 239,585	3.46%	4.9%
Patchogue-Medford	108,236	2.65%	105,097	2.54%	-2.90%	Patchogue-Medford	$ 10,000	$162,026	$ 172,026	2.59%	$ 10,000	$162,120	$ 172,120	2.49%	0.1%
Port Jefferson	61,499	1.51%	62,059	1.50%	0.91%	Port Jefferson	$ 10,000	$92,062	$ 102,062	1.53%	$ 10,000	$95,731	$ 105,731	1.53%	3.6%
Quogue	23,359	0.57%	24,023	0.58%	2.84%	Quogue	$ 10,000	$34,968	$ 44,968	0.68%	$ 10,000	$37,057	$ 47,057	0.68%	4.6%
Riverhead	95,890	2.35%	100,583	2.43%	4.89%	Riverhead	$ 10,000	$143,544	$ 153,544	2.31%	$ 10,000	$155,157	$ 165,157	2.39%	7.6%
Rogers Memorial	79,931	1.96%	76,557	1.85%	-4.22%	Rogers Memorial	$ 10,000	$119,654	$ 129,654	1.95%	$ 10,000	$118,095	$ 128,095	1.85%	-1.2%
Sachem	239,043	5.86%	246,081	5.95%	2.94%	Sachem	$ 10,000	$357,840	$ 367,840	5.53%	$ 10,000	$379,599	$ 389,599	5.63%	5.9%
Sayville	74,207	1.82%	75,495	1.83%	1.74%	Sayville	$ 10,000	$111,086	$ 121,086	1.82%	$ 10,000	$116,457	$ 126,457	1.83%	4.4%
Shelter Island	25,551	0.63%	25,782	0.62%	0.90%	Shelter Island	$ 10,000	$38,249	$ 48,249	0.73%	$ 10,000	$39,771	$ 49,771	0.72%	3.2%
Smithtown	367,996	9.02%	376,065	9.10%	2.19%	Smithtown	$ 10,000	$550,879	$ 560,879	8.43%	$ 10,000	$580,110	$ 590,110	8.53%	5.2%
South Country	48,522	1.19%	47,832	1.16%	-1.42%	South Country	$ 10,000	$72,636	$ 82,636	1.24%	$ 10,000	$73,785	$ 83,785	1.21%	1.4%
South Huntington	110,308	2.70%	111,022	2.69%	0.65%	South Huntington	$ 10,000	$165,128	$ 175,128	2.63%	$ 10,000	$171,260	$ 181,260	2.62%	3.5%
Southold	38,252	0.94%	40,763	0.99%	6.56%	Southold	$ 10,000	$57,262	$ 67,262	1.01%	$ 10,000	$62,880	$ 72,880	1.05%	8.4%
West Babylon	51,759	1.27%	53,181	1.29%	2.75%	West Babylon	$ 10,000	$77,482	$ 87,482	1.32%	$ 10,000	$82,036	$ 92,036	1.33%	5.2%
West Islip	74,676	1.83%	76,375	1.85%	2.28%	West Islip	$ 10,000	$111,788	$ 121,788	1.83%	$ 10,000	$117,814	$ 127,814	1.85%	4.9%
Westhampton	73,825	1.81%	73,540	1.78%	-0.39%	Westhampton	$ 10,000	$110,514	$ 120,514	1.81%	$ 10,000	$113,441	$ 123,441	1.78%	2.4%
Wyandanch	3,067	0.08%	4,028	0.10%	31.33%	Wyandanch	$ 10,000	$4,591	$ 14,591	0.22%	$ 10,000	$6,214	$ 16,214	0.23%	11.1%
Total	4,081,417	100%	4,133,175	100%	1.27%	Total	$540,000	$6,109,755	$ 6,649,755	100%	$ 540,000	$ 6,375,745	$6,915,745	100%	
							8.1%	91.9%	6.0%		7.8%	92.2%	4.0%		

L-2

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. In the event that the Board chooses not to fill a vacancy by appointment, the vacant seat will be filled by election at the next annual 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

L-4a

Comsewogue Public Library
Family and Medical Leave Policy

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the Comsewogue Public Library shall provide for up to twelve weeks of unpaid, job protected, leave in a twelve-month period for its eligible employees. An employee is eligible if he/she has worked for the Library for at least twelve months and has worked at least 1,250 hours during the twelve months prior to the start of the FMLA leave. During an approved family/medical leave, the Library will maintain your existing group health insurance coverage as if you continued to be actively employed.

Reason for Leave:
You may take family/medical leave for any of the following reasons:

- For the birth of a son or daughter, and to care for a newborn child;
- For the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- To care for an immediate family member (spouse, child, or parent – but not a parent "in-law") with a serious health condition*;
- When you, the employee, are unable to work because of a serious health condition;
- Military Family Leave Entitlements**.

Leave to care for a newborn child or newly placed child must conclude within twelve months after the birth or placement of a child.

Notice of Leave:
If your need for family/medical leave is foreseeable, you must give the Library Director at least thirty days prior written notice. If this is not possible, you must give at least verbal notice to your Department Supervisor as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide such notice may delay your leave. Additionally, if you are planning a medical treatment you must consult with your Department Supervisor first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify your Department Supervisor within one to two business days of learning of your need for leave, except in extraordinary circumstances. The Library has Request for Family/Medical Leave forms available from the Administrative Office for your use.

Medical Certification:
If you are requesting a leave because of your own or an immediate family member's serious health condition, you and the relevant health care provider*** must supply appropriate medical certification. Medical Certification forms can be obtained from the Administrative Office. When you request a leave, the Library will notify you of the requirement for medical certification and when it is due (at least fifteen days after you request a leave). If you are able to provide at least thirty days notice for family/medical leave, you should also provide the medical certification before leave begins. Failure to provide the requested medical certification in a timely manner may result in a denial of leave until it is provided. The Library, at its expense,

may require an examination by a second health care provider designated by the Library. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Library may require subsequent medical re-certification. Failure to provide requested certification within fifteen days, if such is practicable, may result in delay for further leave until it is provided.

Reporting While on Leave:
An employee on family/medical leave will be expected to contact his/her Department Supervisor with monthly progress updates.

Unpaid Leave:
Family/Medical leave is an unpaid leave unless an eligible employee has accrued time. An eligible employee with accrued time will be required to use this accrued paid time (in the order of sick, personal and vacation) concurrently with the FMLA leave.

Health Benefits:
During an approved family/medical leave, the Library will maintain your group health insurance coverage on the same terms as if you continued to work.

Intermittent and Reduced Schedule Leave:
Leave because of a serious health condition may be taken intermittently (in single ½ day {3½ hours} blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday), if medically necessary. Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must consult with their Department Supervisor to schedule the leave so as not to unduly disrupt the Library's operations, subject to the employee's health care provider. If leave is unpaid, the Library will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Library may temporarily transfer you to an available alternative position which better accommodates your recurring leave and has equivalent pay and benefits.

Returning from Leave:
If you take leave because of your own qualifying serious health condition (except if you are taking intermittent leave) ~~you are required to provide medical certification that you are able to resume your normal duties without any restrictions. You may obtain Return to Work Medical Certification forms from the Administrative Office. An employee failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.~~ you will be required to submit a note from your health care provider indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. Where required, the Library will consider making reasonable accommodation for any disability you may possess in accordance with the law. Return to Work Medical Certification forms are available through the Library's Administration if needed.

No Work While on Leave:
The working of another job while on family/medical leave or any other authorized leave of absence is not permitted.

State and Local Family and Medical Leave Laws:
Where state and local family and medical leave laws offer more protection or benefits for employees, the protections or benefits provided by such laws will apply.

***Serious Health Condition Defined:**
For the purpose of this policy a serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (an overnight stay) in a hospital, hospice, or residential medical care facility
- a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider
- any period of incapacity due to pregnancy, or for prenatal care
- any period of incapacity (or treatment therefore due to a chronic serious health condition (e.g.: asthma, diabetes, epilepsy, etc.)
- a period of incapacity that is permanent or long–term due to a condition for which treatment may not be effective (e.g.: Alzheimer's, stroke, terminal diseases, etc.)
- any absence to receive multiple treatments (including any period of recovery) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g.: chemotherapy, physical therapy, dialysis, etc.).

****Military Family Leave Entitlements**
The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, amended the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness.
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status to use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

For **a current service member,** a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

For a **veteran**, a serious injury or illness is one that was incurred by the veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

- a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- a physical or mental condition for which the veteran has received a Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater. (The rating may be based on multiple conditions).
- a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
- an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any **one** of these definitions meets the FMLA's definition of a serious injury or illness for a veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

*****Health Care Provider**

For the purpose of this policy a health care provider who may provide certification of a serious health condition include:

- doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices;
- podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice under State law;
- nurse practitioners, nurse-midwives, and clinical social workers authorized to practice under State law and performing within the scope of their practice as defined under State law;
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;
- any health care provider recognized by the employer or the employer's group health plan's benefits manager; and,
- a health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

Revised - 9/3/09
Revised & Board Approved - 5/21/13,11/19/19,11/16/26
Board Reaffirmed -4/15/25

L-46

Comsewogue Public Library
Leave of Absence / Leave Without Pay Policy
{for non-FMLA leave}

If a leave request is for reasons covered by the Family and Medical Leave Act (FMLA), follow Comsewogue Public Library's Family and Medical Leave Policy.

All leave requests with/without pay are subject to the Director's recommendation and the approval/ disapproval of the Board of Trustees and will be considered on a case-by-case basis. Requests must be made 30 days prior to the requested start date of the leave (exceptions will be made for emergency medical leave).

All employees employed by the Library for at least twelve months may apply for a non-medical leave of absence. Among other considerations; job performance, absenteeism, non-medical leave history and departmental requirements/needs will all be taken into consideration before a request for non-medical leave is approved. Requests for leave may be denied or granted by the Library's Board of Trustees for any or no reason and are within the sole discretion of the Library's Board of Trustees.

Staff are required to utilize (up to and including exhausting) accrued time (vacation, personal, sick) concurrently with approved leave.

Working another job while on any approved leave from the Comsewogue Public Library is not permitted.

Non-Medical Leave of Absence

How to apply:

- **For a leave up to two (2) weeks** – submit a time off request form to your supervisor for preliminary approval/disapproval. Your supervisor will submit approved requests to the Administration Office for the Director to review and consider.
- **For a leave longer than two (2) weeks** – submit a formal written request (letter) for a leave of absence to your supervisor. The request must include the proposed duration of the leave requested and the reason for your request. Your supervisor will review and submit it to the Administration Office for the Director to review.
- You will be notified, in writing, of the Director's recommendation to the Board of Trustees, regarding your leave.

Non-FMLA Medical Leave of Absence

Library employees who do not qualify for FMLA leave may request a maximum of twelve weeks of unpaid parental/medical leave if he/she has been employed by the Library for at least twelve months. Employees with less than twelve months of employment at the Library may request up to six weeks of unpaid parental/medical. Employees are required to utilize (up to and including exhausting) accrued time (vacation, personal, sick) concurrently with approved leave.

How to apply:

- Submit "Employee Request for Parental/Medical Leave" form with the required medical certification to the Administration Office.
- You will be notified, in writing, of the Director's recommendation and/or the Board of Trustees decision regarding your leave.

Returning from Non-FMLA Medical Leave of Absence:

If you take leave because of your own qualifying serious health condition you will be required to submit a note from your health care provider indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. Where required, the Library will consider making reasonable accommodation for any disability you may possess in accordance with the law. Return to Work Medical Certification forms are available through the Library's Administration if needed.

Board approved - 11/19/19
Revised & Board Approved - 11/16/26
Board Reaffirmed – 4/15/25

LIPA Settlement, PILOT Revenue, and Tax Cap Considerations

As a result of a recent settlement between the Long Island Power Authority (LIPA) and the Town of Brookhaven, certain LIPA-owned properties, are being removed from the Town's taxable assessment rolls. Rather than paying conventional property taxes on these parcels, LIPA will make Payments in Lieu of Taxes (PILOTs) to the affected taxing jurisdictions. This change affects school districts, **library districts**, and other local taxing entities that previously received property tax revenue attributable to these parcels.

The Comsewogue Library District is among the affected taxing jurisdictions and will therefore receive an allocation of LIPA PILOT funds attributable to qualifying properties within its boundaries. These payments are intended to replace property tax revenue previously associated with those properties and, **in terms of the Comsewogue Library District, should not be viewed as an entirely new source of *additional* funding. PILOT payments are intended to *offset* the amount that otherwise must be raised through the property tax levy.** Based on current information, the **LIPA PILOT arrangements are expected to continue on an ongoing basis.**

Each year, the Library must develop its proposed operating budget *well in advance* of the actual collection and distribution of property taxes and PILOT payments. In doing so, *the Library must estimate* the revenue it expects to receive from property taxes and from PILOT payments, including those associated with the Town of Brookhaven Industrial Development Agency (IDA) and, going forward, LIPA. **At the time the Library prepares its proposed budget and presents it to voters, the Town's tax assessment and revenue information, as well as anticipated PILOT amounts, are preliminary estimates. Consequently, the tax levy and related figures presented at the time of the Library Budget Vote may differ from the amounts ultimately finalized and received.**

As updated information becomes available closer to the collection and distribution of taxes and PILOT payments, adjustments to these estimates may affect the Library's actual tax levy and its compliance with New York State's property tax cap. In certain circumstances, these changes could result in the Library exceeding its calculated tax levy limit, even when doing so was neither anticipated nor intended during the budget development process.

The Library is required to calculate its annual property tax levy limit using the formula prescribed by New York State and submit that calculation to the Office of the State Comptroller. Because LIPA PILOT payments are expected to continue in future years, **the Library may, in any given year, need to seek State authorization to adjust its tax cap calculation to account for differences between anticipated and actual PILOT revenue and the corresponding property tax levy.** The Library has consulted with its legal counsel and independent auditor and has been in communication with the Town of Brookhaven's Industrial Development Agency and Finance Department regarding these matters. **The LIPA settlement is governed by a separate agreement with the Town of Brookhaven, distinct from the Town's IDA PILOT arrangements.** The Library will continue to monitor these revenue sources and their implications for annual tax cap calculations.

For these reasons, the Library will annually request that the Board of Trustees adopt a resolution authorizing an override of the property tax cap, which requires approval by a supermajority (at least 60%) of the Board. This precautionary measure is intended to provide flexibility in the event that finalized tax and PILOT figures result in an otherwise unanticipated tax cap exceedance. It also preserves the Board's ability to authorize a proposed operating budget that intentionally exceeds the tax cap when it determines that doing so is necessary and appropriate, prior to presenting that budget to voters. Adoption of the resolution does not, in itself, mean that the Library intends to exceed the tax cap. Rather, it is a prudent financial safeguard intended to address unforeseen changes in revenue calculations while preserving the Board's discretion during the annual budget process.

11/10/26

L-6

DECEMBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Hanukkah begins	5
6	7	8	9	10	11	12
13	14	15 Meeting	16	17	18	19
20	21	22	23	24 Christmas Eve	25 Christmas Day	26 Kwanzaa begins
27	28	29	30	31 New Year's Eve		

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					

January 2027

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						

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2026 Calendars 2027 Calendars

JANUARY 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 ML King Day	19 Meeting	20	21	22	23
24	25	26	27	28	29	30
31						

December 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		

February 2027

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						

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2027 Calendars 2028 Calendars

FEBRUARY 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Presidents' Day	16 Meeting	17	18	19	20
21	22	23	24	25	26	27
28						

January 2027

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						

March 2027

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			

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2027 Calendars 2028 Calendars