

Agenda
June 16, 2026
6:00 PM

1. Call to order
2. Remarks from guests. (Period for public expression)
3. Reading, amendment, if necessary, and approval of the minutes of the:
 - a. May 19, 2026 Board Meeting
 - b. May 29, 2026 Special Meeting
4. Consideration of the Treasurers' Reports for May.
 - a. Cultural Programming Fund
 - b. Library Fund
5. Consideration of the Financial Report for May
6. Consideration of the Director's Statistical Report for May
7. Approval of Bills - Authorization for May Payment No. 919
8. Approval of Disbursements for June Cultural Programming Fund
9. Communications
10. Old Business
 - Funds have been transferred from the general fund to the Cultural Programming Fund to cover the invoices for SCLS
11. New Business
 - a) Consideration to approve the revised Page Handbook (Exhibit A)
 - b) Meeting Room Request from MOMA – Mothers Against Media Addiction, 7/14/26 and 8/12/26 (EXHIBIT B)
12. Reports
 - A. Director's Report
 - B. Department Head Reports
 - C. Personnel Report
13. Remarks from guests. (Period for public expression)
14. Future Meeting Dates:
 - Tuesday, July 21, 2026 @ 6:00 PM (Reorganization and Board Meeting)
 - Tuesday, August 18, 2026 @ 6:00PM
 - Future meeting dates to be approved at Reorganization meeting
15. Executive Session.
16. Adjournment

DRAFT MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
May 19, 2026 @ 6:00PM

ATTENDEES: Tory Hare, Board of Trustee President
Ira Hester, Board of Trustee Vice President
Laurie Atlas, Board of Trustee Secretary
Theresa DeBlasi, Board of Trustee Assistant Secretary
Patricia Ziegler, Financial Trustee
Maureen Nicolazzi, Librarian III
Lisa Martin, Administrative Assistant

Additional
Attendees: Three Guests

ABSENTEES: None

CALL TO ORDER: At 6:00PM, Ms. Hare, Board of Trustee President, called the meeting to order.

REMARKS FROM GUESTS: None

DRAFT MINUTES FROM APRIL 21, 2026 BOARD MEETING AND APRIL 28, 2026 SPECIAL MEETING:

It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the prior meeting minutes from April 21, 2026 and April 28, 2026.

Ayes 4. Nays 0. Motion carried.

CONSIDERATION OF THE TREASURERS' APRIL 2026 REPORTS TO INCLUDE

A) CULTURAL PROGRAMMING FUND

B) LIBRARY FUND

It was moved by Mr. Hester, seconded by Ms. Atlas to approve the April 2026 Cultural Programming Fund and the April 2026 Library Fund.

Ayes 4. Nays 0. Motion carried.

CONSIDERATION OF THE APRIL 2026 FINANCIAL REPORTS:

It was moved by Mr. Hester, seconded by Ms. Atlas to approve the April 2026 Financial Reports.

Ayes 4. Nays 0. Motion carried.

CONSIDERATION OF THE DIRECTORS APRIL 2026 STATISTICAL REPORT:

Noted.

APPROVAL OF BILLS – AUTHORIZATION OF PAYMENT NO. 918 FOR APRIL 2026:

Mr. Hester questioned the price and frequency of the Newsday and The New York Times subscriptions, Ms. Nicolazzi advised it is based on our monthly subscription as an institution and we do indeed have patrons who come to read both. It was moved by Ms. DeBlasi, seconded by Ms. Ziegler to approve the April 2026 Authorization of Payment No. 918.

Ayes 4. Nays 0. Motion carried.

DRAFT MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
May 19, 2026 @ 6:00PM

APPROVAL OF DISBURSEMENTS FOR MAY 2026 CULTURAL PROGRAMMING FUND:

It was moved by Mr. Hester and seconded by Ms. Atlas to approve the May 2026 Cultural Programming Fund Disbursements.

Ayes 4. Nays 0. Motion carried.

COMMUNICATION:

Ms. Nicolazzi informed the Board and patrons she requested free backpacks for bird viewing from the NYSDEC. Mr. Hester complimented the organization of info presented to the Board.

OLD BUSINESS:

None

NEW BUSINESS:

CONSIDERATION TO APPROVE TAX PAYMENTS FROM THE NBSD BOE FOR THE 2026-27 FISCAL YEAR (exhibit A)

- It was moved by Mr. Hester, seconded by Ms. Ziegler to accept the tax payment schedule from the North Babylon School District Board of Education for the 2026-27 Fiscal Year.

Ayes 4. Nays 0. Motion carried.

CONSIDERATION TO APPROVE REAPPROPRIATION OF FUNDS (exhibit B)

- It was moved by Ms. DeBlasi, seconded by Mr. Hester to move \$24,050.00 from the General Fund to the Cultural Programming Fund to cover the invoices to SCLS for Aquarium & Adventureland Tickets.

Ayes 4. Nays 0. Motion carried.

DIRECTOR'S REPORT

- Ms. Hare requested Ms. Nicolazzi share some details of the Director's Report. New Museum Tickets are coming! Tai Chi is coming! Canvas letters went out for our New Library Director. We are attending the North Babylon Lions Club Street Fair with more community-based programs to come. The Seed Library has been super successful. Summer Reading planning is well under way.
 - Ms. Hare shared a message received for a Job Well Done at the new transformations at the Library.
 - Ms. DeBlasi questioned if we can shop around for a competitively priced locksmith.

DEPARTMENT HEAD REPORTS

- No questions

PERSONNEL REPORT

- It was moved by Ms. Atlas, seconded by Mr. Hester to approve the May Personnel Report.
Ayes 4. Nays 0. Motion carried.

DRAFT MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
May 19, 2026 @ 6:00PM

REMARKS FROM GUESTS:

- Guest 3 questioned the Board on how they plan to choose the right Library Director and if they plan to incorporate the community and staff in the process.
- Guest 3 suggested there be an opportunity for minors to attend the library without adult supervision and permission slip from a guardian.
- Guest 3 also suggested an email address vs. the suggestion box

FUTURE MEETING DATES ADOPTED:

- Tuesday, June 16, 2026 @ 6PM
- Tuesday, July 21, 2026 @ 6PM Board Meeting and Reorganization Meeting
- Tuesday, August 18, 2026 @ 6PM Board Meeting

Motion to move to Executive Session by Ms. DeBlasi, seconded by Mr. Hester to discuss personnel matters in regards to the employment history of a particular person or persons @ 6:25PM.

EXECUTIVE SESSION

- At 6:54PM, Mrs. Nicolazzi and Ms. Martin exited the Executive Session.
- At 7:29PM, Mrs. Nicolazzi and Ms. Martin rejoined the Board of Trustees in the Executive Session.
- At 7:33PM, Ms. Atlas moved to exit executive session which was seconded by Mr. Hester and all were in favor.

Adjournment: It was moved by Ms. DeBlasi and seconded by Mr. Hester to adjourn the meeting at 7:34PM.

Ayes 4. Nays 0. Motion carried.

Respectfully,

Laurie Atlas

LA/lam

DRAFT MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
May 29, 2026 @ 4:00PM

ATTENDEES: Tory Hare, Board of Trustee President
Ira Hester, Board of Trustee Vice President
Laurie Atlas, Board of Trustee Secretary
Theresa DeBlasi, Board of Trustee Assistant Secretary – ARRIVED @ 4:20PM
Patricia Ziegler, Financial Trustee
Maureen Nicolazzi, Librarian III
Lisa Martin, Administrative Assistant

Additional Attendees: None

ABSENTEES: None

CALL TO ORDER: At 4:08PM, Ms. Tory Hare, Board of Trustee President, called the meeting to order.

EXECUTIVE SESSION: At 4:08PM, it was moved by Ms. Atlas and seconded Ms. Ziegler to move to Executive session to discuss the process of hiring a Library Director.

Ayes 3. Nays 0. Absent 1. Motion carried.

- 4:11PM Mrs. Nicolazzi & Ms. Martin removed themselves from Executive session at the Boards request.
- 4:20PM Mrs. DeBlasi entered the executive session.
- 4:33PM Ms. Martin returned to Executive session at the Boards request.
- 4:40PM Ms. Martin exited Executive session at the Boards request.
- 5:59PM Mr. Hester removed himself from the Executive session due to another commitment.
- 6:01PM Ms. Nicolazzi and Ms. Martin returned to the Executive session at the Boards request.

@ 6:56PM, it was moved by Ms. Atlas and seconded by Ms. Ziegler to return to open session.

Ayes 3. Nays 0. Absent 1. Motion carried.

ADJOURNMENT: At 6:57PM, motion to adjourn, moved by Ms. Atlas and seconded by Ms. Ziegler.

Ayes 3. Nays 0. Absent 1. Motion carried.

Respectfully,
Laurie Atlas

LA/lam

**TREASURER'S REPORT
CULTURAL PROGRAMMING FUND
For the period of May 1, 2026 to May 31, 2026**

Total available balance as reported at the end of preceding period \$ 12,061.84

RECEIPTS DURING PERIOD

<u>Source</u>	<u>Amount</u>	
Paint Night	\$ 260.00	
Aquarium Tickets	\$ 1,110.50	
Ceramic Lady Frog	\$ 240.00	
Ceramic Butterfly	\$ 204.00	
Adventure Land Tickets	\$ 2,805.50	
Interest Earned	\$ 0.97	
	Total Receipts	<u>\$ 4,620.97</u>
	Total receipts including balance	<u>\$ 16,682.81</u>

DISBURSEMENTS MADE DURING PERIOD

<u>Check No.</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Paid</u>	
4134	Rosemarie Attard	Ceramic Lady Frog	\$ 240.00	
4135	Pamela Trastellis	Art with Pamela	\$ 200.00	
4136	Danielle Mastaz	Pop Art Pet Portrait	\$ 95.00	
		Total Disbursements		<u>\$ 535.00</u>
		Cash balance as shown by records		<u>\$ 16,147.81</u>

RECONCILIATION WITH BANK STATEMENT

Bank statement balance at end of period	<u>\$11,837.81</u>
Less total outstanding checks	<u>\$ 310.00</u>
Net balance in bank	<u>\$10,070.95</u>
Due from Library Fund	<u>\$ 4,620.00</u>

Total available balance	<u>\$ 16,147.81</u>
Total commitments	<u>\$ -</u>
Fund balance	<u>\$ 16,147.81</u>

This is to certify that the above cash balance is in agreement with the bank statement as reconciled.



Treasurer, Cultural Programming Fund

CULTURAL PROGRAMMING FUND

OUTSTANDING CHECKS

May 2026

No.	Amount	Payee
4121	\$ 5.00	Cheryl Kennedy-Mhuguzi
4124	\$10.00	Annmarie Schulaski
4135	\$200.00	Pamela Trastellis
4136	\$95.00	Danielle Mastaz

Total	\$ 310.00
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North Babylon Public Library
TREASURER'S MAY 2026 REPORT
FORTHCOMING

**NORTH BABYLON PUBLIC LIBRARY
FINANCIAL REPORT
FOR MONTH ENDING May 31, 2026**

<u>REVENUES</u>	<u>2025-2026 BUDGET</u>	<u>YEAR-TO-DATE</u>
Real Property Taxes	3,322,400.00	3,045,540.21
PILOT Funds: Payment in Lieu of Taxes	4,500.00	2,375.29
Fines	8,000.00	611.85
Interest Income	2,000.00	6,307.54
Lost Books Paid	5,500.00	1,595.03
Gifts & Donations	8,000.00	30.00
E-Rate	5,000.00	5,702.00
Copy Machine Revenue	7,000.00	3,453.02
Unclassified Revenue	6,000.00	4,366.49
State Aid	8,800.00	8,766.90
Other State Aid	-	270,000.00
Appropriated Fund Balance	40,000.00	-
Prior Year Refund	-	-
	3,417,200.00	3,348,748.33
<u>CASH SUMMARY</u>		
Fund Balance - July 1, 2025 (Preliminary)	745,218.51	
Add: Reserve for Prior Encumbrances	54,394.94	
Deferred Real Estate Taxes	-	
Reserve for Retirement/Terminal Pay	80,000.00	
Reserve for Unemployment	11,195.71	
Committed for Post Employment Benefits	265,000.00	
Due to Employees' Retirement System	57,000.00	
Appropriated Fund Balance	40,000.00	
Accounts Payable	309,756.00	
Accrued Payroll	85,972.28	
	1,648,537.44	
Current Revenues	3,348,748.33	<u>4,997,285.77</u>
<u>EXPENSES</u>		
Budgetary Expenditures	<u>2,981,218.86</u>	
	<u>2,981,218.86</u>	
		2,975,735.17
Dis. Ins. Withheld	160.70	
Federal Withholding		
State Withholding		
Social Security - EE		
Retirement System Deductions	654.01	
Retirement System Contributions - ERSBACK		
Excess Retirement Contributions		
Excess Retirement Contributions -- LOANS	48.98	
Social Security - ER		
CPF Exchange	4,620.00	
Petty Cash		370.00
Deferred Real Estate Taxes		23.05
Citibank Account		-
Insurance Receivable		-
Prepaid Insurance		18,121.17
Prepaid Expenses		38,599.00
LIPA Rebate Receivable		-
Grants Receivable		-
Accrued Interest Receivable		-
Checking Accounts Balance		<u>1,964,437.38</u>

**NORTH BABYLON PUBLIC LIBRARY
FINANCIAL REPORT
FOR MONTH ENDING May 31, 2026**

	<u>2025-26 BUDGET</u>	<u>EXPENSED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
Professional Salaries	800,000.00	\$733,897.99	\$0.00	\$66,102.01
Clerical Salaries	725,000.00	\$484,136.83	\$0.00	\$240,863.17
Custodial/Maintenance Salaries	94,000.00	\$87,706.82	\$0.00	\$6,293.18
Technical Services Salaries	61,000.00	\$58,175.08	\$0.00	\$2,824.92
Library District Treasurer Salaries	2,900.00	\$3,784.56	\$0.00	(\$884.56)
Pages	47,350.00	\$31,314.44	\$0.00	\$16,035.56
Retirement	280,000.00	\$230,863.00	\$0.00	\$49,137.00
Social Security	117,000.00	\$101,525.11	\$0.00	\$15,474.89
Workmen's Compensation	17,000.00	\$13,266.00	\$0.00	\$3,734.00
Health Insurance	455,000.00	\$452,022.80	\$0.00	\$2,977.20
Vision Insurance	1,100.00	\$809.95	\$0.00	\$290.05
Disability Insurance	5,000.00	\$1,527.34	\$0.00	\$3,472.66
Dental/Life Insurance	21,550.00	\$9,734.79	\$0.00	\$11,815.21
Employee Assistance Plan	1,400.00	\$1,348.50	\$0.00	\$51.50
Books/Downloadable Books	200,000.00	\$122,317.28	\$1,057.11	\$76,625.61
DVD	20,000.00	\$8,296.71	\$46.78	\$11,656.51
Audio Recordings	4,000.00	\$77.93	\$0.00	\$3,922.07
Periodicals	14,500.00	\$16,593.14	\$0.00	(\$2,093.14)
Computer Software	10,000.00	\$5,158.11	\$0.00	\$4,841.89
Online Services	29,400.00	\$26,127.20	\$0.00	\$3,272.80
Misc Expenses	1,000.00	\$44.30	\$0.00	\$955.70
Printing and Publication	16,000.00	\$14,661.25	\$0.00	\$1,338.75
Library Programs	63,000.00	\$68,403.74	\$0.00	(\$5,403.74)
Postage	13,500.00	\$12,193.89	\$0.00	\$1,306.11
Telephone	9,000.00	\$4,629.17	\$0.00	\$4,370.83
Telecommunications	11,000.00	\$9,900.00	\$0.00	\$1,100.00
Electric	47,500.00	\$53,784.08	\$0.00	(\$6,284.08)
Gas	7,000.00	\$11,920.05	\$0.00	(\$4,920.05)
Water	1,000.00	\$837.86	\$0.00	\$162.14
Building Repair	15,000.00	\$10,818.40	\$1,205.00	\$2,976.60
Equipment Repair and Service Contracts	38,000.00	\$22,777.72	\$7,599.31	\$7,622.97
Trash Removal Service	2,300.00	\$771.87	\$0.00	\$1,528.13
Snow Removal Service	13,000.00	\$18,569.53	\$0.00	(\$5,569.53)
Security and Protective Services	67,000.00	\$59,394.90	\$0.00	\$7,605.10
Equipment	35,000.00	\$20,204.99	\$3,425.50	\$11,369.51
Circulation Control	20,000.00	\$14,778.56	\$0.00	\$5,221.44
SCLS Services Contract	45,000.00	\$39,429.00	\$0.00	\$5,571.00
Legal	14,000.00	\$85,790.16	\$0.00	(\$71,790.16)
Accounting Services	10,000.00	\$12,310.00	\$0.00	(\$2,310.00)
Other Professional Fees (UMS)	5,000.00	\$2,165.00	\$0.00	\$2,835.00
Fire Liability Comprehensive Insurance	20,200.00	\$20,085.04	\$0.00	\$114.96
General Supplies	46,000.00	\$38,687.06	\$3,299.96	\$4,012.98
Maintenance Supplies	5,000.00	\$2,200.77	\$0.00	\$2,799.23
Travel	3,000.00	\$570.13	\$0.00	\$2,429.87
Continuing Education	3,000.00	\$0.00	\$0.00	\$3,000.00
Membership Dues	3,500.00	2,070.00	0.00	\$1,430.00
Election Expenses	5,000.00	5,106.98	0.00	(\$106.98)
Building Improvements	15,000.00	15,305.00	0.00	(\$305.00)
Expansion Project	0.00	45,125.83	0.00	(\$45,125.83)
	<u>\$3,440,200.00</u>	<u>\$2,981,218.86</u>	<u>\$16,633.66</u>	<u>\$442,347.48</u>

NORTH BABYLON PUBLIC LIBRARY

Statistical Report for May 2026

CIRCULATION STATISTICS

	<u>This Year</u>	<u>Last Year</u>
Grand Total Materials (month)	<u>7,752</u>	<u>7,187</u>
Grand Total Materials (calendar year to date)	<u>34,187</u>	<u>35,874</u>
Total Videos and DVD's (month)	<u>1,475</u>	<u>1,273</u>
Total Videos and DVD's (calendar year to date)	<u>6,490</u>	<u>6,452</u>

COLLECTION:

	<u>Books</u>	<u>Audio</u>	<u>Video</u>	<u>PB Books</u>	<u>DVD</u>	<u>Pamphlets</u>	<u>Microfilms</u>	<u>Software</u>
Added	<u>198</u>	<u>1</u>	<u>0</u>	<u>7</u>	<u>29</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total	<u>103,094</u>	<u>7,233</u>	<u>32</u>	<u>4,279</u>	<u>13,520</u>	<u>2,738</u>	<u>59</u>	<u>73</u>
GRAND TOTAL	<u>131,028</u>							

BORROWER REGISTRATION:

	<u>Last Month</u>	<u>This Month</u>
Adult	<u>8,421</u>	<u>8,467</u>
YA	<u>2,588</u>	<u>2,596</u>
Juvenile	<u>1,918</u>	<u>1,964</u>
TOTAL	<u>12,927</u>	<u>13,027</u>

INTERLIBRARY LOAN:

# of items received from other libraries for our patrons	<u>301</u>
# of items lent to other libraries for their patrons	<u>418</u>

MISCELLANEOUS STATISTICS

Adult Reference Questions	<u>1,100</u>	Juvenile Reference Questions	<u>274</u>
Adult Computer Use	<u>358</u>	Juvenile Computer Use	<u>21</u>
Downloads - Live-brary.com	<u>4,962</u>	Door Count	<u>N/A</u>
Flipster	<u>163</u>	Scans	<u>N/A</u>
Kanopy	<u>108</u>		

North Babylon Public Library Circulation Statistics

ALL MATERIALS							
	2020	2021	2022	2023	2024	2025	2026
	<i>*Note : Library COVID closure 3/16/2020 - 6/15/2020</i>						
January	12,410	8,086	7,381	7,802	8,143	6,855	3,950
February	12,868	7,255	7,170	7,837	7,715	6,717	6,958
March	7,341	8,044	7,549	8,523	8,136	7,743	8,147
April		7,722	7,392	7,955	7,619	7,372	7,380
May		7,039	7,181	7,840	7,085	7,187	7,752
June	3,607	7,236	7,896	8,498	7,594	6,978	
July	5,442	8,153	8,171	8,471	9,095	8,951	
August	6,885	8,558	8,412	9,136	8,710	13,417	
September	10,252	7,936	8,081	8,293	8,027	8,069	
October	7,434	8,213	8,169	8,550	7,799	7,868	
November	8,924	7,826	7,299	8,520	7,676	7,321	
December	7,837	7,300	7,007	8,337	7,213	6,681	
TOTAL	83,000	93,368	91,708	99,762	94,812	95,159	34,187
VIDEOS & DVDs							
	2020	2021	2022	2023	2024	2025	2026
January	3,472	2,712	1,548	1,642	1,613	1,202	776
February	3,583	2,283	1,698	1,638	1,715	1,237	1,474
March	2,005	2,320	1,707	1,729	1,743	1,472	1,444
April		2,071	1,833	1,469	1,553	1,268	1,321
May		1,853	1,772	1,586	1,425	1,273	1,475
June	490	1,800	1,888	1,671	1,422	854	
July	1,368	1,911	1,845	1,425	1,573	1,303	
August	1,847	1,973	1,964	1,787	1,408	1,373	
September	2,142	1,729	1,530	1,679	1,341	1,374	
October	2,195	1,761	1,642	1,589	1,286	1,207	
November	2,457	1,837	1,400	1,488	1,436	1,313	
December	2,471	1,034	1,481	1,879	1,339	1,046	
TOTAL	22,030	23,284	20,308	19,582	17,854	14,922	6,490

NORTH BABYLON PUBLIC LIBRARY

PROGRAM STATISTICS

May 2026

<u>Date</u>	<u>Program</u>	<u>Age Level</u>	<u>Fund</u>	<u>Attendance</u>	<u>Performer</u>
5/1/2026	Saturday Games	PreK - Grade 5 w Parent		5C, 2A	Library
5/1/2026	Social Work Intern	Adult		2	
5/1/2026	Afterschool Gaming	Teen		10	
5/4/2026	Mother's Day Aromatherapy	Grades 4-8	Library	9C, 7A	Tara Penske
5/4/2026	Pre-Beginning ESL	Adult		3	
5/4/2026	Career Counselor	Adult		3	
5/4/2026	Mother's Day Aromatherapy	Tween		childrens	
5/5/2026	Chess Club	Grades: 1-5		4C, 4A	Lauren
5/5/2026	One-on-One Medicare Counseling and Assistance	Adult		4	
5/5/2026	Social Work Intern	Adult		1	
5/5/2026	Clothing Swap Sorting	Teen		4	
5/5/2026	Chess Buddies	Teen		0	
5/6/2026	Flower Button Art	Grades K-5	Library	15C, 13A	Vanesa Holzauser
5/6/2026	Drop-In Surprise Craft	PreK - Grade 5		None	Library
5/6/2026	Pre-Beginning ESL	Adult		4	
5/7/2026	Drop-In Play Date	Ages: 1 - 5 yrs.		10C, 7A	Library
5/7/2026	Ceramic Lady Frog	Adult			
5/8/2026	Rhythm and Wellness	Adult		4	
5/8/2026	Clothing Swap Volunteers	Teen		3	
5/8/2026	Clothing Swap Volunteers	Teen		2	
5/8/2026	All Levels Yoga/Mobility Class	Adult		12	
5/9/2026	Family Story Time	Birth - Grade 5		12C, 15A	Marylou
5/11/2026	Tots Night Out	ages: 18 mo. - 5 yrs.	Library	8C, 9A	Karen Hauptman/ A Time For Kids
5/11/2026	Pre-Beginning ESL	Adult		3	
5/12/2026	Just Baby & Me	Ages: Birth - 18 mo.		10C, 12A	Liz
5/13/2026	Preschool Story Time	Ages: 2 - 5 yrs.		19C, 15A	Marylou
5/13/2026	Stuffed Animal Plaque	Grades 4-8		7C, 7A	Katrina
5/13/2026	Stuffed Animal Plaque	Tween		14	
5/13/2026	Crochet Club	Adult		11	
5/14/2026	Faux Stained Glass Butterfly Wands	Grades K-3	Library	15C, 11A	Karfty Hands/Samantha Melia
5/14/2026	MGV Pre-K School Visit	Ages 4-5		16C, 12A	Liz
5/14/2026	Medical Id Cards	Adult		2	
5/14/2026	Shed the Meds	Adult		12	
5/14/2026	Classic Movie Night	Adult		6	

NORTH BABYLON PUBLIC LIBRARY

PROGRAM STATISTICS

May 2026

<u>Date</u>	<u>Program</u>	<u>Age Level</u>	<u>Fund</u>	<u>Attendance</u>	<u>Performer</u>
5/15/2026	Parent Child Workshop	Ages 1-5	Library	5C, 6A	Cornell Coop Ext/Dinah Torres Castro
5/15/2026	Preschool Story Time	Ages: 2 - 5 yrs.		8C, 10A	Marylou
5/15/2026	Friday Movie	Adult		2	
5/15/2026	Mini Cupcake Bouquet	Adult		14	
5/16/2026	Sensory Story Time	Ages: 2 - 5	Library	7C, 7A	Karen Hauptman/A Time For Kids
5/16/2026	Baby Start	Birth - 17 mo.	Library	4C, 5A	Karen Hauptman/A Time For Kids
5/16/2026	Career Counselor	Adult		cancelled	
5/18/2026	Paint Night: You Are My Sunshine	Grades: K - 5	Library	14C, 10A	Kathy Riccardi
5/18/2026	Game Time for Adults	Adult		4	
5/19/2026	Chess Club	Grades: 1-5		2C, 2A	Lauren
5/19/2026	MGV Pre-K School Visit	Ages 4-5		16C, 16A	Liz
5/19/2026	Medicaid Enrollment Assistance	Adult		2	
5/20/2026	MGV Pre-K School Visit	Ages 4-5		16C, 14A	Liz
5/20/2026	Carll's River Botanical Garden Tour	Adult		10	
5/21/2026	Catching Colors: Pink	Ages: 18 mo. - 4 yrs.		16C, 12A	Marylou
5/21/2026	Bugs!	Grades K-5	Library	10C, 9A	L.I. Steam Group/Mad Science
5/21/2026	Computer First Grade for Adults	Adult		8	
5/21/2026	Living through the Revolution	Adult		4	
5/22/2026	Parent Child Workshop	Ages One-Five	Library	6C, 6A	Cornell Coop Ext/Kerri Kreh Redda, MPH
5/22/2026	Imagination Station	PreK - Grade 5		4C, 5A	Library
5/22/2026	Rhythm and Wellness	Adult		2	
5/22/2026	Afterschool Gaming	Teen		3	
5/22/2026	All Levels Yoga/Mobility Class	Adult		12	
5/26/2026	Mucic With Dara	Ages Newborn-Five	Library	14C, 14A	Dara Linthwaite
5/26/2026	Sleepy Times Tales	Ages: 1 - 5 yrs.		2C, 2A	Lauren
5/26/2026	MGV Pre-K School Visit	Ages 4-5		16C, 13A	Liz
5/26/2026	Book Discussion	Adult		11	
5/26/2026	Deep Stretch Yin Yoga	Adult		13	
5/27/2026	Preschool Story Time	Ages: 2 - 5		15C, 14A	Marylou
5/27/2026	Llamas	Ages 4 and Up	Library	24C, 21A	Cornell Coop Ext/County Farm
5/27/2026	MGV Pre-K School Visit	Ages 4-5		16C, 12A	Liz

May 2026

[illegible]

NO-BABYLON PUBLIC LIBRARY

Check Warrant Report For L - 39: 6/16/26 Cash Disbursements For Dates 6/16/2026 - 6/16/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
46752	06/16/2026	602	A Time For Kids, Inc.		695.00
46752	06/16/2026	602	**VOID** A Time For Kids, Inc.		-695.00
46753	06/16/2026	2334	AMAZON.COM SALES, INC.		1,943.34
46753	06/16/2026	2334	**VOID** AMAZON.COM SALES, INC.		-1,943.34
46754	06/16/2026	2254	Angelina Lombardo		180.00
46754	06/16/2026	2254	**VOID** Angelina Lombardo		-180.00
46755	06/16/2026	1885	AT&T		10.44
46755	06/16/2026	1885	**VOID** AT&T		-10.44
46756	06/16/2026	994	Bond, Schoeneck & King, PLLC		1,164.00
46756	06/16/2026	994	**VOID** Bond, Schoeneck & King, PLLC		-1,164.00
46757	06/16/2026	42	Cengage Learning/Gale		506.40
46757	06/16/2026	42	**VOID** Cengage Learning/Gale		-506.40
46758	06/16/2026	1671	Children's Museum of Manhattan		400.00
46758	06/16/2026	1671	**VOID** Children's Museum of Manhattan		-400.00
46759	06/16/2026	2206	Coleen Dorio		17.00
46759	06/16/2026	2206	**VOID** Coleen Dorio		-17.00
46760	06/16/2026	2164	COLLABORATIVE SUMMER LIBRARY PROGRAM		60.94
46760	06/16/2026	2164	**VOID** COLLABORATIVE SUMMER LIBRARY PROGRAM		-60.94
46761	06/16/2026	1553	Connection, Inc.	8728	817.50
46761	06/16/2026	1553	**VOID** Connection, Inc.	8728	-817.50
46762	06/16/2026	224	Cornell Cooperative Extension of Suffolk County		650.00
46762	06/16/2026	224	**VOID** Cornell Cooperative Extension of Suffolk County		-650.00
46763	06/16/2026	2144	D&S Mechanical Services, Inc.		600.00
46763	06/16/2026	2144	**VOID** D&S Mechanical Services, Inc.		-600.00
46764	06/16/2026	256	Dara Linthwaite		180.00
46764	06/16/2026	256	**VOID** Dara Linthwaite		-180.00
46765	06/16/2026	20	Dental Pay Plus, Inc		735.98
46765	06/16/2026	20	**VOID** Dental Pay Plus, Inc		-735.98
46766	06/16/2026	1820	Fanny Cakes		350.00
46766	06/16/2026	1820	**VOID** Fanny Cakes		-350.00
46767	06/16/2026	2363	Handi-Lift Service Company, Inc.		859.00
46767	06/16/2026	2363	**VOID** Handi-Lift Service Company, Inc.		-859.00
46768	06/16/2026	2364	Ingerman Smith, LLP		30,011.20
46768	06/16/2026	2364	**VOID** Ingerman Smith, LLP		-30,011.20
46769	06/16/2026	47	Ingram Library Services		5,090.81
46769	06/16/2026	47	**VOID** Ingram Library Services		-5,090.81
46770	06/16/2026	2271	Jacquelyn Waldvogel		262.89
46770	06/16/2026	2271	**VOID** Jacquelyn Waldvogel		-262.89
46771	06/16/2026	1130	Joan Jewhurst		180.00
46771	06/16/2026	1130	**VOID** Joan Jewhurst		-180.00
46772	06/16/2026	2165	Kanopy, Inc		133.00
46772	06/16/2026	2165	**VOID** Kanopy, Inc		-133.00
46773	06/16/2026	1867	Katharine Anne Reccardi		450.00
46773	06/16/2026	1867	**VOID** Katharine Anne Reccardi		-450.00

NO-BABYLON PUBLIC LIBRARY



Check Warrant Report For L - 39: 6/16/26 Cash Disbursements For Dates 6/16/2026 - 6/16/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
46774	06/16/2026	2244	Kimberly Ciano		120.00
46774	06/16/2026	2244	**VOID** Kimberly Ciano		-120.00
46775	06/16/2026	2326	Konica Minolta Business Solutions, Inc.		519.09
46775	06/16/2026	2326	**VOID** Konica Minolta Business Solutions, Inc.		-519.09
46776	06/16/2026	2337	Krafty Hands Bay Shore		300.00
46776	06/16/2026	2337	**VOID** Krafty Hands Bay Shore		-300.00
46777	06/16/2026	2230	Lauren Blum		185.00
46777	06/16/2026	2230	**VOID** Lauren Blum		-185.00
46778	06/16/2026	1803	Mad Science of Long Island		345.00
46778	06/16/2026	1803	**VOID** Mad Science of Long Island		-345.00
46779	06/16/2026	2362	Matthew H. Moshen		200.00
46779	06/16/2026	2362	**VOID** Matthew H. Moshen		-200.00
46780	06/16/2026	1001	Maureen Nicolazzi		34.14
46780	06/16/2026	1001	**VOID** Maureen Nicolazzi		-34.14
46781	06/16/2026	2330	Melinda Space		500.00
46781	06/16/2026	2330	**VOID** Melinda Space		-500.00
46782	06/16/2026	114	Midwest Tape, LLC		534.96
46782	06/16/2026	114	**VOID** Midwest Tape, LLC		-534.96
46783	06/16/2026	895	National Grid		470.19
46783	06/16/2026	895	**VOID** National Grid		-470.19
46784	06/16/2026	1916	North Babylon Public Library		4,620.00
46784	06/16/2026	1916	**VOID** North Babylon Public Library		-4,620.00
46785	06/16/2026	2197	NYSOPRHP		25.00
46785	06/16/2026	2197	**VOID** NYSOPRHP		-25.00
46786	06/16/2026	215	OTC Brands, Inc	*See Detail Report	601.01
46786	06/16/2026	215	**VOID** OTC Brands, Inc	*See Detail Report	-601.01
46787	06/16/2026	971	Play Hooray		180.00
46787	06/16/2026	971	**VOID** Play Hooray		-180.00
46788	06/16/2026	1753	Principal Life Insurance Co.		7.00
46788	06/16/2026	1753	**VOID** Principal Life Insurance Co.		-7.00
46789	06/16/2026	55	PSEGLI		5,418.66
46789	06/16/2026	55	**VOID** PSEGLI		-5,418.66
46790	06/16/2026	2265	Quadient Finance USA, Inc.		300.00
46790	06/16/2026	2265	**VOID** Quadient Finance USA, Inc.		-300.00
46791	06/16/2026	2233	Quatela Chimeri PLLC		52.00
46791	06/16/2026	2233	**VOID** Quatela Chimeri PLLC		-52.00
46792	06/16/2026	1474	Rosemarie Attard		200.00
46792	06/16/2026	1474	**VOID** Rosemarie Attard		-200.00
46793	06/16/2026	2349	Sebco Books		499.07
46793	06/16/2026	2349	**VOID** Sebco Books		-499.07
46794	06/16/2026	2232	Securitas Security Services USA, Inc		4,897.06
46794	06/16/2026	2232	**VOID** Securitas Security Services USA, Inc		-4,897.06
46795	06/16/2026	2041	Sharper Training Solutions Inc		220.00
46795	06/16/2026	2041	**VOID** Sharper Training Solutions Inc		-220.00

NO-BABYLON PUBLIC LIBRARY

Check Warrant Report For L - 39: 6/16/26 Cash Disbursements For Dates 6/16/2026 - 6/16/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
46796	06/16/2026	829	Staples	*See Detail Report	541.74
46796	06/16/2026	829	**VOID** Staples	*See Detail Report	-541.74
46797	06/16/2026	278	Suffolk County Board of Election		307.33
46797	06/16/2026	278	**VOID** Suffolk County Board of Election		-307.33
46798	06/16/2026	2305	Susan Dick		60.00
46798	06/16/2026	2305	**VOID** Susan Dick		-60.00
46799	06/16/2026	1861	Tara Penske		300.00
46799	06/16/2026	1861	**VOID** Tara Penske		-300.00
46800	06/16/2026	1676	The American Airpower Museum		700.00
46800	06/16/2026	1676	**VOID** The American Airpower Museum		-700.00
46801	06/16/2026	1419	Town of Babylon -		70.17
46801	06/16/2026	1419	**VOID** Town of Babylon -		-70.17
46802	06/16/2026	2297	Vanessa Holzhauser		360.00
46802	06/16/2026	2297	**VOID** Vanessa Holzhauser		-360.00
46804	06/16/2026	602	A Time For Kids, Inc.		695.00
46805	06/16/2026	2334	AMAZON.COM SALES, INC.		1,943.34
46806	06/16/2026	2254	Angelina Lombardo		180.00
46807	06/16/2026	1885	AT&T		10.44
46808	06/16/2026	994	Bond, Schoeneck & King, PLLC		1,164.00
46809	06/16/2026	42	Cengage Learning/Gale		506.40
46810	06/16/2026	1671	Children's Museum of Manhattan		400.00
46811	06/16/2026	2206	Coleen Dorio		17.00
46812	06/16/2026	2164	COLLABORATIVE SUMMER LIBRARY PROGRAM		60.94
46813	06/16/2026	1553	Connection, Inc.	8728	817.50
46814	06/16/2026	224	Cornell Cooperative Extension of Suffolk County		650.00
46815	06/16/2026	2144	D&S Mechanical Services, Inc.		600.00
46816	06/16/2026	256	Dara Linthwaite		180.00
46817	06/16/2026	20	Dental Pay Plus, Inc		735.98
46818	06/16/2026	1820	Fanny Cakes		350.00
46819	06/16/2026	2363	Handi-Lift Service Company, Inc.		859.00
46820	06/16/2026	2364	Ingerman Smith, LLP		30,011.20
46821	06/16/2026	47	Ingram Library Services		5,090.81
46822	06/16/2026	2271	Jacquelyn Waldvogel		262.89
46823	06/16/2026	1130	Joan Jewhurst		180.00
46824	06/16/2026	2165	Kanopy, Inc		133.00
46825	06/16/2026	1867	Katharine Anne Reccardi		450.00
46826	06/16/2026	2244	Kimberly Ciano		120.00
46827	06/16/2026	2326	Konica Minolta Business Solutions, Inc.		519.09
46828	06/16/2026	2337	Krafty Hands Bay Shore		300.00
46829	06/16/2026	2230	Lauren Blum		185.00
46830	06/16/2026	1803	Mad Science of Long Island		345.00
46831	06/16/2026	2362	Matthew H. Moshen		200.00
46832	06/16/2026	1001	Maureen Nicolazzi		34.14
46833	06/16/2026	2330	Melinda Space		500.00

NO BABYLON PUBLIC LIBRARY

Check Warrant Report For L - 39: 6/16/26 Cash Disbursements For Dates 6/16/2026 - 6/16/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
46834	06/16/2026	114	Midwest Tape, LLC		534.96
46835	06/16/2026	895	National Grid		470.19
46836	06/16/2026	1916	North Babylon Public Library		4,620.00
46837	06/16/2026	2197	NYSOPRHP		25.00
46838	06/16/2026	215	OTC Brands, Inc	*See Detail Report	601.01
46839	06/16/2026	971	Play Hooray		180.00
46840	06/16/2026	1753	Principal Life Insurance Co.		7.00
46841	06/16/2026	55	PSEGLI		5,418.66
46842	06/16/2026	2265	Quadient Finance USA, Inc.		300.00
46843	06/16/2026	2233	Quatela Chimeri PLLC		52.00
46844	06/16/2026	1474	Rosemarie Attard		200.00
46845	06/16/2026	2349	Sebco Books		499.07
46846	06/16/2026	2232	Securitas Security Services USA, Inc		4,897.06
46847	06/16/2026	2041	Sharper Training Solutions Inc		220.00
46848	06/16/2026	829	Staples	*See Detail Report	541.74
46849	06/16/2026	278	Suffolk County Board of Election		307.33
46850	06/16/2026	2305	Susan Dick		60.00
46851	06/16/2026	1861	Tara Penske		300.00
46852	06/16/2026	1676	The American Airpower Museum		700.00
46853	06/16/2026	1419	Town of Babylon -		70.17
46854	06/16/2026	2297	Vanessa Holzhauser		360.00
46855	06/16/2026	549	Verizon		410.85

Number of Transactions: 154

Warrant Total: 68,275.77
Vendor Portion: 68,275.77
Payroll Portion: 0.00

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

**TREASURER'S REPORT
CULTURAL PROGRAMMING FUND
JUNE 2026**

DISBURSEMENTS MADE DURING PERIOD

<u>No.</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Paid</u>
4137	Rosemarie Attard	Ceramic Butterfly	\$192.00
4138	Kathy Reccardi	Paint Night	\$120.00

<u>Total disbursements</u>	\$312.00
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EXHIBIT A

Pages 1 through 4 – NEW Page Handbook

Pages 5 through 17 – Existing Handbook for reference

North Babylon Public Library Page Handbook

Welcome to the North Babylon Public Library! Our mission is to provide cost effective library services to the members of the North Babylon community. Library pages are one of the most crucial jobs at the library. Your responsibilities as a page include sorting and shelving all the various types of materials in the library. You will be responsible for straightening up the library and its shelves, as well as shelf reading. You may also be asked to assist the librarians and other staff with special projects.

Rules and Regulations

The Library has a set of rules and regulations that guide the staff that are called policies. You are expected to adhere to the library's policies. All new library rules or policies will be sent to you through email. Paper copies will also be posted on the page bulletin board. Failure to abide by library policies can result in disciplinary actions up to, and including, termination of employment.

Work Schedules

The page supervisor will create your work schedule for each month. Your work schedule will be shared through Google Sheets. Sunday shifts are optional and double pay. If your schedule needs to be changed in any way please alert the page supervisor as soon as possible. If you are sick and need to call out of a shift please do so as soon as possible to the page supervisor, if you can not reach the page supervisor you must call the library. If you miss a shift and do not contact the page supervisor you will be marked as a no-call, no-show. After 3 missed shifts without contacting the page supervisor your employment can be terminated by the library.

Library Holidays

The Library will be closed on the following holidays: New Years Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Juneteenth,

Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. The Library will close at 1 pm on New Years Eve. You will not be paid for scheduled library holidays, but you may request the page supervisor's permission to make up the hours lost on another work day. You will be notified of any other closings, for example snow days, through the page supervisor. Should you be scheduled for work when the library is closed unexpectedly, you will be paid for those hours.

The Time Clock

All staff must punch in and out for all shifts on the library's time clock, located in the circulation office. Punching in and out for another employee or asking another employee to punch in or out for you with your time card is not allowed. You will be given a 6 minute grace period to punch in for each shift. Punching in after 7 minutes will result in your time being docked. You should try to be as punctual as possible and not arrive late to your scheduled shift.

Work Breaks

If you work four hours or more, you are guaranteed a paid fifteen minute break. If you work less than four hours, you are not given a break. You must punch in and out for your break. You may take your break in the library's break room, but you are not allowed to spend time in the library's break room unless you are on your work break.

Lockers and Mailboxes

You will be supplied both a locker and a lock by the library. Please keep your belongings in your locker. If you forget your combination the library's office can assist you. You will also be given a mailbox. Any time slips or important memos will be left in your mailbox. Please check your mailbox on a regular basis.

Dress Code

You will be assigned a library page lanyard and badge to be worn while you are working. There will be backup lanyards and badges in the page locker in the library's break room. The library's dress code states "it is expected that all staff come to work dressed appropriately for their responsibilities". Extremely brief garments such as short shorts or skirts and see-through garments are not appropriate. Exposed midriffs are not permitted. Hats or headgear are not permitted except for a medical or religious purpose. Do not wear items that are vulgar, obscene, libelous or denigrate others (due to race, color, religion, creed, national origin, gender, sexual orientation, disability, etc.), or promote or endorse the use of alcohol, tobacco, or illegal drugs, or encourage other illegal or violent activities. Open-toed shoes are not permitted in any form for your safety.

Cell Phone Usage

Texting or general use of cell phones on the public floor is not permitted. In an emergency we request that you move to a non-public area of the library to respond to a text or phone call.

Salary and Paychecks

All salaries are paid on alternate Fridays through direct deposit. You may pick up your pay-stub in the business office or have it mailed to your home. If you have any issues or questions about your paycheck please don't hesitate to contact the page supervisor.

Library Safety

You are only permitted in the non-public areas of the library while you are actively working, and at no time are you permitted to bring non-staff members into these areas. The library has a dumbwaiter that is used only for transporting materials. For safety reasons you can not enter or ride in the dumbwaiter. If you have any accident on the job, you must report it to the page supervisor or the Librarian-in-Charge.

Page Duties and Responsibilities

Shelving Materials

The major responsibility for pages is returning library materials to their proper places. When you shelve a book make sure to straighten up the rest of the area around the book. If you find anything out of order, please make sure to fix it before moving on. If you have any questions about a book or where it should be shelved don't hesitate to ask a librarian.

Shelf-Reading

Every member of the page staff will be responsible for shelf-reading to keep all the library's materials in order. You should spend one half hour per day reading the shelves. As you shelf-read make sure to remove any damaged materials you may find. After each shelf-reading session please log the sections on the clipboard hanging from the page bulletin board.

Evening Closing Duties

The library's closing procedures should begin at 7:30 pm on Monday-Friday and 4:30 pm on Saturdays and Sundays. When closing you are expected to go around the library and clean up any books or materials left out. You should also straighten up and organize up the toys in the children's room. Please make sure to push in chairs and ensure the library is clean and in order for the next day.

Tasks Outside Page Responsibilities

You are expected to perform only the tasks assigned to your position. If you encounter a situation or task that you are unsure about or that appears to fall outside your responsibilities, please notify your supervisor or a librarian. Some examples include but are not limited to: checking out or in books, helping patrons on the computers and answering questions about books or authors.

Terminations and Resignations

Pages may be terminated from employment for violating library policies. Should you decide to end your employment with the Library you are required to give a signed letter to the page supervisor with the date of your last shift.

Approved on x/x/26

North Babylon Public Library

Page Handbook

Introduction

Welcome to the North Babylon Public Library! Our mission is to provide quality library services to the community. You have been hired to work as a library page. As a member of the page staff, you are an essential part of our team. Library pages are critical to the smooth workings of the Library. It is vital that your jobs be completed well. Pages must be accurate, alert and efficient in carrying out all job assignments.

For most pages, this is your first "real" job. Newspaper routes and babysitting are very different. This job requires a special commitment. It is an opportunity to develop good work habits that will last a lifetime, so make good ones! Always do your best in everything you do, even if it's just for practice.

Your responsibilities are simple: upkeep of the Library's collection. You will sort and shelve all the various types of materials in the Library. You will maintain assigned sections of the Library. You will assist the Reference, Children's and Circulation staff with special projects. These duties are for example only, and do not reflect the total scope of page work. If you complete your assignments, there is always shelf straightening and shelf reading to do. The best job description is "you are to do what is asked of you".

The Page Supervisor supervises pages. In his/her absence, the reference librarian is the Librarian-in-Charge. Pages do not supervise others.

Rules and Regulations

Every work place has a set of rules and regulations to set the tone for its staff. You are expected to be familiar with all rules and regulations that pertain to you, and to adhere to them. New policies are generally posted in the staff room and may be in the Page Log Book.

Working Papers

Working Papers are required for all employees under age 18 or still in high school. These documents are held in the Business Office during your employment here, as per New York State law. They are returned when you leave.

Work Schedules

The Page Supervisor schedules the pages to serve the library's need. Let him/her know what days and hours you are available to work and he/she will try to accommodate your schedule. Pages work 9 - 16 hours per week. A schedule will be placed in the Page Log Book at least two weeks ahead. Check it carefully. You will be allowed to change your schedule only up to 48 hours before you are scheduled to work and only once per pay period. Your schedule may be changed at anytime according to the needs of the Library.

Changes in shifts must be documented in writing. Fill out a time slip/change of schedule form. These forms must be filled out prior to changes and must be formally approved before the date of the change. Do not make any changes in your schedule without the Page Supervisor's written approval.

Sunday work is optional, and is considered a privilege (pay is double).

Please remember that the Page Supervisor and/or the Librarian-in-Charge is here to help you maintain excellent attendance and punctuality. Call when you anticipate that you will be delayed and provide a valid explanation of your tardiness.

Reliability

There is no substitute for reliability. You are expected to know and adhere to your schedule and to arrive on time. Parking difficulties are not an acceptable excuse for lateness. If some unforeseen circumstance prevents you from keeping to the schedule, you must notify the Library as soon as possible.

Schedule changes must be made during the same pay period. Any schedule change must be approved in writing by the Page Supervisor, well in advance of the change. Constant schedule changes are an administrative problem and will be reflected in your performance appraisal rating.

Failure to report for work when scheduled without prior notice causes major difficulties in operating the Library and will not be tolerated. Such instances will be documented as Away With Out Leave (AWOL). It is in your best interest to insure your record does not show AWOL.

Page Meetings

Meetings are scheduled and posted in the Page Log Book. Pages may receive a memo announcing page meeting with date and time listed. You are expected to attend all page meetings. If you cannot attend a meeting, you must submit a written explanation to the Page Supervisor.

Holidays

The Library will be closed on the following holidays: New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. You will be notified of other closings.

Pages may make up hours when the Library is closed for a holiday on a day when they would ordinarily be scheduled to work, with prior written approval by the Page Supervisor. The hours must be made up within the same pay period; they must be made up as one continuous block of hours; and they must be made up as the library needs see fit. Should you be scheduled and be available for work when the Library is closed unexpectedly, you will be paid for those hours (i.e., snow closing). There is no guarantee the library will close based on a school closing.

The Library is closed on Easter Sunday and the Sunday of Memorial Day weekend. The Library reserves the right to close as necessary.

Socializing

You are here to work for the Library and your community. You are not to encourage friends or relatives to visit you at your workplace. This only serves to diminish your capacity and serve as an embarrassment to the Library.

Homework

Doing your homework during your shift is inappropriate and is prohibited.

The Time Clock

All staff has a time card that will note the hours worked on each shift. The cards and clock are located in the circulation office. Time cards are not to be taken out of the library. If your time card is lost, you must inform the bookkeeper or the Page Supervisor immediately. Validating a time card for another employee or asking another employee to validate your time card is grounds for immediate dismissal.

You must be on time for work. Tardiness will not be tolerated. A 3:00 PM starting time means at your workstation at 3:00 PM, not coming through the door at 3:00 PM. You will be docked for tardiness. If you punch in late on a regular basis, it will be considered as a significant factor in your evaluation and may lead to disciplinary action.

The Coat Rack

For your convenience, a coat rack is available for your use, in the staff lounge. You may store your personal belongings in the lounge, while you are on duty. However, it is not locked. No promise of security is made. In other words, leave your valuables at home. Lockers are available.

Be considerate of others and do not leave your belongings on the floor.

Food in the Library

Food is only permitted in the staff lounge. You may not bring food or drink into the public areas of the library, under any conditions.

Breaks

If you work more than four hours, you may take a fifteen (15) minute break, if work permits. If you work less than four hours, there is no break. You are required to notify the Page Supervisor or in his/her absence, the Librarian-in-Charge when you leave and when you return from your break. You may not leave the building during your break.

Please punch in and out during your break.

Only during break times are you permitted in the staff lounge.

You may not take a break during your last 15 minutes on duty in order to leave early.

Photocopiers

The photocopy machines are available for all patrons. If you are photocopying materials for the library, you may use the photocopier in the circulation office. If you are making personal copies, you are expected to pay for the copies. Copies are not for free for any staff member.

Dress

You represent the Library when you are on duty; your appearance is very important.

You will be assigned a Library Page Vest to be worn when you are on duty. You must keep it clean and neat. Cleaning the vest is your responsibility. If it needs periodic ironing, this is your responsibility. Do not roll the vest up, squash it in your knapsack, or care for it any way that will damage it. You may not decorate the vest. You must wear the vest during your working hours. You are expected to return the garment at the end of your employment, in serviceable condition. Failure to do so will result in being charged for the garment.

In addition, the library's dress code states "it is expected that all staff come to work dressed appropriately for their responsibilities". Inappropriate tee shirts or other clothing is out of place in the library. Open-toed shoes are discouraged. Shorts, tank tops, sandals or flip-flops are not permitted.

Absences, Illness and Vacations

If you find that you are ill and cannot come into work, please call the Library as soon as possible so we can make arrangements to have your time covered. When you call in, ask to speak to the Page Supervisor. If he/she is not in, ask to speak with any one of the librarians. Do not leave a message with anyone other than the Page Supervisor, someone in the Business Office or one of the Librarians. Remember to identify yourself and to ask to whom you are speaking. Write it down in case there is a question.

All vacation requests are to be directed to the Page Supervisor. Please give him/her your vacation requests well in advance of your vacation so he/she can make arrangements to have your hours covered.

Time off is taken as Leave Without Pay (LWOP). If not detrimental to library service, a staff member may be granted a leave of absence without pay for up to ten (10) working days during any one calendar year at the discretion of the Library Director. A staff member may be granted a leave of absence without pay for a longer period by the Board of Trustees upon the recommendation of the Library Director. Leaves of this nature shall be granted only at the convenience of the library.

Salary and Paychecks

All salaries are paid on Alternate Fridays.

Raises are granted based on longevity and merit, after a performance review.

You must use Direct Deposit. You may pick up your pay-stub in the Business Office, have it left for you in the cash register, or have it mailed to your home. Check with the Business Office to make arrangements. If you do not make other arrangements, it will be held for you in the Business Office and is available for pick up Monday through Friday, 9:00 AM to 5:00 PM, starting with the Friday the check is dated. You will receive a pay-stub, which will accurately reflect pay and deductions. You are required to pay federal and state taxes on your wages.

No other person is authorized to pick up your check without pre-arranged written authorization.

There are no deductions for union dues; wages are not covered by the collective bargaining agreement.

Training

During the first few weeks of your employment here, you will work closely with one of the more experienced pages and/or the Page Supervisor. You will be taught how to shelve materials correctly, how to read shelves, how to straighten shelves and other relevant tasks. The training period is very important. If you have questions, be sure to ask them.

Reference Questions

Librarians are the only people authorized to answer reference questions in the Library. It is very important that you make no attempt to answer questions other than simple directional questions that do not pertain to the library's collection.

Where are the rest rooms? It is OK to answer this question.

Where are the history books? It is NOT OK to answer this question. The patrons must be referred to one of the librarians. The reason that we insist that you refer questions is that patrons do not necessarily ask for what they really want. The librarian, in a dialog or reference interview, with the patron many times finds that the answer to the patron's "real" question is totally unrelated to the question he or she asked.

Access to the Library's Collection

As a Library employee, you have extraordinary access to the Library's materials. This is one of the benefits of working here. There are, however, limits to this privilege. You must check out all materials you wish to borrow and you must return all materials in a timely manner. Checking out materials is to be done either before or after

your shift by a circulation clerk. Unauthorized borrowing is considered theft and grounds for immediate dismissal. All legal measures will be taken against anyone charged with theft of materials, be they staff or patrons.

You are permitted in the non-public areas of the library during your shift. You are not permitted in these areas at other times, and at no time are you permitted to bring non-staff members into these areas. The Library Director or Librarian-in-Charge may make an occasional exception, however, non-staff members are not to be left unaccompanied.

You may be asked to retrieve materials from storage in the basement or to open the meeting room. A key is available at the circulation desk. You must return the key, turn out the lights and lock doors behind you. Be sure not to accidentally take the key home with you.

A dumbwaiter is available for your use. It is not for human use, as it has no brakes.

Patron Privacy

In addition to access to the collection, by nature of your employment, you will see who is in the library. Under no circumstances are you permitted to discuss the patrons of the library, the materials they use or the materials they check out. Should you be asked any information such as this, you must report this immediately to the Page Supervisor or the Library Director.

Only upon subpoena of the Library Director will patron information be released. This is New York State Law CPLR 4509.

Safety

You are expected to observe all safety precautions. If you have an accident on the job, you must have it documented by the Page Supervisor or the Librarian-in-Charge. You must seek assistance. The Library Director will need to be notified of any incident.

Phone Calls

Phone calls are to be limited to emergencies. Cell phones are not permitted in the Library and must be left in your locker. Texting while on the floor is unacceptable.

Evaluations

Pages are evaluated twice a year, June and December. New employees are on probation for the first six months of employment. A probationary employee may be discharged at any time during the probationary period.

All employees at all levels of employment receive evaluations.

Employee Conduct

All Library employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

This involves sincere respect for the rights and feelings of others. It also demands that employees refrain from any behavior that might be viewed or deemed harmful to the interest of coworkers and/or the North Babylon Public Library, or that might be viewed unfavorably by the public.

A page's conduct reflects on the Library. Pages are encouraged to observe the highest standard of professionalism at all times. Conduct that interferes with operations, discredits the North Babylon Public Library or its employees, or is offensive to patrons or employees, cannot and will not be tolerated.

Listed below are some examples of inappropriate conduct. This list should not be viewed as being all-inclusive. Types of behavior and conduct that the North Babylon Public Library considers inappropriate and which could lead to disciplinary action up to and including termination of employment include, but are not limited to the following:

- Blocking fire extinguishers, exit signs, sprinkler heads, pull boxes
- Carelessness
- Defacing employee's personal property
- Deliberate destruction of North Babylon Public Library property
- Dishonesty
- Displaying or removing notices and signs without management approval
- Disregarding safety or security policies
- Disruption of the parking lot
- Distraction of others or causing confusion, unnecessary shouting, demonstrations, horseplay, etc.
- Failure to comply with copyright
- Failure to comply with policies
- Failure to cooperate with a safety committee or management
- Failure to follow departmental rules
- Failure to properly document accidents or problems in the workplace
- Failure to meet standards
- Falsifying an employment application
- Falsifying circulation records
- Falsifying documents
- Fighting, using obscene, abusive or threatening language or gestures
- Gambling
- Immoral or indecent conduct
- Inappropriate overriding of circulation stop messages
- Insubordination: a worker's refusal to obey a management directive or comply with an established work procedure
- Leaving your job without permission
- Lighting candles, cigarettes, cigars, etc. or other open fires
- Limiting access of patrons or staff to entrances, exits or parking
- Malicious statements regarding any employee or patron of the Library
- Manufacturing, possessing, using, selling, distributing or transporting illegal drugs
- Neglecting work or interfering with the work of others

- Possession of weapons in the building or on North Babylon Public Library grounds
- Practicing or contributing to unsanitary or unhealthy conditions
- Public displays of affection (necking, petting, etc.) on library grounds
- Refusal to obey instructions or assignments given by a supervisor
- Refusal to wear appropriate safety equipment
- Reporting to work intoxicated or under the influence of non-prescribed drugs
- Riding in the dumbwaiter
- Sabotage or interference of library programs, staff, or patrons
- Smoking within the building
- Soliciting gratuities
- Tampering or misuse of safety devices, signs, equipment, safeguards
- Tardiness
- Theft or assistance in theft of Library property
- Theft or illegal duplication of computer files, programs, etc.
- Threatening, intimidating, coercing, harassing or interfering with fellow employees or patrons
- Unauthorized placing of stickers, marking or defacing North Babylon Public Library property
- Unauthorized use of machinery, tools or equipment (not routine)
- Unauthorized use of supplies or photocopiers for personal purposes
- Unauthorized use of Library time or facilities for personal matters
- Use of cell phones in public areas
- Use of headphones/ear buds/etc. while at work
- Validating a time card for another employee or asking another employee to validate your time card
- Vandalism or failure to report such acts
- Violation of the Library's non-discrimination and/or sexual harassment policies
- Violation or disregard of safety rules or common working practices
- Violence or threats of violence in the workplace
- Any other misconduct

If a page's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgement of the Director or Assistant Director or Board of Trustees of the North Babylon Public Library, the page shall be subject to disciplinary action up to and including dismissal.

Page Log Book

There is a Page Log Book in the circulation office. You are expected to review this book every time you arrive for work. It will contain important notices, schedules, policy changes and other important information you will need to fulfill your responsibilities as a page. Treat this book as a legal document. You may also find notices for pages in page mailboxes and/or on the page bulletin board. These mailboxes are located adjacent to the time clock. You are not to go through anyone's desk.

Emergencies

From time to time, emergency situations develop in a public facility.

You are not expected to extinguish a fire, defuse an angry patron, or anything of a similar nature. You are expected to report emergencies, patron problems, threats, etc. to the librarian. Do not hesitate to do so. You may be asked to write down a narrative of the events.

An emergency is not the time to ask about policies and procedures. You should know them beforehand. If you are unfamiliar with any policies or procedures, please speak to the Page Supervisor or the Librarian-in-Charge for more information.

A good rule of thumb is to remain calm, act in a rational manner and use your head.

Shelving Materials

The major responsibility for pages is returning library materials to their proper place so patrons and staff can find them. The majority of materials borrowed are probably the most popular materials in the Library. It is a detriment to service to have them sitting on carts, inaccessible, rather than on the shelf, in order and ready for use.

New books, magazines and reference books take priority in shelving.

Work separately. Two pages do not work together.

When you shelve a book, check it for condition, ownership, etc. Be sure that the book belongs to our Library. You must shelve the item in its exact location and straighten the entire shelf, edging each book. If something is out of order, correct it, whether it is your section or not. A book that is incorrectly shelved is the same as a lost book. Specifics on shelving follows at the end of this handbook.

Shelf Reading

Each member of the page staff will be assigned a section of the Library for which they are responsible for "reading" to keep it in order. These assignments will rotate.

Pages are responsible to keep their sections neat and in Dewey order. You should expect to spend one half hour per day reading your shelves. You should be able to read your entire section every two weeks. During a three-hour shift you should be able to read 20 shelves; for a four-hour shift you should be able to read 25 shelves.

Record your progress in the Page Log Book. If you are unable to shelf read because of extra duties assigned to you, you must write this in the Page Log Book and have it initialed by a librarian. This is your section to keep in order. Take pride in it!

As you "read", remove damaged materials, materials with loose spines or missing spine labels. Give damaged materials to the circulation clerks to have them repaired. If you find that your section is out of room, alert the Page Supervisor. He/she will tell the librarian(s) whose

sections are tight, and they will "weed" (discard outdated books) to make room on the shelves. You may be required to shift the books in your section. Patrons who find shelves that are cramped and unattractive will be less likely to borrow materials from those shelves. Do not squeeze that "last book" onto the shelf. This only serves to break the binding. Do not place books on top of standing books. It looks messy for patrons and presents a safety hazard. Shift the books, instead.

The importance of correct shelving and shelf reading cannot be underestimated. We have a wonderful computer system that tells our patrons the status of materials in our collection

- If a patron sees that an item has the status of *Available*, they know that the item is here at the Library and available for them to check out
- But, if the page assigned to the section where the item is housed has not kept up with their shelf reading and the item is not in the right place, the patrons will not be able to find the desired item, and *this is not acceptable*.

Your sections will periodically be checked to make sure they are neat and in order.

Books and other materials may not be left on the top of the stacks, nor piled at the end of a shelf.

The Circulation Desk

The Circulation Desk is one of the most visible locations in the library. It is not a place to "hang out". Your role does not include a place behind the circulation desk: you are not to check in materials, you are not to check out materials, you are not to handle the cash register, or any other function of the circulation staff.

Supplies you may require are housed in the circulation office. If more supplies are needed, see the Page Supervisor.

Other Duties as Required

From time to time you may be asked to handle a different responsibility than what you are regularly accustomed to. If you need training, you must let the requestor know immediately. An incorrect job is worse than no job at all. The best job description is "you are to do what is asked of you".

Everyone works together as a team to keep the library running smoothly and looking good. "It's not my section" is not an acceptable response to a request made to you.

Closing

Pages who work the last hour of operation have special responsibilities:

1. Put all reference books away
2. Put all new books, newspapers, and magazines away

3. Put away all materials left on tables, push chairs in
4. Throw away all garbage lying around
5. Go through the library shelf by shelf and straighten, edge, push in bookends, make sure all books begin on the left side of the shelf, and put away any materials found out of place
6. If you find personal belongings, give the items to the circulation desk

Levels of Performance

1. Leave your unfinished project on a table and go home (unsatisfactory)
2. Leave your unfinished project on your supervisor's desk without an explanation (needs improvement)
3. Leave your unfinished project on your supervisor's desk with an explanation (satisfactory)
4. Give your unfinished project to a librarian, hoping that he/she will assign someone else to finish the project (good)
5. Find another page, explain the situation, and show him how to finish the project (with approval by the Librarian-in-Charge); instruct him where to leave the finished project; leave a note of explanation for the supervisor. Resulting in a completed project and explanation found by the supervisor the next morning. (outstanding)

Terminations

If Library Management finds that a page is not up to the task of performing appropriately, pages may be terminated from employment based on civil service guidelines.

Three unexcused absences will result in dismissal.

Resignations

Should you decide to discontinue your employment with the Library, a written letter to the attention of the Library Director, through the Page Supervisor, is to be supplied. It is good practice and expected that you will supply your employer with two weeks advance notice of leaving employment.

Only selected Pages will be permitted to extend employment beyond high school. Pages who wish to be considered for further employment should speak with the Page Supervisor well in advance of their senior summer.

Good Luck With Your New Job!

Your work as a page is very important to the goals and functions of the Library. Good luck with your new job. You will learn a great deal! It may open your eyes to a new field. Many librarians started out as pages.

Approved by the Board of Trustees
March 27, 2001

Updated and approved by the Board of Trustees
July 21, 2015

Things to Help You Shelf Accurately and Precisely

Alphabetizing Rules

Alphabetize word by word. A space between words counts as a zero and comes before any other letter. For example "A Break with Tradition" comes before "The Breakup", even though U comes before W.

Articles are ignored when they begin a title, but not when they occur within a title. For example, "Catch a Rising Star" comes before "Catch the Deer".

Names are very tricky because there are many variations in spelling

Eliot
Eliott
Elliot
Elliott

Alphabetize very carefully letter by letter within each name.

Shelving Fiction Books

Fiction books are shelved according to the Author's last name.

Look at the letters in the Author's name. Books are grouped by the first letter, then alphabetized by the second, third, fourth letters, and so on.

For example, you have a book by David Baldacci. You go to the shelves that have books with the author whose last name begins with the letter B. Look for the last name's beginning with BA. If the shelf has books by authors with the following last names:

Baker Bakis Baldwin Ball

Your book would be shelved between Bakis and Baldwin.

After last names, shelve by first names, then alphabetically by title.

Authors with Mc- or Mac- are all shelved as Mac-.

Each book only has one correct location.

Other Materials

Note the location of new books, large print materials, CD-ROM's, CD's, videocassettes, DVD's, cassettes, paperbacks, civil service materials, YA materials, reference books, magazines, children's (J) versus adult materials, biographies, mysteries, science fiction, short stories, and any other special collections.

Shelving Non-Fiction Books

Books are shelved according to the Dewey Decimal System, courtesy of Melville Dewey. This is a system that allows books of like subjects to be grouped together and can be more easily found within a library. It is a good method of arrangement for collections up to 300,000 volumes.

You will find college libraries use a different system ("LC"), not better or worse, just different.

The Dewey Decimal System is broken down into ten main classes of subject areas and then subdivided into ten divisions and each division is divided into ten sections. There is a "place" for every subject. You do not have to memorize the names of the classes, division and sections. You just need to know how the system works.

The Ten Main Classes:

000 Generalities: almanacs, encyclopedias, libraries, and museums
100 Philosophy and Psychology: ethics, logic, feelings, superstitions
200 Religion and Mythology: bible stories, all religions
300 Social Sciences and Folklore: careers, business, government
400 Languages and Grammar: English and all other languages
500 Math and Science: arithmetic, biology, chemistry, physics
600 Applied Sciences: cooking, medicine, engineering, computers
700 Arts and Recreation: sports, crafts, games, architecture
800 Literature: poetry, plays, Shakespeare, writing
900 Geography and History: travel, wars, countries, history

Each of these ten sections is then subdivided into ten divisions.

For example, the 500's (Sciences) are subdivided into:

500 Natural Sciences
510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Earth Sciences
560 Paleontology
570 Life Sciences
580 Botany
590 Zoology

Note that fiction books can be shelved in the 800's (Literature) and biographies can be shelved in the 920's (biography). Most public libraries separate them for ease of access (academic libraries don't).

You would shelve non-fiction books using the Dewey Decimal System, using the following method:

Look at the Call Number on the spine of the book

Example: 610.9 (This is the Dewey number)

ROS (First three letters of the author's name)

Go to the shelf with the materials with similar call numbers. Books are shelved numerically from left to right, then alphabetically.

If the shelf looked like this:

609.97	609.976	610	610.32	610.9	610.9	610.92	610.989
LAM	CLA	FIL	CAN	IRE	RAN	DIM	BRA

Your book would go between 610.9 and 610.92
RAN DIM

Each book only has one correct location.

EXHIBIT B

Application for Meeting Room Use
North Babylon Public Library
(Use additional paper if necessary)

Name of Organization: MAMA (mothers against media addiction) Suffolk Chapter Date: 5/18/26

Meeting date(s) requested: ~~6/18/26 7/16/26~~ 7/14/26 8/12/26 Hours: 6:30-8

Type of Activity: Monthly meeting Number of People: 5-15

Does your organization meet the requirements for use of the Meeting Room listed in the "North Babylon Public Library's Meeting Room Regulations"? Yes

State background and purpose of your organization: _____

MAMA has a three-part mission: educating parents; getting smartphones out of schools; and ensuring technology products have basic safeguards like other consumer products

Is your organization affiliated with a commercial, political or religious organization? No If yes, please describe affiliation _____

Describe activity and purpose of meeting: education, community organizing, support.

What percentage of your membership lives in North Babylon? 50 %

How many of your officers/leaders live in North Babylon? 1

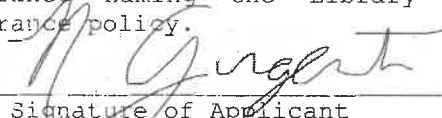
Applicant's Library Card Number: 2 2210 000 Exp. Date: _____

The Board of Trustees will consider this application at its next meeting following the date of the application. The Board of Trustees may require additional information before action is taken.

Check room arrangement desired:
☐ Speaker's table and chairs
☐ Lectern and chairs
☐ Chairs for film showing
☒ Conference table and chairs

Do you wish to use:
☐ Overhead projector
☒ Computer projector
☐ 16mm projector
☐ Other: _____

I have read and I agree to adhere to the rules and regulations. It is understood that my organization will be responsible for any and all damage resulting from misuse of the facilities, furnishings or equipment and will supply the Library with a temporary certificate of insurance naming the Library as an additional insured on their insurance policy.


Signature of Applicant

MAMA (Suffolk Chapter)
Title in Organization

83 Pickwick Ln, North Babylon NY 11703
Address of Applicant

City, State, Zip

(631) 875-2740
Telephone Number

See attached
Insurance Certificate on File

North Babylon Public Library
815 Deer Park Avenue
North Babylon, New York 11703-3812

Hold Harmless/Indemnification Agreement

Nicole Girgenti covenants and agrees that
(Applicant's or organization's name)

the premises known and designated as the Meeting Room are being used and/or utilized for their sole benefit and, being fully apprised of their rights and duties concerning the use of said premises, hereby covenant, waive, release and hold harmless forever the North Babylon Public Library (hereinafter referred to as "Library"), its agents, servants and/or employees from any and all claims and losses arising from the use and/or occupancy of said Library facility. We have been advised in writing of our rights and duties regarding our use and/or occupation of said premises and we hereby agree to be bound, our heirs, executors, administrators and/or successors to its terms and conditions, heretofore stated. This agreement is not being executed as a result of duress, undue influence, or misrepresentation on the part of the Library or its agents, employees, servants, or anyone acting on its behalf, its assigns or successors.



Signature of applicant

5/18/26
Date

:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/14/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Doug Jones (Justworks) c/o Artex Risk Solutions, Inc. P.O. Box 13838 Scottsdale, AZ 85267	CONTACT NAME: Justworks Customer Success PHONE (A/C, No, Ext): (888) 534-1711 E-MAIL ADDRESS: support@justworks.com FAX (A/C, No):
INSURED Justworks Employment Group LLC Labor Contractor, for co-employees of: MOTHERS AGAINST MEDIA ADDICTION, INC. dba: MAMA Inc. PO Box 7119 Church Street Station New York, NY 10008-7119	INSURER(S) AFFORDING COVERAGE INSURER A: American Zurich Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 40142

COVERAGES

CERTIFICATE NUMBER: 25NY0171250632

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	WC 33-75-901-01	06/01/2025	06/01/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
			Location Coverage Period:	06/01/2025	06/01/2026	Client# 185972-NY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is provided for only those co-employees of, but not subcontractors to:

MOTHERS AGAINST MEDIA ADDICTION, INC. dba: MAMA Inc.
14 Tompkins Pl
Brooklyn, NY 11231

CERTIFICATE HOLDER

North Babylon Public Library
815 Deer Park Ave
North Babylon, NY 11703

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Report for the Board of Trustees

June 16, 2026

Communications

We received another IDA PILOT check from the Town for \$2,375.30.

I received a confirmation email that we will be receiving two free birding backpacks from the NYSDEC. Once received, we will add them to the Library of Things.

Policy of the Month

The Teen Librarian updated the Page Handbook. The handbook includes the rules and guidelines for the Library and the page position. It has not be updated since 2001(Exhibit A)

Personnel

Interviews have started for the Directors position.

I hired a new Programming Librarian. He will start in July.

Our Teen Librarian has resigned her position. Her last day of work will be in July 10, 2026.

We hired a new page and another page resigned.

We will discuss non-bargaining unit raises in executive session. They will then be approved in open session.

Buildings and Grounds

We continue to experience issues with the air/heating system. It happens often with changes in weather. Air conditioning has kicked on. Sections of the Library are comfortable while other areas are chilly. Our technician and custodian reset one of the PACs and hopefully that will correct some of the issues.

Able Locksmith confirmed and we are setting up a date for installation.

I am contacting companies to clean our vents and ducts in the Library. I currently have two companies and I am hoping for a third for comparisons in prices.

We are looking into how to correct the electricity to the EV charger. We have received complaints about the power popping on the chargers.

Security and Vandalism

None at this time.

Public Relations

The Head of Circulation and I attended the Lion's Club Street Fair representing the Library. It was such a great experience. We received so much positive feedback from the community. Children and teens enjoyed making our crafts. We answered questions regarding how to apply for a library card, museum passes, Summer Reading Club and more. We had over 100 people visit our table. I am speaking with the Lions Club to run a joint Blood Drive in the fall at our Library. We also spoke with the incoming President

of the NB Chamber of Commerce. They have some events that they are interested in the Library attending with a table.

We are adding the Children's Museum of Manhattan back as a museum pass. Our first Job Fair returned since the renovations.

Requests for Purchase

Nothing at this time.

Unmet Needs

With the support of the Library's Board of Trustees we are continuing the process of addressing issues presented by the staff and patrons of the North Babylon Public Library:

Trustee Training

There is an upcoming online workshop from the series, Trustees Handbook Book Club on Wednesday, June 17th. This workshop is on Laws and Regulations.

Other Items of Interest

We had two of our patrons take their engagement photos here at the Library. It was a fun night. They took pictures in the book stacks and around the Reference room.

Pool visits are set for Phelps Lane Pool this summer. We will be back there on Thursday afternoons.

Respectfully submitted,

Maureen Nicolazzi, Librarian III

Reference Department May 2026 Report

We offered a lecture/walk at the Carlls River Botanical Gardens in Deer Park. Craft classes remain very popular. This month was Computer First Grade for Adults. Our exercise classes Yoga and Rhythm & Wellness were well received by our patrons. Our cooking class was Mini Cupcake Bouquet. Patrons filled over 2 boxes for the Shed the Meds program. Crochet classes returned. Living through the Revolution on Long Island had a small turnout but patrons found it very interesting. We did our last afterschool gaming program for this school year and will pick back up in September. Teen volunteers did a wonderful job at the Decorate a Bag program. We also had 88 items of food donated by our teens for community service credit and our bookmark bags were checked out 5 times this month. Our teens volunteered as helpers to sort and assist at the library's clothing swap program.

We completed programming for the July-August newsletter. Katrina posted 6 new videos to our YouTube channel. The channel received 696 views. Katrina and Kirsten have begun weeding the adult non fiction. They are weeding the entire upper floor. The bottom shelf of the bookshelves is being left empty to make the books more accessible for patrons. 59 people picked up seeds this month and we have given out a total of 1,700 seeds so far this season. Kirsten and I completed and submitted the NYS annual Report. I picked up the Town Beach and Pool passes for our museum program. Our social work intern, Katrina Shea completed her time here at the library. She was very helpful to our patrons offering referral services, presenting community service programs for the teens, and our first Clothing Swap. Kirsten and I interviewed candidates for the Programming Librarian position. I hired a new substitute Librarian.

Katrina has been working on creating questions for 2 of the 5 books for the teen battle of the books program, along with teen librarians from Babylon, Bay Shore-Brightwaters and West Islip. On May 4th, Katrina spoke to an 8th grade class at RMMS doing a civics project on resources in their community about the many resources the library has to offer. Katrina also had the NB High School CDP class visit the Library on May 28th to talk about all the library's resources available to them. Katrina sent over the summer reading flyer for all age groups as requested by the school district to send out to all grades to promote our summer reading program. She also sent over suggested readings for teens to put on their summer reading website. Katrina updated the teen suggested reading flyers adding QR codes to the back that will bring teens to lists on the library's new catalog to request the books available in June. She also attended the

online SCLS New catalogue Q and A program on May 21st. I attended the Town of Babylon Director's meeting. Kristin, the Head of Circulation and I attended the NB Lion's Club Street Fair. It was the Library's first time attending this event. We had crafts, giveaways and information about the Library at our table. We had at least 100 people visit the table.

The Adult displays included "Memorial Day" (DVD Display) and Endangered Species (Book Display). Our teen book displays were "That's no moon. That's a space station." that showcased fiction and non-fiction books about space and "Towns you wouldn't want to live in" that showcased books set in scary locations.

Respectfully submitted,

Maureen Nicolazzi



Children's Room, Monthly Report

May, 2026

Saturday Games program was held in the Children's Room on May 2 for children pre-kindergarten through fifth grade, and their families. Many games, both classic and new, and for different age levels, are placed out for patrons to enjoy,

Mother's Day Aromatherapy program was held on Monday, May 4 for children in grades four through eight. Children made a floral lip balm and a complimentary body spray for the special ladies in their lives. The children took home recipes and resources so that they could continue to make the products at home.

Chess Club met on Tuesdays May 5 and 19 in the Children's Room. Teen volunteers were on hand to help with advice and chess moves.

Flower Button Art program was held on Wednesday, May 6. Children in grades one through five created a painting on canvas and used buttons to create flowers, adding other embellishments such as ladybugs and butterflies. The finished painting made for a very nice Mother's Day present.

Drop in Crafts program was held on Wednesday, May 6 for children pre-kindergarten through fifth grade. Seasonal, and other fun crafts are available for the children to make and take home.

Drop-In-Play Date programs were held on Thursdays, May 7 and 28 for children aged one through five. During the program children play with age-appropriate toys and meet other children of the same age group for a fun play time. Parents also enjoy the time to network.

Parent-Child Workshops series of five programs began on Friday, May 8 with the program "Learning to Toilet." Unfortunately, due to low registration the first program in the series had to be cancelled. The rest of the series ran each of the following consecutive Fridays: May 15, Feeding Little Folks; May 22, Understanding Toddlers-General Development; May 29, The Importance of Play. Each of the first four programs in the series featured a child-development professional. (The last program in the series scheduled for June 5, ran successfully.)

On Saturday, May 9, Family Story Time was held for children newborn through grade five. Children and their families enjoyed stories, activities and a craft.

Tots Night Out-Amusement Park Fun program was held on Monday, May 11 for children eighteen months through five years. Children enjoyed music and movement, activities, stories and a craft based on the theme.

Just Baby & Me program was held on Tuesday, May 12 for children newborn through eighteen months. Nursery and bouncy rhymes, finger-plays, puppets, toys and bubbles were enjoyed by the little ones and their adults.



Preschool Story Time programs were held on Wednesdays, May 13 and 27 and Fridays, May 15 and 29 for children aged two through five. During the programs children participated in activities, enjoyed stories and a craft.

Children in grades four through eight had fun creating their own animal head trophy using stuffed animals and a wooden plaque. The children used hot glue guns to adhere the animal heads to the backing. The program Stuffed Animal Plaque was held on Wednesday, May 13.

On Thursday, May 14, children in grades kindergarten through third, created Butterfly Wands. Using wooden wands and butterflies, ribbon, jewels, and colorful vellum, the children created beautiful wands to play with and enjoy.

Sensory Story Time was held on Saturday, May 16 for children aged two through five years. During the program little ones participated in interactive stories, and then enjoyed sensory bins and manipulatives during a play time after stories.

On Saturday, May 16, the program Baby Start was held for newborns through seventeen months. During the program little ones enjoyed musical activities, movement, and finger plays.

Paint Night-You Are My Sunshine program was held on Monday, May 18 for children in kindergarten through fifth grade. Children painted a lovely garden scene on canvas with a shining sun along with the inscription "You are my sunshine."

Lego Fun program was held on Wednesday, May 20 for children in grades one through fifth. The children's fun and imaginative creations are displayed in the Library's lobby showcase.

Catching Colors-Pink program was held on Thursday, May 21 for children eighteen months to four years. During the program children learn the featured color through music, games and activities.

During the program Bugs! (Thursday, May 21) children learned how to identify insects, and how they adapt, survive, and more. Participants took home an Insect-A-Vision kit that allowed them to see like an insect.

Imagination Station program was held on Friday, May 22 for pre-kindergarten through fifth grade children. A cart filled with varied crafting materials makes for a fun time for imaginative children!



On Tuesday, May 26, Music With Dara-On The Farm program was held for children newborn through five years. Children and their adults enjoyed the songs accompanied by the guitar playing Miss Dara, along with stories and activities.

Sleepy Time Tales program was held on Tuesday, May 26 for children aged one through five. During the program Librarian Lauren Edzards told bedtime stories, played soothing music, and the children also enjoyed activities and toys.

On Wednesday, May 27, Suffolk County Farm (Cornell Cooperative Extension) brought two Llamas for the children to learn about. The children were even able to walk the Llamas about on a leash with assistance from the handlers!

Flowerpot Cookies program was held on Thursday, May 28 for children in grades kindergarten through fifth grade. Children decorated cookies with a flowerpot motif, then took them home in a bakery box.

PlayHooray Families program was held on Saturday, May 30. Children, Newborn through six years and their adults enjoyed music and lively activities to participate in together, along with a free play time with hula hoops, drums and other instruments, hobby horses, and much more!

Zumba Kids program was held on Saturday, May 30 for children in grades kindergarten through fifth grade. During this dance party program children keep fit while having fun.

The Library enjoyed visits from the Marion G. Vedder Pre-Kindergarten program on May 14, 19, 20, 26, and 27. During the visits the children participated in interactive stories, enjoyed a scavenger hunt, made a craft to take home, and worked on fun paper activities while some of the children obtained their first library cards!

Submitted by,

Elizabeth Arena
Head of Children's Services



North Babylon Public Library

Personnel Report

June 2026

Appointments:

<i>Employee</i>	<i>Title</i>	<i>Start Date</i>	<i>Rate of Pay</i>
Maheen Atif	Page	6/3/26	\$17/hr
Samantha Wolcott	Substitute Librarian I	5/26/26	\$36.91/hr
Benjamin Herbert	Librarian I	7/6/26	\$69,170.00 annually

Resignations:

<i>Employee</i>	<i>Title</i>	<i>End Date</i>	<i>Rate of Pay</i>
Katrina Phillips	Librarian II	7/10/26	\$78,393.00 annually
Yare-Palomo-Blas	Page	6/26/26	\$17/hr