WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES
MONDAY
September 28, 2026

MOTION	SECOND

I. Call to Order
II. Pledge of Allegiance
III. Reading and Approval of Minutes, August 31, 2026
IV. Comments from Visitors
V. Approval of Payroll Warrant # 1477
VI. Approval of Bill Warrant # 1478
VII. Approval of Bond Warrant # N/A
VIII. Treasurer's Report for August 2026
IX. Committee Reports
    A. Financial
    B. Policies and Legislation
    C. Personnel
    D. Buildings and Grounds
X. Report of the Friends of the Library
XI. Correspondence
    A. Thank You Letter to Epic Insurance
    B. SCLS Trustee Nominating Caucus Letter
XIII. Report of Director
    A. Director's Written Report
XIV. Old Business
    A. Sexual Harassment Policy and Assignment of Roles
XV. New Business
    A. Proposed Board Meeting Dates 2027
    B. Proposed PALS Budget 2027
    C. Policy Review-Proceurement Policy
XVI. Comments from Visitors
XVII. Dates of Future Meetings, Friends and Library Events
    MONDAY, October 26, 2026 - Regular Meeting 6 PM
    MONDAY, November 30, 2026 - Regular Meeting 6 PM
    MONDAY, December 28, 2026 - Regular Meeting and Budget Workshop 6 PM
    SATURDAY, October 3, 2026- Friends Book Sale 10 AM
XVIII. Executive Session

WEST BABYLON PUBLIC LIBRARY
REGULAR MEETING MINUTES
Monday, August 31, 2026
6 PM

I. Rachel Scelfo called the Regular Meeting to order at 6:00 PM.

Present:
Rachel Scelfo
Jolene Siena
Kathryn Gambill
Andrea McGurk
Maeghan Lollo
Director – Nancy Evans
Treasurer – Diana Stein

II. PLEDGE OF ALLEGIANCE was recited.

III. READING AND APPROVAL OF MINUTES OF REGULAR AND REORGANIZATION MEETING OF JULY 27, 2026

On a motion by Maeghan Lollo, seconded by Andrea McGurk, voted on and carried unanimously, the Minutes of the Regular and Reorganization Meeting of July 27, 2026 were approved.

IV. COMMENTS FROM VISITORS – None.

V. APPROVAL OF PAYROLL WARRANT #1475

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, Payroll Warrant #1475 was approved.

VI. APPROVAL OF BILL WARRANT #1476

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, Bill Warrant #1476 was approved.

VII. APPROVAL OF BOND WARRANT – N/A

VIII. TREASURER'S REPORT FOR JULY 2026

The financial reports for July 2026 were given by Diana Stein. On a motion by Kathryn Gambill, seconded by Rachel Scelfo, voted on and carried unanimously, the July 2026 Treasurer's Report was approved.

IX. COMMITTEE REPORTS

A. Financial- None.

B. Policies & Legislation- Director Evans, Kathryn Gambill and Zone 5 Library Directors will meet with Assemblyman O'Pharrow this week at our library to discuss our legislative priorities.

C. Personnel- On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to accept the retirement of Debra Dipalma, Library Clerk, at $41,959.15 per year, effective 8.29.26.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to approve the promotion of Diane Napoli to Principal Account Clerk, at $80,000.00 per year, effective 7.29.26.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to hire Isabella Arango Callejas, P/T Page, at $17.00 per hour, effective 8.3.26.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to grant 2% salary increases to staff, effective 7.1.26 as per the 2024-2027 Staff Association Agreement.

D. Buildings and Grounds- None.

IX. REPORT OF FRIENDS OF THE WEST BABYLON PUBLIC LIBRARY-

The *Tony and the Boys* concert was a success, with over 58 attendees.

XI. CORRESPONDENCE

A. Letter from Newell Family- A complimentary letter from the Newell family was discussed.

XII. Report of Director

A. Director's Written Report- The written report of the Director was discussed.

XIII. OLD BUSINESS

A. LED Lighting Project Evaluation- The LED Lighting Project Evaluation from John Tanzi Architects was discussed. It was decided not to move forward at this time.

B. Sexual Harassment Policy Review and Assignment of Roles- The updated Sexual Harassment Policy was reviewed. There appears to be an omission, so Director Evans will check with the Library attorney.

XV. NEW BUSINESS

A. Policy Review-Materials Selection Policy- On a motion by Jolene Siena, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to approve the Materials Selection Policy with a minor change as discussed.

B. Dell Computers Quote- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, the quote from Dell for $8,075.70 for 6 computers, per the NYS contract was approved.

C. Parking Lot Repair and Resurfacing Quote- On a motion by Maeghan Lollo, seconded by Kathryn Gambill, voted on and carried unanimously, the quote from A and L Blacktop for $23,175.00 for parking lot repair and resurfacing per the NYS contract was approved.

XVI. COMMENTS FROM VISITORS – None.

XVII. DATES OF FUTURE BOARD MEETINGS, FRIENDS AND LIBRARY EVENTS

MONDAY, September 28, 2026	Regular Meeting 6 PM
MONDAY, October 26, 2026	Regular Meeting 6 PM
MONDAY, November 30, 2026	Regular Meeting 6 PM
SATURDAY, September 26, 2026	Friends of the Library Meeting 11 AM

XVIII. EXECUTIVE SESSION- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to enter Executive Session at 7:20 PM to discuss an employee benefit matter.

On a motion by Kathryn Gambill, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to re-enter the Regular Meeting at 7:47 PM.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, the meeting was adjourned at 7:47 PM.

WARRANT # 1477

V.

September 28, 2026

TO: DIANA STEIN
West Babylon Public Library

You are hereby authorized to make payment of the attached list of payroll checks and vouchers.

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted that authorized payment of checks and the vouchers listed above.

_____
KATHRYN GAMBILL– TRUSTEE

_____
MAEGHAN LOLLO– TRUSTEE

_____
ANDREA MCGURK – TRUSTEE

_____
RACHEL SCELFO – TRUSTEE

_____
JOLENE SIENA – TRUSTEE

ACKNOWLEDGE_____
DIANA STEIN, TREASURER

Client ID: 21WB - West Babylon Public Library
Pay Group: All

CONSOLIDATED PAYROLL SUMMARY

West Babylon Public Library

As Of Date: 8/7/2026
Run Date: 8/4/2026

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$0.00	Total Live Checks	$0.00	Total Live Checks	0	Active Employees Paid	54
Direct Deposits	$52,527.54	Additional Checks	$0.00	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$52,527.54**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	54
Total Taxes	$19,273.92	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	56
****** Total Payroll**	**$71,801.46**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (55)	$52,527.54	Vouchers (Direct Deposit)	54	Terminated Employee Count	149
Payroll Adjustments	$0.00	Total Third Party Pays	$0.00	Total Third Party Payments	0	Total Employee Count	205
****** Adjusted Total**	**$71,801.46**	Total Third Party Void Checks	$0.00	Total Third Party Voids	0	Employees Paid this Month	54
				Zero Net Checks	1	Employees with W2 Data	62
				BlankLine	0	Active Employees Not Paid	2
				BlankLine	0	Active (Hired) EEs Not Paid	2

Client ID: 21WB - West Babylon Public Library
Pay Group: All

CONSOLIDATED PAYROLL SUMMARY

West Babylon Public Library

As Of Date: 8/21/2026
Run Date: 8/18/2026

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$0.00	Total Live Checks	$0.00	Total Live Checks	0	Active Employees Paid	57
Direct Deposits	$54,825.78	Additional Checks	$0.00	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$54,825.78**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	57
Total Taxes	$19,908.68	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	57
****** Total Payroll**	**$74,734.46**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (58)	$54,825.78	Vouchers (Direct Deposit)	57	Terminated Employee Count	149
Payroll Adjustments	$0.00	Total Third Party Pays	$0.00	Total Third Party Payments	0	Total Employee Count	206
****** Adjusted Total**	**$74,734.46**	Total Third Party Void Checks	$0.00	Total Third Party Voids	0	Employees Paid this Month	57
				Zero Net Checks	0	Employees with W2 Data	63
				BlankLine	0	Active Employees Not Paid	0
				BlankLine	0	Active (Hired) EEs Not Paid	0

WARRANT #1478 **VI.**

September 28, 2026

TO: DIANA STEIN
West Babylon Public Library

You are hereby authorized to make payment of the attached list of checks.

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted which authorized payment of checks numbered 9590 – 9636 and 001023 listed below.

_____
KATHRYN GAMBILL – TRUSTEE

_____
MAEGHAN LOLLO– TRUSTEE

_____
ANDREA McGURK – TRUSTEE

_____
RACHEL SCELFO – TRUSTEE

_____
JOLENE SIENA – TRUSTEE

ACKNOWLEDGE_____
DIANA STEIN, TREASURER

WEST BABYLON PUBLIC LIBRARY

Check Register

For the Period From Sep 28, 2026 to Sep 28, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
9590	9/28/26	A TIME FOR KIDS, Inc.	1002	335.00
9591	9/28/26	Amazon Capital Services	1002	5,395.25
9592	9/28/26	AQUARIUM NETWORK	1002	230.00
9593	9/28/26	BRODART COMPANY	1002	444.81
9594	9/28/26	Lisamarie Curley	1002	280.00
9595	9/28/26	DELL MARKETING L.P.	1002	8,075.70
9596	9/28/26	Dinosaurs Rock	1002	775.00
9597	9/28/26	FRIENDS OF THE LIBRARY	1002	49.00
9598	9/28/26	Gebert Enterprises Inc.	1002	200.00
9599	9/28/26	Geovanny & Sons Landscaping Inc.	1002	475.00
9600	9/28/26	Great America Financial Services	1002	482.70
9601	9/28/26	Half Hollow Hills Community Library	1002	7.99
9602	9/28/26	Ingram Library Services	1002	2,328.58
9603	9/28/26	VOID	1002	
9604	9/28/26	VOID	1002	
9605	9/28/26	KMBS U.S.A., INC.	1002	229.27
9606	9/28/26	Richard Lindstrom	1002	32.92
9607	9/28/26	Lucky Ducks Traveling Petting Zoo	1002	536.00
9608	9/28/26	Daniel Mas	1002	3,600.00
9609	9/28/26	MIDWEST TAPE LLC	1002	919.19
9610	9/28/26	Diane Napoli	1002	5.22
9611	9/28/26	NYS DCS NYSHIP Agency	1002	42,544.51
9612	9/28/26	Brianne O'Connell	1002	446.97
9613	9/28/26	PETTY CASH	1002	101.72
9614	9/28/26	Catherine Pinner	1002	300.00
9615	9/28/26	Precision Water Works Inc.	1002	775.00
9616	9/28/26	PSEGLI	1002	11,407.36
9617	9/28/26	Qwick Craft, LLC	1002	250.00
9618	9/28/26	Evelyn Regan	1002	300.00
9619	9/28/26	Royal Princess Prep Entertainment	1002	650.00
9620	9/28/26	S & S Worldwide, Inc	1002	95.97
9621	9/28/26	Sav Mor Mechanical Inc.	1002	161.25
9622	9/28/26	PRISCILLA SCHLEGEL	1002	202.90
9623	9/28/26	SCLS	1002	21,230.80
9624	9/28/26	STANDARD SECURITY LIFE INS.CO.of NY	1002	1,219.72
9625	9/28/26	Stericycle, Inc.	1002	134.98
9626	9/28/26	NICOLE SUMMERS SPARLING	1002	325.00
9627	9/28/26	Tyler Sutherland	1002	9.64
9628	9/28/26	Jaime Tirado	1002	200.00
9629	9/28/26	TOBAY PRINTING	1002	2,784.00
9630	9/28/26	TOWN OF BABYLON	1002	120.14
9631	9/28/26	UTICA NATIONAL INSURANCE GROUP	1002	19,248.00
9632	9/28/26	VERIZON	1002	305.25
9633	9/28/26	VERIZON BUSINESS	1002	12.89
9634	9/28/26	Verizon Fios	1002	173.55
9635	9/28/26	W. B. Mason Co.,Inc.	1002	206.00
9636	9/28/26	West Babylon Public Library	1002	250,000.00
Total				**377,607.28**

West Babylon CAPITAL FUND
Check Register
For the Period From Sep 28, 2026 to Sep 28, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
001023	9/28/26	A & L Blacktop, Inc.	1065	23,175.00
Total				**23,175.00**

WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 28, 2026

SCHEDULE (98) TREASURER'S REPORT as of August 31, 2026

GENERAL FUND

Operating Checking (2) ConnectOneBank	Payroll Checking (3) ConnectOneBank	Receipts Checking (4) ConnectOneBank	WBPL Checking (5) ValleyNational	TOTAL
$985,563.42	$346,941.99	$238,461.50	$736,329.88	$2,307,296.79

CAPITAL FUND

Checking (6) Valley National	
$ 1,031,260.35	$ 1,031,260.35

Total Cash:	$ 3,338,557.14
less General Fund Reserves	
Capital:	$ (661,000.00)
Benefit:	$ (145,000.00)
Retiree:	$ (119,000.00)
Unemployment:	$ (10,400.00)
Actual Cash Available:	**$ 2,403,157.14**

Diana Stein
Treasurer

WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 28, 2026

8/1/2026 - 8/31/2026

OPERATING CHECKING ACCOUNT - ConnectOneBank

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**824,349.88**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
8/13/2026	VOID Checks	9056, 9013	$	700.75
8/14/2026	Tax Appropriation	Credit	$	346,219.17
8/19/2026	SCLS- Local Library State Aid 90%	Credit	$	7,952.00
8/26/2026	Transfer From Receipts Account	Credit	$	250,000.00
8/31/2026	ConnectOne Interest 3.04%	Credit	$	2,389.93
	TOTAL RECEIPTS		**$**	**607,261.85**
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**1,431,611.73**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
8/3/2026	Transfer to Payroll Account	Debit	$	160,000.00
8/4/2026	Commerce Credit Card Payment	Debit	$	908.03
8/6/2026	Payroll Fees	Debit	$	555.97
8/20/2026	Payroll Fees	Debit	$	444.66
8/21/2026	Xerox Online Payment	Debit	$	444.00
8/24/2026	National Grid Payment	Debit	$	56.94
8/25/2026	NYS Retirement August 2026	Debit	$	4,249.76
8/31/2026	Transfer ro Payroll Account	Debit	$	160,000.00
8/31/2026	Warrant #1476	9512-9589	$	119,388.95
	TOTAL DISBURSEMENTS		$	446,048.31
	CASH BALANCE SHOWN BY RECORDS		$	985,563.42
	PLUS OUTSTANDING CHECKS & DEBITS		$	123,212.44
	BANK BALANCE		**$**	**1,108,775.86**

(3)

WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 28, 2026

8/1/2026 - 8/31/2026

PAYROLL CHECKING ACCOUNT - ConnectOneBank

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**177,531.40**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
8/3/2026	Transfer From Operating Account	Credit	$	160,000.00
8/31/2026	Transfer From Operating Account	Credit	$	160,000.00
	TOTAL RECEIPTS		$	320,000.00
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**497,531.40**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
8/7/2026	Payroll #3 FT & PT	Debit	$	52,527.54
8/7/2026	Payroll Taxes & Deductions	Debit	$	19,273.92
8/7/2026	Payroll Deductions	Debit	$	1,291.42
8/7/2026	Payroll Deductions	Debit	$	200.00
8/7/2026	Payroll Deductions	Debit	$	450.38
8/21/2026	Payroll #4 F/T & P/T	Debit	$	54,825.78
8/21/2026	Payroll Taxes & Deductions	Debit	$	19,908.68
8/21/2026	Payroll Deductions	Debit	$	1,332.31
8/21/2026	Payroll Deductions	Debit	$	200.00
8/21/2026	Payroll Deductions	Debit	$	450.38
8/21/2026	Payroll Deductions	1466	$	129.00
	TOTAL DISBURSEMENTS		$	150,589.41
	CASH BALANCE SHOWN BY RECORDS		$	346,941.99
	PLUS OUTSTANDING CHECKS & OTHER ADJ.		$	129.00
	BANK BALANCE		**$**	**347,070.99**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 28, 2026

8/1/2026 - 8/31/2026

RECEIPTS CHECKING ACCOUNT - ConnectOneBank

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**475,654.40**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
8/6/2026	Books, Fines & Other	Credit	$	515.98
8/13/2026	Books, Fines & Other	Credit	$	541.54
8/17/2026	Books, Fines & Other	Credit	$	3,197.05
8/21/2026	Books, Fines & Other	Credit	$	125.55
8/21/2026	Donation- EPIC Partners Insurance Center	7006494	$	500.00
8/24/2026	Books, Fines & Other	Credit	$	211.20
8/27/2026	Books, Fines & Other	Credit	$	149.62
8/31/2026	Books, Fines & Other	Credit	$	654.48
8/31/2026	Donation- North Shore Animal League	87873	$	500.00
8/31/2026	Credit Card Receipts	Credit	$	5,511.40
8/31/2026	ConnectOne Interest 3.05%	Credit	$	1,104.36
	TOTAL RECEIPTS		$	13,011.18
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**488,665.58**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
8/26/2026	Transfer to Operating Account	Debit	$	250,000.00
8/31/2026	Credit Card Processing Fees	Debit	$	204.08
	TOTAL DISBURSEMENTS		**$**	**250,204.08**
	CASH BALANCE SHOWN BY RECORDS		$	238,461.50
	LESS DEPOSIT IN TRANSIT		$	1,486.28
	BANK BALANCE		**$**	**236,975.22**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 28, 2026

8/1/2026 - 8/31/2026

VALLEY NATIONAL BANK - WBPL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**734,303.01**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
8/31/2026	Valley Bank Interest 3.30%	Credit	$	2,026.87
	TOTAL RECEIPTS		$	2,026.87
	TOTAL RECEIPTS INCLUDING CASH BALANCE			**$736,329.88**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
	TOTAL DISBURSEMENTS			0
	CASH BALANCE SHOWN BY RECORDS		$	736,329.88
	PLUS OUTSTANDING CHECKS			0
	BANK BALANCE		**$**	**736,329.88**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 28, 2026

8/1/2026 - 8/31/2026

VALLEY NATIONAL BANK - CAPITAL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**1,070,859.51**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
8/13/2026	NYS Construction Aid- 10% Balance Roof	Credit	$	30,000.00
8/31/2026	Valley Bank Interest 3.30%	Credit	$	3,004.59
	TOTAL RECEIPTS		$	33,004.59
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**1,103,864.10**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
8/31/2026	Eldor Contraction Corp	1022	$	72,603.75
	TOTAL DISBURSEMENTS		$	72,603.75
	CASH BALANCE SHOWN BY RECORDS		$	1,031,260.35
	PLUS OUTSTANDING CHECKS		$	72,603.75
	BANK BALANCE		**$**	**1,103,864.10**

September 2026 Personnel Changes							IX. C.
EMP #	NAME	TITLE	POS # of	TOTAL	HRLY	ANNUAL	ACTION
13	DiFranco, Daphne	P/T Librarian I	3	6	35.10	31,028.40	title change & salary increase effective 6/1/2026
24	Kaley, Kelly	Library Clerk	2	5		41,959.15	start effective 9/22/2026
27	Parker, Erika	Senior Account Clerk Contingent	1	1		61,120.00	start effective 9/28/2026
59	Fasano, Eric	Guard	5	5	22.32	12,767.04	start effective 9/14/2026
59	**←Total employees**	**Total positions →**		**63**			

WEST BABYLON
PUBLIC LIBRARY
211 Route 109 • West Babylon, NY 11704 • (631) 669-5445 • Fax: (631) 669-6539 • www.wbpl.us
Nancy Evans, Director

September 15, 2026

Joseph P. Price Agency Inc./Epic
40 Marcus Drive, 3rd Floor
Melville, NY 11747

Dear Joe,

On behalf of the Youth Services Department, Board of Trustees and the West Babylon community, I would like to thank you for the generous donation made to our Library.

Your donation will be used to help fund the Family Place Library program. As you know, early literacy skills are critical for reading and school success and your contribution enables us to continue to provide Family Place Library resources that are heavily utilized and appreciated by our community members.

Once again, thank you for the professional services that your firm provides and for your support of the work that we do at the West Babylon Public Library.

Sincerely,

Nancy Evans

Nancy Evans, Director

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

September 14, 2026

To: Member Library Directors and Board of Trustees
From: Kevin Verbesey

Re: SCLS Trustee Nominating Caucus

Due to the expiration of the term of **Jane Dietz** on December 31, 2026, a vacancy will soon exist on the SCLS Board of Trustees. Ms. Dietz has represented libraries from the **Town of Babylon** since 2024 and is eligible to serve another term.

In compliance with the Bylaws of the Suffolk Cooperative Library System, a meeting will be held on **Monday, October 26, 2026 at 6:45 p.m.** at the **Lindenhurst Memorial Library, One Lee Avenue, Lindenhurst, New York** to caucus and nominate a Trustee to serve on the System Board to fill a term which runs from January 7, 2027 through December 31, 2029.

Candidates for the position must meet the requirements in Article VII, Sections 1 and 2, of the System's Bylaws.

Section 1: System trustees shall reside in a library district in a town or one of the towns they represent. Only one trustee from an individual SCLS member library district may serve on the SCLS Board at a time.

Section 2: No employee of the System or any of its members nor any elected or salaried official of the New York State legislature or any elected salaried official of any municipal corporation shall be eligible for election or appointment as System trustee.

Nominations can be made by any current member library trustee of a library within the town or towns being represented. Nominees are encouraged to be present at nominating caucuses but are not required to attend.

Director's Report – September 2026

Building

- The solar panels are operational.
- I met with John Tanzi to discuss potential projects for the balance of our Solar Panel construction grant. He did not recommend installing LED lighting for the parking lot as a standalone project as it will not generate much of a cost savings. He did think that remodeling the Circulation desk and office is a worthwhile project and will prepare an estimate for an in-depth cost analysis.
- Our IT staff generated AI pictures of the side of the building without the shade structures, per your request.

Before:

After:

Before:

After:

Before:

After:

Before:

After:

Community

- Community programs this month included a blood drive sponsored by the *New York Blood Center, Medicaid Enrollment* and *Senior Advocate*.

Operations

- Our 2026 Trustee and Budget Vote Results were entered into the Voting and Elections Database per the new requirements.
- We welcomed Emily, our new Stony Brook social work intern this month and look forward to working with her.
- We've collected 724 pounds of plastic to date-only 276 pounds until we are eligible for another item from Trex.
- One thousand eighty-seven patrons from all over Suffolk County visited the library over the summer as part of the Summer Libraries Tour.
- Our seed library wrapped up for the season with 2549 seed packets across 48 different varieties. We are grateful that librarian Jessica Rice runs and grows this program each year.

Personnel

- This month we welcomed Erika Parker as our new Senior Account Clerk and Kelly Haley as a new FT Library Clerk.

SEXUAL HARASSMENT PREVENTION POLICY

Introduction

The West Babylon Public Library (hereinafter the "Library") is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination.

The Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Library's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Library, regardless of immigration status. The term "employee" in this policy refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, including, but not limited to, counseling, suspension or termination.

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Library has a zero-tolerance policy for such retaliation against anyone who, in good faith reports or provides information about suspected sexual harassment. Any employee of the Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee, working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. Any employee, paid or unpaid intern, or non-employee who believes they have been a victim of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, may be penalized for such misconduct.

5. The Library will conduct a prompt, thorough and, to the extent feasible, confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including

managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Library will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of to the Library Director.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to employees upon hiring and shall be posted prominently in all work locations.

Sexual Harassment Prevention Team

The Library shall annually appoint the following members to its Sexual Harassment Team:

- Title IX Coordinator: This person shall be responsible for coordinating compliance efforts.
- Investigator: This person investigates formal complaints and may also serve as the Title IX Coordinator.
- Decision-Maker: This person makes a determination after the investigation is complete and the entire record has been reviewed.
- Appellate Decision-Maker: This person is authorized to make a determination upon an appeal.

The Title IX Coordinator and Investigator shall be an employee and may be the same person. The Decision-Maker and Appellate Decision-Maker need not be an employee, but cannot be the person appointed as the Title IX Coordinator or Investigator.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment including, but not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy. "Sexual Violence" means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A person may be incapable of giving consent due to age, drug or alcohol use, or an intellectual or other disability. Sexual violence includes but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

"Dating Violence" means violence committed by a person (A) who is or has been in social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
    - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
    - o Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
    - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
    - o Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - o Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - o Sabotaging an individual's work;
  - o Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. State and/or federal law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at Library-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti- discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, the Library Director and/or a Title IX Compliance Officer. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail.

Employees, paid or unpaid interns, or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Library Director and/or a Title IX Compliance Officer, irrespective of whether the affected individual files a complaint. If the complaint involves the Library Director, the supervisor/manager must report the suspected sexual harassment to the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough and should be completed within 30 days when possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Library will not tolerate retaliation against employees who report and/or participate in any investigation.

Investigations will be done in accordance with the following steps to the extent feasible:

A. Initial Procedure

The Title IX Coordinator/Investigator, or designee will conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. If the complaint is oral, the Title IX Coordinator/Investigator, or designee, will encourage the complainant or informant to complete the written complaint form, a copy of which is attached to this Policy. If he or she refuses, the Title IX Coordinator/Investigator, or designee, will prepare a complaint form based on the oral reporting. Except in the case of severe or criminal conduct, the Title IX Coordinator/Investigator or designee should make all reasonable efforts to resolve complaints informally. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint. All persons involved in an investigation (complainants, witnesses and alleged harassers) will be accorded due process to protect their rights to a fair and impartial investigation. This investigation shall be prompt and thorough, and shall be completed as soon as possible.

Upon learning of potential sexual harassment, the Title IX Coordinator must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainants wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the complainant the process for filing a formal complaint. Examples of supportive measures may include, depending on the circumstances and job responsibilities, counseling, added supervision, modifications of work schedules, restrictions on contact between the parties, changes in work locations, leave of absence, and/or increased security and monitoring of certain areas of the Library. The Library also maintains the authority to place an employee on administrative leave, subject to any contractual considerations.

Immediately, but no later than two working days following receipt of a complaint, the Title IX Coordinator/Investigator shall begin an investigation of the complaint according to the following steps:

1. Interview the target and document the conversation. Instruct the target to have no contact or communication regarding the complaint with the alleged harasser. Ask the target specifically what action they want taken in order to resolve the complaint. Refer the target, as appropriate, to staff or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the target. If the target has not prepared written documentation, ask the target to do so, providing alternative formats for

individuals with disabilities who may need accommodation. If the complainant refuses to complete a complaint form or written documentation, the Title IX
Coordinator/Investigator shall complete a complaint form based on the verbal report.

3. Request, review, obtain and preserve relevant evidence of harassment (e.g., documents, emails, phone records, etc.), if any exist.

4. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing. Inform the harasser that he/she is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.

5. Instruct the alleged harasser to have no contact or communication regarding the complaint with the target and to not retaliate against the target. Warn the alleged harasser that if they make such contact with or retaliate against the target, they will be subject to immediate disciplinary action.

6. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and their statement confidential. Employees may be required to cooperate as needed in investigations of suspected sexual harassment.

7. Review all documentation and information relevant to the complaint.

8. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:

a. discussion with the accused, informing them of the Library's policies and indicating that the behavior must stop;
b. suggesting counseling and/or sensitivity training;
c. conducting training for the department in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
d. requesting a letter of apology to the complainant;
e. writing letters of caution or reprimand; and/or
f. separating the parties.

9. Involvement and Notification

a. A determination of responsibility shall be made in writing by a Decision-Maker(s), who is (are) not the Title IX Coordinator or the Investigator, by using the clear and convincing evidence standard to determine whether the alleged harasser is responsible for the alleged conduct. At the conclusion of the investigation, the Title IX Compliance Officer, or designee, will report the findings to the Library Director. Such written determination must be provided to all parties simultaneously. Furthermore, such determination becomes final on either (1) the date that the parties are provided with written determination of the result of the appeal, or (2) if no appeal is filed, the date on which an appeal would no longer be considered timely. If it is found that prohibited sexual harassment has, in fact, occurred, the Title IX Coordinator, or designee, will make a recommendation to the Library Director and appropriate corrective action will be taken.

b. The Library will also ensure that all individuals designated as a Title IX Coordinator, Compliance Officer, Investigator, Decision-Maker, and any person facilitating the informal resolution process has received training regarding the definition of sexual harassment and how to conduct an investigation and grievance process.

c. The Investigator will report back to both the target and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The Investigator will instruct the target to

report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against them. The Investigator will notify the target that if they desire further investigation and action, they may request an investigation by contacting the Appellate Decision Maker. The Investigator will also notify the target of their right to contact the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the New York State Division of Human Rights, and/or a private attorney.

10. Create a written documentation of the investigation, kept in a secure and confidential location, containing:

a. A list of all documentation and other evidence reviewed, along with a detailed summary;
b. A list of names of those interviewed along with a detailed summary of their statements;
c. A timeline of events;
d. A summary of prior relevant incidents, reported or unreported; and
e. The final resolution of the complaint, together with any corrective action(s).

If the initial investigation results in a determination that sexual harassment did occur, the Title IX Coordinator/Investigator will promptly notify the Library Director, who will then take prompt disciplinary action in accordance with Library policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Title IX Coordinator/Investigator contains evidence or allegations of serious or extreme harassment, such as criminal touching, quid pro quo (e.g., offering an employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint will be referred promptly to the Library Director.

In addition, where the Title IX Coordinator/Investigator has a reasonable suspicion that the alleged harassment involves criminal activity, they must immediately notify the Library Director, who will then contact appropriate law enforcement authorities. Where criminal activity is alleged or suspected by a library employee, the accused employee will be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements. Any party who is not satisfied with the outcome of the initial investigation by the Investigator or the Title IX Coordinator may request an investigation to the Library's Title IX Appellate Decision Maker within 30 days.

B. Title IX Appellate Decision Maker Procedure

The Title IX Appellate Decision Maker will promptly investigate and resolve all sexual harassment complaints that are referred by the Title IX coordinator, as well as those appealed following an initial investigation by the Title IX Coordinator. In the event the complaint of sexual harassment involves the Title IX Appellate Decision Maker, the complaint will be filed with or referred to the Board President, who will refer the complaint to a trained investigator not employed by the Library for investigation.

The Appellate-Level Decision Maker investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Appellate-Level Decision Maker or Board President.

If a Library investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment.

No later than 30 days following receipt of the complaint, the Title IX Appellate Decision -Maker (or in cases involving the Title IX Appellate Decision -Maker, the Board-appointed investigator) will notify the target and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Title IX Appellate Decision -Maker or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The target and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings.

Training of Staff

This policy will be posted prominently in all work locations. The Library will provide this policy to all employees and will provide this policy to new employees upon hire.

The Director/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees in order to express the Library's condemnation of such conduct and explain the sanctions for harassment. All employees of the Library shall receive training on an annual basis which is interactive, and which includes:

- an explanation of sexual harassment;
- examples of conduct that would constitute unlawful sexual harassment;
- information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment; and
- information concerning employees' rights of redress and all available forums for adjudicating complaints.

The Title IX Coordinator, Investigator, Decision-Maker and Appellate Decision-Maker shall be trained in their roles and responsibilities.

Recordkeeping

All documentation from sexual harassment investigations along with training materials must be maintained for a period of seven (7) years. Additionally, all materials used to train Title IX coordinators, investigators, decision makers, and appellate decision makers must be posted on the Library's website.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Library, employees may also choose to pursue legal remedies with the following governmental entities at any time. Complaining internally to the Library does not extend your time to file with these governmental entities.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Board Meetings 2027

Monday	January	25	
Monday	February	22	
Monday	March	28	Regular Meeting and Budget Hearing
Monday	April	26	
Monday	May	**24**	
Monday	June	28	
Monday	July	26	Regular and Reorganization Meeting
Monday	August	30	
Monday	September	27	
Monday	October	25	
Monday	November	29	
Monday	December	27	Regular Meeting and Budget Workshop

What is PALS?

The ***Partnership of Automated Libraries in Suffolk*** (PALS) is an integrated library automation consortium of 53 member libraries and the Suffolk Cooperative Library System. SCLS administers the operations of the consortium under the direction of the PALS Executive Board. PALS utilizes Innovative Interfaces, Inc. as its automation vendor.

Innovative

Innovative Interfaces is our vendor for the automation system used by the PALS libraries. They also provide us with service and support for the software.

2027 PALS BUDGET

Acct Code	INCOME	2025 Budget	2026 Budget	2027 Proposed	$ Change	% Change
4100	ILS Access & Maintenance	1,235,733	1,329,706	1,354,903	25,197	1.89%
	OTHER INCOME					
4140	Misc.	0	0	0	0	0.00%
4230	SCLS	131,902	140,859	144,935	4,076	2.89%
4230	INN-Reach (NLS)	75,646	77,915	80,252	2,337	3.00%
4230	Non-PALS SCLS Libraries	5,305	5,465	5,629	164	3.00%
4261	Erate	7,250	7,250	8,500	1,250	17.24%
4350	Interest	5,150	4,800	1,800	-3,000	-62.50%
4640	Add-On Services	0	0	0	0	0.00%
	TOTAL OTHER INCOME	225,253	236,289	241,116	4,827	2.04%
TOTAL INCOME		1,460,830	1,565,995	1,596,019	30,024	1.92%

Acct Code	EXPENDITURES	2025 Budget	2026 Budget	2027 Proposed	$ Change	% Change
	REIMBURSABLE					
	SALARIES					
	Professional & Technical Staff	563,476	567,736	576,067	8,331	1.47%
	Support Staff	125,572	128,269	131,039	2,770	2.16%
	Hourly/Holiday/Overtime	16,000	16,000	16,000	0	0.00%
	TOTAL SALARIES	705,048	712,005	723,106	11,101	1.56%
	FIXED CHARGES					
	SCLS Overhead	38,500	38,500	38,500	0	0.00%
	TOTAL FIXED CHARGES	38,500	38,500	38,500	0	0.00%
	PROFESSIONAL FEES					
	Auditor	4,000	4,000	4,000	0	0.00%
	Insurance	4,375	4,375	4,400	25	0.57%
	TOTAL PROFESSIONAL FEES	8,375	8,375	8,400	25	0.30%
	OPERATIONS - SCLS					
	Supplies/Meetings/Ecommerce/PayPal/CC	2,500	3,500	3,500	0	0.00%
	ListServ / CMS / Callcenter	3,000	3,000	3,000	0	0.00%
	TOTAL OPERATIONS - SCLS	5,500	6,500	6,500	0	0.00%
5200	*TOTAL EXPENDITURES - REIMBURSABLE*	757,423	765,380	776,506	11,126	1.45%
	NON-REIMBURSABLE					
	OPERATIONS - PALS					
5202	Telecommunication	0	14,500	15,500	1,000	6.90%
5350	Innovative Interfaces (Hardware/Software)	656,907	676,615	696,915	20,300	3.00%
5490	Travel / Mileage Local	5,000	5,000	5,000	0	0.00%
5510	Professional Development (IUG / Training)	15,000	15,000	15,000	0	0.00%
5930	Secured Signature Verification	500	1,000	0	-1,000	0.00%
5930	LibraryIQ	0	79,000	87,098	8,098	10.25%
5930	Content Café	9,500	9,500	0	-9,500	-100.00%
5959	Add-On Services (Expenses)	0	0	0	0	0.00%
	TOTAL EXPENDITURES - NON-REIMBURSABLE	686,907	800,615	819,513	18,898	2.36%
TOTAL EXPENDITURES		1,444,330	1,565,995	1,596,019	30,024	1.92%

Proposed PALS Invoicing 2027

	2026					2027				
	Quarter	Annual	% of Total	Change $	Change %	Quarter	Annual	% of Total	Change $	Change %
Amagansett	1,299.19	5,196.77	0.39%	367.27	7.60%	1,323.81	5,295.24	0.39%	98.48	1.89%
Amityville	4,847.62	19,390.48	1.46%	1,370.36	7.60%	4,939.48	19,757.92	1.46%	367.44	1.89%
Babylon	4,815.08	19,260.32	1.45%	1,361.16	7.60%	4,906.32	19,625.29	1.45%	364.97	1.89%
Bay Shore	3,301.24	13,204.95	0.99%	933.22	7.60%	3,363.79	13,455.17	0.99%	250.22	1.89%
Bayport	5,121.95	20,487.78	1.54%	1,447.91	7.60%	5,219.00	20,876.01	1.54%	388.23	1.89%
Brentwood	9,438.91	37,755.63	2.84%	2,668.26	7.60%	9,617.77	38,471.08	2.84%	715.44	1.89%
Brookhaven	1,515.72	6,062.89	0.46%	428.48	7.60%	1,544.44	6,177.77	0.46%	114.89	1.89%
Center Moriches	7,012.94	28,051.75	2.11%	1,982.47	7.60%	7,145.83	28,583.31	2.11%	531.56	1.89%
Central Islip	6,310.08	25,240.32	1.90%	1,783.78	7.60%	6,429.65	25,718.61	1.90%	478.29	1.89%
Cold Spring Harb	3,432.26	13,729.04	1.03%	970.26	7.60%	3,497.30	13,989.19	1.03%	260.16	1.89%
Commack	7,444.23	29,776.93	2.24%	2,104.39	7.60%	7,585.30	30,341.19	2.24%	564.25	1.89%
Comsewogue	8,466.93	33,867.72	2.55%	2,393.50	7.60%	8,627.37	34,509.49	2.55%	641.77	1.89%
Copiague	7,205.49	28,821.97	2.17%	2,036.90	7.60%	7,342.03	29,368.13	2.17%	546.16	1.89%
Cutchogue	3,464.51	13,858.02	1.04%	979.37	7.60%	3,530.16	14,120.62	1.04%	262.60	1.89%
Deer Park	8,141.17	32,564.68	2.45%	2,301.41	7.60%	8,295.44	33,181.76	2.45%	617.08	1.89%
East Hampton	3,316.86	13,267.45	1.00%	937.64	7.60%	3,379.71	13,518.85	1.00%	251.41	1.89%
East Islip	6,479.92	25,919.67	1.95%	1,831.79	7.60%	6,602.71	26,410.83	1.95%	491.16	1.89%
Elwood	2,655.77	10,623.07	0.80%	750.75	7.60%	2,706.09	10,824.37	0.80%	201.30	1.89%
Emma S Clark	5,718.28	22,873.11	1.72%	1,616.49	7.60%	5,826.63	23,306.54	1.72%	433.43	1.89%
Fishers Island	433.07	1,732.26	0.13%	122.42	7.60%	441.27	1,765.09	0.13%	32.83	1.89%
Floyd	2,598.38	10,393.51	0.78%	734.53	7.60%	2,647.61	10,590.46	0.78%	196.95	1.89%
Half Hollow Hills	12,332.73	49,330.93	3.71%	3,486.31	7.60%	12,566.43	50,265.72	3.71%	934.79	1.89%
Hampton Bays	3,336.43	13,345.72	1.00%	943.17	7.60%	3,399.65	13,598.61	1.00%	252.89	1.89%
Hampton Library	1,859.63	7,438.52	0.56%	525.69	7.60%	1,894.87	7,579.48	0.56%	140.95	1.89%
Harborfields	6,323.73	25,294.91	1.90%	1,787.64	7.60%	6,443.56	25,774.23	1.90%	479.32	1.89%
Hauppauge	3,301.24	13,204.95	0.99%	933.22	7.60%	3,363.79	13,455.17	0.99%	250.22	1.89%
Huntington	8,514.08	34,056.32	2.56%	2,406.83	7.60%	8,675.41	34,701.66	2.56%	645.34	1.89%
Islip	5,678.66	22,714.64	1.71%	1,605.29	7.60%	5,786.27	23,145.06	1.71%	430.43	1.89%
John Jermain	2,165.32	8,661.27	0.65%	612.11	7.60%	2,206.35	8,825.39	0.65%	164.12	1.89%
Lindenhurst	8,323.23	33,292.90	2.50%	2,352.87	7.60%	8,480.95	33,923.78	2.50%	630.88	1.89%
Longwood	10,857.49	43,429.96	3.27%	3,069.28	7.60%	11,063.23	44,252.93	3.27%	822.97	1.89%
Mastics	13,291.99	53,167.95	4.00%	3,757.48	7.60%	13,543.86	54,175.45	4.00%	1,007.50	1.89%
Mattituck	3,119.90	12,479.60	0.94%	881.96	7.60%	3,179.02	12,716.08	0.94%	236.48	1.89%
Montauk	1,732.25	6,929.01	0.52%	489.69	7.60%	1,765.08	7,060.31	0.52%	131.30	1.89%
North Babylon	4,819.61	19,278.44	1.45%	1,362.44	7.60%	4,910.94	19,643.76	1.45%	365.31	1.89%
North Shore	9,335.39	37,341.56	2.81%	2,639.00	7.60%	9,512.29	38,049.16	2.81%	707.60	1.89%
Northport	9,939.20	39,756.79	2.99%	2,809.69	7.60%	10,127.54	40,510.15	2.99%	753.36	1.89%
East Northport	5,285.21	21,140.86	1.59%	1,494.07	7.60%	5,385.36	21,541.46	1.59%	400.60	1.89%
Patchogue	14,485.08	57,940.30	4.36%	4,094.75	7.60%	14,759.56	59,038.23	4.36%	1,097.93	1.89%
Port Jefferson	5,624.60	22,498.38	1.69%	1,590.00	7.60%	5,731.18	22,924.71	1.69%	426.33	1.89%
Quogue	1,299.19	5,196.77	0.39%	367.27	7.60%	1,323.81	5,295.24	0.39%	98.48	1.89%
Riverhead	7,396.76	29,587.04	2.23%	2,090.97	7.60%	7,536.92	30,147.70	2.23%	560.65	1.89%
Rogers	6,182.49	24,729.96	1.86%	1,747.71	7.60%	6,299.64	25,198.58	1.86%	468.62	1.89%
Sachem	15,967.45	63,869.81	4.80%	4,513.80	7.60%	16,270.03	65,080.10	4.80%	1,210.29	1.89%
Sayville	6,784.88	27,139.53	2.04%	1,918.00	7.60%	6,913.45	27,653.81	2.04%	514.28	1.89%
Shelter Island	2,165.32	8,661.27	0.65%	612.11	7.60%	2,206.35	8,825.39	0.65%	164.12	1.89%
South Country	6,359.11	25,436.44	1.91%	1,797.64	7.60%	6,479.61	25,918.45	1.91%	482.00	1.89%
South Huntington	8,215.69	32,862.74	2.47%	2,322.47	7.60%	8,371.37	33,485.47	2.47%	622.73	1.89%
Smithtown	22,692.53	90,770.12	6.83%	6,414.90	7.60%	23,122.54	92,490.15	6.83%	1,720.03	1.89%
Southold	2,725.76	10,903.03	0.82%	770.54	7.60%	2,777.41	11,109.63	0.82%	206.60	1.89%
West Babylon	6,418.78	25,675.11	1.93%	1,814.51	7.60%	6,540.41	26,161.63	1.93%	486.53	1.89%
Westhampton	4,100.89	16,403.56	1.23%	1,159.27	7.60%	4,178.60	16,714.40	1.23%	310.84	1.89%
West Islip	6,823.53	27,294.13	2.05%	1,928.93	7.60%	6,952.83	27,811.33	2.05%	517.20	1.89%
Wyandanch	1,948.78	7,795.14	0.59%	550.90	7.60%	1,985.71	7,942.85	0.59%	147.71	1.89%
Total	**332,426.50**	1,329,706.00	**100.00%**	**93,972.89**	**7.60%**	**338,725.75**	1,354,903.00	**100.00%**	**25,197.00**	**1.89%**

PALS

PARTNERSHIP OF AUTOMATED LIBRARIES IN SUFFOLK

Elizabeth Burns, President *Arielle Hessler, Secretary*
Debra Engelhardt, Vice-President *Ryan Athanas, Treasurer*

PALS BALLOT
September 18, 2026

2027 BUDGET

❑YES
❑NO

PALS President 2027-2028

❑ Ryan Athanas

PALS Secretary 2027-2028

❑ Jamie Papandrea

Your Name: _____

Library: _____

RETURN TO PALS BY NOVEMBER 1, 2026

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Nancy Evans, Director

PROCUREMENT POLICY

All purchases of goods and contracts for public services shall be made in accordance with the provisions of New York State General Municipal Law.

Except as otherwise provided by law (e.g. emergency situations) all public works contracts in excess of $35,000 shall be subject to competitive bidding. All purchase contracts in excess of $20,000 shall be subject to competitive bidding. Rejection of a low bid based upon an initial determination that the low bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the low bidder of the Board's intent to so disqualify him/her and providing the low bidder an opportunity to submit a written response and proof to the Board or its designee on the issue of his/her qualifications and ability to perform the contract obligations.

For public works and purchase contracts which fall below the competitive bidding thresholds stated in the previous paragraph the following conditions shall apply:

* Whenever possible, price quotations for proposals for goods and services shall be obtained from at least three vendors or contractors. Such price quotes may be verbal when the purchase contract amount is less than $500 and the public work contract amount is less than $500. Price quotations for proposals for purchase contacts and public work contracts in excess of the aforementioned verbal proposal amounts shall be in writing.

* Goods or services procured pursuant New York State or Suffolk County contracts shall be exempt from the comparative price quotation requirement stated in the previous subparagraph.

* Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:

* Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library.

* Vendor's or Contractor's terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods.

* Vendor cannot fully comply with the Specifications for goods or services as set forth by the Library.

* Vendor's warranty for goods or services is deemed inadequate by the Library.

* Vendor's post-purchase support services are deemed inadequate by the Library.

No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees or the Library Administration, i.e. the Library Director, hold a full or partial interest. This Procurement Policy shall be reviewed annually. All applicable procedures are provided in the Library's manual of Internal Controls.

Amended: 4/93, 9/10, 1/14