



Board of Trustees
Meeting June 10, 2025

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**AGENDA FOR THE REGULAR MEETING OF THE JERICO PUBLIC LIBRARY BOARD OF
TRUSTEES JUNE 10, 2025**

CALL TO ORDER

PUBLIC HEARING

There is a 3-minute time limit per individual in each period.

APPROVAL OF PRIOR MONTH'S MINUTES

A. May 12, 2025.

DEPARTMENT HEAD

COMMUNICATIONS

FINANCIAL REPORT

Financial Statement:

A. Authorization for Payment #2025 – 11 for \$69,598.32

COMMITTEE REPORTS

Future of the Library Committee. Survey.

DIRECTOR' S REPORT

Director Angela Cinquemani

UNFINISHED BUSINESS

NEW BUSINESS

- A. Accept Donation. Charles Grunfeld Foundation.
- B. Microfilm Gift.

June 10, 2025

- C. NLS Memorandum of Organization Amendments.
- D. Library of Things Policy.
- E. Behavior Policy.
- F. Workers Compensation Renewal. Regan.
- G. Column Proposal.
- H. 2025-2026 Board Meeting Dates.
- I. Next Board Meeting Date: TBD at 4:00 PM in the Meeting Room.

PERSONNEL

- A. Appointment of Peggy Fitzmaurice, Full Time Typist Clerk, effective June 30, 2025.

SECOND PUBLIC HEARING

There is a 3-minute time limit per individual in each period.

EXECUTIVE SESSION

- A. Personnel.

ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF
TRUSTEES MAY 12, 2025**

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:15 pm in the Meeting Room.

Present were Ms. Jacobson, Mr. Weinstock, Ms. Cole, Ms. Smith, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board and Mr. Truncale, Counsel.

Ms. Dolowich was absent with prior notice.

PUBLIC HEARING

There is a 3-minute time limit per individual in each period. The Board welcomed Jericho patron Ms. Yu Gao to the meeting. Ms. Gao recommended the purchase of additional simplified Chinese language books for the community. She also requested volunteer opportunities for Teens, which the library currently offers.

MINUTES

- A. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the meeting minutes of April 15, 2025.

Yes – 4

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved by the Board as follows:

- A. #2025 - 10 for \$185,286.72 - moved by Ms. Jacobson and seconded by Ms. Dolowich.

May 12, 2025

Yes – 4

No – 0

- B. #2025 – 10B for \$282,036.66 – moved by Ms. Jacobson and seconded by Ms. Smith.

Yes – 4

No – 0

COMMITTEE REPORTS

The Future of the Library Committee is creating a survey to gauge the community's interest level in the development and funding of the Jericho Public Library. The survey will be presented to the Board for approval.

DIRECTOR' S REPORT

BUDGET VOTE- The 2025/2026 Library Budget Vote and Trustee election will be held on May 20, 2025 in the Jericho Middle/High School Gymnasium between 6:00 AM and 9:00 PM. The budget hearing is scheduled for May 13, 2025 at 7:00 PM in the High School Little Theater. The Jericho Public Library proposed budget for 2025/2026 falls under the tax cap and reflects a 2.15% tax levy increase. Budget information is posted on the library website and copies can be requested at the second floor Reference desk.

NYS ANNUAL REPORT- The New York State annual report for the Jericho Public Library has been sent to the Nassau Library System. We are awaiting final approval.

INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)- An executive order was issued in March which seeks to dismantle the Institute of Museum and Library Services (IMLS), the sole federal agency for funding library services nationwide. IMLS funds the New York State Library and annual Grants to States funding. Some of the critical services provided by the State Library with IMLS support are: distribution of State Aid to libraries, administration of Public Library Construction Aid, processing public librarian certification, Summer Reading at NY Libraries, and free online access to a vast collection of digital resources for New York residents through NOVELny. Advocacy around this serious issue continues – you can support libraries by visiting <https://nassaulibrary.org/advocacy>.

NASSAU COUNTY CIVIL SERVICE- The residency waiver for the Librarian I exam has been approved and is expected to continue beyond the two-year pilot. We are pleased with this decision as it has been a challenge to employ staff needed for the library.

BUILDING & GROUNDS- Cracks in the cement under the back overhang and at front entrance have been filled. The outside water hose spigot has been replaced.

TECHNOLOGY- We are transitioning from Patron Point to Innovative Vega Promote. Vega Promote provides comparable email marketing and library notices at the same cost, but with tighter integration and functionality with the ILS (Innovative Sierra).

SAFETY DRILL- The custodial staff attended a building emergency preparedness drill which included: how to reset the fire panel, shut off water valves, and manually open the elevator doors and automatic doors in the event of a power outage. All emergency lights were tested and are in good working order.

MUSEUM PASSES- The library pass for the Museum of the City of New York will not be renewed this year due to very low demand.

EMAIL NEWSLETTER & PROGRAMS- We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library. Please check our monthly calendar for the latest information:

<https://www.jericholibrary.org/events/month>

Patrons can check our event calendar and see when our Meeting Room on the first floor is available for shared public use.

LIBRARY USAGE AND STATISTICS SNAPSHOT (DIRECT ACCESS) APRIL 2025

CHILDREN'S DEPT PROGRAMS- 29
CHILDREN'S DEPT ATTENDEES- 549

TEEN DEPT PROGRAMS- 9
TEEN DEPT ATTENDEES- 77

ADULT DEPT PROGRAMS- 66
ADULT DEPT ATTENDEES- 1244

NEW LIBRARY CARDS- 46

LIBRARY VISITORS- 7509

WIFI SESSIONS- 55,956

WEBSITE USERS- 4287

CIRCULATION CHECKOUTS- 11,756

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1070
INSTAGRAM- 1171
TIKTOK- 661
TWITTER (X)- 395
YOUTUBE- 137

HIGHLIGHTS:

Our Jericho patrons had a wonderful time creating works of art at the “Paint Night” program.

In total, 1870 patrons attended 104 programs in the month of April at the Jericho Public Library!

While you’re out enjoying the warm spring weather, come visit your community library! We are here and ready to help you explore the programs and services available to you.

UNFINISHED BUSINESS

- A. 2025-2026 Board Meeting Dates – Tabled.
- B. Recycling – Tabled.

NEW BUSINESS

- A. Next Board meeting date is June 10, 2025, at 4:00 PM in the Meeting Room.

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved to increase the starting hourly rate of Part-Time Typist Clerk, as discussed in executive session, and effective May 13, 2025.

Yes – 4

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the resolution to adopt the findings of the investigation performed by the Director with regard to the submission by vendor L2J Consulting.

Yes – 4

No – 0

SECOND PUBLIC HEARING

There is a 3-minute time limit per individual in each period. Jericho patron Ms. Yu Gao recommended that the library make information available in Chinese to make it easier for the community to find and view. This may also help to increase the number of patrons applying for library cards and registering for programs. The Board thanked Ms. Gao for her suggestions.

EXECUTIVE SESSION

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, The Board entered executive session at 5:16 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board exited executive session at 5:24 pm.

Yes – 4

No – 0

ADJOURNMENT

- A. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board adjourned at 6:03 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board

JERICHO PUBLIC LIBRARY

WARRANT

MAY 2025

Num	GL ACCOUNT	NAME	Amount
16797	201CHASE VISA	CHASE VISA	(7,498.51)
16798	203DELLFINANCIALSERVICES	DELL FINANCIAL SERVICES	(1,145.89)
16799	410AMAZON	AMAZON CAPITAL SERVICES	(6,329.85)
16800	410BAKER & TAYLOR	BAKER & TAYLOR	(4,438.87)
16801	410BRODART	BRODART CO.	(538.69)
16802	410CENTER POINT	CENTER POINT LARGE PRINT	(31.46)
16803	410GALE	GALE CENGAGE LEARNING	(261.46)
16804	410LIBRARY IDEAS	LIBRARY IDEAS	(43.16)
16805	410W.J.BOOKSTORE	W.J. BOOKSTORE	(197.95)
16806	411MIDWEST	MIDWEST TAPE	(381.33)
16807	411PLAYAWAY PRODUCTS	PLAYAWAY PRODUCTS, LLC	(74.99)
16808	412KANOPY	KANOPY	(427.00)
16809	412MIDWEST	MIDWEST TAPE	(266.18)
16810	412MIDWEST/HOOPLA	MIDWEST/HOOPLA	(2,687.52)
16811	412OVERDRIVE	OVERDRIVE, INC.	(15,675.77)
16812	418ALREJA SHEETAL	SHEETAL ALREJA	(325.00)
16813	418ANDERSON	PATRICIA ANDERSON	(200.00)
16814	418BOSNJAK	JOLIE BOSNJAK	(400.00)
16815	418BROOKLYN BOTANIC GARDEN	BROOKLYN BOTANIC GARDEN	(150.00)
16816	418CARING CUBS	CARING CUBS	(400.00)
16817	418CARLO	RENEE CARLO	(900.00)
16818	418CEED	CEED	(325.00)
16819	418CHECKMATE	CHECKMATE	(100.00)
16820	418CILMI	JOE CILMI	(400.00)
16821	418COURTADE	MARC COURTADE	(300.00)
16822	418EMMER, JILL	JILL EMMER	(275.00)
16823	418GERMANO, THOMAS	THOMAS GERMANO	(275.00)
16824	418GIGGLES & GROOVES	GIGGLES & GROOVES WITH REBECCA	(250.00)
16825	418HABER, ELINOR	ELINOR HABER	(300.00)
16826	418HOME HEALTH AND SPIRIT CORP	HOME HEALTH AND SPIRIT CORP	(600.00)
16827	418JUMP FOR JOY	JUMP FOR JOY	(150.00)
16828	418KASSIMIR,SANDY	SANDY KASSIMIR	(100.00)
16829	418LANTERN THEATRE	LANTERN THEATRE	(350.00)
16830	418LINTHWAITE	DARA LINTHWAITE	(175.00)
16831	418NACHAMIE	STEPHEN NACHAMIE	(250.00)
16832	418NLS	NLS GENERAL FUND	(1,575.00)
16833	418OLD WESTBURY GARDENS	OLD WESTBURY GARDENS	(235.00)
16834	418QUEST MASTERS GUILD, INC	QUEST MASTERS GUILD, INC	(215.00)
16835	418RAY	LINDA RAY	(225.00)
16836	418ROSENBERG, HOWARD	HOWARD ROSENBERG	(250.00)
16837	418SEN	MADHUMITA SEN	(400.00)
16838	418SPACE MELINDA	MELINDA SPACE	(220.00)
16839	418THE VILLAGE ARTIST	THE VILLAGE ARTIST	(250.00)
16840	418TIMEFORKIDS	TIME FOR KIDS	(165.00)
16841	418TINY SONGBIRDS	TINY SONGBIRDS	(250.00)

JERICHO PUBLIC LIBRARY

WARRANT

MAY 2025

Num	GL ACCOUNT	NAME	Amount
16842	418VAIL, AMY	AMY VAIL	(375.00)
16843	418VASTA	MINDY VASTA	(240.00)
16844	418WOOD, TAMI	TAMI WOOD	(250.00)
16845	418YANG	MINGDI YANG	(150.00)
16846	418YOUNG BUILDERS GROUP	YOUNG BUILDERS GROUP	(275.00)
16847	430ACADEMY	ACADEMY MARKING PRODUCTS, INC.	(414.35)
16848	430QUENCH	CULLIGAN QUENCH	(157.30)
16849	430STAPLESBUS	STAPLES BUSINESS ADVANTAGE	(298.72)
16850	431CINQUEMANI	ANGELA CINQUEMANI	(80.36)
16851	433USPS-POC	USPS-POC	(200.00)
16852	435DECAROLIS	NORA ANN DECAROLIS	(1.34)
16853	435HEINZ	MARIA HEINZ	(9.31)
16854	435MASHAIKH	ZORRAH MASHAIKH	(9.31)
16855	435MEDINA	FRAN MEDINA	(23.20)
16856	436BAKER & TAYLOR	BAKER & TAYLOR	(1,710.76)
16857	437BOCES	WESTERN SUFFOLK BOCES	(256.00)
16858	437OCLC	OCLC	(622.18)
16859	437SPELLMAN GIBBONS	SPELLMAN GIBBONS	(1,562.50)
16860	439CORKREY ELECTRIC, INC.	CORKREY ELECTRIC, INC.	(3,899.40)
16861	439INTER-COUNTY	INTER-COUNTY MECHANICAL	(1,638.50)
16862	439ISLAND ELEVATOR	ISLAND ELEVATOR SERVICES, INC.	(281.00)
16863	439RAINBOW	RAINBOW MAINTENANCE AND CLEANI	(4,300.00)
16864	451IMPERIALDADE	IMPERIALDADE	(1,367.38)
16865	476DAVEY	DAVEY TREE EXPERT COMPANY	(158.00)
16866	476T.DEVITO & SONS	T. DEVITO & SONS	(734.44)
16867	5690BETHPAGE	BETHPAGE LIBRARY	(20.99)
16868	5690JERICHO LIBRARY	JERICHO LIBRARY	(150.00)
16869	5690SIMMONS	KIM SIMMONS	(280.00)
16870	5690SONG YING	YING SONG	(9.99)
16871	99ZPETTY CASH	ANGELA CINQUEMANI	(114.66)
			<u>(69,598.32)</u>

JERICO PUBLIC LIBRARY

WARRANT

MAY 2025

Authorization for Payment 2025-11 for bills and obligations for the month of
May 2025.

I certify that the above accounts amounting to the sum of \$69,598.32 which includes
voided checks, if any, has been reviewed and authorized by a quorum of the Board of
Trustees and that the same have been examined by me and found correct.

Financial Officer

Date

President

Date

Jericho Public Library
Profit Loss Budget Performance

	Actual MAY 2025	Budget MAY 2025	Difference	Actual JULY 2024- MAY 2025 YTD	Budget JULY 24 -MAY 25	YTD Difference
Revenue						
2022/2023 Reserve Carryover	4167.00	4,167.00	0.00	45,833.00	45,833.00	0.00
4100-10 TAX MONEY	0.00	0.00	0.00	5,474,554.00	5,474,554.00	0.00
4100-11 PILOT MONEY	0.00	0.00	0.00	57,998.63	56,108.00	1,890.63
4208-20 FINES	253.57	875.00	(621.43)	9,105.70	9,625.00	(519.30)
4240-10 INTEREST	0.00	5,833.00	(5,833.00)	113,415.33	64,167.00	49,248.33
4245-00 COMMISSIONS/MISC.	0.00	83.00	(83.00)	302.09	913.00	(610.91)
4250-00 VENDING MACHINE	0.00	208.00	(208.00)	1,284.08	2,292.00	(1,007.92)
4251-00 COFFEE MACHINE	0.00	292.00	(292.00)	2,228.75	3,208.00	(979.25)
4260-00 PRINT MANAGEMENT	0.00	317.00	(317.00)	2,097.46	3,483.00	(1,385.54)
4269-00 LOST/DAMAGED LIB. MAT.	0.00	63.00	(63.00)	239.87	688.00	(448.13)
4270-50 GIFTS & DONATIONS	0.00	42.00	(42.00)	6,596.65	458.00	6,138.65
4276-00 LIBRARY SYSTEM GRANT	0.00	0.00	0.00	0.00	0.00	0.00
4384-10 STATE AID	0.00	833.00	(833.00)	5,387.00	9,163.00	(3,776.00)
4384-20 STATE GRANT	0.00	417.00	(417.00)	4,492.00	4,583.00	(91.00)
Total Revenue	4,420.57	13,130.00	(8,709.43)	5,723,534.56	5,675,075.00	48,459.56
Expenditures						
5130-02 BANK FEES/SERVICE FEES	26.36	458.00	(431.64)	5,553.42	5,042.00	511.42
5141-00 PROFESSIONAL/STAFF	91,105.95	93,912.00	(2,806.05)	1,015,072.12	1,126,950.00	(111,877.88)
5142-00 CLERICAL/STAFF	85,151.15	104,633.00	(19,481.85)	1,104,661.35	1,255,593.00	(150,931.65)
5142-01 PAGE/STAFF	11,553.81	12,257.00	(703.19)	130,032.96	147,083.00	(17,050.04)
5142-02 CUSTODIAL/STAFF	16,034.19	17,309.00	(1,274.81)	199,406.46	207,702.00	(8,295.54)
5201-00 FURNITURE & FIXTURES	0.00	208.00	(208.00)	5,090.31	2,292.00	2,798.31
5203-00 TECH EQUIPMENT	699.00	500.00	199.00	9,015.56	18,000.00	(8,984.44)
5203-01 MISC. EQUIPMENT	0.00	350.00	(350.00)	225.34	3,850.00	(3,624.66)
5203-02 TECH LEASES/CONTRACTS	4,850.86	10,000.00	(5,149.14)	56,493.51	43,000.00	13,493.51
5300-00 PROPERTY IMPROVEMENTS	0.00	750.00	(750.00)	9,026.95	8,250.00	776.95
5300-01 CAPITAL OUTLAY	0.00	0.00	0.00	13,480.00	18,000.00	(4,520.00)
5410-00 BOOKS ADULT	6,952.13	8,750.00	(1,797.87)	88,173.83	96,250.00	(8,076.17)
5410-01 BOOKS JUV	1,991.30	2,333.00	(341.70)	21,262.66	25,667.00	(4,404.34)
5410-02 BOOKS TEEN	582.58	583.00	(0.42)	4,837.86	6,417.00	(1,579.14)
5411-00 DVD ADULT	816.77	1,167.00	(350.23)	5,401.91	12,833.00	(7,431.09)
5411-01 DVD JUV	74.99	167.00	(92.01)	602.13	1,833.00	(1,230.87)
5411-02 DVD TEEN	17.50	50.00	(32.50)	71.41	550.00	(478.59)
5412-00 RECORDED BOOKS ADULT	254.94	667.00	(412.06)	876.25	7,333.00	(6,456.75)
5412-01 RECORDED BOOKS JUV	5.99	125.00	(119.01)	5.99	1,375.00	(1,369.01)
5412-02 RECORDED BOOKS TEEN	352.81	17.00	335.81	352.81	183.00	169.81
5412-A DOWNLOADABLES ADULT & JUV	18,437.48	20,417.00	(1,979.52)	200,071.63	224,583.00	(24,511.37)
5412-A DOWNLOADABLES TEEN	352.81	550.00	(197.19)	1,875.24	6,050.00	(4,174.76)
5412B-00 CD-MUSIC ADULT	11.24	58.00	(46.76)	94.31	642.00	(547.69)
5412B-01 CD-MUSIC JUV	0.00	29.00	(29.00)	59.90	321.00	(261.10)
5412B-02 CD-MUSIC TEEN	0.00	0.00	0.00	0.00	100.00	(100.00)
5413-00 PERIODICALS ADULT	458.72	1,000.00	(541.28)	36,942.89	37,000.00	(57.11)
5413-01 PERIODICALS JUV	0.00	0.00	0.00	1,624.29	3,000.00	(1,375.71)
5413-02 PERIODICALS TEEN	0.00	0.00	0.00	98.33	500.00	(401.67)
5415-00 CD ROM ADULT	0.00	0.00	0.00	0.00	100.00	(100.00)
5415-01 CD ROMS JUV	0.00	56.00	(56.00)	52.70	619.00	(566.30)
5415-02 CD ROMS TEEN	0.00	0.00	0.00	0.00	100.00	(100.00)
5418-00 PROGRAM ADULT	7,341.71	4,167.00	3,174.71	56,204.65	45,833.00	10,371.65
5418-01 MUSEUM PASSES	1,725.00	2,300.00	(575.00)	15,965.50	20,000.00	(4,034.50)
5418-02 PROGRAM JUV	4,792.69	3,500.00	1,292.69	43,098.20	38,500.00	4,598.20
5418-03 PROGRAM TEEN	710.00	1,083.00	(373.00)	10,484.92	11,917.00	(1,432.08)
5418-04 COMMUNITY OUTREACH	357.50	583.00	(225.50)	9,031.35	6,417.00	2,614.35
5429-00 MISC. EXPENSE	0.00	167.00	(167.00)	1,453.79	1,833.00	(379.21)
5430-00 LIBRARY & OFFICE SUP.	1,516.89	3,458.00	(1,941.11)	19,264.76	38,042.00	(18,777.24)
5431-00 TELEPHONE	1,780.68	1,875.00	(94.32)	17,679.08	20,625.00	(2,945.92)
5432-00 DATA COMMUNICATIONS	2,672.80	2,833.33	(160.53)	30,550.34	31,167.00	(616.66)
5433-00 POSTAGE	256.58	500.00	(243.42)	3,857.49	7,000.00	(3,142.51)
5434-00 PRINTING & PUBLICITY	0.00	500.00	(500.00)	7,326.64	5,500.00	1,826.64
5435-00 TRAVEL	43.16	117.00	(73.84)	724.40	1,283.00	(558.60)
5436-00 ILS	1,710.76	1,000.00	710.76	127,567.54	116,000.00	11,567.54
5436-01 DATABASES	0.00	0.00	0.00	60,338.70	73,500.00	(13,161.30)
5437-00 PROFESSIONAL SERVICES	1,429.44	10,000.00	(8,570.56)	104,946.36	162,000.00	(57,053.64)
5437-01 LEGAL SERVICES	1,562.50	1,833.33	(270.83)	16,965.70	20,167.00	(3,201.30)
5437-02 ACCOUNTING SERVICES	0.00	0.00	0.00	16,570.00	18,500.00	(1,930.00)
5438-00 MEMBERSHIP	0.00	192.00	(192.00)	1,732.00	2,108.00	(376.00)
5439-00 EQUIP. REPAIR	8,199.40	6,042.00	2,157.40	49,507.03	66,458.00	(16,950.97)
5439-01 EQUIP. RENTAL	0.00	1,400.00	(1,400.00)	18,258.69	18,400.00	(141.31)
5439-02 EQUIPMENT CONTRACT	1,919.50	500.00	1,419.50	34,597.65	38,500.00	(3,902.35)
5450-00 GAS & ELECTRIC	529.15	5,000.00	(4,470.85)	79,232.81	86,000.00	(6,767.19)
5450-01 WATER	0.00	0.00	0.00	1,593.19	2,400.00	(806.81)
5451-00 CUSTODIAL SUPPLIES	2,749.57	2,708.00	41.57	36,813.65	29,792.00	7,021.65
5454-00 INSURANCE	(4,635.90)	0.00	(4,635.90)	32,564.34	35,000.00	(2,435.66)
5465-00 SNOW REMOVAL	0.00	0.00	0.00	15,370.00	10,000.00	5,370.00
5476-00 GROUNDS UPKEEP	892.44	1,375.00	(482.56)	6,015.08	15,125.00	(9,109.92)
5482-00 ADVERTISING	0.00	225.00	(225.00)	0.00	2,475.00	(2,475.00)
5486-00 CONFERENCES	38.09	833.33	(795.24)	6,124.46	9,167.00	(3,042.54)
9990 CAPITAL PROJECT FUND	0.00	2,500.00	(2,500.00)	25,000.00	27,500.00	(2,500.00)
9010-04 UNEMPLOYMENT INS.	0.00	0.00	0.00	0.00	0.00	0.00
9010-08 RETIREMENT	0.00	0.00	0.00	397,180.00	371,000.00	26,180.00
9030-08 SOCIAL SECURITY	15,074.32	18,905.00	(3,830.68)	181,637.13	207,951.00	(26,313.87)
9040.08 WORKERS COMP. INS.	0.00	0.00	0.00	(12,616.00)	0.00	(12,616.00)
9055-08 DISABILITY INSURANCE	0.00	0.00	0.00	2,938.05	0.00	2,938.05
9060-08 HOSPITALIZATION	45,683.00	45,833.00	(150.00)	552,199.07	504,163.00	48,036.07
Total Expenditures	336,079.86	395,776.00	(59,696.14)	4,880,638.69	5,305,541.00	(424,902.31)
SUMMARY						
REVENUE	4,420.57	13,130.00	(8,709.43)	5,723,534.56	5,675,075.00	48,459.56
EXPENDITURES	336,079.86	395,776.00	(59,696.14)	4,880,638.69	5,305,541.00	(424,902.31)
NET	(331,659.29)	(382,646.00)	50,986.71	842,895.87	369,534.00	473,361.87

ANGELA CINQUEMANI

BUDGET VOTE- The Jericho Public Library budget for fiscal year 2025/2026 passed by 75% (1012 yes, 335 no) and we thank the Jericho community for your continued support of library programs and services. Congratulations to Mr. Lawrence Weinstock on his re-election to the Board of Trustees.

BUILDING & GROUNDS- The large window (new) on the second floor started leaking after heavy rains. I contacted our architect and construction manager. (BBS, SCC) This past week the contractor and subcontractor (AFL, Spartan) were on site to adjust the upper operating windows, add extra weep holes, touch up caulking on the outside, and to back caulk the inside. We will be keeping an eye on this.



Carpets in the building were cleaned. (Rainbow Cleaning) Old lighting fixtures in the Children's Office were repaired and replaced with safer and more efficient LED lighting. The remaining older lighting fixtures will be replaced with LED lighting and we are applying for a PSEG rebate. Lighting is being installed at the front seating area/patio, as well as electrical outlets. (Corkrey Electric Services Inc.) This week begins digging/probing at the outside wall of the Theater to find the source of an existing leak so it can be repaired. (Dream House Home Improvement Inc.) The structural columns on the first floor at the back of the building are rusting due to many years of water exposure. I contacted our architect (BBS) for engineer and contractor proposals to examine the columns and determine the repair needed. I've attached the proposals for the Board's review and discussion.

DISCOUNT TICKETS- This summer Jericho cardholders can take advantage of our discount tickets to Adventureland, Long Island Aquarium, Splish Splash, and Wildlife Conservation Society. Visit <https://www.jericholibrary.org/museum-passes> or call the Circulation desk for further information.

LIBRARY OF THINGS- JPL staff have been working diligently to bring the community our very first Library of Things.

JERICHO SCHOOLS- I attended the annual JUFSD Every Student Succeeds Act (ESSA) (TITLE Grants) Consultation and Collaboration meeting as a community stakeholder.

WEBSITE TRANSLATION- When you visit our website you can choose to view the information in another language. Powered by Google Translate.

SUMMER READING- Color Our World at the library! Head to the library on Saturday June 21 from 1pm to 3pm for our Summer Reading Kickoff Event- there are programs for everyone. (Children, Teens, and Adults) There will be raffles, karaoke, Lego stamping, ice cream, photo ops, chalk the walk, virtual reality headsets and more! Ms. Simmons and Ms. Moakley visited Jericho school district elementary schools to promote this year's summer reading program.

TECHNOLOGY- Join us for an exciting and eye-opening program series that explores the world of artificial intelligence and its impact on our lives, work, and future. Open to all.

6/10 - Introduction to Generative AI - This program is an overview of generative AI technologies like ChatGPT with example prompts geared towards improving workplace and personal productivity.

7/9 - ChatGPT for Productivity - ChatGPT is a powerful tool that can be leveraged to act as a virtual assistant, a copywriter, and more. Learn the basics of using the free version of ChatGPT.

7/19 - Media Literacy in an AI World - As artificial intelligence (AI) advances, its potential to generate persuasive disinformation will grow. Learn strategies to avoid getting fooled and deceived.

EMAIL NEWSLETTER & PROGRAMS- We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library. Please check our monthly calendar for the latest information: <https://www.jericholibrary.org/events/month>

Patrons can check our event calendar and see when our Meeting Room on the first floor is available for shared public use.

LIBRARY USAGE AND STATISTICS SNAPSHOT (DIRECT ACCESS) MAY 2025

CHILDREN'S DEPT PROGRAMS- 28

CHILDREN'S DEPT ATTENDEES- 816

TEEN DEPT PROGRAMS- 6
TEEN DEPT ATTENDEES- 69

ADULT DEPT PROGRAMS- 68
ADULT DEPT ATTENDEES- 1249

NEW LIBRARY CARDS- 24

LIBRARY VISITORS- 7555

WIFI SESSIONS- 70,664

WEBSITE USERS- 4516

CIRCULATION CHECKOUTS- 11,945

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1074
INSTAGRAM- 1185
TIKTOK- 677
TWITTER (X)- 395
YOUTUBE- 137

HIGHLIGHTS:

RAINBOW GRILLED CHEESE- Teens had a fantastic time at this colorful 'summer reading theme' inspired cooking program.



BOOK DISCUSSION- The energy was amazing at the Chinese book discussion! There were many attendees.



ATTACHMENTS



ONE MERRY LANE • JERICO, NEW YORK 11753-1792 • (516) 935-6790 • FAX (516) 935-2639

Angela Cinquemani
Director

May 30, 2025

Dr. Daniel Peters and Mr. Eric Peters
c/o Charles Grunfeld Foundation

Dear Dr. Daniel Peters and Mr. Eric Peters,

On behalf of the Jericho Library, our Trustees, patrons, and staff, I would like to thank you for your generous donation of \$5000.00.

Your wonderful gift supporting the library will have a positive impact on our programs and services to the Jericho community, and we thank you once again for your thoughtfulness and continued support.

If you're in the neighborhood, please feel free to stop by the library! We'd be happy to see you.

Kind Regards,

A handwritten signature in black ink, reading 'Angela Cinquemani'. The signature is fluid and cursive, with the first name 'Angela' being more prominent than the last name 'Cinquemani'.

Angela Cinquemani, Director

Proposed NLS Memorandum of Organization Amendments

NLS' Memorandum of Organization, an attachment to our By-Laws, outlines the means for cooperation and participation of Member Library Trustees in System meetings and the election of NLS trustees. It was last updated in 1999 and changes are recommended at this time. The proposed amendments attached include:

1. Clearer Procedures for Filling NLS Board Vacancies

- Clarifies how mid-term replacements are nominated or appointed, including new timelines and processes.

2. Voting Flexibility

- Adds the option for digital or paper ballots for area nominations of NLS Trustees and future amendments and allows absentee voting or proxies if a library cannot attend a meeting at which a vote is held.

3. Meeting Provisions and Communication

- Expansion of the purpose of the Annual Meeting of Member Library Trustees to include continuing education and networking.
- New language throughout allows for meetings to be held virtually or in person, aligning with modern practices and legal requirements.
- New language about coordinating meetings at the request of areas or Member Library Directors.

4. Amendment and Voting Process Clarified

- Redefines timelines for distributing ballots and reviewing proposed changes.

We hope the amendments will enable Member Libraries and NLS to work together more efficiently. These proposed changes were approved by the NLS Board of Trustees at their May 19, 2025 meeting and in order to become effective they must be adopted by a majority of Member Library Boards of Trustees. If a simple majority of Boards vote yes, the amendments go into effect immediately.

Please review the proposed amendments at your next Board meeting and return your ballot on the last page to NLS by September 1, 2025. If you have any questions or concerns or would like clarification about this process, please contact NLS Director Caroline Ashby at 516-292-8920 x220 or cashby@nassaulibrary.org.

NASSAU LIBRARY SYSTEM

Board of Trustees

MEMORANDUM OF ORGANIZATION

(Attachment to By-Laws)

I. BACKGROUND

The Nassau Library System is a cooperative library system chartered under Educational Law 255. It is composed of 54 autonomous member libraries in Nassau County which are governed by their respective Boards of Trustees and which participate on a voluntary basis in the System's service program. The Nassau Library System is governed by a Board of Trustees elected pursuant to the requirements of Education Law and the By-Laws of the Nassau Library System. The member library trustees nominate and elect trustees to govern the System but do not have the right of removal.

The Nassau Library System operates a service center which is under the direction and guidance of a Director appointed by the Board of Trustees of the Nassau Library System. The Director functions within guidelines established by the Board and those of the New York State Division of Library Development which are designed to serve the library needs of the member libraries.

II. OBJECTIVE

The Nassau Library System was created to foster quality library service in Nassau County, to increase the library resources and services available in the local community, to stimulate development of service in unserved areas, to effect economies in operations, and to provide training and continuing education opportunities. The autonomy of each library in the system is preserved. The local community retains responsibility for the financial support of its own library program, facilities and services.

The purpose of this memorandum is to provide a means for the cooperation and participation of the member library trustees in development of the objectives of the System.

III. ORGANIZATION AND ADMINISTRATION

A. Board of Trustees (see Education law 255 para.2.c.)

The Nassau Library System is governed by a nine member Board of Trustees each representing the libraries in a given geographic area of the County. Each trustee is nominated by the boards of trustees of member libraries in that area and is elected at the Annual Meeting of the Member Library Trustees of the Nassau Library System for a term of five years. Two trustees are elected each year during a four-year period and one is elected in the fifth year. A trustee may serve two full five-year terms. A trustee who has been appointed to fill an unexpired term of less than 2.5 years may be re-elected also to serve two full five-year terms ~~if appointed from the area which had the vacancy.~~ A trustee who has been appointed to fill an unexpired term greater than 2.5 years may be re-elected to serve one full five-year term.

Legal responsibility for the System's business is vested in the Board of Trustees of the Nassau Library System. The Board's responsibilities include selection and appointment of the Director;

promotion of library interests; securing of funds adequate for a progressive, expanding program; adoption of an annual budget and control of system funds, property and equipment and others normally within the province of such a board.

The general conduct of business by the Board of Trustees is governed by the By-Laws of the Nassau Library System as adopted April 20, 1959 and subsequently revised and amended. Candidates for the office of Trustee shall be residents of Nassau County, over 18 years of age. If a trustee's domicile is no longer in Nassau County, the trustee shall vacate the office of trustee within 30 days of the date of the change of domicile. Employees of the Board and employees of member libraries may not serve on the Board.

B. Area Nominations

The trustees of the member libraries at the Annual Meeting of the Nassau Library System shall elect trustees to vacancies on the Board of Trustees of the Nassau Library System, which is composed of one trustee from each of the nine geographic areas listed below:

<u>Area I</u>	Baldwin Freeport Island Park	Lakeview Long Beach	Oceanside Rockville Centre
<u>Area II</u>	East Rockaway Hewlett-Woodmere	Lynbrook Malverne	Peninsula Valley Stream
<u>Area III</u>	Bellmore Merrick	North Bellmore North Merrick	Roosevelt Uniondale
<u>Area IV</u>	Island Trees Levittown	Massapequa Plainedge	Seaford Wantagh
<u>Area V</u>	Elmont Hillside	Franklin Square West Hempstead	Floral Park
<u>Area VI</u>	East Meadow East Williston	Garden City Hempstead	Mineola Williston Park
<u>Area VII</u>	Great Neck Manhasset	Port Washington Roslyn	Shelter Rock
<u>Area VIII</u>	Bayville Locust Valley Sea Cliff	Glen Cove East Norwich-Oyster Bay Syosset	Gold Coast Jericho
<u>Area IX</u>	Bethpage Farmingdale	Hicksville Plainview	Westbury

Newly formed libraries will be assigned to an appropriate area by the Nassau Library System Board of Trustees. The intention of the foregoing is to permit adequate representation to each of the participating communities.

IV. ELECTION OF TRUSTEES

A. Regular Vacancy Due to Expiration of Term

Six months before the expiration of the regular term of office of a trustee of the Nassau Library System, the Secretary of the System Board or their designee shall notify in writing all the area trustees concerned of the pending vacancy and call for candidates to express their interest in the position.

1. If desired, ~~the~~ the area trustees shall meet in person or virtually (in accordance with applicable law and member library policy) no later than 90 days before the expiration of said term upon call of the president of the library board in the district from which the incumbent comes or their designee, to nominate a successor. Notice of the final nomination of said successor shall be sent to the President or Secretary of the Board or the NLS Director at least 30-45 days prior to the annual meeting of the Nassau Library System.
2. Trustees of the several libraries present comprising an area grouping shall vote on a library unit basis when selecting a nominee. In the event of a tie vote, the nominees receiving such tie vote shall stand for election by all the member library trustees attending the annual meeting of the System. In the event more than one nominee is designated by the area member library trustees, biographical data relating to each of the nominees shall be sent to all member library trustees in advance of the annual meeting of the System.
- ~~2.3.~~ If no area meeting is held, the boards of the area may conduct the nomination by ballot referendum as described in Article VI.A.
- ~~3.4.~~ In the event an area fails to nominate a person to fill a vacancy on the Board of Trustees of the Nassau Library System, the member library trustees attending the annual meeting shall nominate and elect the trustee to fill said vacancy and in that event the trustee may be chosen without regard to place of residence in the County.

B. Vacancy Caused by Resignation ~~of~~ or Other Contingency

Whenever there is a vacancy on the System Board of Trustees before the expiration of that position's term of office (whether due to a resignation or other any reason) ~~Upon the resignation of a trustee from the System Board of Trustees before the term of office expires or for other reasons,~~ the Secretary of the System Board or their designee shall notify in writing all area trustees that a vacancy exists or is about to occur and call for candidates to express their interest in the position.

1. The president of the board of trustees of the member library in the district from which the incumbent comes or their designee shall offer to call an in person or virtual meeting (in accordance with applicable law and member library policy) of all of the area trustees concerned within 30 days of receiving notification of the vacancy to nominate a replacement to complete the unexpired term. The same procedure shall be used to select a replacement as to fill a regular vacancy on the Nassau Library System Board of Trustees.
2. If a nomination for a replacement is made by the area trustees within 90 days of notification of vacancy, the System Board of Trustees shall have the power to appoint the nominee for the remainder of that calendar year, and the election to fulfil the unexpired term will be conducted at the next Annual Meeting after the nomination.

~~2.3.~~ If no recommendation for a replacement is made by the area trustees within ~~90~~60 days of notification of vacancy, the System Board of Trustees shall have the power to appoint a replacement, who may be chosen at the discretion of the board from any area in the County.

~~3.4.~~ Trustees elected under this provision shall serve for the remainder of the term of office vacated and may stand for election to ~~at two~~ full five-year terms of ~~representative representation~~ of the area involved ~~if their partial term is less than 2.5 years if appointed from the area which had the vacancy. They may stand for election to one full five-year term of representation of the area involved if their partial term is greater than 2.5 years.~~

V. MEETINGS

A. Annual Meeting

An annual meeting of the trustees of all member libraries shall be held on call by the System Board for ~~one or more of the following the~~ purposes ~~of~~: (1) electing trustees of the System who shall assume office in the January immediately following the election, ~~and~~ (2) for conducting other such business as that Board shall deem appropriate, ~~and~~ (3) providing trustee education and/or an opportunity to strengthen relationships among member library boards. This meeting shall be conducted by the Board president in accordance with Robert's Rules of Order.

B. Budget ~~Meeting~~Hearing

Prior to the adoption of the annual operating budget the System Board shall ~~invite call a meeting planned for the fall to which~~ all member library trustees ~~are invited to a Budget Hearing~~. At that meeting the proposed budget shall be presented, ~~together with other~~ matters may also be discussed, as appropriate, matters for discussion by the member library trustees.

C. Area Meetings

The System trustee representing a given area ~~or their designee~~ shall call an area meeting of all the member library trustees in the trustee's assigned area to discuss problems of mutual concern as the need may arise or if requested by the area trustees of three libraries of the area. At least annually the System trustee ~~or their designee~~ shall contact the member library trustees in that assigned area to ~~offer to announce a scheduled an~~ offer to announce a scheduled an area meeting and to check on the availability of area trustees to attend.

D. Special Meetings

Special meetings may be called at any time by the Nassau Library System Board of Trustees. The Board of Trustees will call special meetings upon the request of any five member library boards of trustees. The transaction of business at special meetings will be limited to those items stated in the call.

E. Meetings with Member Library Directors

~~Informal m~~System trustees shall meet with Member Library Directors ("MLD") upon request by the MLD Executive Board or any 5 member library directors, or at any other mutually agreeable time. Directors are also encouraged to attend the monthly meetings of the NLS Board of Trustees. ~~meetings between MLD and system trustees should be held at least quarterly. The~~

~~Directors to attend would be chosen by the area MLD—one from each of 9 areas on a rotating basis.~~

F. Meeting Venue

All meeting types included in this section may be held virtually (in accordance with applicable law and member library policy) or in person.

VI. CONDUCT OF BUSINESS

A. Voting

All member libraries shall vote on a unit basis, each member library being entitled to only one vote. Voting to nominate an area representative may be conducted during an Area meeting or by paper or digital ballot referendum, so long as boards are given at least 30 days to return their ballot. Voting to elect representatives to the Nassau Library System Board of Trustees shall occur at the Annual Meeting of Member Library Trustees. When voting is to be conducted during a meeting and no one from a particular board is able to attend, boards may designate a proxy or submit an absentee vote. Documentation of such proxy designation or absentee vote shall be sent to the NLS Board President, Secretary, or Director in advance of the meeting.

B. Quorum

For purposes of annual, budget, or special meetings of the Member Library Trustees, a quorum shall consist of the representatives of at least 19 Member Libraries; a majority of those present shall be necessary to carry a motion.

C. Agenda

The Nassau Library System Board of Trustees shall be responsible for preparing and distributing an agenda at least ~~10~~ 7 days prior to all ~~trustee~~ meetings listed in Section V.

D. Minutes

Minutes of the meetings noted above shall be prepared and distributed by the System Secretary or their designee within one month after the meeting.

VII. AMENDMENTS

This Memorandum may be amended by majority vote of the boards of trustees of the member libraries at an annual or special meeting, provided that a copy of the proposed changes has been mailed or faxed distributed to each Member Library trustee at least ~~forty-five~~ 30 days prior to the meeting at which the vote is to be taken. A mailpaper or digital ballot referendum may be used in lieu of a meeting provided the ballot is mailed distributed ~~90-60~~ days before the final balloting is to take place, allowing sufficient time for review and return of ballot.

VIII. EFFECTIVITY

This Memorandum shall be effective upon approval by a majority of all member library boards of trustees.

Last amended at the July 12, 1999 meeting of the NLS Board of Trustees, following the approval of the amendments proposed by the NLS Board by a majority of Member Library Boards of Trustees between April and July 12, 1999.

Gold Coast Public Library added to list of Area VIII libraries in this document at the time they became a full member of NLS. Since membership in NLS is not subject to approval by the member libraries, adding a new member to an existing NLS Area does not require amendment of this document. Gold Coast's full membership was approved by the NLS Board on July 25, 2005.

**Proposed NLS Memorandum of Organization Amendments
Ballot Vote**

The _____ Board of Trustees has reviewed the proposed amendments to the NLS Memorandum of Organization. At a meeting held on _____, 2025, the Board voted to:

_____ Approve the document as submitted

- or -

_____ Disapprove the document as submitted

Board President Signature

Name

Date

Comments (optional):

Please return your vote form via NLS Delivery or by email to gstaffa@nassaulibrary.org by September 1, 2025.

Jericho Public Library

Library of Things Policy

Policy Statement

In addition to reading, listening and viewing materials, Jericho Public Library patrons can borrow a variety of physical items such as equipment, games and gadgets. These objects are collectively referred to as the Library of Things.

The purpose of the Library of Things is to enrich the lives of our patrons, reduce personal consumption, and promote sustainability.

Library of Things Borrowing Policy

- Patrons can reserve items from the Library of Things through the library's website or by contacting the Library's circulation desk via phone, email or in-person.
- Library of Things items can only be borrowed by Jericho Public Library cardholders 18 years of age or older with a library card in good standing (not expired, no fines or blocks).
- Each item in the Library of Things is subject to a lending period, a per-day late fee, and a replacement cost, which is available on our website (link) and will be provided in the user agreement signed at the time the item is borrowed.
- Library of Things materials must be checked out and returned in person at the first-floor circulation desk during regular library hours. Materials cannot be returned in the drop box outside, or to any other library.
- The Library cannot guarantee that a reserved item will be available on the pickup date if the previous borrower has not returned it. The Library will make all reasonable efforts to retrieve said item from the borrower in order to fulfill the reservation.
- Materials must be returned in the same condition in which they were borrowed. Borrowers should check before returning items that all pieces, components, and instructions are included.
- If any components are missing, the item's per-day late fee will be assessed until the components are returned. *The library reserves 24 hours to inspect returned equipment before the item is considered checked in and removed from the cardholder's account.*
- If a Library of Things item is lost, damaged or unusable, the item's replacement cost will be assessed. Borrowers will not be responsible for damage due to normal wear and tear of the item.
- If a Library of Things item has not been returned after 28 days, the borrower will be billed the replacement cost.

- Each cardholder can only borrow one Library of Things item at a time. Library staff reserve the right to monitor the items' usage to ensure fair access for the greatest number of patrons.
- Library of Things items are not renewable.
- The Library of Things is a lending service only. Instructions will be provided with each item, but library staff are unable to provide any further instruction in the items' use.
- Equipment is used at the sole risk of the borrower.

I agree that I will not use the equipment in any way that is:

- *Prohibited by local, state or federal law*
- *Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of self or others*
- *Obscene*
- *In violation of another's intellectual property rights*

I agree that the library is not responsible for any damage to my personal materials, digital files or any manufacturing defects.

I understand that using this equipment can be risky and agree to assume any and all risks associated with using this equipment.

I release the Jericho Public Library, its trustees, employees, and agents, from any and all liability from any accident, claim of injury, death, and/or property loss or damage incurred by me as a result of using equipment from the Library of Things. I acknowledge that I have read the foregoing agreement and release, am executing it knowingly, voluntarily, willfully and free from any coercion, and am fully aware of its contents and legal effects.

Adopted by the Jericho Public Library Board of Trustees June 10, 2025

JERICHO PUBLIC LIBRARY USE OF LIBRARY FACILITIES AND BEHAVIOR POLICY

Public service areas of the Library are openly and freely available to serve the reading, reference and informational needs of the public. Persons entering the Library during its hours of operation are entitled to all privileges unless he or she violates any of the following regulations:

- 1) A quiet and orderly atmosphere shall prevail at all times. Talking shall be strictly limited to quiet tones and low voices. Respect for other Library users must be maintained.
- 2) Use of cell phones in the Library is permitted in an appropriate manner.
- 3) Furnishings are not to be rearranged by patrons. Seating arrangements are limited to four persons to a table and one to a study carrel.
- 4) Food and beverages permitted in café area. Covered beverages allowed in Library public areas with the exception of Computer Areas and Theatre.
- 5) Smoking is not allowed, no e-cigarettes, no vaping.
- 6) **The library is not responsible for items left unattended at the Library.**
- 7) Improper conduct or improper use of Library facilities shall include the following:
 - A) Public disturbance.
 - B) Obscene or abusive language.
 - C) Gambling and unauthorized games.
 - D) No alcoholic beverages.
 - E) Loitering either indoors or on outdoor premises.
 - F) Stealing.
 - G) Vandalism.
 - H) Violence to any person on Library premises.
 - I) **Engaging in public indecency or offensive touching.**

Any other activities on Library premises or while participating in virtual Library programs, determined by the library staff to be disruptive or destructive to the operation of the library, its patrons, and equipment are prohibited.

Any person caught stealing or mutilating Library materials will be subject to criminal charges or any other actions deemed appropriate by the Board of Trustees. Abuse of Library property, theft of property, or vandalism may result in the barring of that person from the Library for a period of time to be determined by the Director. Any minor found abusing Library material or property will be subject to the above regulations and parents will be notified immediately and may be held liable for the damage.

A patron behaving in an objectionable manner and behaving contrary to the established Library Board Policy, either in the Library or while participating in virtual programs, will be asked to leave the premises immediately or will be removed from the virtual program. That person may be barred from using the Library for a period of time to be determined by the Director. If a patron refuses to leave the building and property at the request of a librarian, the police will be called.

APPEAL

Suspension of Library privileges may be appealed to the Library Board of Trustees. Request for a hearing must be made in writing to the Library Board of Trustees within seven (7) days of suspension.

QUIET ROOMS

Absolutely no conversation is permitted in the Quiet Rooms.

Adopted by the Board of Trustees of the	
Jericho Public Library	November 9, 1976
Revised	October 17, 1978
Revised	April 10, 1989
Revised	November 7, 1994
Revised	January 9, 1995
Revised	March 13, 1995
Revised	October 7, 1997
Revised	March 12, 2001
Revised	April 14, 2016
Revised	December 11, 2017
Revised	May 14, 2018
Revised	March 9, 2021
Revised	June 10, 2025



*The enclosed policy has
been prepared for:*

JERICO PUBLIC LIBRARY

1 MERRY LN
JERICO, NY 11753

*Presented by the Utica National
companies and your independent agent:*

Regan Agency Inc
463 Deer Park Avenue

Babylon, NY 11702

JERICO PUBLIC LIBRARY

1 MERRY LN

JERICO, NY 11753

Dear Policyholder,

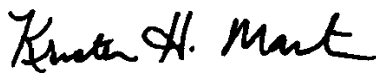
Thank you for choosing Utica National Insurance Group for your insurance needs. We understand that you have many choices and appreciate the trust you and your independent insurance agent place in us to provide security and protection for your business.

Your policy and related documents are enclosed. Please read them carefully. If you have any questions, please contact your agent directly. The contact information is listed below.

As we enter our second century of business, we work with your agent to provide you a customer experience that makes you feel appreciated and respected by providing real value to you, when you need us.

Thank you for your business.

Sincerely,



Kristen H Martin, Esq.
Chief Executive Officer and President

Regan Agency Inc
463 Deer Park Avenue

Babylon, NY 11702





Issuing Company: Republic Franklin Insurance Company
MEMBER OF UTICA NATIONAL INSURANCE GROUP

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Information Page

1. The Insured and Mailing Address:

JERICO PUBLIC LIBRARY
1 MERRY LN

JERICO NY 11753

Policy Number: 5582374

Prior Policy Number:

Producer: Regan Agency Inc
463 Deer Park Avenue
Babylon, NY 11702

Producer Number: Y1563

SIC#: 82317

Entity of Insured: Other

Other workplaces not shown above:

Insured's I.D. Number: 112098159

NCCI Company Number: 10111

Risk I.D. Number:

2. The policy period is from 07/01/2025 **to** 07/01/2026 **12:01 AM Standard Time at the insured's mailing address.**

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: NY

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.
The limits of our liability under Part Two are:

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Policy Limit
Bodily Injury by Disease	\$500,000	Each Employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

All States except those listed in Item 3.A., ND, OH, WA, WY

D. This policy includes these endorsements and schedules:

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans.
All information required below is subject to verification and change by audit.

<input type="checkbox"/> See Extension of Information Page Classifications	Code No.	Premium Basis Total est. Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
Minimum Premium: \$ 496 NY		Expense Constant		\$
Employer's Liab Minimum Premium: \$		Total Estimated Annual Premium		\$ 19,950
If indicated below, interim adjustments of premium shall be made:		Deposit Premium		\$ 19,950

Shannon C Peck

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
EXTENSION OF INFORMATION PAGE**

Item 4. Continued

Page: 1

NCCI Company Number: 10111


Policy Number: 5582374

Classifications	Code No.	Premium Basis Total Est. Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
State: NY Location #:1 Public Library-Professional Employees - Includes attendants & Ushers (8838) 8838 SE Term: (07/01/25-07/01/26)	8838	1,382,572	.460	\$6,360
State: NY Location #:1 Public Library-All Other Employees -& Drivers (9101) 9101 SE Term: (07/01/25-07/01/26)	9101	215,880	2.690	\$5,807
State: NY Location #:1 Clerical Office Employees NOC (8810) 8810 SE Term: (07/01/25-07/01/26)	8810	1,096,105	.120	\$1,315
Term: (07/01/25-07/01/26) Manual Premium				\$13,482
Subject Premium				\$13,482
Experience Modification	9898		1.330	\$4,449
Modified Premium				\$17,931
Schedule Modification	9889		1.050	\$897
Standard Premium				\$18,828
Premium Discount	0063		0.08	-\$1,506
Expense Constant	0900			\$200
Certified Acts of Terrorism (CAOT)	9740		.0360	\$970
Catastrophe (Other than CAOT)	9741		.0040	\$108
New York State Assessment	0932		7.1	\$1,350
NY Security Fund Surcharge	9749		.000	\$0
Total State Premium				\$19,950

ENDORSEMENT SCHEDULE

<u>State(s)</u>	<u>Number</u>	<u>Edition</u>	<u>Description</u>
	8L2417	Ed. 12-13	Policy Amendment & Schedule Of Changes
	7A454	Ed. 09-07	Commercial Edge Cover Sheet
NY	7A455	Ed. 02-16	Commercial Edge Cover Letter
NY	8DWC	Ed. 08-08	Information Page
NY	8DWCSUPP	Ed. 08-08	Extension Of Information Page
NY	WC990603	Ed. 04-84	Endorsement Schedule
NY	WC990603	Ed. 04-84	Locations Of Operations
NY	WC990603	Ed. 04-84	Schedule Of Named Insured
NY	9A2513	Ed. 07-19	WC Timely Reporting Claims flyer
NY	8L1834	Ed. 05-02	Important Notice About Your Premium Audit
NY	8L1543	Ed. 10-24	Important Notice To Report Workers Compensation Claim
NY	8L1543S	Ed. 10-24	Important Notice To Report Workers Compensation Claim (Spanish Version)
NY	8L1466	Ed. 07-94	Important Notice Regarding Claim
NY	8L936	Ed. 11-08	Membership And Voting Notice Republic Franklin Insurance Company
NY	8L1671	Ed. 09-23	Notice To Employers
NY	8L1763NY	Ed. 05-18	Privacy Notice
NY	8L1963	Ed. 10-04	Important Notice About The New York Workers Compensation Security Fund

This endorsement, when countersigned by a duly authorized representative, shall form a part of

Policy No. W 5582374	Issued by Republic Franklin Insurance Company
And shall be effective from 12:01 AM., 07/01/2025 to 07/01/2026	Standard Time at the address of the named insured.
Countersigned at 180 Genesee St. New Hartford, NY 13413	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">Date 06/05/2025</div> <div style="width: 60%;"> By  Authorized Representative </div> </div>

NAME AND ADDRESS OF INSURED

JERICHO PUBLIC LIBRARY

1 MERRY LN
JERICHO, NY 11753


PRODUCER: Regan Agency Inc

PRODUCER NO. Y1563

ENDORSEMENT SCHEDULE

<u>State(s)</u>	<u>Number</u>	<u>Edition</u>	<u>Description</u>
NY	8L1400	Ed. 01-25	Policyholder Notice Rate Change
NY	8L1449	Ed. 10-24	Notice To Policyholders And Applicants New York Workers Compensation
NY	8E4401	Ed. 05-24	Exclusion – Trade or Economic Sanctions
NY	WC000311A	Ed. 08-91	Voluntary Compensation And Employers Liability Coverage Endorsement
NY	WC000406	Ed. 08-84	Premium Discount Endorsement
NY	WC000419	Ed. 01-01	Premium Due Date Endorsement
NY	WC000000C	Ed. 01-15	Workers Compensation and Employers Liability Insurance Policy
NY	WC000425	Ed. 05-17	Experience Rating Modification Factor Revision Endorsement
NY	WC000414A	Ed. 01-19	Notification Of Change In Ownership Endorsement
NY	WC000422C	Ed. 01-21	Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement
NY	WC000421E	Ed. 01-21	Catastrophe (Other Than Certified Acts Of Terrorism) Premium Endorsement
NY	WC310308	Ed. 01-00	New York Limit Of Liability Endorsement
NY	WC310319N	Ed. 04-24	New York Construction Classification Premium Adjustment Program Explanatory Endorsement
NY	WC310618A	Ed. 05-20	New York Workers Compensation Policyholder Notice Of Right To Appeal

This endorsement, when countersigned by a duly authorized representative, shall form a part of

Policy No. W 5582374	Issued by Republic Franklin Insurance Company		
And shall be effective from 12:01 AM., 07/01/2025 to 07/01/2026		Standard Time at the address of the named insured.	
Countersigned at 180 Genesee St. New Hartford, NY 13413	Date 06/05/2025	By 	Authorized Representative

NAME AND ADDRESS OF INSURED

JERICHO PUBLIC LIBRARY

1 MERRY LN
JERICHO, NY 11753


PRODUCER: Regan Agency Inc

PRODUCER NO. Y1563

ENDORSEMENT SCHEDULE

<u>State(s)</u>	<u>Number</u>	<u>Edition</u>	<u>Description</u>
NY	WC7654G	Ed. 09-17	Notice Of Compliance To Employees

This endorsement, when countersigned by a duly authorized representative, shall form a part of

Policy No. W 5582374	Issued by Republic Franklin Insurance Company		
And shall be effective from 12:01 AM., 07/01/2025 to 07/01/2026		Standard Time at the address of the named insured.	
Countersigned at 180 Genesee St. New Hartford, NY 13413	Date 06/05/2025	By 	Authorized Representative

NAME AND ADDRESS OF INSURED

JERICHO PUBLIC LIBRARY

1 MERRY LN
JERICHO, NY 11753

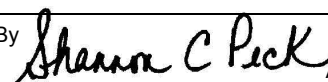
PRODUCER: Regan Agency Inc

PRODUCER NO. Y1563

LOCATIONS OF OPERATIONS

Location Number	Address	Average Number of Employees
1	1 MERRY LN JERICHO, NY 11753 Term:(07/01/25-07/01/26)	71

This endorsement, when countersigned by a duly authorized representative, shall form a part of

Policy No. w 5582374	Issued by Republic Franklin Insurance Company		
And shall be effective from 12:01 A M., 07/01/2025 to 07/01/2026		Standard Time at the address of the named insured.	
Countersigned at 180 Genesee St. New Hartford, NY 13413	Date 06/05/2025	By 	Authorized Representative

NAME AND ADDRESS OF INSURED

[JERICHO PUBLIC LIBRARY

1 MERRY LN
JERICHO, NY 11753
]

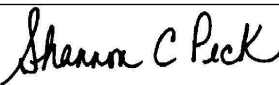
PRODUCER: Regan Agency Inc

PRODUCER NO. Y1563

SCHEDULE OF NAMED INSURED

LOCATION(S) #	NAME	INSURED ID #	Tax ID #
1	JERICO PUBLIC LIBRARY Term: (07/01/25-07/01/26)	112098159	

This endorsement, when countersigned by a duly authorized representative, shall form a part of

Policy No. W 5582374		Issued by Republic Franklin Insurance Company	
And shall be effective from 12:01 AM., 07/01/2025 to 07/01/2026		Standard Time at the address of the named insured.	
Countersigned at 180 Genesee St. New Hartford, NY 13413		Date 06/05/2025	By  Authorized Representative

NAME AND ADDRESS OF INSURED	
JERICO PUBLIC LIBRARY	PRODUCER: Regan Agency Inc
1 MERRY LN	PRODUCER NO. Y1563
JERICO, NY 11753	



Timely Reporting of **Workers Compensation** Claims is Critical to Control Costs

Timely reporting of your workers compensation claim allows Utica National to promptly investigate the claim, determine the medical treatment your injured worker needs to reduce time out of work, and take the appropriate actions to manage your claim to **mitigate the expenses associated with workers compensation claims**. It also enables us to comply with the New York State Workers Compensation Board's (WCB) compliance requirements.

New York State Workers Compensation Board Claim Requirements:

- **The WCB requires all injuries which cause an employee to lose time from work beyond the day on which the injury occurred or which will require medical treatment beyond ordinary first aid or more than two treatments by a person rendering first aid** to be reported electronically to the WCB. Please ensure timely reporting of workers compensation claims to us so that we can report electronically to the WCB.
- **The WCB will impose fines** for failure to report a notice of loss within the required time period.
- **Fines caused by an employer's late reporting of a claim** may increase the costs associated with your workers compensation claim and be applied to the claim as an expense.

How to promote timely reporting

- **Encourage your workers** to notify their supervisors immediately if they are injured at work.
- **Establish and regularly remind your supervisors of your company's reporting and workplace injury documentation protocols.** Have clearly established protocols that involve notifying a supervisor immediately when an employee is injured at work and escalating the notice to the person at your workplace who is responsible for reporting the loss.

**You can report a First Notice of Loss Workers Compensation claim
by phone at 1-800-216-1420 or online at uticanational.com/customer-care.**

**Please contact Scott Holler, Director of Workers Compensation, at 716-639-2353
or scott.holler@uticanational.com if you have any questions.**



Utica National Insurance Group
Insurance that starts with you.®

Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413
www.uticanational.com • 1.800.598.8422

IMPORTANT NOTICE ABOUT YOUR PREMIUM AUDIT

This notice is being included to assist you in keeping proper records for your insurance coverage.

A premium audit is conducted either at the expiration of your policy or mid-term to verify the correct exposure or premium base for the insurance coverage afforded. When necessary, an adjustment is made to the premium that was estimated when your policy was issued.

Often there are allowable credits, according to the insurance manual classification and rating rules. The premium auditor will be able to give you the credit to which you are entitled, if you meet certain documentary requirements and are able to provide the necessary details. **The records that you make available for your insurance audit could save you money and time.**

Subcontractors -

Under most workers' compensation laws you will be held responsible when an uninsured subcontractor's employee is injured. This may extend to a subcontractor with no employee whose duties closely resemble those of an employee.

To protect yourself and reduce your insurance costs, secure a certificate of insurance from each subcontractor you use. **If the certificate of insurance is not available at the time of audit, the subcontractor's actual payroll or an appropriate percentage of total payments made to the subcontractor will be added to your premium base, thus increasing your insurance costs.**

For General Liability, it is also necessary to secure a certificate of insurance from each subcontractor. In addition you must require that the limits of liability be equal or greater than yours. **Without these records, the subcontracted payroll or a percentage of payments made to the subcontractor will be allocated to the appropriate classification for the work performed and your premium will be increased as a result.**

Midterm Adjustments -

Your premiums are based on payroll or receipts. The audit is performed because payrolls or receipts change throughout the year. If you have a significant change in either payroll or receipts during the year (you accept a major new job that was not contemplated when the insurance policy was issued) you can report this change to us for a mid-term adjustment. This will reduce the amount of additional premium billed at the time of audit and help spread the insurance costs out throughout the year.

If you have any questions or need additional information regarding your insurance coverage you can contact your independent insurance agent.



Utica National Insurance Group

Insurance that starts with you.

Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413



**The emphasis is on
the CARE.**

**IMPORTANT NOTICE
TO REPORT WORKERS' COMPENSATION CLAIMS**

1-800-216-1420

Step by Step, What to Do After the Injury

- **Work-related injury or illness occurs**

Employee reports it to the employer representative.

- **Employer calls 1-800-216-1420** to report injury or illness to Uti-CARE customer service representative or uses the web reporting option: www.uticanational.com/claims.

- **Customer service representative completes First Report of Injury - Sends it to:**

1. Workers Compensation Commission in the appropriate state
2. Utica National Insurance Group

- **Handling of lost work time cases**

Lost time claims are triaged. Some are assigned to a Registered Nurse (RN) Case Manager who contacts the injured employee, employer and adjuster within 24 hours of the First Report of Injury.

A. Employee

The RN contacts the employee to discuss perception of injury and recovery process.

B. Provider

1. If the employee is in a state that authorizes managed-care services, the RN channels employee to the Preferred Provider Organization used by Uti-CARE.
2. If the state doesn't authorize managed-care services, the RN contacts the employee's treating provider for a treatment plan.

C. Employer

The RN obtains information about the employee's job duties and the potential availability of modified work.

D. Adjuster

The RN advises about medical aspects of case and discusses related issues.

- **While employee is out of work**

The RN works closely with the assigned adjuster to determine the length of the Case Manager assignment. If the Case Manager closes their file, the adjuster will manage all aspects of the claim.

- **Handling of no-lost-time cases**

Some no-lost-time cases will receive RN Case Manager contact and telephonic evaluation and may also continue with telephonic case management.



**The emphasis is on
the CARE.**

**NOTIFICACION IMPORTANTE
PARA REPORTAR QUEJAS DE COMPENSACION A LOS TRABAJADORES**

1-800-216-1420

Paso a paso, qué hacer después del accidente.

- **Después del accidente de trabajo o enfermedad ocupacional.**
El empleado lo reporta al representante del empleador.
- El empleador llama al 1-800-216-1420 para reportar el accidente o enfermedad a un representante de servicio a los clientes de Uti-CARE o utiliza la opción de informes web: www.uticanational.com/claims.
- **El representante de servicio a los clientes completa el Primer Reporte de Accidente y lo envía a:**
 1. Comisión de Compensación a los Trabajadores del estado que corresponda
 2. Utica National Insurance Group
- **Manejo de los casos con pérdida de horas de trabajo.**
Las reclamaciones por tiempo perdido se clasifican. A algunos se les asigna un enfermero administrador de casos registrado que se comunica con el empleado lesionado el empleador y el ajustador dentro de las 24 horas posteriores al primer informe de lesión.
 - A. Empleado**
ER contacta al empleado para discutir la causa del accidente y el proceso de recuperación.
 - B. Proveedor**
 1. Si el empleado está en una condición que autoriza servicios de atención médica gerenciada, ER deriva al empleado al Proveedor de la Organización Preferida usada por Uti-CARE.
 2. Si la condición no autoriza servicios de atención médica gerenciada, ER se contacta con el proveedor de tratamientos del empleado para establecer un plan de tratamiento.
 - C. Empleador**
ER obtiene información sobre el trabajo específico del empleado y sobre la disponibilidad potencial de modificación del trabajo.
 - D. Evaluador de seguros**
ER aconseja sobre los aspectos médicos del caso y discute temas relacionados.
- **Mientras el empleado no trabaja**
La enfermera registrada trabaja en estrecha colaboración con el ajustador asignado para determinar la duración de la asignación del administrador de casos. Si el administrador de casos cierra su expediente, el ajustador gestionará todos los aspectos del reclamo.
- **Manejo de los casos sin pérdida de horas de trabajo.**
Algunos casos sin pérdida de horas de trabajo recibirán visitas y evaluación telefónica de la ER Encargada de Incidentes y también se podrían seguir por teléfono.

IMPORTANT

WHEN REPORTING OR REFERENCING A CLAIM, PLEASE BE SURE TO INCLUDE YOUR POLICY NUMBER AND INSURED NAME ON ALL CORRESPONDENCE SENT TO OUR OFFICE.

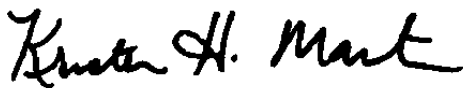
THIS NOTICE WITH THE COVERAGE FORM(S), DECLARATIONS PAGE AND
ENDORSEMENT, IF ANY, COMPLETES YOUR POLICY.

REPUBLIC-FRANKLIN INSURANCE COMPANY

DIVIDEND PROVISION - PARTICIPATING COMPANIES:

The named insured shall be entitled to participate in a distribution of the surplus of the Company, as determined and approved by its Board of Directors from time to time.

IN WITNESS WHEREOF, the Republic-Franklin Insurance Company has caused this policy to be signed by its chief executive officer and secretary at Columbus, Ohio.



Chief Executive Officer



Secretary

NOTICE TO EMPLOYERS

The Construction Employment Payroll Limitation Law, enacted under Senate Bill S7744 and Assembly Bill A11294, provides a more equitable distribution of premium between high wage paying and low wage paying employers in the construction industry. The Law applies to employers with an anniversary rating date on or after October 1, 1999. One or more of the classification codes applicable to your policy may be subject to the Payroll Limitation Law *. The Law does not, however, apply to employments engaged in the construction of one or two family residential housing.

Your overall premium may increase or decrease depending upon geographic territories an/or payroll limitations. The actual weekly payroll of each employee performing employments subject to an eligible classification code is subject to the following limitation:

- a maximum of greater of \$825 or the weekly wage upon which the maximum weekly benefit is based for policies with effective dates on or after July 1, 2008.

The construction employment geographic territories are:

Territory 1 - Counties of The Bronx, Kings, New York, Queens and Richmond

Territory 2 - Counties of Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk and Westchester

Territory 3 - All other counties within the State

Please note that since your operation may be subject to the law, an employer with an eligible classification code is required to maintain true and accurate weekly records for each employee that shows:

1. Each employee's total weekly wages and hours worked;
2. The type of work performed;
3. The geographic territory in which the work was performed; and
4. Whether or not the work was performed on commercial structures or on one/two family residential housing.

If you have any questions regarding this law, please contact your agent, broker or insurance carrier underwriter.

*Construction Classifications are those classifications subject to the following codes:

0042	5160	5403	5507	5703	6235	8227
3365	5183	5428	5508	5709	6251	9526
3724	5184	5429	5536	6003	6252	9527
3726	5188	5443	5538	6005	6306	9534
3737	5190	5445	5545	6017	6319	9539
5000	5193	5462	5547	6018	6325	9545
5022	5213	5473	5606	6045	6400	9549
5037	5221	5474	5610	6204	6701	9553
5040	5222	5479	5645	6216	7536	
5057	5223	5480	5648	6217	7538	
5059	5348	5491	5651	6229	7601	
5102	5402	5506	5701	6233	7855	



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PRIVACY NOTICE

At Utica National, we are committed to maintaining the privacy of our customer and claimant information. The information set out below describes Utica National's privacy practices.

PERSONALLY IDENTIFIABLE INFORMATION COLLECTED

We collect personally identifiable information from you or from third parties about you or about participants, beneficiaries or claimants under your insurance coverage as part of the insurance application, underwriting, claims, administration and servicing process. We collect such nonpublic personal information from the following sources:

- Information we receive from you on applications for insurance or other forms (such as name, address, telephone number, social security number, household information, vehicle and driver information, date of birth, medical information related to underwriting and claims, and insurance coverage information);
- Information about your transactions with us, our affiliates, or others (such as products purchased, account balances and payment history, previous claims or accidents, and medical information related to claims); and
- Information we receive from a consumer reporting agency (such as credit relationships and history), state motor vehicle departments, and inspection services.

HOW THE INFORMATION IS USED

The information we collect is used to: provide policy and premium quotes, underwrite applications, administer claims, and to answer questions or concerns about our insurance products or services. We also use the information for accounts administration, reporting, investigating, or preventing fraud or material misrepresentation, processing premium billing payments, processing and defending insurance claims, administering insurance benefits (including utilization review activities), participating in insurance research projects, or as otherwise permitted by federal and state law.

We maintain paper copies or electronic archives of the information provided by you or by a third party for policy quoting and for processing and administering your application or claims made under your policy, and for improving our products and services. This information is kept internally, except when needed to verify the information provided, to service your policy or claim or as required or permitted by law. The information is not available to the general public. We retain the information collected when a claim is filed under your policy for as long as required by law or regulation, or as long as the claim is open and thereafter, for a period set by the appropriate Underwriting or Claims' records retention policies.

SHARING INFORMATION GATHERED

We do not disclose any nonpublic personal financial information about our customers or former customers to anyone except as permitted by law. You should know that permitted disclosures include information to process transactions on your behalf, information about you or about participants, beneficiaries or claimants under your insurance policy in the normal business of conducting the operations of our insurance companies, such as providing you with an insurance quote, processing, servicing, administering and enforcing your insurance policy and your claims, following your instructions, or protecting the security of our financial records.

We are permitted by law to share information about you when and if you become a customer or claimant, even without your authorization, with, for example:

- A third party (such as independent insurance agents who represent our companies, inspection services, independent claims adjusters, and attorneys), if it is reasonably necessary to enable the party to perform services for us, such as claims investigations, appraisals, or the detection of fraud or material misrepresentations;
- Any of our affiliated insurance companies who provide services to you;
- Insurance regulatory authorities, reporting agencies, or if applicable, involuntary market administrators;
- State Motor Vehicle Departments to obtain a report of any accidents or violations;
- Law enforcement agencies or other governmental authorities to protect our interest or to report illegal activities;
- Persons or organizations conducting insurance actuarial or research studies, subject to appropriate confidentiality agreements; and,
- As otherwise permitted or required by law.

We also are permitted by law to disclose the following information to companies that perform marketing services on our behalf or with whom we have joint marketing agreements (such as independent insurance agencies that represent our companies), including:

- Information we receive on applications or other forms, such as policyholder or claimant name, address, social security number, insurance coverages, vehicle and driver information, and certain claims information;
- Information about transactions with us, our affiliates, or others, such insurance coverages, vehicle and driver information, and claims information; and
- Information we receive from third parties, such as a consumer reporting agency, or state motor vehicle records and claims history.

We do not sell any customer or policyholder information to mailing list companies or mass marketing companies. We treat our policyholder information as confidential.

SECURITY POLICIES AND PROCEDURES

We restrict access to nonpublic personal financial information about you or about participants, beneficiaries and claimants under your insurance policy to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with state and federal regulations to guard your nonpublic personal information.

If you have any questions or concerns regarding the Privacy Disclosure Notice, you should contact us by sending an email to: Compliance.Officer@uticanational.com, or writing to us at: Utica National Insurance Group, Attn: Compliance Officer, 180 Genesee Street, New Hartford, New York, 13413.

Utica National's privacy practices apply to the following affiliated and subsidiary companies:

Utica Mutual Insurance Company
Republic-Franklin Insurance Company
Utica National Insurance Company of Texas
UNI-Service Life Agency, Inc
Utica Specialty Risk Insurance Company

Graphic Arts Mutual Insurance Company
Utica National Assurance Company
UNI-Service Risk Management Corporation
Utica National Insurance Company of Ohio



IMPORTANT NOTICE ABOUT THE NEW YORK WORKERS COMPENSATION SECURITY FUND

Companies writing workers compensation insurance business in New York are required to participate in the New York Workers' Compensation Security Fund. If a company becomes insolvent, the security fund settles unpaid claims and assesses each insurance company for its fair share.

New York law requires all companies to surcharge policies to recover these assessments. If your policy is surcharged "NY Surcharge", an amount will be displayed on your premium notice.



Utica National Insurance Group

Insurance that starts with you.

Utica Mutual Insurance Company and its affiliated companies, New Hartford, N.Y. 13413

January 1, 2025

Dear Workers Compensation Policyholder:

Thank you for choosing Utica National Insurance for your Workers Compensation needs. We were founded over 100 years ago to help prevent industrial accidents and fairly compensate victims of those accidents in a timely manner. The main goals of the Workers Compensation system are largely unchanged today.

However, insurance loss costs are periodically adjusted to reflect the impact of a variety of costs including medical costs, changes in wages and employment levels, and any changes in rating methodology.

The New York State Department of Financial Services has approved an overall loss cost decrease of 9.0%, effective October 1, 2024, which includes a decrease of 9.2% in the average manual loss cost level and no change in the loss cost provision for terrorism, natural disasters, and catastrophic industrial accidents.

The specific factors having a direct impact on this loss cost change include:

1. **Loss Experience** - The latest two policy years of experience produced a 7.2% decrease in the overall loss cost level.
2. **Legislative and Regulatory Changes** - This revision includes an estimate of the cost impacts of the latest increases in the maximum weekly benefits that were set forth in the 2007 Workers Compensation reform legislation, as well as the increases in the minimum weekly benefits that were signed into law on September 6, 2023. This component contributed an increase of 2.3% to the overall change.
3. **Loss Adjustment Expenses** - A review of the latest data available resulted in a 1.7% increase in the Loss Adjustment Expense provision.
4. **Future Trends** - The latest analysis of New York claim severity and claim frequency indicates a continuing small decrease in claim frequency and an upward trend in both indemnity and medical claim costs. Combined with a projected wage trend, the final selected net trend factor is -5.9%.
5. **Catastrophe Provision** - This revision contains no changes in the loss cost provisions for terrorism and for natural disasters and catastrophic industrial accidents.
6. **Classification Loss Costs** - Although the average manual loss cost level is decreasing by 9.2%, individual classification loss cost changes are based on the most recently available loss experience for each classification. Both increases and decreases from the current loss costs have been actuarially calculated for each class. This process ensures that each classification loss cost reflects the appropriate level relative to the experience of the other classifications.

The New York State Assessment is applied along with any change in base loss costs. Effective January 1, 2025, it is 7.1 % of standard premium.

To help you better understand how this loss cost change will affect your Workers Compensation premium, the attached display shows a comparison for each rating classification, including the loss cost and percentage of change from 2023. This loss cost comparison shows the average changes for all policyholders in New York. The change for individual policyholders may differ. Moreover, your final premium charge can include the impact of experience rating, premium discounts, deviations, other board-approved credits, and our company's approved Loss Cost Multiplier. Remember to include the New York State Assessment as part of the final premium charge.

We recognize the significance of the cost of Workers Compensation insurance and have processes to help control costs, including thorough and careful review of claims, expense control, anti-fraud initiatives, and rehabilitation supervision for injured workers to help them back to work. Of course, your efforts to improve the safety of your workplace, in conjunction with our risk management representatives, can have the biggest impact on controlling claim costs and ultimately your premium.

Please talk with your agent if you have questions about these changes or any specific questions about your premium or service available through Utica National.

Thank you for your business. We appreciate the trust that you and your agent place in us.

Sincerely,



SHANNON C. PECK
SENIOR VP, DIRECTOR OF CUSTOMER RETENTION & EXPERIENCE

Workers' Compensation - New York

Loss Cost Comparison - October 1, 2023 to October 1, 2024

<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>	<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>
0005	1.11	1.29	-14.0%	2089	3.89	4.92	-20.9%
0006	1.60	1.81	-11.6%	2095	4.37	4.62	-5.4%
0007	1.00	1.27	-21.3%	2101	5.03	6.04	-16.7%
0031	1.28	1.54	-16.9%	2105	2.63	3.22	-18.3%
0034	2.50	3.14	-20.4%	2111	1.81	1.77	2.3%
0035	1.73	2.09	17.2%	2112	4.10	4.95	-17.2%
0042	3.11	3.82	18.6%	2114	5.79	7.14	-18.9%
0050	1.32	1.71	22.8%	2121	3.96	4.51	-12.2%
0106	4.65	4.83	-3.7%	2143	2.37	2.63	-9.9%
0251	10.51	11.66	-9.9%	2150	8.83	8.60	2.7%
0771	8.36	8.53	-2.0%	2157	8.18	9.83	-16.8%
0908	119.97	131.06	-8.5%	2172	3.51	3.86	-9.1%
0909	190.47	193.30	-1.5%	2288	3.64	4.33	-15.9%
0912	903.08	1083.12	-16.6%	2302	2.62	2.66	-1.5%
0913	467.07	453.91	2.9%	2362	1.86	1.93	-3.6%
0917	3.34	3.25	2.8%	2380	3.87	4.32	-10.4%
1170	2.19	2.64	-17.0%	2387	2.96	3.49	-15.2%
1320	2.67	3.36	-20.5%	2388	1.72	2.14	-19.6%
1430	1.77	2.15	-17.7%	2402	1.39	1.69	-17.8%
1438	7.81	10.31	-24.2%	2413	2.35	2.85	-17.5%
1439	2.85	3.14	-9.2%	2417	1.99	2.13	-6.6%
1452	6.21	7.68	-19.1%	2501	0.65	0.74	-12.2%
1463	4.28	4.50	-4.9%	2503	0.58	0.68	-14.7%
1470	5.07	6.72	-24.6%	2553	1.87	1.77	5.6%
1624	2.33	3.07	-24.1%	2570	2.58	2.87	-10.1%
1701	3.51	4.08	-14.0%	2571	2.35	2.72	-13.6%
1710	6.18	5.84	5.8%	2576	3.25	3.14	3.5%
1741	6.28	8.28	-24.2%	2590	1.73	2.03	-14.8%
1747	7.07	9.33	-24.2%	2591	3.56	4.17	-14.6%
1748	6.27	7.17	-12.6%	2593	3.74	4.41	-15.2%
1809	10.63	10.05	5.8%	2594	4.16	5.03	-17.3%
1810	4.46	5.19	-14.1%	2600	5.75	6.03	-4.6%
1860	3.27	3.87	-15.5%	2623	2.15	2.49	-13.7%
1924	2.12	2.57	-17.5%	2640	11.68	11.90	-1.8%
1925	4.03	5.14	-21.6%	2660	1.59	1.75	-9.1%
2001	2.02	2.60	-22.3%	2670	2.16	3.20	-32.5%
2002	3.65	4.12	-11.4%	2683	3.30	3.81	-13.4%
2003	4.42	4.82	-8.3%	2688	1.16	1.27	-8.7%
2014	3.57	4.33	-17.6%	2689	1.00	0.87	14.9%
2021	2.95	3.45	-14.5%	2702	7.30	8.85	-17.5%
2039	4.91	6.22	-21.1%	2710	2.23	2.94	-24.1%
2041	2.42	2.72	-11.0%	2714	4.42	5.16	-14.3%
2065	3.06	2.98	2.7%	2731	2.94	3.33	-11.7%
2070	3.76	4.45	-15.5%	2737	4.81	5.30	-9.2%
2081	3.85	5.29	-27.2%	2759	5.00	6.07	-17.6%

Workers' Compensation - New York

Loss Cost Comparison - October 1, 2023 to October 1, 2024

<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>	<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>
2790	0.95	1.03	-7.8%	3257	1.99	2.38	-16.4%
802	3.99	4.11	-2.9%	3270	1.56	1.52	2.6%
2817	2.92	3.11	-6.1%	3307	1.72	2.01	-14.4%
2835	1.54	1.83	-15.8%	3315	13.24	13.50	-1.9%
2841	3.03	3.71	-18.3%	3336	1.42	1.71	-17.0%
2881	2.18	2.45	-11.0%	3365	5.23	6.47	-19.2%
2883	2.66	2.60	2.3%	3372	2.74	2.93	-6.5%
2913	3.76	4.84	-22.3%	3381	0.75	1.13	-33.6%
2916	2.22	2.92	-24.0%	3383	0.38	0.42	-9.5%
2923	3.59	3.40	5.6%	3384	0.33	0.29	13.8%
3004	2.90	3.34	-13.2%	3385	0.50	0.64	-21.9%
3018	7.69	7.56	1.7%	3400	5.65	7.20	-21.5%
3022	3.48	4.57	-23.9%	3507	3.10	3.35	-7.5%
3027	1.33	1.71	-22.2%	3515	2.14	2.63	-18.6%
3028	5.15	5.32	-3.2%	3548	1.90	1.89	0.5%
3030	7.65	7.56	1.2%	3559	3.11	3.80	-18.2%
3040	7.30	7.25	0.7%	3574	0.77	0.93	-17.2%
3041	3.94	4.44	-11.3%	3581	1.25	1.38	-9.4%
3042	3.45	3.60	-4.2%	3612	2.55	2.59	-1.5%
3060	4.57	5.73	-20.2%	3620	3.46	3.76	-8.0%
3064	3.63	3.85	-5.7%	3629	1.11	1.32	-15.9%
3066	2.98	3.19	-6.6%	3632	2.35	2.33	0.9%
3067	2.83	2.93	-3.4%	3634	1.42	1.56	-9.0%
3076	2.38	2.49	-4.4%	3635	1.03	1.19	-13.4%
3081	4.03	4.00	0.8%	3638	1.54	1.81	-14.9%
3085	4.16	5.49	-24.2%	3642	0.68	0.86	-20.9%
3110	3.92	4.95	-20.8%	3643	2.09	2.29	-8.7%
3111	2.22	2.67	-16.9%	3647	3.76	3.85	-2.3%
3113	1.50	1.79	-16.2%	3648	1.94	2.12	-8.5%
3114	1.37	1.65	-17.0%	3681	0.85	0.96	-11.5%
3118	1.70	1.94	-12.4%	3685	1.13	1.27	-11.0%
3122	4.68	5.06	-7.5%	3686	1.24	1.36	-8.8%
3129	2.94	3.42	-14.0%	3724	3.59	3.65	-1.6%
3132	1.43	1.66	-13.9%	3726	3.36	3.45	-2.6%
3145	1.73	2.04	-15.2%	3737	3.45	3.94	-12.4%
3146	1.16	1.32	-12.1%	3807	2.87	3.44	-16.6%
3169	2.93	3.40	-13.8%	3808	2.57	3.34	-23.1%
3179	1.42	1.71	-17.0%	3821	4.13	4.92	-16.1%
3188	2.42	2.53	-4.3%	3823	3.23	3.59	-10.0%
3190	1.99	2.52	-21.0%	3824	3.99	4.50	-11.3%
3191	1.41	1.72	-18.0%	3826	1.06	1.25	-15.2%
3200	1.79	2.35	-23.8%	3827	2.64	2.98	-11.4%
3220	2.11	2.19	-3.7%	3830	1.04	1.13	-8.0%
3227	22.43	23.66	-5.2%	3832	1.76	1.97	-10.7%
3241	4.83	5.10	-5.3%	3865	2.06	2.26	-8.8%

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Loss Cost Comparison - October 1, 2023 to October 1, 2024

<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>	<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>
3881	2.30	2.54	-9.4%	4511	0.57	0.66	-13.6%
4000	3.31	4.36	-24.1%	4557	1.03	1.01	2.0%
4024	4.98	6.50	-23.4%	4558	2.30	2.73	-15.8%
4034	5.27	6.48	-18.7%	4568	1.85	2.11	-12.3%
4038	1.71	2.06	-17.0%	4583	5.11	6.34	-19.4%
4053	1.93	2.33	-17.2%	4597	1.17	1.30	-10.0%
4061	2.03	2.15	-5.6%	4611	1.57	1.69	-7.1%
4062	5.43	6.26	-13.3%	4628	1.23	1.63	-24.5%
4101	2.53	2.46	2.8%	4635	4.57	6.26	-27.0%
4111	2.29	2.17	5.5%	4653	3.84	4.46	-13.9%
4112	0.74	0.91	-18.7%	4665	8.52	9.71	-12.3%
4114	1.82	1.95	-6.7%	4692	0.72	0.80	-10.0%
4130	3.93	4.15	-5.3%	4693	1.82	1.94	-6.2%
4133	2.89	2.93	-1.4%	4710	1.42	1.43	-0.7%
4150	1.01	1.11	-9.0%	4712	2.41	2.35	2.6%
4207	0.66	0.77	-14.3%	4720	1.91	2.06	-7.3%
4239	2.49	2.64	-5.7%	4751	1.31	1.61	-18.6%
4240	2.18	2.76	-21.0%	4771	1.75	2.24	-21.9%
4243	2.52	2.84	-11.3%	4825	0.46	0.63	-27.0%
4244	2.58	2.82	-8.5%	4828	2.00	2.34	-14.5%
4250	2.48	2.44	1.6%	4829	1.48	2.03	-27.1%
4251	1.53	1.72	-11.0%	4902	1.34	1.76	-23.9%
4263	3.70	3.50	5.7%	4923	0.85	1.00	-15.0%
4273	2.67	2.90	-7.9%	5000	8.78	8.20	7.1%
4279	3.13	3.31	-5.4%	5022	16.03	16.47	-2.7%
4282	0.25	0.27	-7.4%	5037	23.34	26.28	-11.2%
4299	1.69	1.90	-11.1%	5040	15.13	17.55	-13.8%
4304	8.67	9.18	-5.6%	5057	6.81	8.65	-21.3%
4307	1.89	2.36	-19.9%	5059	12.54	16.26	-22.9%
4312	2.16	2.63	-17.9%	5102	10.04	11.43	-12.2%
4351	1.78	2.06	-13.6%	5160	4.11	4.28	-4.0%
4352	0.46	0.51	-9.8%	5183	5.02	5.66	-11.3%
4360	0.27	0.30	-10.0%	5184	5.46	5.70	-4.2%
4361	0.44	0.44	0.0%	5188	4.28	4.66	-8.2%
4362	0.29	0.32	-9.4%	5190	3.89	4.39	-11.4%
4410	3.37	4.39	-23.2%	5191	1.17	1.14	2.6%
4420	6.50	8.58	-24.2%	5192	4.23	4.66	-9.2%
4431	3.15	3.44	-8.4%	5193	6.72	6.28	7.0%
4432	1.44	1.62	-11.1%	5213	19.40	19.15	1.3%
4452	1.98	2.49	-20.5%	5221	11.17	11.37	-1.8%
4459	2.77	3.18	-12.9%	5222	8.01	10.31	-22.3%
4470	3.23	3.76	-14.1%	5223	4.49	5.51	-18.5%
4475	1.71	2.01	-14.9%	5348	6.89	7.12	-3.2%
4476	1.69	1.83	-7.7%	5402	3.33	3.66	-9.0%
4493	2.82	3.28	-14.0%	5403	13.22	13.26	-0.3%

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Loss Cost Comparison - October 1, 2023 to October 1, 2024

<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>	<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>
5428	6.24	7.32	-14.8%	6801	24.36	23.74	2.6%
5429	5.10	6.11	-16.5%	6811	3.97	4.04	-1.7%
5443	10.24	9.56	7.1%	6824	7.09	9.25	-23.4%
5445	7.72	9.11	-15.3%	6826	2.14	2.57	-16.7%
5462	6.59	6.47	1.9%	6834	2.34	2.74	-14.6%
5473	22.48	27.82	-19.2%	6836	1.99	2.54	-21.7%
5474	10.10	10.23	-1.3%	6843	6.81	8.07	-15.6%
5479	4.46	5.12	-12.9%	6854	2.08	2.46	-15.4%
5480	10.78	10.07	7.1%	6872	7.74	8.63	-10.3%
5491	1.98	1.85	7.0%	6874	29.59	33.21	-10.9%
5506	9.98	12.94	-22.9%	6875	64.98	72.37	-10.2%
5507	5.29	6.86	-22.9%	6882	11.63	11.34	2.6%
5508	3.17	2.96	7.1%	6884	32.17	37.65	-14.6%
5536	4.57	4.98	-8.2%	6885	46.37	54.06	-14.2%
5538	7.15	6.68	7.0%	7016	8.51	11.59	-26.6%
5545	13.81	17.18	-19.6%	7024	9.45	12.87	-26.6%
5547	6.27	7.55	-17.0%	7038	2.33	2.90	-19.7%
5606	2.97	3.15	-5.7%	7046	2.07	2.42	-14.5%
5610	10.02	9.36	7.1%	7047	18.43	24.51	-24.8%
5645	5.25	6.60	-20.5%	7050	5.04	6.14	-17.9%
5648	9.90	12.40	-20.0%	7090	2.58	3.23	-20.1%
5651	5.01	6.50	-22.9%	7098	2.30	2.69	-14.5%
5701	14.55	13.59	7.1%	7099	4.48	5.12	-12.5%
5703	8.64	9.98	-13.4%	7133	3.89	3.68	5.7%
5709	23.94	22.35	7.1%	7197	5.43	6.54	-17.0%
5951	0.38	0.47	-19.1%	7201	1.89	2.28	-17.1%
6003	8.89	8.30	7.1%	7207	2.23	2.85	-21.8%
6005	4.09	4.42	-7.5%	7219	7.74	9.38	-17.5%
6017	3.23	3.51	-8.0%	7231	7.00	9.08	-22.9%
6018	7.37	7.31	0.8%	7309	3.53	3.44	2.6%
6045	3.94	3.95	-0.3%	7313	1.73	1.91	-9.4%
6204	5.27	6.17	-14.6%	7317	15.72	18.01	-12.7%
6216	4.94	6.41	-22.9%	7327	16.80	20.66	-18.7%
6217	4.50	5.23	-14.0%	7333	4.57	5.36	-14.7%
6229	3.18	3.42	-7.0%	7335	5.08	5.95	-14.6%
6233	2.38	3.08	-22.7%	7337	9.91	11.33	-12.5%
6235	4.37	5.66	-22.8%	7364	0.41	0.40	2.5%
6251	13.70	14.94	-8.3%	7366	4.52	4.41	2.5%
6252	1.83	2.15	-14.9%	7367	5.44	5.78	-5.9%
6306	5.46	6.17	-11.5%	7368	4.30	5.39	-20.2%
6319	3.12	3.75	-16.8%	7370	(c)	(c)	-11.3%
6325	3.77	4.58	-17.7%	7377	3.54	4.85	-27.0%
6400	6.19	6.26	-1.1%	7380	7.19	7.77	-7.5%
6504	3.04	3.40	-10.6%	7390	11.32	12.36	-8.4%
6701	13.77	13.66	0.8%	7394	2.86	3.65	-21.6%

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Loss Cost Comparison - October 1, 2023 to October 1, 2024

Class Code	Oct. 2024	Oct. 2023	% Change	Class Code	Oct. 2024	Oct. 2023	% Change
7395	3.18	4.05	-21.5%	8046	2.17	2.34	-7.3%
7398	6.19	7.52	-17.7%	8047	1.49	1.44	3.5%
7403	4.65	5.68	-18.1%	8048	3.20	3.77	-15.1%
7405	0.94	1.16	-19.0%	8068	0.09	0.11	-18.2%
7421	0.33	0.43	-23.3%	8069	0.20	0.26	-23.1%
7422	1.04	1.12	-7.1%	8072	0.50	0.57	-12.3%
7431	0.39	0.51	-23.5%	8090	0.56	0.63	-11.1%
7445	0.19	0.22	-13.6%	8102	3.67	4.07	-9.8%
7453	0.18	0.21	-14.3%	8103	3.01	3.27	-8.0%
7502	1.90	2.39	-20.5%	8105	1.39	1.64	-15.2%
7515	1.40	1.84	-23.9%	8106	4.26	5.53	-23.0%
7520	4.53	5.03	-9.9%	8107	2.54	2.81	-9.6%
7536	10.22	9.78	4.5%	8111	2.76	3.52	-21.6%
7538	2.44	3.16	-22.8%	8116	1.32	1.41	-6.4%
7539	1.05	1.15	-8.7%	8199	2.81	3.72	-24.5%
7542	2.71	2.74	-1.1%	8209	3.04	4.05	-24.9%
7580	2.05	2.50	-18.0%	8215	2.25	2.78	-19.1%
7590	6.41	7.01	-8.6%	8227	7.75	9.05	-14.4%
7600	6.50	6.43	1.1%	8232	4.62	5.02	-8.0%
7601	2.92	3.78	-22.8%	8235	3.44	3.94	-12.7%
7610	0.19	0.20	-5.0%	8263	4.11	4.54	-9.5%
7710	3.17	4.17	-24.0%	8264	4.37	5.17	-15.5%
7711	(e)	(e)	-21.5%	8265	4.35	5.76	-24.5%
7716	(e)	(e)	-21.5%	8280	9.97	11.08	-10.0%
7720	2.27	2.84	-20.1%	8288	2.81	3.62	-22.4%
7723	1.22	1.32	-7.6%	8291	5.84	6.18	-5.5%
7855	6.61	6.65	-0.6%	8292	3.39	4.33	-21.7%
7998	1.95	1.88	3.7%	8293	6.09	7.02	-13.2%
7999	1.78	1.87	-4.8%	8350	7.12	9.01	-21.0%
8001	1.75	1.82	-3.8%	8353	5.02	5.74	-12.5%
8006	1.24	1.40	-11.4%	8381	1.13	1.45	-22.1%
8008	0.75	0.84	-10.7%	8382	1.14	1.35	-15.6%
8013	0.24	0.23	4.3%	8385	8.02	10.20	-21.4%
8016	0.49	0.50	-2.0%	8391	2.08	2.38	-12.6%
8017	1.00	1.11	-9.9%	8392	2.17	2.29	-5.2%
8018	3.01	3.30	-8.8%	8394	4.10	4.41	-7.0%
8021	4.27	4.94	-13.6%	8500	3.69	4.89	-24.5%
8025	0.96	0.92	4.3%	8601	0.33	0.40	-17.5%
8031	1.54	1.69	-8.9%	8709	17.78	19.51	-8.9%
8032	0.71	0.82	-13.4%	8719	1.44	1.68	-14.3%
8033	2.57	2.87	-10.5%	8720	1.43	1.46	-2.1%
8034	4.40	4.40	0.0%	8723	0.10	0.10	0.0%
8039	1.65	1.83	-9.8%	8726	1.43	1.50	-4.7%
8043	0.91	0.97	-6.2%	8731	1.58	1.54	2.6%
8044	2.90	2.98	-2.7%	8742	0.20	0.22	-9.1%

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Loss Cost Comparison - October 1, 2023 to October 1, 2024

<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>	<u>Class Code</u>	<u>Oct. 2024</u>	<u>Oct. 2023</u>	<u>% Change</u>
8745	3.34	3.64	-8.2%	9059	6.42	7.90	-18.7%
8747	0.17	0.18	-5.6%	9060	1.09	1.16	-6.0%
8748	0.62	0.75	-17.3%	9061	1.23	1.52	-19.1%
8751	2.38	2.92	-18.5%	9063	0.72	0.82	-12.2%
8755	0.74	0.72	2.8%	9065	0.81	0.87	-6.9%
8800	1.82	1.78	2.2%	9071	1.15	1.30	-11.5%
8802	1.03	0.93	10.8%	9072	1.18	1.34	-11.9%
8803	0.03	0.03	** 0.0%	9074	0.69	0.81	-14.8%
8809	0.15	0.14	7.1%	9088	5.65	6.73	-16.0%
8810	0.10	0.10	0.0%	9089	0.23	0.26	-11.5%
8813	0.10	0.10	*** 0.0%	9093	0.74	0.79	-6.3%
8820	0.08	0.09	-11.1%	9101	2.16	2.33	-7.3%
8829	2.88	3.22	-10.6%	9102	2.29	2.61	-12.3%
8831	0.83	1.02	-18.6%	9149	0.80	0.88	-9.1%
8832	0.34	0.38	-10.5%	9157	3.39	3.88	-12.6%
8833	1.17	1.14	2.6%	9158	1.76	1.85	-4.9%
8838	0.37	0.45	** -17.8%	9159	1.10	1.18	-6.8%
8840	0.35	0.39	-10.3%	9160	1.29	1.37	-5.8%
8854	2.77	3.20	-13.4%	9178	2.67	3.08	-13.3%
8855	0.10	0.10	0.0%	9179	4.27	5.28	-19.1%
8857	1.60	1.82	-12.1%	9180	1.77	2.33	-24.0%
8864	2.29	2.59	-11.6%	9182	1.72	1.87	-8.0%
8865	2.20	2.53	-13.0%	9186	2.77	3.65	-24.1%
8866	2.05	2.25	-8.9%	9220	6.78	6.59	2.9%
8868	0.34	0.34	0.0%	9402	3.66	4.24	-13.7%
8869	0.63	0.67	-6.0%	9403	7.98	8.78	-9.1%
8871	0.07	0.08	-12.5%	9410	5.61	6.01	-6.7%
8901	0.21	0.20	5.0%	9501	1.62	1.73	-6.4%
9014	3.30	3.69	-10.6%	9505	2.71	2.91	-6.9%
9015	1.22	1.47	-17.0%	9519	2.93	3.39	-13.6%
9016	3.33	3.41	-2.3%	9521	2.87	3.14	-8.6%
9019	1.42	1.87	-24.1%	9522	1.47	1.51	-2.6%
9025	11.64	12.95	-10.1%	9526	7.22	8.92	-19.1%
9026	3.32	3.48	-4.6%	9527	27.62	25.79	7.1%
9027	17.88	17.38	2.9%	9534	7.87	8.9	-12.0%
9028	2.45	2.78	-11.9%	9539	7.89	7.66	3.0%
9029	3.07	3.44	-10.8%	9545	6.62	8.59	-22.9%
9030	4.07	4.31	-5.6%	9549	2.64	2.78	-5.0%
9040	3.50	4.02	-12.9%	9552	7.45	8.04	-7.3%
9044	2.33	2.57	-9.3%	9553	3.23	3.78	-14.6%
9048	2.17	2.23	-2.7%	9585	0.45	0.57	-21.1%
9051	1.42	1.86	-23.7%	9586	0.47	0.53	-11.3%
9052	2.81	2.98	-5.7%	9600	2.56	2.67	-4.1%
9055	0.59	0.72	-18.1%	9610	0.91	0.86	5.8%
9058	3.23	3.95	-18.2%	9620	1.06	1.27	-16.5%

Workers' Compensation - New York

Loss Cost Comparison - October 1, 2023 to October 1, 2024

Legend:

(c) - Refer to Miscellaneous Values in the manual for loss costs.

(e) - Refer to Volunteer Firefighters schedule for loss costs. Loss cost change is the same for all population groups in this class

* Class Code 8601 has been broadened to include "clerical office employees" effective 10/1/2024. Please refer to R.C. Bulletin #2606 for further information.

** Class Codes 8803 and 8838 have been broadened to include "clerical office employees" effective 10/1/2024. Please refer to R.C. Bulletin #2606 for further information.

*** Class Code 8813 is a companion classification code for Class Code 4299 effective 10/1/2024. Its Loss Cost is based on Class Code 8810 until such time that Class Code 8813 develops its own experience. Please refer to R.C. Bulletin #2606 for further information



NOTICE TO POLICYHOLDERS AND APPLICANTS

NEW YORK WORKERS COMPENSATION DEDUCTIBLES

Section 50 of the New York State Workers Compensation Law requires us to offer you the below deductible options if you meet the following criteria:

1. Your estimated net annual Workers Compensation Policy premium is twelve thousand dollars or more; and
2. Your payment history for your Workers Compensation Coverage has been acceptable.

If you select a deductible option, an appropriate reduction will be reflected in your premium.

Please select your desired deductible option below, complete and sign the bottom of the form, and return to your agent/broker. If you do not want a deductible, please check the appropriate box, complete and sign the bottom of the form, and return to your agent/broker.

☐ I do not want to have a deductible at this time.

I want the below indicated deductible.

<u>Deductible</u>	<u>Deductible Credit Range*</u>	<u>Deductible</u>	<u>Deductible Credit Range*</u>
<input type="checkbox"/> \$100	.4% - .27%	<input type="checkbox"/> \$1,000	.31% - 1.74%
<input type="checkbox"/> \$200	.9% - .49%	<input type="checkbox"/> \$1,500	.45% - 2.37%
<input type="checkbox"/> \$300	.9% - .67%	<input type="checkbox"/> \$2,000	.58% - 2.86%
<input type="checkbox"/> \$400	.13% - .85%	<input type="checkbox"/> \$2,500	.67% - 3.35%
<input type="checkbox"/> \$500	.18% - 1.03%	<input type="checkbox"/> \$5,000	1.25% - 5.40%

*The actual credit depends upon the hazard group of the classification with the highest estimated amount of premium developed for any classification on the policy. The appropriateness of this credit, as it relates to the proper hazard group, is subject to verification upon audit.

Any deductible plan option selected will apply separately to each occurrence. The total deductible amount paid by you in the policy period cannot exceed the estimated annual premium determined at the inception of the policy.

When we pay a claim or claims stemming from a particular occurrence, we will initially pay the deductible for you. You must promptly reimburse us the deductible amount or the total amount of the paid claim, whichever is less, when we advise you that payment is due. Failure to reimburse us the required amount will be treated in the same manner as non-payment of premium.

Please contact your agent or broker for any questions you may have on this subject.

Named Insured (please print)

Policy #

Signature & Title

Date



Utica National Insurance Group

Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EXCLUSION – TRADE OR ECONOMIC SANCTIONS

The changes described herein apply only with respect to this endorsement. All provisions of the policy apply unless modified by this endorsement.

The following exclusion applies to your policy and all coverages and endorsements attached thereto:

Trade Or Economic Sanctions

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations, including but not limited to, those administered and enforced by the United States Treasury Department's Office of Foreign Assets Control (OFAC), prohibit us from providing insurance, including, but not limited to, the payment of claims.

VOLUNTARY COMPENSATION AND EMPLOYERS LIABILITY COVERAGE ENDORSEMENT

This endorsement adds Voluntary Compensation Insurance to the policy.

A. How This Insurance Applies

This insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must be sustained by an employee included in the group of employees described in the Schedule.
2. The bodily injury must arise out of and in the course of employment necessary or incidental to work in a state listed in the Schedule.
3. The bodily injury must occur in the United States of America, its territories or possessions, or Canada, and may occur elsewhere if the employee is a United States or Canadian citizen temporarily away from those places.
4. Bodily injury by accident must occur during the policy period.
5. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay an amount equal to the benefits that would be required of you if you and your employees described in the Schedule were subject to the workers compensation law shown in the Schedule. We will pay those amounts to the persons who would be entitled to them under the law.

C. Exclusions

This insurance does not cover:

1. any obligation imposed by a workers compensation or occupational disease law, or any similar law.
2. bodily injury intentionally caused or aggravated by you.

D. Before We Pay

Before we pay benefits to the persons entitled to them, they must:

1. Release you and us, in writing, of all responsibility for the injury or death.
2. Transfer to us their right to recover from others who may be responsible for the injury or death.
3. Cooperate with us and do everything necessary to enable us to enforce the right to recover from others.

If the persons entitled to the benefits of this insurance fail to do those things, our duty to pay ends at once. If they claim damages from you or from us for the injury or death, our duty to pay ends at once.

E. Recovery From Others

If we make a recovery from others, we will keep an amount equal to our expenses of recovery and the benefits we paid. We will pay the balance to the persons entitled to it. If the persons entitled to the benefits of this insurance make a recovery from others, they must reimburse us for the benefits we paid them.

F. Employers Liability Insurance

Part Two (Employers Liability Insurance) applies to bodily injury covered by this endorsement as though the State of Employment shown in the Schedule were shown in Item 3.A. of the Information Page.

Schedule**Employees**

ALL OFFICERS AND EMPLOYEES
NOT SUBJECT TO THE WORKERS
COMPENSATION LAW

State of Employment

ANY STATE SHOWN IN ITEM 3A

**Designated Workers
Compensation Law**

THE STATE IN ITEM 3A

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.
5582374

Endorsement No.
Premium

Insurance Company

Countersigned by _____

PREMIUM DISCOUNT ENDORSEMENT

The premium for this policy and the policies, if any, listed in Item 3 of the Schedule may be eligible for a discount. This endorsement shows your estimated discount in Items 1 or 2 of the Schedule. The final calculation of premium discount will be determined by our manuals and your premium basis as determined by audit. Premium subject to retrospective rating is not subject to premium discount.

Schedule

1. State NY	Estimated Eligible Premium			\$18,828
	First \$5,000 0.00%	Next \$95,000 10.90%	Next \$400,000 12.60%	Balance 14.40%

2. Average percentage discount: 8%

3. Other policies:

4. If there are no entries in Items 1, 2 and 3 of the Schedule, see the Premium Discount Endorsement attached to your policy number: 5582374

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No. 5582374

Endorsement No.
Premium

Insurance Company

Countersigned by _____

WC 00 04 06
(Ed. 8-84)

PREMIUM DUE DATE ENDORSEMENT

This endorsement is used to amend:

Section D. of Part Five of the policy is replaced by this provision.

**PART FIVE
PREMIUM**

D. **Premium** is amended to read:

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. **The due date for audit and retrospective premiums is the date of the billing.**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

WC 00 04 19
(Ed. 1-01)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

In return for the payment of the premium and subject to all terms of this policy, we agree with you as follows:

GENERAL SECTION**A. The Policy**

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

B. Who is Insured

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

C. Workers Compensation Law

Workers Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

D. State

State means any state of the United States of America, and the District of Columbia.

E. Locations

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

**PART ONE
WORKERS COMPENSATION INSURANCE****A. How This Insurance Applies**

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay promptly when due the benefits required of you by the workers compensation law.

C. We Will Defend

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance.

D. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. reasonable expenses incurred at our request, but not loss of earnings;
2. premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. litigation costs taxed against you;
4. interest on a judgment as required by law until we offer the amount due under this insurance; and
5. expenses we incur.

E. Other Insurance

We will not pay more than our share of benefits and costs covered by this insurance and other

(Ed. 1-15)

insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

F. Payments You Must Make

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. of your serious and willful misconduct;
2. you knowingly employ an employee in violation of law;
3. you fail to comply with a health or safety law or regulation; or
4. you discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly.

G. Recovery From Others

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury. You will do everything necessary to protect those rights for us and to help us enforce them.

H. Statutory Provisions

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice.
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against us or against you and us.
4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
5. This insurance conforms to the parts of the

workers compensation law that apply to:

- a. benefits payable by this insurance;
- b. special taxes, payments into security or other special funds, and assessments payable by us under that law.

6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.

Nothing in these paragraphs relieves you of your duties under this policy.

PART TWO

EMPLOYERS LIABILITY INSURANCE

A. How This Insurance Applies

This employers liability insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

B. We Will Pay

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by this Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against

such third party as a result of injury to your employee;

2. For care and loss of services; and
3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee; provided that these damages are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by you; and
4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

C. Exclusions

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;
7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 U.S.C. Sections 901 et seq.), the Nonappropriated Fund Instrumentalities Act (5 U.S.C. Sections 8171 et seq.), the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.), the Defense Base Act (42 U.S.C. Sections 1651–1654), the Federal Mine Safety and Health Act (30 U.S.C. Sections 801 et seq. and 901–944), any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;

9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 U.S.C. Sections 51 et seq.), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;
10. Bodily injury to a master or member of the crew of any vessel, and does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law;
11. Fines or penalties imposed for violation of federal or state law; and
12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. Sections 1801 et seq.) and under any other federal law awarding damages for violation of those laws or regulations issued thereunder, and any amendments to those laws.

D. We Will Defend

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

E. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding, or suit we defend:

1. Reasonable expenses incurred at our request, but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgment as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

(Ed. 1-15)

F. Other Insurance

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. **Bodily Injury by Accident.** The limit shown for "bodily injury by accident—each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

2. **Bodily Injury by Disease.** The limit shown for "bodily injury by disease—policy limit" is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for "bodily injury by disease—each employee" is the most we will pay for all damages because of bodily injury by disease to any one employee.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

H. Recovery From Others

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

I. Actions Against Us

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and

2. The amount you owe has been determined with our consent or by actual trial and final judgment.

This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

PART THREE**OTHER STATES INSURANCE****A. How This Insurance Applies**

1. This other states insurance applies only if one or more states are shown in Item 3.C. of the Information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were listed in Item 3.A. of the Information Page.
3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

B. Notice

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

PART FOUR**YOUR DUTIES IF INJURY OCCURS**

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal

papers related to the injury, claim, proceeding or suit.

4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

PART FIVE PREMIUM

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

B. Classifications

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

C. Remuneration

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis. This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. all your officers and employees engaged in work covered by this policy; and
2. all other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

E. Final Premium

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table and procedure. Final premium will not be less than the minimum premium.

F. Records

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

G. Audit

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

**PART SIX
CONDITIONS****A. Inspection**

We have the right, but are not obliged to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

B. Long Term Policy

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

C. Transfer of Your Rights and Duties

Your rights or duties under this policy may not be transferred without our written consent.

If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

D. Cancellation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by this statement to comply with the law.

E. Sole Representative

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.

EXPERIENCE RATING MODIFICATION FACTOR REVISION ENDORSEMENT

This endorsement is added to Part Five - Premium of the policy.

The premium for the policy is adjusted by an experience rating modification factor. The factor shown on the Information Page may be revised and applied to the policy in accordance with our manuals and endorsements. We will issue an endorsement to show the revised factor, if different from the factor shown, when it is calculated.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

90 DAY REPORTING REQUIREMENT - NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT

You must report any change in ownership to us within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity, and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

The reporting requirement applies regardless of whether an experience modification is currently applicable to this policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

WC 00 04 14A
(Ed. 1-19)

Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

“Act” means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

“Act of Terrorism” means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property, or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

“Insured Loss” means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

“Insurer Deductible” means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums during the immediately preceding calendar year.

(Ed. 01-2021)

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
-------	------	---------

See Item 4. on the Information Page of your policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

WC 00 04 22 C

(Ed. 01-2021)

Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement

This endorsement is notification that your insurance carrier is charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (WC 00 04 22 C), attached to this policy.

For purposes of this endorsement, the following definitions apply:

- **Catastrophe (Other Than Certified Acts of Terrorism):** Any single event, resulting from an Earthquake, Noncertified Act of Terrorism, or Catastrophic Industrial Accident, which results in aggregate workers compensation losses in excess of \$50 million.
- **Earthquake:** The shaking and vibration at the surface of the earth resulting from underground movement along a fault plane or from volcanic activity.
- **Noncertified Act of Terrorism:** An event that is not certified as an Act of Terrorism by the Secretary of the Treasury pursuant to the Terrorism Risk Insurance Act of 2002 (as amended) but that meets all of the following criteria:
 - a. It is an act that is violent or dangerous to human life, property, or infrastructure;
 - b. The act results in damage within the United States, or outside of the United States in the case of the premises of United States missions or air carriers or vessels as those terms are defined in the Terrorism Risk Insurance Act of 2002 (as amended); and
 - c. It is an act that has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.
- **Catastrophic Industrial Accident:** A chemical release, large explosion, or small blast that is localized in nature and affects workers in a small perimeter the size of a building.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
NY	0.004	108

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	Policy No.	5582374	Endorsement No.
Insured			Premium

Insurance Company Countersigned by _____

Policy Number:

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 31 03 08

(Ed. 1-00)

NEW YORK LIMIT OF LIABILITY ENDORSEMENT

This endorsement applies only to the insurance provided by Part Two (Employers Liability Insurance) because New York is shown in Item 3.A. of the Information Page.

We may not limit our liability to pay damages for which we become legally liable to pay because of bodily injury to your employees if the bodily injury arises out of and in the course of employment that is subject to and is compensable under the Workers' Compensation Law of New York.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

WC 31 03 08
(Ed. 1-00)

© 1987 New York Compensation Insurance Rating Board

**NEW YORK CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM
EXPLANATORY ENDORSEMENT**

The New York Construction Classification Premium Adjustment Program (NYCCPAP) allows premium credits for some employers in the construction industry. These credits exist to recognize the difference in wage rates between employers within the same construction industries in New York.

Credits are earned for average wages in excess of \$23.24 per hour for each eligible class. If your policy shows one of the following classification codes, and you are experience rated, you are eligible to apply for an NYCCPAP credit:

0042	5040	5188	5402	5474	5538	5701	6204		7601	9549
3365	5057	5190	5403	5479	5545	5703	6216	6306	7855	9553
3724	5059	5193	5428	5480	5547	5709	6217	6319	8227	
3726		5213	5429	5491	5606	6003	6229	6325	9526	
3737	5102	5221	5443	5506	5610	6005	6233	6400	9527	
5000	5160	5222	5445	5507	5645	6017	6235	6701	9534	
5022	5183	5223	5462	5508	5648	6018	6251	7536	9539	
5037	5184	5348	5473	5536	5651	6045	6252	7538	9545	

If you have any eligible classes on your policy, you should have been notified by your insurance carrier or the New York Compensation Insurance Rating Board approximately four months prior to the inception date of this policy. If you believe you may be eligible for a credit and have not received an application, you should immediately contact your agent, insurance carrier, or the New York Compensation Insurance Rating Board.

The basis for determining the credit is the limited payroll of each employee for the number of hours worked (excluding overtime premium pay) for each construction classification (other than employees engaged in the construction of one or two-family residential housing). For policies with effective dates between January 1 and March 31, the payroll submitted is for the third quarter, as reported to taxing authorities, for the second calendar year preceding the policy effective date. For policies with effective dates between April 1 and December 31, the payroll submitted is for the third quarter, as reported to taxing authorities, for the calendar year preceding the policy effective date. Total payroll (and not limited payroll) is to be reported for employees engaged in the construction of one or two-family residential housing.

Credits are calculated by the New York Compensation Insurance Rating Board. Completed applications can be submitted to: Attention: Audit Division, New York Compensation Insurance Rating Board, 875 Third Avenue, 8th Floor, New York, New York 10022, email: cpap@nycirb.org or via entry on the CPAP online application on the Rating Board's website: <http://www.nycirb.org/cpap>.

The application for credit on a renewal policy must be received by the Rating Board three (3) months prior to the policy renewal effective date. The Rating Board will accept and process an application if it is received between the renewal policy effective and expiration date, however, it must be accompanied with an explanation from the employer stating the reason for the delay.

Under no circumstances will an original application be accepted for any policy if it is received after the expiration date of the policy to which the credit would have applied, nor will a revised application be accepted if it is received later than one (1) year from the expiration date of the policy to which the credit would have applied.

The New York Workers' Compensation and Employers' Liability Manual, and not this endorsement, govern the implementation and use of the NYCCPAP.

NEW YORK WORKERS' COMPENSATION POLICYHOLDER NOTICE OF RIGHT TO APPEAL

Policyholder Disputes

Policyholders are entitled to inquire, challenge and dispute issues relating to classification, ownership, premium auditing and/or other New York Compensation Insurance Rating Board ("Rating Board") rulings or decisions pertaining to this policy. Please refer to the New York Workers' Compensation Policyholder Notice of Right to Appeal process noted below.

Inquiries may also be directed to the New York State Department of Financial Services (DFS) at:

<http://www.dfs.ny.gov/about/contactus.htm#consumer>

or by calling the Consumer Hotline at 800-342-3736 (Monday through Friday, 8:30 AM to 4:30 PM).

New York Workers' Compensation Policyholder Notice of Right to Appeal Process

An insured, or its representative, (hereafter referred to as "insured") may appeal the application of a rule or procedure contained in the New York Workers' Compensation & Employers' Liability Manual. Rules or procedures are defined as those determinations, either by a carrier or the Rating Board, which define the variables which make up, the policy conditions. Examples include: classification codes, ownership information, premium audits, and any other determination which may affect the policy.

To be considered for a review, a written request explaining the reason(s) for the appeal must be submitted to the Rating Board. Upon receipt of the request for review, the following actions will be taken:

1. The Rating Board will review the request and respond to the parties within sixty (60) days, either granting the parties or their authorized representatives their request or sustaining the Rating Board's original ruling.
2. If not satisfied with the outcome of 1. above, the parties may then request, in writing, a conference with members of the Rating Board staff. The request must state the nature of the complaint and supply any supporting documents. The appropriate Department Vice President or his or her designated representative will preside at the conference.
3. If the dispute is not resolved by the conference, the parties may then appeal to the Underwriting Committee of the Rating Board for a hearing to consider the staff ruling. This appeal must be in writing and must specify the reasons for the appeal and the nature of the complaint.

Following the Committee's receipt of the appeal request, the parties will be notified about the time and place for the hearing. The appeal will be heard at the next Underwriting Committee meeting for which appropriate time can be devoted to the matter.

After the hearing, the parties will be advised, in writing, of the Underwriting Committee decision on the complaint.

4. If the Underwriting Committee ruling is not satisfactory to either party, then the aggrieved party may request a hearing at the New York State Department of Financial Services to consider the disputed decision.
5. The decision of the New York State Department of Financial Services may be appealed to a court of law, by the parties involved or the Rating Board.

STATE OF NEW YORK - WORKERS' COMPENSATION BOARD
ESTADO DE NUEVA YORK - JUNTA DE COMPENSACION OBRERA

NOTICE OF COMPLIANCE

TO EMPLOYEES

IMPORTANT INFORMATION FOR EMPLOYEES WHO ARE
INJURED OR SUFFER AN OCCUPATIONAL DISEASE WHILE
WORKING.

1. By posting this notice and information concerning your rights as an injured worker, your employer is in compliance with the Workers' Compensation Law.
2. If you do not notify your employer within 30 days of the date of your injury your claim may be disallowed, so do so immediately.
3. You are entitled to obtain any necessary medical treatment and should do so immediately.
4. You may choose any doctor, podiatrist, chiropractor or psychologist referred by a medical doctor that accepts NY State Workers' Compensation patients and is Board authorized. However, if your employer is involved in a certified preferred provider organization (PPO) you must first be treated by a provider chosen by your employer and your employer must give you a written statement of your rights concerning further medical care.
5. You should tell your doctor to file copies of medical reports concerning your claim with the Workers' Compensation Board and with your employer's insurance company, which is indicated at the bottom of this form.
6. You may be entitled to lost time benefits if your work-related injury keeps you from work for more than seven days, compels you to work at lower wages or results in permanent disability to any part of your body. You may be entitled to rehabilitation services if you need help returning to work.
7. You should not pay any medical providers directly. They should send their bills to your employer's insurance carrier. If there is a dispute, the provider must wait until the Board makes a decision before it attempts to collect payment from you. If you do not pursue your claim or the Board rules that your injury is not work-related, you may be responsible for the payment of the bills.
8. You are entitled to be represented by an attorney or licensed representative, but it is not required. If you do hire a representative do not pay him/her directly. Any fee will be set by the Board and will be deducted from your award.
9. If you have difficulty in obtaining a claim form or need help in filling it out, or if you have any other questions or problems about a job-related injury, contact any office of the Workers' Compensation Board.

NYS Workers' Compensation Board
Centralized Mailing
PO Box 5205
Binghamton, NY 13902-5205

Customer Service Line: 877-632-4996

AVISO DE CUMPLIMIENTO

A EMPLEADOS

INFORMACION IMPORTANTE PARA EMPLEADOS QUE
SEAN LESIONADOS O SUFRAN UNA ENFERMEDAD
OCUPACIONAL MIENTRAS TRABAJAN.

1. Su patrono está cumpliendo la Ley de Compensación Obrera cuando despliega este comunicado concerniente a sus derechos como trabajador lesionado.
2. Si usted no notifica a su patrono dentro del término de 30 días de haber sufrido su lesión su reclamación podría ser desestimada, por eso notifique inmediatamente.
3. Usted tiene derecho a recibir cualquier tratamiento médico necesario relacionado con su lesión y debe gestionarlo inmediatamente.
4. Para el tratamiento de cualquier lesión o enfermedad relacionada con el trabajo, usted puede escoger cualquier médico, podiatra, quiropractico ó psicologo (si es referido por un médico autorizado) que esté autorizado y acepte pacientes de la Junta de Compensación Obrera. Sin embargo, si su patrono está autorizado a participar en una organización certificada de proveedores preferidos (PPO), usted deberá obtener tratamiento inicial para cualquier lesión o enfermedad relacionada con el trabajo de la correspondiente entidad. Patronos que participen en cualquiera de estos programas establecidos por ley estan obligados a proveer a sus empleados notificación escrita explicando sus derechos y obligaciones bajo el programa a que esté acogido.
5. Usted deberá requerir de su Médico que radique copias de los informes médicos de su caso en la Junta de Compensación Obrera y en la compañía de seguros de su patrono, que se indica al final de esta forma.
6. Usted tiene derecho a compensación si su lesión relacionada con el trabajo le impide trabajar por más de siete días, le obliga a trabajar a sueldo más bajo ó resulta en incapacidad permanente de cualquier parte de su cuerpo. Usted puede tener derecho a servicios de rehabilitación si necesita ayuda para regresar al trabajo.
7. No pague a ningún proveedor médico directamente por tratamiento de su lesión o enfermedad relacionada con el trabajo. Ellos deben enviar sus facturas al asegurador de su patrono. Si el caso es cuestionado, el proveedor deberá esperar hasta que la Junta decida el caso, antes de iniciar gestión de cobro alguna contra usted. Si usted no tramita su caso ó la Junta falla que su lesión o enfermedad no está relacionada con el trabajo, usted podría ser responsable del pago de las facturas.
8. No es obligatorio el estar representado en ninguno de los procedimientos de la Junta, pero es un derecho que usted tiene, el estar representado por abogado ó por representante licenciado si usted así lo desea. Si es representado, no pague al abogado ó al representante licenciado. Cuando la Junta decida su caso, los honorarios serán determinados por la Junta y descontados de sus beneficios.
9. Si tiene dificultad en conseguir un formulario de reclamación o necesita ayuda para llenarlo ó tiene dudas sobre cualquier situación relacionada con una lesión o enfermedad comuníquese con la oficina mas cercana de la Junta.

CHAIR/PRESIDENTE
Workers' Compensation Board

Workers' Compensation benefits, when due, will be paid by (Los beneficios de Compensación Obrera, cuando debidos, serán pagados por):

Name, address and telephone number of licensed insurance carrier, authorized group self-insurer or main office of authorized self-insurer

Republic-Franklin Insurance Company
180 Genesee Street
New Hartford, NY 13413 (315) 734-2000

For Insurance Carriers ONLY: Policy No. 5582374

Policy in Force from 07/01/2025 to 07/01/2026

Name of employer (Nombre del patrono)

JERICO PUBLIC LIBRARY

**THIS NOTICE MUST BE POSTED
CONSPICUOUSLY IN AND ABOUT THE
EMPLOYER'S PLACE OR PLACES OF
BUSINESS.**

Failure by an employer to post this notice in and about the employer's place or places of business may result in a \$250 penalty for each violation.

June 3, 2025

Angela Cinquemani
Jericho Public Library
1 Merry Lane
Jericho, NY 11753

Reference: RENU Proposal #P-416-25 – Jericho Public Library – Sidewalk Demolition .

Dear Mrs. Cinquemani:

Thank you for providing Renu Contracting & Restoration, Inc the opportunity to offer you a proposal for the Jericho Public Library – Sidewalk Demolition. Our proposal is based upon the following:

SCOPE:

- **Exterior Steel Column**
 - Sawcut concrete around steel column (2) locations
 - Concrete removal size to be 2'x2'
 - Expose base plates to be investigated

COST BREAKDOWN PER CONTRACT PRICING:

WORKSCOPE	QUANTITY	UNIT PRICE	UNIT	TOTAL
Labor				
Supervisor / Foreman - straight time	4	\$85.00	hr	\$ 340.00
Material				
Percentage mark-up on material not listed	125	23.00	%	\$ 153.75
Subcontractor				
Markup on sub - Site	2500	18.00	%	\$ 2,950.00
TOTAL				\$ 3,443.75

Total Proposal: Three Thousand Four Hundred Forty-Three Dollars 75/100 (\$3,443.75)

CONDITIONS / EXCLUSIONS:

- Pricing based upon bid "Bay Shore UFSD General Building Maintenance involving New Construction, Reconstruction, and Demolition."
- Project scope, insurance and bond requirements are determined on a project-project basis and adjusted to reflect the nature of the work and contract amount.
- Unless specifically requested prior to submission of the proposal, OCP Policies, Builders Risk Policies and Bonds are not included in the base price but can be provided for an extra cost.

- Standard pricing does not contemplate subcontractors' insurance matching Renu's insurance unless specifically requested prior to submission of proposal.
- Final billing determined on actual usage. Back up for all costs provided at time of billing.
- Mechanical, electrical, plumbing, or fire alarm work of any kind is not included.
- Roof flashing and penetrations of any kind are not included.
- Abatement of any kind is not included.
- Caution tape and Safety Cones to be used as Protections.
- Owner is responsible to verify hazardous material will not be impacted by the proposed work.
- Customer responsible for SED/ Code Compliance.
- Customer acknowledges subcontractors may be utilized.
- Pricing based upon prevailing wage / non-union labor.
- RENU will make every attempt to match adjacent finishes, but Owner is advised that repaired areas may not match due to age and deterioration of existing structure.
- Cost for Bond is not included in base price; bond can be added for additional cost.
- Close-out documents/ as-builts are not included.
- Work is limited to scope and quantities expressly listed in proposal; no specifications or special provisions are included.
- Proposal is valid for 30 days.

If you have any questions or if you need any additional information, please do not hesitate to contact our office.

Sincerely,

RENU Contracting & Restoration, Inc.



1000 Park Blvd., Suite 209
Massapequa Park, NY 11762
www.ReillyTarantino.com
O: 631-724-7888

June 2, 2025

Client:

BBS Architects
244 E. Main Street
Patchogue, NY 11772
Attn: Mr. Philip J. Handler

Re: Jericho Public Library, 1 Merry Lane, Jericho, NY
Subject: Proposal for Structural Engineering Services

Mr. Handler:

Thank you for the opportunity to provide our engineering services. This proposal is based on information provided by your office. We understand construction is on-going at the existing building at the referenced address. We understand damage has been found at the existing structural steel columns. Reilly Tarantino Engineering (RTE) will provide structural engineering consulting and design services to repair the existing columns. Our scope of work is detailed as follows:

Scope – Structural Evaluation & Design:

RTE will conduct a site visit to measure and visually inspect the existing columns. RTE will document the condition of each affected column and prepare a brief summary indicating the required repair for each column. RTE will issue a report summarizing our evaluation and provide recommendations on the feasibility of the proposed work. RTE will prepare details summarizing the required repairs for each column. The evaluation will be conducted in accordance with the applicable provisions stated in the New York State Building Code. The following items will be included in the scope of work:

1. Review existing structural drawings for design intent (if available).
2. Conduct site visit to visually inspect and document existing conditions of columns.
3. Review photos and determine required repair for each column.
4. Prepare report summarizing findings of analysis. If structural reinforcement is required, RTE will provide recommendations for reinforcement. The design of any reinforcement is **not** included in this scope of work.
5. Design reinforcement to existing structural framing members.

Project #: 2025-93



1000 Park Blvd., Suite 209
Massapequa Park, NY 11762
www.ReillyTarantino.com
O: 631-724-7888

6. Prepare drawings for filing and for construction in AutoCAD and PDF format. Drawings will include plans, elevations, sections, details, notes and specifications necessary to file with local building authority and effectively communicate the design intent to contractors.
7. Specify New York State required Special Inspections for structural work types.
8. Sign and seal drawings.

Structural Evaluation and Design Cost: \$ 5,500.00. See attached payment schedule.

Items Required:

1. Existing architectural/structural drawings in PDF format.
2. Site access to project site as required.

Exclusions and Notes:

1. The fees quoted herein are for engineering services associated with provision of structural consulting services, for which we will provide several site visits and a report of findings. No design work is included in the above scope of work.
2. Expediting and permitting services. An expeditor will be required to file all paperwork with the local building authority.
3. Construction management.
4. Testing and sampling.
5. Any inspection not indicated above.
6. Meetings with local authorities or with contractors not indicated above.
7. Reimbursable expenses, such as travel expenses, additional prints, etc. shall be billed at cost.
8. As-built drawings.
9. BIM services.
10. All work not described in the above scope of work.

Project Rate Schedule:

Principal Engineer	\$ 300.00 per hour
Project Manager:	\$ 195.00 per hour
Project Engineer:	\$ 160.00 per hour
Junior Engineer:	\$ 120.00 per hour
AutoCAD Drafting:	\$ 100.00 per hour



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Massapequa Park, NY 11762
www.ReillyTarantino.com
O: 631-724-7888

Administrative: \$ 50.00 per hour

Inspection Rate Schedule:

Half Day (up to 4 hours, incl. travel)	\$480.00 per day
Full Day (over 4 hours, incl. travel)	\$950.00 per day



1000 Park Blvd., Suite 209
Massapequa Park, NY 11762
www.ReillyTarantino.com
O: 631-724-7888

Payment schedule:

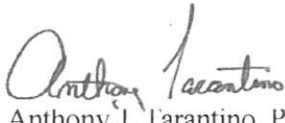
Scope: Structural Design

<u>Milestone</u>	<u>Amount</u>	<u>Percentage of Fee</u>
Completion of Scope	\$ 5,500.00	100
Total	\$ 5,500.00	100

Checks are to be made payable to **Reilly Tarantino Engineering**. There is a \$40.00 fee for any and all returned checks. If client fails to make payment after written notice of past due account, full payment, plus all reasonable attorney fees incurred for collection will be required. We look forward to working with you on this and any future engineering projects.

Schedule of Services:

We anticipate the design of the structural system and preparation of structural drawings will require **four (4) weeks** to complete, from the time this contract is returned signed and retainer is paid. If substantial changes are made to the design, including but not limited to, architectural revisions, field conditions, etc., RTE reserves the right to amend the design schedule.


Anthony J. Tarantino, P.E.
Partner
Reilly Tarantino Engineering

Signature below indicates acceptance of terms defined in this proposal:

Print Name _____

Signature _____

BOARD MEETING DATES 2025-2026

4:00 PM

TUESDAY	July 15, 2025
TUESDAY	August 12, 2025
TUESDAY	September 9, 2025
TUESDAY	October 14, 2025
TUESDAY	November 11, 2025
TUESDAY	December 9, 2025
TUESDAY	January 13, 2026
TUESDAY	February 10, 2026
TUESDAY	March 10, 2026
TUESDAY	April 14, 2026
TUESDAY	May 12, 2026
TUESDAY	June 9, 2026



Jericho Union Free School District

2025-2026 School Year Calendar

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

August 25, 26
August 27
September 1
September 23, 24
October 2
October 13
October 21
November 11
November 27, 28
December 24-31

Supt. Conference Day
First Day of Classes
Schools Closed (Labor Day)
Schools Closed (Rosh Hashana)
Schools Closed (Yom Kippur)
Schools Closed (Columbus Day)
Schools Closed (Diwali)
Schools Closed (Veterans Day)
Schools Closed (Thanksgiving)
Schools Closed (Winter Break)

January 1, 2
January 19
February 16-20
March 20
April 2-10
May 25
May 27
June 19
June 26

Schools Closed (New Years)
Schools Closed (Martin Luther King)
Schools Closed (February Break)
Schools Closed (Eid al Fitr)
Schools Closed (Spring Break)
Schools Closed (Memorial Day)
Schools Closed (Eid al-Adha)
Schools Closed (Juneteenth)
Last Day of School

Total # of Days: 184+2 Conference Days

*This calendar is contingent upon Regents examination schedules.

10/8/24

COMPLETE CIRCULATION ACTIVITY (May 25)

I TYPE	CHKOUTS	CHKINS	HOLDS	HI/RECLL	TOTAL #	PERCENT
BOOK (non fiction)	650	322	3	0	975	4.8%
BOOK (fiction)	731	469	10	0	1,210	6.0%
PAPERBACK	0	1	0	0	1	0.0%
TRD PAPER (trade)	96	35	1	0	132	0.7%
NEW (non fiction)	277	162	3	0	442	2.2%
NEW (fiction)	468	301	6	0	775	3.8%
WORLDSHARE	12	9	0	0	21	0.1%
SHORT LOAN	137	79	0	0	216	1.1%
14 DAY	113	82	5	0	200	1.0%
CAREERS	2	3	0	0	5	0.0%
BOARD BOOK	251	127	0	0	378	1.9%
J NFIC	909	533	5	0	1,447	7.1%
J FICTION	3,143	2,099	4	0	5,246	25.9%
PICTURE BOOK	1,443	959	2	0	2,404	11.9%
EASY READ	731	462	2	0	1,195	5.9%
HOLIDAY	31	31	0	0	62	0.3%
J 14DAY	18	15	0	0	33	0.2%
J BINGE BOX	2	2	0	0	4	0.0%
J VOX BOOK	93	89	0	0	182	0.9%
J STEAM KIT	1	1	0	0	2	0.0%
J PLAYAWAY LAUNCHPAD	11	11	0	0	22	0.1%
J PLAYAWAY VIEW	1	1	0	0	2	0.0%
DVD NEW 3/DAY	131	73	0	0	204	1.0%
J DVD /7 DAY	110	56	0	0	166	0.8%
DVD /7 DAY	273	150	7	0	430	2.1%
CD MUSIC	34	20	0	0	54	0.3%
CD MUSIC NEW	10	4	0	0	14	0.1%
BLU-RAY DISC	58	30	0	0	88	0.4%
A/V KIT	2	1	0	0	3	0.0%
CD BOOK NEW	6	4	0	0	10	0.0%
CD BOOK	14	15	1	0	30	0.1%
DVD NONFIC	32	12	0	0	44	0.2%
DVD NEW 7/DAY	20	13	0	0	33	0.2%
GRAPHIC NOVEL	14	8	0	0	22	0.1%
LARGE TYPE NON-FICTION	5	5	0	0	10	0.0%
NON FIC PLAYAWAY	1	0	0	0	1	0.0%
VIDEO GAME	67	34	0	0	101	0.5%
MAGAZINE	128	92	0	0	220	1.1%
J KIT	8	6	1	0	15	0.1%

COMPLETE CIRCULATION ACTIVITY (May 25)

I TYPE	CHKOUTS	CHKINS	HOLDS	HI/RECLL	TOTAL #	PERCENT
FAMILY	21	16	0	0	37	0.2%
NEW LARGE PRINT (Non-Fic)	6	5	0	0	11	0.1%
NEW LARGE TYPE (FIC)	74	47	0	0	121	0.6%
LARGE TYPE (FIC)	65	40	1	0	106	0.5%
BIOGRAPHY	59	42	0	0	101	0.5%
MYSTERY	25	13	0	0	38	0.2%
SCIENCE FICTION	36	21	0	0	57	0.3%
TRAVEL	244	111	1	0	356	1.8%
BLU-RAY DISC NEW	61	29	0	0	90	0.4%
J CD MUSIC	10	4	0	0	14	0.1%
A WLC NON FIC	117	82	1	0	200	1.0%
A WLC FIC	47	35	0	0	82	0.4%
J MAGAZINE	50	22	0	0	72	0.4%
MISC	11	6	0	0	17	0.1%
TEEN FIC	189	102	0	0	291	1.4%
TEEN NONFIC	53	31	0	0	84	0.4%
TEEN PB	177	158	0	0	335	1.7%
TEEN DVD /7 DAY	5	6	0	0	11	0.1%
TEEN CD MUSIC	2	1	0	0	3	0.0%
TEEN 14 DAY	2	3	0	0	5	0.0%
TEEN DVD NEW	4	2	0	0	6	0.0%
J DVD NEW	11	7	0	0	18	0.1%
J WORLD LANGUAGE	38	28	0	0	66	0.3%
ADULT ROKU	5	6	0	0	11	0.1%
J ROKU	1	1	0	0	2	0.0%
MUSEUM PASS	185	178	0	0	363	1.8%
HOTSPOT	9	5	0	0	14	0.1%
LAPTOP CHARGERS	33	33	0	0	66	0.3%
I PHONE CHARGER	25	25	0	0	50	0.2%
ANDROID CHARGER	5	5	0	0	10	0.0%
CD/DVD PLAYERS	0	1	0	0	1	0.0%
PORITALK	0	1	0	0	1	0.0%
LILINK Requestable Print	310	207	0	0	517	2.5%
LILINK Requestable Media	32	15	0	0	47	0.2%
No Code	0	0	683	0	683	3.4%
Total	11,945	7,604	736	0	20,285	100.0%

JERICHO PUBLIC LIBRARY																
USAGE & STATISTICS SNAPSHOT																
(DIRECT ACCESS)																
2024-2025																
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	TOTAL	TOTAL	
	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2024-2025	2023-2024	2022-2023	
CHILDREN'S DEPT - PROGRAMS	18	11	14	21	18	17	15	18	23	29	28		212	248	290	
CHILDREN'S DEPT - ATTENDEES	376	163	224	414	355	428	289	516	431	549	816		4,561	4,667	6,471	
TEEN DEPT - PROGRAMS	4	5	5	3	6	5	6	6	7	9	6		62	54	90	
TEEN DEPT - ATTENDEES	34	51	81	19	82	66	86	69	84	77	69		718	667	1,109	
ADULT DEPT - PROGRAMS	50	46	57	66	57	40	56	59	65	66	68		630	450	463	
ADULT DEPT - ATTENDEES	778	706	1,081	1,162	1,138	794	1,184	1,088	1,383	1,244	1,249		11,807	10,735	10,111	
NEW LIBRARY CARDS	60	73	110	69	55	49	44	57	50	46	24		637	777	929	
LIBRARY VISITORS	6,972	7,006	6,850	8,250	7,496	6,585	6,686	5,980	7,294	7,509	7,555		78,183	81,931	80,824	
WIFI SESSIONS	42,232	48,319	52,136	59,387	56,204	48,125	44,569	38,789	56,482	55,956	70,664		572,863	682,708	727,072	
WEBSITE USERS	7,513	6,209	5,048	4,735	4,481	4,087	5,024	4,276	4,216	4,287	4,516		54,392	87,229	67,742	
CIRCULATION CHECKOUTS	13,381	13,409	12,196	12,085	11,868	11,363	11,972	11,205	12,399	11,756	11,945		133,579	138,278	148,613	
SOCIAL MEDIA FOLLOWERS																
FACEBOOK	1,049	1,047	1,056	1,061	1,065	1,069	1,066	1,068	1,073	1,070	1,074		N/A	1,047	969	
INSTAGRAM	1,138	1,143	1,147	1,150	1,152	1,149	1,150	1,155	1,162	1,171	1,185		N/A	1,135	1,077	
TIKTOK	260	277	358	440	484	518	556	586	625	661	677		N/A	241	193	
TWITTER (X)	394	394	401	398	394	389	389	395	395	395	395		N/A	393	358	
YOUTUBE	140	139	139	139	140	140	139	140	138	137	137		N/A	140	140	

Museum Passes

May 2025

Museum (Number of Passes Per Museum)	Annual Cost	# of Reservations	2025 Year to Date	2024 Year Total	2023 Year Total
9/11 Memorial & Museum Membership (1)	250.00	5	18	50	7
*American Airpower Museum (1)	650.00	3	17	59	52
*American Kennel Club Museum of the Dog (1)	250.00	1	3	15	19
*Children's Museum of Manhattan (2)	400.00	4	23	60	57
Clark Botanic Garden (1)	75.00	2	8	16	20
*Cold Spring Harbor Fire House Museum (1)	40.00	0	1	10	11
Cold Spring Harbor Fish Hatchery & Aquarium (1)	500.00	5	18	44	82
Cradle of Aviation/Firefighter's Museum (1)	1,750.00	7	27	57	60
Empire Pass (3)	216.00	8	22	84	90
*Fire Island Lighthouse	175.00	6	12	67	51
*Frick Collection (1)	200.00	11	18	3	14
*Garvies Point Museum and Preserve (2)	200.00	2	8	20	27
*Guggenheim (2)	500.00	12	43	121	130
*Harbes Family Farm (1) <i>(Not renewed- increased costs to the library and patrons)</i>	0.00	0	0	124	108
*Heckscher Museum of Art (1) <i>(Not renewed- effective 1/1/25 admission is free to visitors per a grant from Bank of America)</i>	0.00	0	0	15	29
*Intrepid Sea, Air & Space Museum (1)	500.00	7	35	81	80
*The Jewish Museum (2)	500.00	1	4	7	5
Long Island Children's Museum (3)	3,900.00	17	80	173	175
*Long Island Maritime Museum (2)	200.00	0	2	7	0
Museum of Modern Art (2)	1,500.00	12	49	106	118
Museum of the City of New York (1) <i>(Not renewed- low demand)</i>	0.00	1	5	15	16
Museum of the Moving Image (1)	350.00	1	13	19	16
*Nassau County Museum of Art (2)	500.00	10	52	142	142
*New York Botanical Garden (1)	750.00	13	52	114	99
*New York Hall of Science (1)	675.00	10	55	111	115
*New York Transit Museum (2)	200.00	0	2	11	17
*New-York Historical Society (2)	160.00	0	7	21	33
Old Bethpage Village Restoration (1)	400.00	2	2	20	18
*Old Westbury Gardens (2)	500.00	42	79	300	266
*Planting Fields Arboretum State Historic Park (1)	450.00	17	43	130	81
*Raynham Hall Museum <i>(Not renewed- low demand and not cost effective)</i>	0.00	1	6	5	2
*Sands Point Preserve Conservancy (2)	150.00	10	36	132	127
Storm King Art Center	125.00	3	5	18	23
*Vanderbilt Museum & Planetarium (1)	600.00	12	32	128	117
*Walt Whitman Birthplace State Historic Site (1)	150.00	0	4	6	10
*Whaling Museum, Cold Spring Harbor (1)	250.00	0	13	24	27
34	\$17,066.00	225	794	2315	2244

Print on Demand Passes (*) are valid for 1 day (the day of the visit). Pick-up/Return Passes are checked out for 3 days. The Jericho Public Library currently has membership to 34 museums. The number of passes we receive is dependent on the terms of the membership. Some museums include two or three passes per membership ; some only include one pass per membership.

Each pass admits 2-6 people depending on membership. Therefore, the total number of circulations could be 450-1350 respectively.