

AMITYVILLE PUBLIC LIBRARY

AGENDA

Wednesday, November 19, 2025
7:00 p.m.

- I. Call to order.
- II. Approval of the minutes from the September 17th meeting.
- III. Financial Officer
 - Warrant Sheet # 26-4B
 - Warrant Sheet # 26-5A
 - Report of Receipts and Disbursements
- IV. Director's Report
 - Treasurer's Report/Hours
 - Building Update
 - Personnel
- V. Old Business
- VI. New Business
- VII. Adjournment

AMITYVILLE PUBLIC LIBRARY
REGULAR BOARD OF TRUSTEES MEETING

Wednesday, November 19th, 2025

7:00 P.M.

MINUTES

MEETING

was called to order at 7:20 P.M., by Anthony Ceriello.

PRESENT

Trustees: Eileen Taylor, Kaitlin Handler, Anthony Ceriello, Sharon Tener; Library Director; Todd Schlitt, Assistant Library Director; Shadd Jamison,

Absent: Trustees; Leslie Kretz, MaryBeth Scarola, Business Manager; Donna Gellineau-Matone

MINUTES

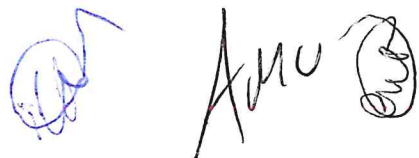
of the "Regular Board of Trustees Meeting" held on Wednesday, September 17th, 2025, were approved as submitted, upon motion made by Anthony Ceriello and seconded by Kaitlin Handler. All in favor.

FINANCE

Warrant Sheet #26-4B in the amount of \$85,059.22, \$25,000 & \$99,792.74

Warrant Sheet #26-5A in the amount of \$199,000 & \$3,826.50 approved by motion made by Anthony Ceriello and seconded by Kaitlin Handler. All in favor.

The Claims Auditor Reports and Treasurer's Report approved upon motion by Anthony Ceriello and seconded by Kaitlin Handler. All in favor.



The Claim's Auditor worked 7.5 hours in October. The Treasurer worked 5.5 hours in October. Motion made by Eileen Taylor and seconded by Kaitlin Handler to approve the hours for the Claims Auditor and Treasurer for October 2025. All in favor.

PERSONNEL

YA Librarian Taylor Marturella-Jaramillo 25-hour work week has expired after the allotted three-month time by Suffolk County Civil Service. She will revert back to a 17.5 hour work week. She has taken the Librarian I exam, and we hope to canvas for that list in early spring 2026.

A motion was made by Anthony Ciriello and seconded by Kaitlin Handler to increase the annual salary of the Assistant Director by \$4151.94. All in favor.

BUILDING UPDATE

Todd gave a detailed update about the Building Project.

OLD BUSINESS

Shadd explained the updates in the policies that needed to be approved.

A motion was made by Kaitlin Handler and seconded by Anthony Ciriello to approve the *Fees for Printing, Photocopying, & Faxing Policy*. All in favor

A motion was made by Eileen Taylor and seconded by Kaitlin Handler for the *Museum Pass Program Policy*. All in favor.

A motion was made by Eileen Taylor and seconded by Anthony Ciriello to approve the *Notary Policy*. All in favor.

Todd gave an update on the DASNY Grant. Todd said that \$70,160 worth of upgrades (doors, ceiling, cameras) will be submitted for the grant.

NEW BUSINESS

Todd discussed that there will be preliminary discussions about the FY 26-27 Library Budget in the next few weeks with Administration. Todd anticipates bringing the budget to the January 2026 Board meeting for approval.

A motion was made by Anthony Ciriello and seconded by Kaitlin Handler to approve the STALCO Payment Applications for \$55,539.06.

EXECUTIVE SESSION:

A motion was made by Anthony Ciriello and seconded by Eileen Taylor to enter Executive Session at 8:05pm. All in favor.

A motion was made by Anthony Ciriello and seconded by Kaitlin Handler at 8:53pm. All in favor.

ADJOURNMENT

Motion made by Anthony Ciriello and seconded by Kaitlin Handler to adjourn the meeting at 8:54 PM. All in favor.

DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Wednesday, November 19, 2025

7:00 p.m.

Treasurer's & Claims Auditor's Reports

The Board is requested to make a motion to approve the Treasurer's Report for October 2025.

The Board is requested to make a motion to approve the Claim Auditor's Report for October 2025.

Claims Auditor and Treasurer

The Claim's Auditor worked 7.5 in September. The Treasurer worked 5.5 hours in September.

Building Update

The October Alterations and Additions Project monthly updates are attached.

Personnel

YA Librarian, Taylor Marturella-Jaramillo 25-hour work week has expired after the allotted three-month time. She has taken the Librarian I exam, and we hope to canvas for that list in the early spring.

Old Business

- DASNY Grant (Doors, Ceiling, Cameras)
- Policies

New Business

- Stalcos recovery Schedule
- Staclo Payment Applications
- Evaluation
- Staff meeting/Holiday party
- 2026/2027 Budget preparation

Respectfully submitted by Todd Schlitt, Library Director

Amityville Public Library

26-4B

Check Register

October 2025

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1		M&T/Checking		
10/08/2025	15307	Donna Carucci Krumm	Sept.29 2025 Still Life Drawing	300.00-
10/08/2025	15308	Christopher Fiore	Sept.2025 Virtual Guitar	480.00-
10/08/2025	15309	Lauren Jamison	Sept.2025 SL/CE	2,000.00-
10/08/2025	15310	Stephanie Ann Jodlowski	Sept 30 2025 One on One Career Coaching	190.00-
10/08/2025	15311	Kate Ciannella	Sept.2025 Qigong	750.00-
10/08/2025	15312	Mary Kearns	Sept.2025 One on One Citizenship	750.00-
10/08/2025	15313	Green Earth Craft, Inc.	Oct.2025 YA Program Pet Blankets	295.00-
10/08/2025	15314	Ann Guarascio	Sept.2025	405.00-
10/08/2025	15315	Amityville Chamber of Commerce	Monthly Membership Meeting - October	30.00-
10/08/2025	15316	Amityville H.S. Extra Class	Gold Supporter - Varsity Cheer leading	250.00-
10/08/2025	15317	Amity Vacuum, Inc.		35.80-
10/08/2025	15318	ArtsQuest	AV Offer 2521 Christkindlmarkt Nov 21st 2025	506.00-
10/08/2025	15319	Lauren Blum	Sept 30 2025 Zumbini	185.00-
10/08/2025	15320	Amazon Capital Services	A3COCO37OGIAVX	1,177.22-
10/08/2025	15321	Blackstone Publishing	168108	164.78-
10/08/2025	15322	CCP Solutions, LLC	AP03	118.60-
10/08/2025	15323	Creativebug	10460	1,100.00-
10/08/2025	15324	DRP Solutions	AP11	2,130.41-
10/08/2025	15325	Environmental Landscaping And Design, Inc.		494.00-
10/08/2025	15326	EverBank, N.A.	20416784	61.85-
10/08/2025	15327	Fire Island Lighthouse Preservation Society Inc.	Library Membership	175.00-
10/08/2025	15328	Fusion Networks		100.00-
10/08/2025	15329	FNBO	4988 65** **** 5913	1,296.87-
10/08/2025	15330	Midwest Tape, LLC	2000015934	304.23-
10/08/2025	15331	Midwest-Adult AV	2000001615	156.17-
10/08/2025	15332	Mobile Beacon	Ref Number MB-199876	1,375.00-
10/08/2025	15333	Newsday	53493683	278.32-
10/08/2025	15334	Noble Elevator Comp. Inc.		422.30-
10/08/2025	15335	NYS Employees' Health Insurance Pending Account	03577	43,632.42-
10/08/2025	15336	Playaway Products LLC		329.95-
10/08/2025	15337	Prestige Vending		211.87-
10/09/2025	15338	Quatela Chimeri PLLC		130.00-
10/09/2025	15339	SCLS - Overdues	AMTY	34.58-
10/09/2025	15340	SCLS-PALS	ID#AMTYP	4,505.03-
10/09/2025	15341	Skinnon & Faber, CPAs, P.C.		315.00-
10/09/2025	15342	Supplies Hotline		754.00-
10/09/2025	15343	The Hartford -Disability	Pol# LNY 334759	1,485.45-
10/09/2025	15344	Ultimate Pest Control Inc	13019	125.00-
10/09/2025	15345	Verizon	455-917-039-0001-41	119.00-
10/09/2025	15346	Winters Bros. Hauling of LI, LLC	21-15788 0	518.95-
10/09/2025	15347	Christin Nash	Oct.2025 Witch Hat	600.00-
10/09/2025	15348	A Time for Kids, Inc.	Oct.2025 Sensory Story Time	175.00-
10/09/2025	15349	Amazon Capital Services	A3COCO37OGIAVX	61.00-
10/09/2025	15350	First-Citizens Bank & Trust Co.	1750795	121.00-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
10/09/2025	15351	Unemployment Insurance	04-64433 7	96.09-
10/09/2025	15352	B&T - Continuations	C0574483	37.54-
10/09/2025	15353	B&T - Children's Bks	L8002843	33.62-
10/09/2025	15354	B&T - Processed	L9304793	46.35-
10/10/2025	15355	Unemployment Insurance	04-64433 7	3,533.16-
10/09/2025	15356	B&T - Proc/Fiction	L2124653	83.80-
10/14/2025	15357	United States Postal Service	Acct # ***5370 - Browsers	1,971.42-
10/22/2025	15358	Harriet Garelick	November Reimbursement	370.00-
10/22/2025	15359	Susan Handler	November Reimbursement	370.00-
10/22/2025	15360	Joan Monteleone	November Reimbursement	370.00-
10/22/2025	15361	Linda Ferraro	November Reimbursement	185.00-
10/22/2025	15362	Mary Gordon-Ray	November Reimbursement	185.00-
10/22/2025	15363	Nora Schual	November Reimbursement	185.00-
10/22/2025	15364	Joan Traugott	November Reimbursement	185.00-
10/22/2025	15365	Edgardo Estrada-Najera	October Mileage Reimbursement	22.26-
10/22/2025	15366	Steven Soper	Sept/Oct Mileage Reimbursement	13.44-
10/22/2025	15367	Marla Matthews	Oct 10th 2025 New Beginnings	200.00-
10/22/2025	15368	Anchor Coffee LLC	Oct 14th 2025 Book Club	125.00-
10/22/2025	15369	Stephanie Ann Jodlowski	Oct 14th 2025 One on One Career Coaching	190.00-
10/22/2025	15370	Jill Zoccoli	Sept/Oct 2025 Advanced Beginner Mahjong	2,400.00-
10/22/2025	15371	Howard Dashkin	Sept/Oct 2025 Latin Mix	700.00-
10/22/2025	15372	Sharper Training Solutions, Inc.	Oct 20th 2025 Computer Kindergarten	220.00-
10/22/2025	15373	Nadia Campbell-Mitchell	Oct 7&21 2025 Reiki & Meditation	200.00-
10/22/2025	15374	Quadrone Enterprise Inc.	Oct 21st 2025 Halloween Cookies	360.00-
10/22/2025	15375	Central Business Systems	AP00	32.68-
10/22/2025	15376	CSEA Employee Benefit Fund	Group#289	2,000.09-
10/22/2025	15377	Fast Signs		156.00-
10/22/2025	15378	First-Citizens Bank & Trust Co.	1750795	497.34-
10/22/2025	15379	Industrial Appraisal Co.	0-222-400	385.00-
10/22/2025	15380	Midwest-Adult AV	2000001615	360.15-
10/22/2025	15381	National Grid	56405-34000	302.64-
10/22/2025	15382	New York Daily News	1535477	506.74-
10/22/2025	15383	Newsday	53493683	278.32-
10/22/2025	15384	Ocean Janitorial Supply, Inc	Cust Acct AMITYLIB	209.60-
10/22/2025	15385	OTC Brands, Inc.	29071321	210.83-
10/22/2025	15386	Playaway Products LLC		60.74-
10/22/2025	15387	Prestige Vending		124.90-
10/22/2025	15388	SCLS-PALS	ID#AMTYP	1,006.75-
10/22/2025	15389	Searles Graphics, Inc.		5,908.00-
10/22/2025	15390	Skinnon & Faber, CPAs, P.C.		280.00-
10/22/2025	15391	Staples	NYC 1007943	396.02-
10/22/2025	15392	Suffolk Cooperative Library System	ID# AMTY	365.00-
10/22/2025	15394	Amazon Capital Services	A3COCO37OGIAVX	723.97-
10/22/2025	15395	B&T - Aut. Yours	L0771083	61.91-
10/22/2025	15396	B&T - Proc/Fiction	L2124653	492.43-
10/22/2025	15397	B&T - Children's Bks	L8002843	102.93-
10/22/2025	15398	B&T - Processed	L9304793	119.77-
10/22/2025	15399	PEAC SOLUTIONS	Cust # 4193362	828.10-
10/24/2025	15400	Anchor Coffee LLC	Oct. 16 2025 Fall Bingo	250.00-
10/24/2025	15401	Howard Dashkin	Sept/Oct.2025 Line Dance	800.00-
10/24/2025	15402	Cengage Learning Inc / Gale	123506	79.47-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
10/24/2025	15403	Midwest-Adult AV	2000001615	155.12-
10/24/2025	15404	SCWA	3000008194	354.76-
10/24/2025	15405	Coachman Luxury Transport	AmityPLMC	2,011.00-
Total for 01-0200-000-1 M&T/Checking				\$ 99,792.74-
02-0201-004 M&T/Capital				
10/24/2025	1142	BELFOR Long Island, LLC	Customer No. 259640	25,000.00-
Total for 02-0201-004 M&T/Capital				\$ 25,000.00-
02-0201-005 M&T/2024 Library Bonds				
10/09/2025	1110	Cassone Leasing, Inc	Cust # 98613	2,014.00-
10/09/2025	1111	John Miccoli	Id# 6	1,750.00-
10/09/2025	1112	Quatela Chimeri PLLC		2,912.00-
10/10/2025	1113	Stalco Construction, Inc.	Project # 2409	75,162.22-
10/24/2025	1114	CALL-A-HEAD	AMITYVILL3	851.00-
10/24/2025	1115	Amityville VFW		2,400.00-
Total for 02-0201-005 M&T/2024 Library Bonds				\$ 85,089.22-
Not Specified				
10/22/2025	15393	Suffolk County Library Association	Voided	0.00
Total for Not Specified				\$0.00

Amityville Public Library

#26-5A

Check Register

November 1-13, 2025

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1		M&T/Checking		
11/05/2025	15406	Jolanta Bazyte	Sept/Oct R&R & Oct.MIY	1,075.00-
11/05/2025	15407	Mary Kearns	Oct.2025 One on One Citizenship	750.00-
11/05/2025	15408	Jean A Pulvidente	Sept/Oct.2025 Beginner English	600.00-
11/05/2025	15409	Mayrel Coba	Sept/Oct.25 Conversational English	680.00-
11/05/2025	15410	Ramiro Coba	Sept/Oct.25 Conversational English	680.00-
11/05/2025	15411	Christopher Fiore	Oct.25 Virtual Guitar	360.00-
11/05/2025	15412	Catherine Rose	Sept/Oct.25 Bereavement Group	600.00-
11/05/2025	15413	Home Health and Spirit Corp.	Oct.27 2025 Embroidery	500.00-
11/05/2025	15414	Stephanie Ann Jodlowski	Oct.27 2025 One on One Career Coaching	190.00-
11/05/2025	15415	Kate Ciannella	Oct.2025 Qigong	600.00-
11/05/2025	15416	Lauren Jamison	Oct.2025 SL/CE	1,200.00-
11/05/2025	15417	Danielle Hitner	Oct.2025 Zumba	625.00-
11/05/2025	15418	Sandra Rovira	Oct.2025 CY/BY	640.00-
11/05/2025	15419	Harmony Cafe Inc	Oct.2025 Food Labels/Plant Based	250.00-
11/05/2025	15420	Fanny Cakes	Oct.28 2025 Halloween House Kits	360.00-
11/05/2025	15421	Lauren Blum	Oct.28 2025 Zumbini	185.00-
11/05/2025	15422	Rosemary Algios	Oct.2025 ASL	600.00-
11/05/2025	15423	Ann Guarascio	Oct.2025	330.00-
11/05/2025	15424	Christina Mitchell	October 2025 Mileage Reimbursement	73.36-
11/05/2025	15425	Amity Vacuum, Inc.		53.80-
11/05/2025	15426	Blackstone Publishing	168108	110.79-
11/05/2025	15427	CCP Solutions, LLC	AP03	118.60-
11/05/2025	15428	Cengage Learning Inc / Gale	123506	106.46-
11/05/2025	15429	CSEA, Inc.	October 2025 Dues	1,499.01-
11/05/2025	15430	DRP Solutions	AP11	2,128.89-
11/05/2025	15431	EnvisionWare, Inc.	1932	603.75-
11/05/2025	15432	FNBO	4988 65** **** 5913	1,166.45-
11/05/2025	15433	Fusion Networks		100.00-
11/05/2025	15434	Midwest-Adult AV	2000001615	122.61-
11/05/2025	15435	Midwest Tape, LLC	2000015934	359.45-
11/05/2025	15436	Prestige Vending		124.90-
11/05/2025	15437	PSEGLI	0346-5000-72-1	4,326.80-
11/05/2025	15438	Playaway Products LLC		420.69-
11/05/2025	15439	SCLS - Overdues	AMTY	31.92-
11/05/2025	15440	Skinnon & Faber, CPAs, P.C.		245.00-
11/05/2025	15441	Sunrise Window Cleaning		155.00-
11/05/2025	15442	The New York Times	904126000	82.00-
11/05/2025	15443	Ultimate Pest Control Inc	13019	125.00-
11/05/2025	15444	Verizon	651-755-985-0001-74	291.82-
11/05/2025	15445	Verizon	455-917-039-0001-41	119.00-
11/05/2025	15446	Nassau County Library Association	F.I.D. 23-7042359	72.45-
11/05/2025	15447	Suffolk Cooperative Library System	ID# AMTY	903.00-
11/06/2025	15448	B&T - Children's Bks	L8002843	37.74-
11/06/2025	15449	EverBank, N.A.	20416784	61.85-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
11/06/2025	15450	Amazon Capital Services	A3COCO37OGIAVX	220.93-
11/06/2025	15451	Suffolk County Library Association	SCLA Annual Dinner 2025	80.00-
11/07/2025	15452	Amazon Capital Services	A3COCO37OGIAVX	96.06-
11/07/2025	15453	NYS and Local Employees Retirement System	50713	174,497.00-
11/10/2025	15454	First-Citizens Bank & Trust Co.	1750795	121.00-
11/10/2025	15455	National Grid	56405-34000	319.75-
Total for 01-0200-000-1 M&T/Checking				\$ 199,000.08-
02-0201-005 M&T/2024 Library Bonds				
11/05/2025	1116	Commercial Instrumentation Services, INC.		187.50-
11/05/2025	1117	John Miccoli	Id# 6	1,625.00-
11/07/2025	1118	Cassone Leasing, Inc	Trailer # TO2460-71	2,014.00-
Total for 02-0201-005 M&T/2024 Library Bonds				\$ 3,826.50-

**Amityville Public Library
Treasurer's Report
October 2025**

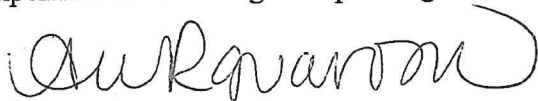
I worked at the library last month on October 14 and October 27, for a total of 5.50 hours. During this time, I verified cash disbursements and signed checks, reviewed payroll adjusting journal entries, verified cash receipts and reconciled the accounts. I continue to review for appropriateness of expenditures, proper assignment of expense and income accounts, and internal controls in place.

Four accounts have been reconciled for the period ending October 31, 2025 (Bank reconciliations are attached).

<u>Account</u>	<u>Acct. #</u>	<u>Ending Book Balance</u>
M&T Bank/Checking	3420002848	\$ 5,922,735.30
M&T Bank/Capital	5010002540	497,580.63
M&T Bank/Library Bonds	9888109254	412,529.20
M&T Bank/eCommerce	9897277811	16,183.65
NYLAF	73306-201	5,502,370.57

Total Warrants reviewed:	\$ 99,882.741	Operating Check #'s: 15306-15405
Total Warrants reviewed:	\$ 85,089.22	Lib Bond Check #'s: 1110-1115
Total Warrants reviewed:	\$ 25,000.00	Capital Fund Check #: 1142
VOIDS: Not available		

The M&T Bank/eCommerce account balance that should be transferred monthly to the M&T Checking account, or possibly a high yield Money Market account if funds are not required for expenditures in the regular operating account.



Ann R. Guarascio
516-317-2372
November 12, 2025



Monthly Progress Report

October 2025

Amityville Public Library



Report prepared by Christopher Bueno



PARK EAST
CONSTRUCTION
CORP.



Table of Contents

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Section II – Work Progress October 2025

Section III – Projected Work November 2025

Section IV – Progress Photos

Section V – Monthly Workforce Summary

*Providing Leadership,
Integrity, and Building
Excellence since 1989*



Section I – Program Summary

October 2025

Project Summary

- New Children's Areas Sections.
- New Circulation Areas.
- New Study Rooms.
- New Public Restrooms.
- New Meeting Rooms.
- New Exterior 2nd floor Terrace.
- New 2nd Floor Staff Work Rooms.
- New Elevator.
- New Mechanical Equipment for Extension.
- New Building Fire Alarm System.
- New Light Fixtures.



Section II - Work Progress

October 2025

- Stalco dewatering subcontractor ADG has added additional resin for the IE system to help reduce the zinc level required by the DEC.
 -
- Stalco sitework contractor remobilized to open the existing footing to allow for underpinning to be installed by York concrete.
- Stalco sitework contractor is removing material off-site to allow digging out the elevator pit.
- Stalco Concrete subcontractor York to install rebar and new underpinning footing to support the new elevator pit load.
- Stalco dewatering Subcontractor ADG restarts the dewatering process, which will currently be running 24 hours a day, 7 days a week, and is being monitored by ADG technicians full-time.
- PEC coordinated with JCB to take the required compliance samples as required by the DEC for the continuous duration of the dewatering process.
- Continued with RFI submission.
- Continue tracking long lead items.

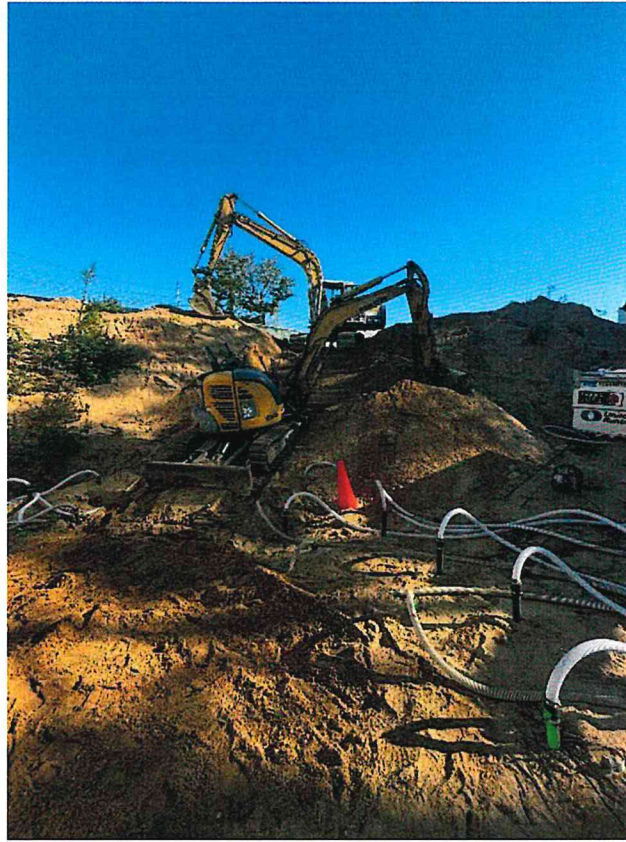


Section III – Work Planned November 2025

- Stalco subcontractor, York Construction, to start installing rebar and concrete for the elevator mat slab and elevator pit walls.
- Stalco Subcontractor to install waterproofing material to allow the elevator pit to be completed before shutting down the dewatering equipment.
- Stalco to have the Elevator shaft built at full height as stated on the structural drawings.
- Stalco to continue forming and pouring additional column footings required for the new building addition.
- Continued submission of submittal.
- Continued submission of RFI.
- Continue tacking long lead items.



Section IV – Progress Photos



Stalco, Sitework subcontractor, remobilized, removing material off-site and opening the existing footing to allow York Concrete to install underpinning.



Section IV – Progress Photos



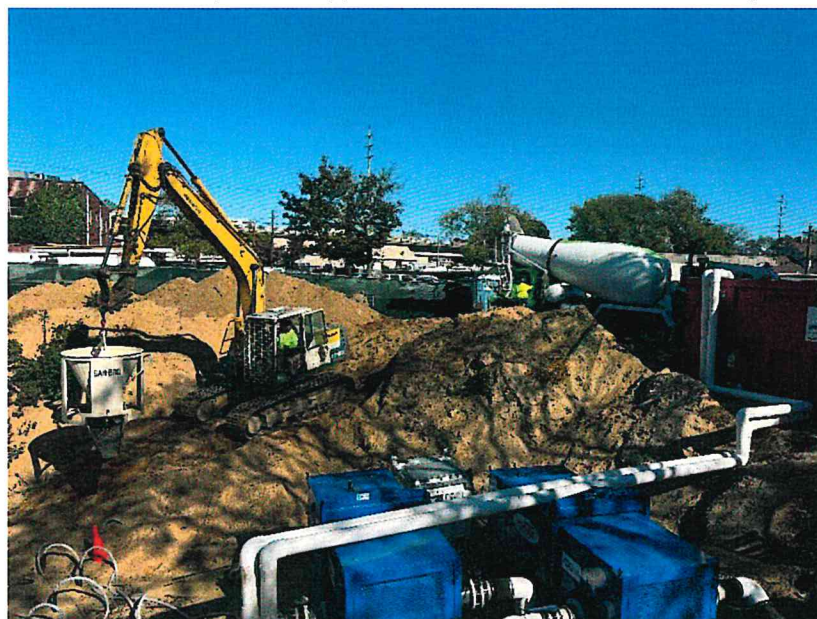
Stalcó, Concrete subcontractor York, digging out phase 2 of the underpinning allowing to install the next sequence of underpinning concrete to support the new elevator pit.



Section IV – Progress Photos



Stalco, Subcontractor York pouring the concrete for the required underpinning for the new elevator pit.

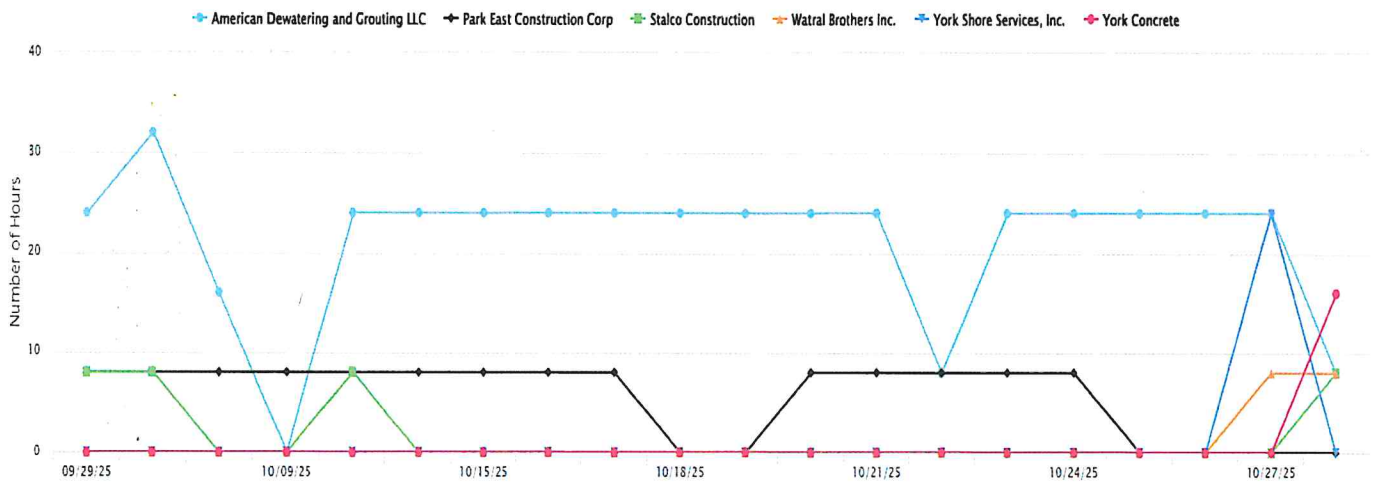




Section V – Workforce Summary – Company/Hours October 2025

Daily Log Manpower Report

▼ MANPOWER GRAPH





Amityville Public Library

October 2025

End of Progress Report

TO OWNER/CLIENT:
Amityville Public Library
19 John Street
Amityville, New York 11701

PROJECT:
Amityville - Public Library
19 John Street
Amityville, New York 11701
SED #: 58-01-06-03-6-015-008

FROM CONTRACTOR:
Stalco Construction, Inc.
Stalco Construction, Inc. 1316 Motor Parkway
Islandia, New York 11749

VIA ARCHITECT/ENGINEER:
John Tanzi, Architects
1115 North Country Road
Stony Brook, New York 11790

CONTRACT FOR: Amityville - Public Library GC Contract
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$ 5,782,000.00
2. Not change by change orders	\$ 388,072.13
3. Contract sum to date (line 1 ± 2)	\$ 6,170,072.13
4. Total completed and stored to date (Column G on detail sheet)	\$ 2,876,167.14
5. Retainage:	
a. 5.00% of completed work:	\$ 133,808.38
b. 0.00% of stored material:	\$ 0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$ 133,808.38
6. Total earned less retainage (Line 4 less line 5 Total)	\$ 2,542,358.76
7. Less previous certificates for payment (Line 6 from prior certificate)	\$ 2,486,819.70
8. Current payment due:	\$ 55,539.06
9. Balance to finish, including retainage (Line 3 less line 6)	\$ 3,627,713.37

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$ 322,413.84	\$ 0.00
Total approved this Month:	\$ 65,658.29	\$ 0.00
Totals:	\$ 388,072.13	\$ 0.00
Net change by change orders:	\$ 388,072.13	

APPLICATION NO: 18
INVOICE NO: 2409-018
PERIOD: 09/01/25 - 09/30/25
PROJECT NO: 2409
CONTRACT DATE:

CONSTRUCTION MANAGER:
Park East Construction Corp
266 East Jericho Turnpike
South Huntington, New York 11746

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Stalco Construction, Inc.

By:

State of: New York

County of: Suffolk

Subscribed and sworn to before

me this 15th

day of October

2025

Notary Public [Signature]

My commission expires:

Date: 10/15/25

JOANNA LEE MARTINO
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 010446124543
Qualified in Suffolk County
Commission Expires Nov. 01, 20 25

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

(Attach explanation of amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified)

ARCHITECT/ENGINEER:

By:

Date: 11-14-25

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

CONSTRUCTION MANAGER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Construction Manager certifies to the Owner/Client that to the best of the Construction Manager's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

(Attach explanation of amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified)

CONSTRUCTION MANAGER:

By:

Date: 10/21/25

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

ORIGINAL

AMITYVILLE PUBLIC LIBRARY NOTARY POLICY

The Amityville Public Library provides on-site notary services to the public as a courtesy during its regular hours of operation. Notary services are offered by Library employees who possess a valid New York State Notary Public license.

Appointments are recommended; however, walk-ins are welcome and will be accommodated based on the availability of a licensed notary.

General Guidelines

- ***Effective January 1, 2026*** – The Library will notarize the first two (2) documents free of charge. After the first two, a fee of **\$2.00 per document (cash only)** will apply.
- All documents requiring notarization **must be in English**. The Library will not notarize documents written in any other language.
- Documents must be **fully completed prior to arrival** at the Library. The notary cannot notarize incomplete documents that contain blank spaces.
- Documents **must not be signed** before being presented to the notary. All signatures must be made **in the presence of the notary**.
- All signers must appear **in person** and present a **valid, non-expired government-issued photo ID** (e.g., driver's license, passport, or state ID).
- The **entire document** must be present at the time of notarization. Partial or incomplete documents will not be accepted.
- Notaries will **not provide services off Library premises or outside of Library hours**.

Restrictions

Library notaries will not:

- Notarize marriage certificates or related documents.
- Notarize any **handwritten documents**.
- Notarize documents written in a language other than English.

AMITYVILLE PUBLIC LIBRARY
Fees for Printing, Photocopying, and Faxing

It is the policy of the Amityville Public Library to charge for faxing, photocopying, and printing at public-access computers, and for articles and/or information printed for a patron by a staff member. Scanning to a USB drive or email at the Library's scanning station is provided free of charge.

The Library must act as a steward of public funds. This policy is designed to defray financial costs, conserve resources, and ensure equity-of-access standards. Discretionary guidelines will be established by the Library Director to help staff make exceptions to this policy in a uniform, unbiased, and non-discriminatory manner.

Printing Fees

- The first **10 pages printed per day are free** for each patron.
- After the first 10 pages, the following charges apply:
 - **Black & White:** \$0.10 per page
 - **Color:** \$0.25 per page

Photocopying Fees

- **Black & White Copies:** \$0.10 per page
- **Color Copies:** \$0.25 per page

Faxing Fees

- **Outgoing faxes:** \$1.00 per page
- **Incoming faxes:** Not available

Scanning

- Scanning documents to a **USB drive** or **email** is **free** at the Library's scanning station.

Adopted March 20, 2014

Revised and Amended November 19, 2025

Amityville Public Library
Museum Pass Program Policy

General Guidelines

- Museum Passes must be reserved in advance by an **adult Amityville Public Library cardholder (18 years or older)**.
 - A patron may have **only one (1) museum pass checked out at a time**.
 - There is a **limit of one (1) pass per family**.
-

Pick-Up/Drop-Off Passes

- Reserve the pass for the **exact date you plan to pick it up** at the Library.
 - Passes may only be reserved and checked out by an **Adult cardholder in good standing**. Please ensure your Library card is valid and free of fines at the time of checkout.
 - **The individual who reserves the pass must be the one to pick it up.**
 - Passes are loaned for **three (3) days**. They must be returned **by the Library's closing time on the third day** and **may not** be returned to another library or put in the library's book drop.
 - *Example: If a pass is checked out on Monday, it is due back on Wednesday by 9:00 PM.*
-

Print-on-Demand Passes

- Reserve the pass for the **date you plan to visit the museum**.
 - After reserving, you may **print the pass immediately** or provide an email address to have the confirmation sent to you.
 - If you need to update or add your email address to your Library account, please contact the Library at **631-264-0567**.
 - Print-on-Demand passes are **valid only for the date listed** on the confirmation page.
 - There is a **limit of one (1) pass per family**.
-

Reservations

- Reservations may be made **up to three (3) months in advance** of the desired date.
 - Reservations may be made:
 - Online at the **Amityville Public Library website**, or
 - By calling the **Children's Department at 631-264-0567 ext. 115**.
-

Cancellations

- If you need to cancel a reservation, **notify the Library as soon as possible**.
 - Failure to cancel in a timely manner, or repeated cancellations, may result in **suspension of Museum Pass privileges**.
-

Fees

- A **\$10 per day late fee** will be charged beginning at Library closing on the due date and for each day thereafter.
 - **Seasonal Beach Passes and Pool Passes** carry a **\$25 per day late fee**.
 - If a late return or non-return causes the Library to pay the next user's entrance fee, the **full entrance fee** will be charged to the late borrower's account.
-

Reimbursement for Missed Reservations

If the Library cannot provide a Museum Pass due to the previous patron's late return, the Library will attempt to reimburse the next patron for entrance fees **only if all of the following conditions are met**:

1. The patron provides a **date-stamped receipt** for the entrance fee that would have been covered by the pass (for **one day only**); **AND**
 2. The late-returning patron has **paid the assessed entrance fee**; **AND**
 3. The Library provided the waiting patron with **less than 24 hours' notice** that the pass would not be available.
-

Lost or Damaged Passes

- If a pass is lost or damaged, the borrower will be charged the **full replacement cost** of the pass.
-

Library Rights

- The Library reserves the right to **monitor Museum Pass usage** and make adjustments as needed to ensure fair and equitable access for all patrons.

Adopted May 21, 2009, revised June 18, 2009, revised September 17, 2014; amended
September 15, 2016

Revised and updated November 19, 2025

AMITYVILLE PUBLIC LIBRARY

INTERNET, PUBLIC ACCESS COMPUTER & ELECTRONIC DEVICES POLICY

The Amityville Public Library provides public access to computers, electronic devices, the Internet, and digital resources as part of its mission to offer equitable access to information, technology, and educational tools. These services are considered an extension of the Library's traditional reference and informational services.

The Library does not monitor and has no control over information available on the Internet. It cannot guarantee the accuracy, quality, legality, or currency of online content. The Internet may contain materials that some users find controversial or inappropriate.

Parents or legal guardians are solely responsible for supervising their children's Internet use.

This policy applies to all individuals using Library computers, Library tablets, electronic devices, Library Wi-Fi, or personal devices connected to Library networks.

SECTION I — PUBLIC ACCESS COMPUTERS

1. Eligibility & Access

1. Public Access Computers are available to all patrons.
2. **Patrons may request a Guest Pass at the front desk for public computer use if they do not have an active library card or have misplaced their card.**
3. Grade-level restrictions:
 - **Children's Department computers:** for patrons **5th grade and younger** (with a parent/guardian/caretaker/babysitter permitted to accompany them).
 - **Adult/Young Adult Department computers:** for patrons **6th grade and older.**
4. No more than **two patrons** may use a single computer at one time.
5. **Patrons will not be allowed public computer access within the final 10 minutes before closing.**

2. Time Limits & Use Guidelines

1. Use of Library computers is generally limited to **one hour**, with additional time permitted if computers are available.
 2. If demand is high or a waiting list forms, the Library may:
 - Limit session length, or
 - Require guests or users who have exceeded one hour to relinquish their workstation.
 3. Users must not save files or programs to Library computer hard drives.
 4. USB drives or storage devices may be available for purchase; availability is not guaranteed.
 5. Users must log out of all accounts and remove personal USB drives at the end of each session.
 6. The individual registered for the session is responsible for all actions taken on that computer.
-

3. Staff Assistance

1. Library staff may provide **basic assistance** with:
 - Internet navigation
 - Locating templates (e.g., résumés, reports)
 - Printing
2. Staff **cannot**:
 - Type documents for patrons
 - Provide in-depth computer instruction
 - Create or edit content on behalf of patrons
3. Staff will provide brief instructions for library databases such as the online library catalog, Libby and other digital reference resources.

4. Internet Use & Legal Compliance

1. The Library has no control over Internet content and assumes no responsibility for its accuracy or currency.
 2. Any use of Library computers or networks for unlawful purposes is prohibited.
 - Under **NYS Penal Code §245.11**, public display of certain offensive sexual material is unlawful.
 3. Attempts to degrade, disrupt, or damage Library systems, computers, networks, or software are prohibited.
 - This includes connecting personal devices to Library Ethernet ports or installing software.
 4. Public Access Computers may not be used for commercial/business purposes (offering or providing goods/services for a fee).
 5. Harassment of other users or interference with the work of others is prohibited.
 6. Copying commercial software or violating copyright law is prohibited.
 7. Users must conduct themselves in a lawful, respectful, and responsible manner at all times.
-

5. Maintenance & Availability

1. Regular maintenance is required for proper functioning of the Library's network and computers. The Library may limit or deny access during upgrades or repairs.
 2. Final interpretation and enforcement of this policy rests with the Library Director and/or Assistant Director.
 3. Failure to comply with this policy may result in suspension of computer privileges.
-

SECTION II — ELECTRONIC DEVICES (Smartphones, Tablets, etc.)

1. Unless otherwise noted, all rules for listed above also apply to Library electronic devices.
2. Electronic devices (such Library Tablets, Hotspots etc.) may be used with prior registration.
3. Devices in:

- **Children's Department:** for patrons infant through 5th grade.
- **Adult Department:** for patrons 6th grade and up.

Device use rules:

- Use is limited to **one hour per day**.
- Personal belongings must not interfere with other patrons' workspace.
- Only **one person** may use each device at a time.

4. Charging Station:

- The Library provides a charging station for patrons' personal electronic devices, free for all to use without registration.
- Patrons should monitor their devices at all times.
- The Library is not responsible for any theft or damage that may occur while using the charging station.
- All devices must be removed from the charging station before the Library closes.

SECTION III — WIRELESS NETWORK & PERSONAL DEVICES

1. The Library's Wi-Fi is **open and unsecured**. Users assume all associated risks.
2. The Library is not responsible for:
 - Malware
 - Damage to personal devices
 - Data loss
 - Compromised accounts
3. Unauthorized equipment may not be connected to Library network ports or infrastructure.

SECTION IV — PRIVACY & SECURITY

1. The Library does not guarantee the privacy or security of any online activity or personal information entered on Library networks or devices.

2. Although public computers automatically clear user data upon logout, patrons should avoid saving passwords or files.
3. Network traffic may be subject to external networks' acceptable use policies.

SECTION V — CHILDREN & INTERNET SAFETY

1. Parents/guardians—not Library staff—are responsible for monitoring children's Internet use.
2. The Library may use filtering software on select computers in compliance with CIPA, though filters are not guaranteed to block all inappropriate content.
3. Parents are encouraged to discuss safe and responsible online behavior with their children.

SECTION VI — ENFORCEMENT

Violations of this policy may result in:

- Termination of a computer or device session
- Temporary or permanent loss of computer, device, Internet, or Library privileges
- Suspension of Library card privileges
- Notification of law enforcement when appropriate

Library staff have the authority to interpret and enforce this policy. The Library Director and Assistant Library Director have final decision-making authority.

SECTION VII — LIABILITY

The Amityville Public Library assumes **no responsibility** for:

- Loss of data
- Service interruptions
- Damage to personal devices

- Unintended exposure to offensive content
- Technical difficulties or system failures

Users access Library technology at their own discretion and risk.

The Amityville Public Library may utilize filtering software or future technological tools to support its Mission and Roles. While the Library facilitates free and open access to information, it will not facilitate access to sites that are unlawful under the New York State Penal Code or other applicable legislation or policy.

Policy Adoption & Revision History

- Adopted: 9/28/1995
- Revisions: 6/19/2001; 6/23/2005; 9/20/2007 (effective 10/1/2007); 6/18/2009
- Amendments: 6/23/2011; 6/21/2012; 9/17/2014; 9/17/2015; 9/15/2016
- **This policy was consolidated with the Internet Policy and the Public Access Computer and Electronic Devices Policy: November 19th, 2025**