

AMITYVILLE PUBLIC LIBRARY

AGENDA

Tuesday, October 21, 2025
6:00 p.m.

- I. Call to order.
- II. Approval of the minutes from the September 17th meeting.
- III. Financial Officer
 - Warrant Sheet # 26-3B
 - Warrant Sheet # 26-4A
 - 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, September 17th, 2025

7:00 P.M.

MINUTES

MEETING

was called to order at 7:05 P.M., by Eileen Taylor.

PRESENT

Trustees: Eileen Taylor, Kaitlin Handler, Anthony Ceriello, MaryBeth Scarola, Sharon Tener; Library Director; Todd Schlitt, Assistant Library Director; Shadd Jamison, Business Manager; Donna Gellineau-Matone

Absent: Leslie Kretz

Guest: John Miccoli - Project Consultant
John Tanzi - John Tanzi Architects
Eoin Costello - Park East Construction Corp.
Chris Bueno - Park East Construction Corp.
Andrew Martingale - Library Attorney

MINUTES

of the "Regular Board of Trustees Meeting" held on Wednesday, July 16th, 2025, were approved as submitted, upon motion made by MaryBeth Scarola and seconded by Eileen Taylor. All in favor.

FINANCE

Warrant Sheet #26-01B in the amount of \$ 93,981.21
\$ 90,841.

Warrant Sheet #26-02B in the amount of \$ 106,309.61, \$ 24,567.34, & \$ 68,204.70.

Warrant Sheet #26-03A in the amount of \$ 483,337.59 & \$ 167,250.85 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 MaryBeth Scarola and seconded by Anthony Ceriello. All in favor.

The Claim's Auditor worked 7.25 hours in July and 8.50. The Treasurer worked 5.75 hours in July and 5.75 in August. Motion made by MaryBeth Scarola and seconded by Kaitlin Handler to approve the hours for the Claims Auditor and Treasurer for July & August 2025. All in favor.

PERSONNEL Nothing to Report

BUILDING UPDATE

Additional Comments by guest

Pursuant to the adjustment of the timeline between the original contract between the library and the General Contractor. Mr. John Tanzi spoke in detail about the Contingency allowance versus change orders that are permissible. The guest panel collectively gave assurance that although there will be an extension of time for the completion of the library construction project, the library construction project will continue with a proposed recovery schedule. Chris Bueno of Park East Construction Corp. gave an overview of the requirement of resequencing work in order to "catch up" and keep up with the pending revised timeline

Todd Schlitt also discussed the status of the revisions to construction timeline and other building updates and correspondence with the contractors. New additional well points

were installed to facilitate the dewatering required for the new elevator pit.

A motion was made Anthony Ceriello by and seconded by Mary Beth Scarola to approve the Resolution to grant the Library Director authorization to sign on behalf of the Library the DASNY grant in the amount of \$150,000 for "Building Renovations. All in Favor.

Upon motion made by Anthony Ceriello and seconded by Kaitlin Handler to approve the Resolution for the following purchase orders (Construction Project):

Vendor	PO#	Description	Amount
Stalco	LM082501-26	Construction Project	\$121,289.03
Stalco	LM091001-26	Construction Project	24,731.87

A motion was made by MaryBeth Scarola and seconded by Anthony Ceriello to approve the following purchase orders (Capital Project) All in Favor.:.

Vendor	PO#	Description	Amount
CCP	LM091701-26	Installion & Materials	\$ 9,842.52

OLD BUSINESS

The Library Logo and Website Committee continues to meet with the vendor Library Market's representative to finalize the pages for the website and set a launch date for the website. The library calendar is live, and patrons are currently using the virtual and contactless Square platform to sign up for library programs, services and activities.

NEW BUSINESS

A motion was made by MaryBeth Scarola and seconded by Anthony Ceriello to approve the Bond repayment when billed by the Amityville School District, current invoices for July 2025 and January 2026 have been received by the library. All in Favor.

EXECUTIVE SESSION:

ADJOURNMENT

Motion made by Leslie Kretz and seconded by MaryBeth Scarola to adjourn the meeting at 8:40 PM. All in favor.

DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Tuesday, October 21st, 2025
6:00 p.m.

Treasurer's & Claims Auditor's Reports

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

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

Claims Auditor and Treasurer

The Claim's Auditor worked 9.75 in September. The Treasurer worked 6.75 hours in September.

Building Update

The door count was 4,726 in September as compared to 5,897 in August.

The September Alterations and Additions Project monthly updates are attached.

Old Business

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

New Business

- New PA system
- Evaluation
- Stalco request for mediation

Respectfully submitted by Todd Schlitt, Library Director

Amityville Public Library

26-03B

Check Register

October 1-10, 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-
Total for 01-0200-000-1 M&T/Checking				\$ 72,480.36-
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-
Total for 02-0201-005 M&T/2024 Library Bonds				\$ 81,838.22-

Amityville Public Library

26-04A

Check Register

September 2025

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1		M&T/Checking		
09/03/2025	15181	A Time for Kids, Inc.	May 20/June 3 2025 Tiny Tots	320.00-
09/03/2025	15182	Catherine Rose	July/Aug.2025 Bereavement Support Group	600.00-
09/03/2025	15183	Christopher Fiore	Aug.2025 Ukulele & Guitar	480.00-
09/03/2025	15184	Nadia Campbell-Mitchell	Aug.5&19 2025 Reiki & Meditation	200.00-
09/03/2025	15185	Lucrezia Levanti	Aug.21 2025 India Ink	330.00-
09/03/2025	15186	Anchor Coffee LLC	August 21 2025 Summer Bingo	250.00-
09/03/2025	15187	Katharine A. Reccardi	August 25 2025 Paint Night for Kids	275.00-
09/03/2025	15188	Fortunate Hand LLC	Aug.26 2025 BYOBook Reading Club	250.00-
09/03/2025	15189	Kate Ciannella	Aug.2025 Qigong	600.00-
09/03/2025	15190	Lauren Jamison	Aug.2025 CE/SL	1,600.00-
09/03/2025	15191	Danielle Hitner	Aug.2025 Zumba	500.00-
09/03/2025	15192	Sandra Rovira	Aug.2025 Chair/Beginners Yoga	640.00-
09/03/2025	15194	Rosemary Algios	Aug.2025 ASL	600.00-
09/03/2025	15195	Mary Kearns	Aug.2025 One on One Citizenship	750.00-
09/03/2025	15196	Jean A Pulvidente	July/Aug.2025 Beginner English	600.00-
09/03/2025	15197	Joan Monteleone	September Reimbursement	370.00-
09/03/2025	15198	Harriet Garelick	September Reimbursement	370.00-
09/03/2025	15199	Susan Handler	September Reimbursement	370.00-
09/03/2025	15200	Linda Ferraro	September Reimbursement	185.00-
09/03/2025	15201	Mary Gordon-Ray	September Reimbursement	185.00-
09/03/2025	15202	Nora Schual	September Reimbursement	185.00-
09/03/2025	15203	Joan Traugott	September Reimbursement	185.00-
09/03/2025	15204	Ann Guarascio	August 2025	345.00-
09/03/2025	15205	Jean J Paris	Reimbursement for Lost Book	16.99-
09/03/2025	15206	Amazon Capital Services	A3COCO37OGIAVX	383.17-
09/03/2025	15207	CCP Solutions, LLC	AP03	397.00-
09/03/2025	15208	Cengage Learning Inc / Gale	100233104	51.73-
09/03/2025	15209	Central Business Systems	AP00	30.94-
09/03/2025	15210	CSEA Employee Benefit Fund	Group#289	2,000.09-
09/03/2025	15211	Cullen & Danowski, LLP	ID# 70550	600.00-
09/03/2025	15212	DGT Inc		265.00-
09/03/2025	15213	DRP Solutions	AP11	2,119.69-
09/03/2025	15214	First-Citizens Bank & Trust Co.	1750795	497.34-
09/03/2025	15215	FNBO	4988 65** **** 5913	1,728.67-
09/03/2025	15216	Fusion Networks		100.00-
09/03/2025	15217	Metropolitan Data Solutions Management		716.40-
09/03/2025	15218	Midwest Tape, LLC	2000015934	289.53-
09/03/2025	15219	Midwest-Adult AV	2000001615	779.77-
09/03/2025	15220	Prestige Vending		163.87-
09/03/2025	15221	PSEG LI	0346-5000-72-1	5,273.48-
09/03/2025	15222	Searles Graphics, Inc.	#20857 Sept/Oct 2025 Newsletters	5,908.00-
09/03/2025	15223	Skinnon & Faber, CPAs, P.C.		262.50-
09/03/2025	15224	Staples	NYC 1007943	327.24-
09/03/2025	15225	Sunrise Window Cleaning		155.00-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
09/03/2025	15226	The New York Times	904126000	82.00-
09/03/2025	15227	Ultimate Pest Control Inc	13019	125.00-
09/03/2025	15228	Verizon	651-755-985-0001-74	280.91-
09/03/2025	15229	Verizon	455-917-039-0001-41	119.00-
09/03/2025	15230	Winters Bros. Hauling of LI, LLC	21-15788 0	518.95-
09/03/2025	15231	B&T - Instant books	L0269893	179.84-
09/03/2025	15232	B&T - Aut. Yours	L0771083	230.61-
09/03/2025	15233	B&T - Large Print	L4088893	871.08-
09/03/2025	15234	B&T - Children's Bks	L8002843	433.39-
09/03/2025	15235	B&T - Processed	L9304793	730.65-
09/03/2025	15236	B&T - YA	L9422923	55.40-
09/04/2025	15237	B&T - Proc/Fiction	L2124653	1,221.65-
09/04/2025	15238	Amityville UFSD	Reimbursement Library Serial Bond InterestPayment	396,048.89-
09/04/2025	15239	Steven Soper	Aug/Sept.2025 Mileage Reimbursement	13.44-
09/04/2025	15240	Playaway Products LLC		371.19-
09/04/2025	15241	Coachman Luxury Transport	AmityPLMC	5,118.75-
09/05/2025	15242	B&T - Continuations	C0574483	22.97-
09/05/2025	15243	Midwest-Adult AV	2000001615	92.19-
09/08/2025	15244	First-Citizens Bank & Trust Co.	1750795	121.00-
09/08/2025	15245	NYS Employees' Health Insurance Pending Account	03577	43,632.42-
09/08/2025	15246	EverBank, N.A.	20416784	61.85-
09/03/2025	15247	Jolanta Bazyte	Aug.2025 MIY/R&R	750.00-
09/24/2025	15248	Joan Monteleone	October Reimbursement	370.00-
09/24/2025	15249	Harriet Garellick	October Reimbursement	370.00-
09/24/2025	15250	Susan Handler	October Reimbursement	370.00-
09/24/2025	15251	Linda Ferraro	October Reimbursement	185.00-
09/24/2025	15252	Mary Gordon-Ray	October Reimbursement	185.00-
09/24/2025	15253	Nora Schual	October Reimbursement	185.00-
09/24/2025	15254	Joan Traugott	October Reimbursement	185.00-
09/24/2025	15255	Home Health and Spirit Corp.	Sept. 8 2025 Sewing Book sleeves	450.00-
09/24/2025	15256	Anchor Coffee LLC	Sept. 9 2025 Coffee & Books	125.00-
09/24/2025	15257	Christin Nash	Sept. 11 2025 Fall Swag	530.00-
09/24/2025	15258	Stephanie Ann Jodlowski	Sept. 15 2025 Career Coaching	190.00-
09/24/2025	15259	Fortunate Hand LLC	Sept.18/23 Trivia/BYOBOOK	500.00-
09/24/2025	15260	Marla Matthews	Sept.19 2025 New Beginnings	200.00-
09/24/2025	15261	Marcia L Olsen	Sept. 22 2025 Paper Cutting Halloween Theme	300.00-
09/24/2025	15262	Nadia Campbell-Mitchell	Sept.9&23 2025 Reiki & Meditation	200.00-
09/24/2025	15263	Sandra Rovira	Sept.2025 Chair Yoga	320.00-
09/24/2025	15264	Danielle Hitner	Sept.2025 Zumba	500.00-
09/24/2025	15265	Amazon Capital Services	A3COCO37OGIAVX	8.85-
09/24/2025	15266	Amazon Capital Services	A3COCO37OGIAVX	544.36-
09/24/2025	15267	Amity Vacuum, Inc.		35.80-
09/24/2025	15268	Blackstone Publishing	168108	176.40-
09/24/2025	15269	Central Business Systems	AP00	27.23-
09/24/2025	15270	CSEA Employee Benefit Fund	Group#289	2,000.09-
09/24/2025	15271	Environmental Landscaping And Design,Inc.		494.00-
09/24/2025	15272	First-Citizens Bank & Trust Co.	1750795	497.34-
09/24/2025	15273	Midwest-Adult AV	2000001615	56.20-
09/24/2025	15274	National Grid	56405-34000	176.19-
09/24/2025	15275	Ocean Janitorial Supply, Inc	Cust Acct AMITYLIB	271.34-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
09/24/2025	15276	Prestige Vending		150.88-
09/24/2025	15277	SCLS - Overdues	AMTY	43.89-
09/24/2025	15278	Skinnon & Faber, CPAs, P.C.		367.50-
09/24/2025	15279	Staples	NYC 1007943	317.92-
09/24/2025	15280	Suffolk Cooperative Library System	ID# AMTY	18,390.80-
09/24/2025	15281	The Hartford	14807494	2,961.75-
09/24/2025	15282	Utica National Insurance Group	202303888	13,520.00-
09/24/2025	15283	VFW Post 7223	Bergen Point Tee Sponsor/Golf Form	325.00-
09/26/2025	15284	Amityville Historical Society	Benefactor	100.00-
09/26/2025	15286	Verizon	651-755-985-0001-74	280.91-
09/26/2025	15287	Christina Mitchell	Mileage Reimbursement	36.68-
09/26/2025	15288	Todd Schlitt	Mileage Reimbursement	193.48-
09/26/2025	15289	Steven Soper	Mileage Reimbursement	13.44-
09/26/2025	15290	B&T - Continuations	C0574483	36.14-
09/26/2025	15291	B&T - Aut. Yours	L0771083	243.49-
09/26/2025	15292	B&T - Children's Bks	L8002843	119.03-
09/26/2025	15293	B&T - Proc/Fiction	L2124653	284.30-
09/26/2025	15294	B&T - Processed	L9304793	172.60-
09/29/2025	15295	Amazon Capital Services	A3COCO37OGIAVX	246.82-
09/29/2025	15296	CSEA, Inc.	September 2025 Dues	970.95-
09/29/2025	15297	Playaway Products LLC		64.49-
09/29/2025	15298	PSEG LI	0346-5000-72-1	5,831.79-
09/29/2025	15299	Sunrise Window Cleaning		155.00-
09/29/2025	15300	The New York Times	904126000	82.00-
09/29/2025	15301	Jolanta Bazyte	Sept. 2025 Morning Intermediate Yoga	600.00-
09/29/2025	15302	Sandra Rovira	Sept.2025 Beginners Yoga	320.00-
09/29/2025	15303	Rosemary Algios	Sept.2025 ASL	600.00-
09/29/2025	15304	Yvonne Plaza	Reimbursement for Sept.2025 Bus Trip	105.00-
09/29/2025	15305	PEAC SOLUTIONS	4193362	1,780.42-
09/30/2025	15306	Johnson Controls Security Solutions	01300 105203849	1,196.06-
Total for 01-0200-000-1 M&T/Checking				\$ 542,300.73-

02-0201-004 M&T/Capital

09/30/2025	1141	CCP Solutions, LLC	AP03	4,921.26-
Total for 02-0201-004 M&T/Capital				\$ 4,921.26-

02-0201-005 M&T/2024 Library Bonds

09/04/2025	1100	CALL-A-HEAD		2,022.00-
09/04/2025	1101	Stalco Construction, Inc.	Project # 2409	121,286.03-
09/04/2025	1102	Park East Construction Corp.		35,812.22-
09/05/2025	1103	J.C. Broderick & Associates, INC		2,202.60-
09/08/2025	1104	Quatela Chimeri PLLC		5,928.00-
09/18/2025	1105	Stalco Construction, Inc.	Project # 2409	99,496.55-
09/24/2025	1106	Advanced Door Solutions Inc.	SO25-03334 Amityville Library	45,160.00-
09/24/2025	1107	CALL-A-HEAD	AMITYVILL3	60.00-
09/24/2025	1108	Cassone Leasing, Inc	Cust.# 98613	2,014.00-
09/26/2025	1109	CALL-A-HEAD	AMITYVILL3	791.00-
Total for 02-0201-005 M&T/2024 Library Bonds				\$ 314,772.40-

Not Specified

09/26/2025	15285	Johnson Controls Security Solutions	Voided	0.00
09/04/2025	To print	B&T - Proc/Fiction	L2124653	0.00

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

I worked at the library last month on September 08 and September 30, for a total of 6.75 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 September 30, 2025 (Bank reconciliations are attached).

<u>Account</u>	<u>Acct. #</u>	<u>Ending Book Balance</u>
M&T Bank/Checking	3420002848	\$ 5,558,980.81
M&T Bank/Capital	5010002540	521,596.94
M&T Bank/Library Bonds	9888109254	893,080.65 * Note
M&T Bank/eCommerce	9897277811	NOT AVAILABLE
NYLAF	73306-201	5,484,071.28

Total Warrants reviewed:	\$ 541,955.67	Operating Check #'s: 15181-15305
Total Warrants reviewed:	\$ 215,275.85	Lib Bond Check #'s: 1100-1109
Total Warrants reviewed:	\$ -0-	Capital Fund Check #:
VOIDS:		

*Note – an entry was made to the M&T Library Bonds account that increased the balance in the account by \$396,048.89. This entry was repayment of interest to Amityville UFSD and should have been recorded as a credit to interest expense and instead hit the Library Bonds account. I will review with Donna next week and make the correction.

I was again unable to reconcile the M&T Bank eCommerce account. The entries to reflect the income credits to the account were not recorded for September 2025. I had previously made the recommendation to both Donna and Liz that they be recorded weekly. I will review again with them next week. The account is also carrying a 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.

Our reconciliation of the M&T Checking account reflects \$3,179.23 in outstanding checks from prior periods FYE 06/30/2024 and FYE 06/30/2025. Not sure why Cullen & Danowski had not recommended that the checks voided in the prior period and reissued to vendors. My recommendation would be to reach out to C&D and inquire about the handling of such transactions.

Ann R. Guarascio
516-317-2372
October 10, 2025



Monthly Progress Report

September 2025

Amityville Public Library



Report prepared by Christopher Bueno





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Section II – Work Progress September 2025

Section III – Projected Work October 2025

Section IV – Progress Photos

Section V – Monthly Workforce Summary

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



Section I – Program Summary

September 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

September 2025

- Stalco: To move forward with the directive to order generators onsite.
- Stalco dewatering subcontractor ADG has added additional well points to help reach the exact water table elevation as required.
- 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.
- Stalco Subcontractor ADG installed new transfer pumps to control the volume of dewatering from the elevator pit.
- 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

October 2025

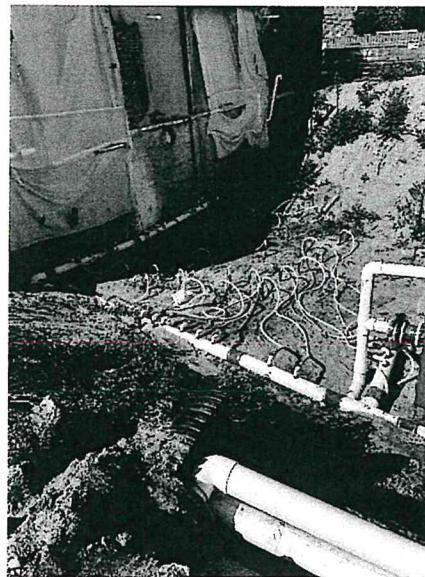
- Stalco to have its site subcontractor, Watral, start digging and mobilizing for the underpinning.
- Stalco subcontractor, York Construction, to start installing rebar and concrete for the elevator mat slab and elevator pit walls.
- Stalco Subcontractor to install waterproofing material to allow the 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.
- Continued submission of submittal.
- Continued submission of RFI.
- Continue tacking long lead items.



Section IV – Progress Photos

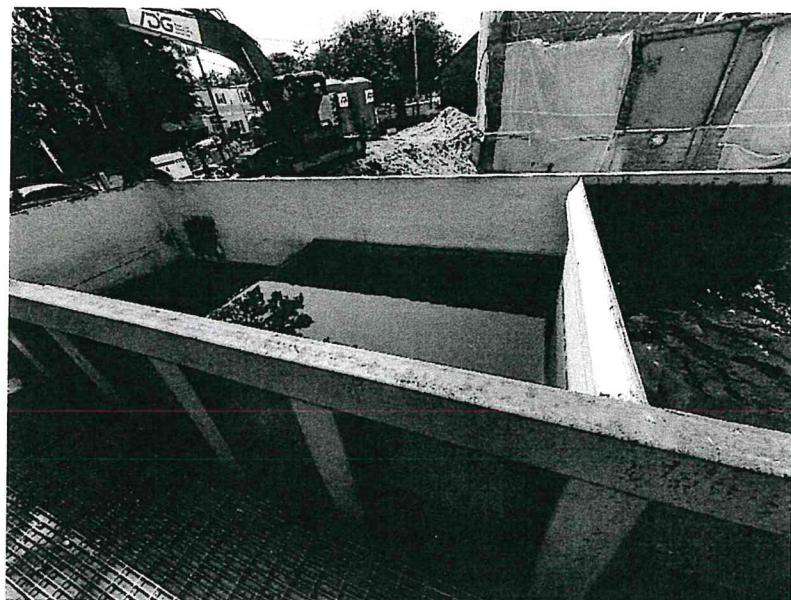
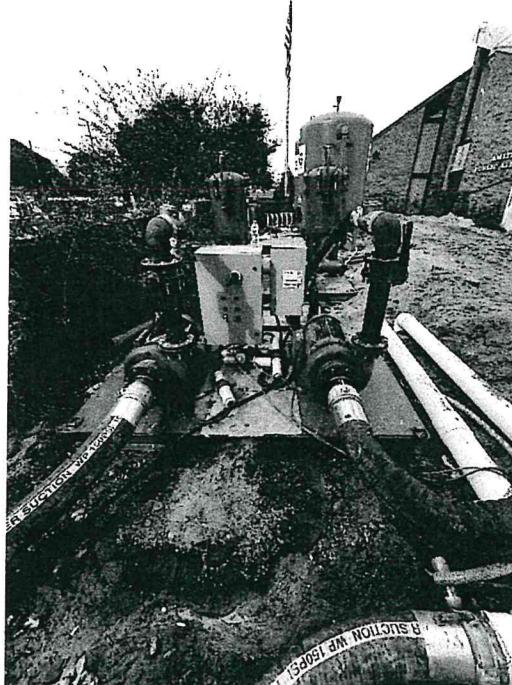


Stalco, dewatering subcontractor, installs new additional well points to help reach the exact elevation required for the new elevator pit.





Section IV – Progress Photos



Stalco, Subcontractor ADG installed new transfer pumps to help pump the water from the settling tank to the catch basin.

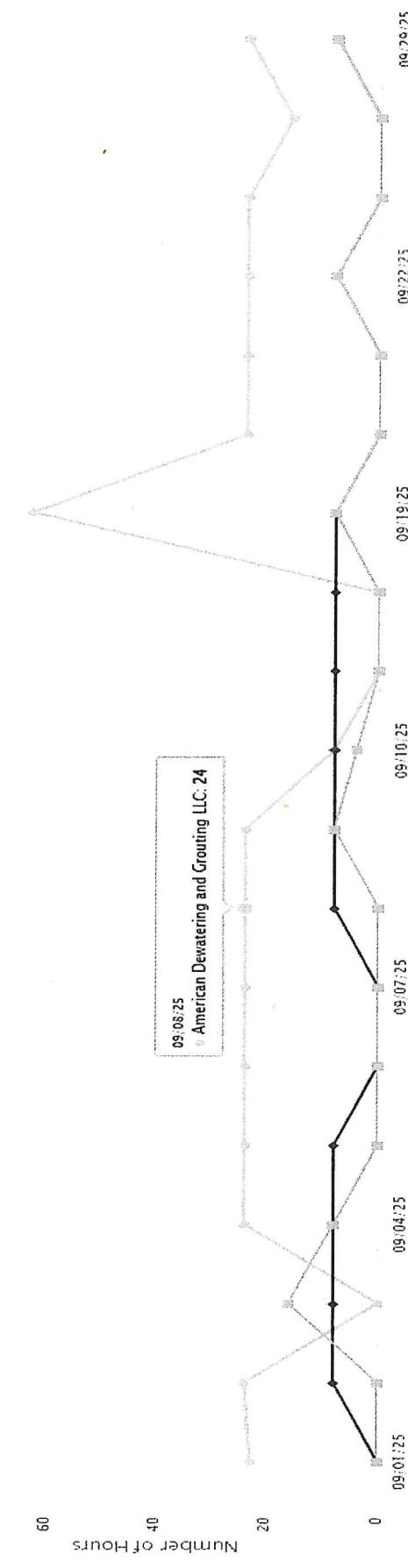


Section V – Workforce Summary – Company/Hours

September 2025

Daily Log Manpower Report

▼ MANPOWER GRAPH





Amityville Public Library
September 2025

End of Progress Report

Amityville Public Library

Unattended Vulnerable Adult Policy

The Amityville Public Library strives to provide a warm, welcoming, and safe environment for all community members. The Library is especially concerned with the safety and well-being of vulnerable adults.

Definition

A **vulnerable adult** is any individual **18 years or older** who, due to mental, emotional, or physical impairment, **cannot adequately care for themselves or manage their behavior without assistance**.

Responsibilities of Parents, Guardians, and Caregivers

- A parent, guardian, or caregiver **18 years or older** is responsible for supervising vulnerable adults during their Library visit.
- Library staff **cannot** assume responsibility for monitoring the behavior or location of vulnerable adults, nor can staff prevent them from leaving the Library or its grounds.

Library Guidelines for Vulnerable Adults

1. Independent Visitors

- Vulnerable adults who **understand and follow Library rules** and can care for themselves may visit the Library unattended.
- They must:
 - Follow the Library's **Maintenance of Public Order Policy**
 - Have contact information for a parent, guardian, or caregiver who can be reached in an emergency

2. Supervised Visitors

- Vulnerable adults who **cannot care for themselves** or follow Library rules **must be accompanied** and supervised at all times.

Staff Procedures

Library staff will attempt to contact a parent, guardian, or caregiver if:

- The vulnerable adult's **health or safety** is in question
- Their **behavior disturbs** other Library users

- They **violate** the Library's Maintenance of Public Order Policy
- They are **unattended at closing time**

If a responsible adult **cannot be reached** or the vulnerable adult is **not picked up within 15 minutes of closing**, staff may contact:

- The **Amityville Police Department**, and/or
- An appropriate **Suffolk County agency**

Adopted: May 16, 2019

Revised: October 15, 2025

Amityville Public Library – Unattended Children Policy

The Amityville Public Library welcomes children of all ages to use its facilities and services. To ensure the safety and well-being of all children while in the Library, the following policy is in effect:

- Children, like all other library users, are expected to follow the Library's **Patron Code of Conduct** and all other applicable policies.
- Parents and caregivers are responsible at all times for the behavior, safety, and supervision of their children in the Library.
- Children **ten (10) years of age or younger** must be accompanied and directly supervised by a parent, guardian, or caregiver **aged sixteen (16) or older** at all times, in all areas of the Library.
- Parents and caregivers are responsible for being aware of the Library's **opening and closing hours** and must ensure that appropriate transportation and pick-up arrangements are made.
- If a child is found unaccompanied at closing time, Library staff will make every reasonable effort to contact the child's parent or caregiver to arrange for transportation.
- If the parent or caregiver cannot be reached within **15 minutes** after closing, or if transportation has not arrived within that time, the **Librarian in Charge or Guard** will contact the **Amityville Police Department** for assistance.
- The Librarian in Charge and/or Guard will remain with the child until a parent, caregiver, or police officer assumes responsibility.
- An **Incident Report** must be completed and submitted to Administration following any such occurrence.
- Library staff required to remain after closing due to this policy will be compensated for their additional time worked.

The Library strives to provide a welcoming and safe environment for all patrons. However, Library staff cannot assume parental responsibility for children left unattended in the building or on Library grounds.

Adopted October 19, 2017

Amended October 15, 2025

Disposal & Sale of Donated or Surplus Material & Equipment

Purpose

This policy governs the disposal or sale of surplus and donated materials, equipment, or other property owned by the Amityville Public Library. Its purpose is to ensure that such actions are conducted legally, transparently, and in the best interest of the Library.

1. Definition of Surplus and Donated Property

Surplus or donated library property refers to any personal property, equipment, furnishings, or other tangible assets that are no longer needed for the provision of library services. This excludes cash, bank accounts, or other financial assets owned by the Library.

2. Disposal of Surplus Property

- The **Library Director** is authorized to dispose of surplus items in a legal and appropriate manner as described in this policy.
- **Items originally costing more than \$2,000** must be reported to and pre-approved by the **Board of Trustees** prior to disposal.
- **Items originally costing less than \$2,000** shall be considered to have no remaining monetary value and may be disposed of at the Director's discretion, using the most practical and cost-effective method.

3. Disposal and Sale of Donated Items

- The **Library Director** may dispose of donated items in any legal and appropriate manner.
- Donated items **valued at more than \$500** may be sold using a **closed bid system**. Such sales shall be reported to the **Board of Trustees** at their next regular meeting.
- Donated items **valued at \$500 or less** may be sold using a **fixed price system**, with proceeds reported as part of the **monthly financial report**.

4. Items of Unusual, Historic, or Artistic Value

If the Library Director determines that a surplus or donated item may possess unusual, historic, or artistic value, the item shall be referred to the **Board of Trustees** for further determination. The Board may engage a qualified **professional appraiser** or outside expert to assist in assessing its value.

5. Compliance and Documentation

All disposals and sales shall comply with applicable local, state, and federal laws and regulations. Documentation of such transactions shall be maintained for audit purposes and included in the Library's permanent administrative records.

Adopted: October 15, 2025