

**Agenda
August 19, 2025
6:00 PM**

1. Call to order.
2. Remarks from guests (period for public expression).
3. Reading, amendment, if necessary and approval of the minutes of the July 15, 2025 Reorganization and Board meetings.
4. Consideration of the Cultural Programming Fund Treasurer's Report for July.
5. Consideration of the Library Fund Treasurer's Report for July.
6. Consideration of the Financial Report for July.
7. Consideration of the Director's Statistical Report for July.
8. Approval of Bills – Authorization of payment No. 909.
9. Approval of Disbursements for August Cultural Programming Fund.
10. Communications.
11. Old Business.
12. New Business
 - a. EXHIBIT A – CONSIDERATION TO APPROVE A NEW LIBRARY POLICY FOR THE QUIET/STUDY ROOM
 - b. EXHIBIT B – CONSIDERATION TO APPROVE A QUOTE FOR REPLACEMENT OF A DAMAGED FIRE ALARM WIRE IN THE DUMBWAITER (\$4,856)
 - c. EXHIBIT C – CONSIDERATION OF INFORMATION REGARDING THE PURCHASE OF A USED PLATFORM STAGE FOR THE NEW AUDITORIUM
 - d. CONSIDERATION OF SPECIAL HOLIDAY CLOSINGS 2025

Wednesday, December 24, 2025 Christmas Eve (Closed Full Day)
Wednesday, December 31, 2025 New Year's Eve (Open 9AM-1PM)
 - e. DIRECTOR'S REPORT

f. DEPARTMENT HEAD REPORTS

g. REMARKS FROM GUESTS (PERIOD FOR PUBLIC
EXPRESSION)

h. PERSONNEL REPORT

i. EXECUTIVE SESSION

13. Future Meeting Dates

Tuesday, September 16, 6:00 PM

Tuesday, October 21, 6:00 PM

Tuesday, November 18, 6:00 PM

14. Executive Session.

15. Adjournment.

TREASURER'S REPORT
CULTURAL PROGRAMMING FUND
For the period of July 1, 2025 to July 31, 2025

Total available balance as reported at the end of preceding period \$ 14,111.16

RECEIPTS DURING PERIOD

<u>Source</u>	<u>Amount</u>	
Paint Night	\$ 380.00	
Ceramic Shell	\$ 288.00	
Ceramic Flower Plate	\$ 180.00	
Aquarium Tickets	\$ 1,865.00	
Adventureland Tickets	\$ 3,150.00	
Interest Earned	\$ 0.87	
	Total Receipts	<u>\$ 5,863.87</u>
	Total receipts including balance	<u>\$ 19,975.03</u>

DISBURSEMENTS MADE DURING PERIOD

<u>Check No.</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Paid</u>	
4097	Rosemarie Attard	Ceramic Star Lantern	\$ 288.00	
4098	SCLS	LI Aquarium Tickets	\$ 1,730.00	
4099	SCLS	Adventureland Tickets	\$ 3,150.00	
		Total Disbursements		<u>\$ 5,168.00</u>
		Cash balance as shown by records		<u>\$ 14,807.03</u>

RECONCILIATION WITH BANK STATEMENT

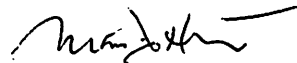
Bank statement balance at end of period	<u>\$ 9,844.03</u>
Less total outstanding checks	<u>\$ -</u>
Net balance in bank	<u>\$ 9,844.03</u>
Due from Library Fund	<u>\$ 5,863.00</u>

Total available balance \$ 15,707.03

Total commitments \$ -

Fund balance \$ 15,707.03

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



Treasurer, Cultural Programming Fund

**NORTH BABYLON PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE MONTH ENDING AUGUST 31, 2025**

M&T BANK - NOW Checking #0017110022060 Statement Balance		\$	582,814.46
Plus: Deposits in Transit	\$	416.99	
Less: Outstanding Checks		\$	(59,717.39)
Balance at End of Month		\$	523,514.06
M&T BANK - MMA #15005010003749 Statement Balance		\$	585,607.85
Capital One - MMA #7527401539 Statement Balance		\$	518,929.95
Total		\$	1,628,051.86
Beginning Balance:			
M&T BANK - Checking		\$	553,524.35
M&T BANK - MMA		\$	585,558.11
Capital One MMA		\$	518,401.35
Real Property Taxes	\$	276,866.66	
PILOT Funds: Payment in Lieu of Taxes	\$	-	
Fines	\$	52.25	
Interest Income	\$	632.65	
Lost Books Paid	\$	128.90	
Gifts and Donations	\$	-	
E-Rate	\$	-	
Copy Machine Revenue	\$	348.10	
Unclassified Revenue	\$	198.53	
State Aid	\$	8,766.90	
Due to CPF	\$	4,178.00	
Lost Books Paid Refund	\$	-	
Total Receipts	\$	291,171.99	
Minus: Disbursements			
Accounts Payable 8/19/25		\$	95,401.18
Payroll 8/1/25		\$	60,068.37
Payroll 8/15/25		\$	57,651.69
Payroll 8/29/25		\$	107,482.70
Total Disbursements		\$	320,603.94
Total Ending Balance		\$	1,628,051.86

Outstanding Checks as of 08/31/25				
Check No.	Issue Date	Payee	Amount	Date Cleared
44981	2/20/2024	Denise M DeMarco	270.00	
45064	3/19/2024	Nancy Thomas	7.99	
45369	8/20/2024	Katharine Anne Reccardi	200.00	
45454	9/27/2024	Karen Eisinger	1048.20	
45542	11/19/2024	Elizabeth Arena	44.30	
45770	3/18/2025	Angelina Lombardo	240.00	
45832	3/28/2025	Ellen Bell	555.00	
45954	5/20/2025	SCORE	100.00	
46023	6/20/2025	Jeffrey Bavolar	1110.00	
46022	6/20/2025	Ellen Bell	555.00	
46029	6/20/2025	Marjorie Schoneboom	555.00	
46041	7/15/2025	Angelina Lombardo	60.00	
154971465	8/15/2025	VOYA	40.00	
46139	8/19/2025	Midwest Tape, LLC	364.77	
46121	8/19/2025	Finance Manager	2353.00	
46112	8/19/2025	Cornell Cooperative Extension of Suffolk County	260.00	
46137	8/19/2025	Marc Horowitz	36.18	
46105	8/19/2025	Bond, Schoeneck & King, PLLC	1000.00	
46106	8/19/2025	CDW Government	1361.26	
46143	8/19/2025	Old Westbury Gardens	350.00	
46154	8/19/2025	SCWA	228.59	
46104	8/19/2025	BlueTriton Brands, Inc.	26.00	
46132	8/19/2025	Little Shop of Improv	250.00	
154971466	8/29/2025	NYS Employees' Retirement Sys.	3100.30	
46165	8/29/2025	NYS Employees' Health Ins. P/A	43601.80	
46164	8/29/2025	NYS Deferred Compensation Plan	500.00	
46163	8/29/2025	Ascensus Trust	1500.00	
		Total Outstanding	\$59,717.39	

**NORTH BABYLON PUBLIC LIBRARY
FINANCIAL REPORT
FOR MONTH ENDING August 31, 2025**

<u>REVENUES</u>	<u>20252026 BUDGET</u>	<u>YEAR-TO-DATE</u>
Real Property Taxes	3,322,400.00	553,740.20
PILOT Funds: Payment in Lieu of Taxes	4,500.00	-
Fines	8,000.00	78.55
Interest Income	2,000.00	1,250.00
Lost Books Paid	5,500.00	312.81
Gifts & Donations	8,000.00	-
E-Rate	5,000.00	-
Copy Machine Revenue	7,000.00	629.90
Unclassified Revenue	6,000.00	405.55
State Aid	8,800.00	8,766.90
Other State Aid	-	-
Appropriated Fund Balance	40,000.00	-
Prior Year Refund	-	-
	3,417,200.00	565,183.91

CASH SUMMARY

Fund Balance - July 1, 2025 (Preliminary)	745,218.51	
Add: Reserve for Prior Encumbrances	54,394.94	
Deferred Real Estate Taxes	-	
Reserve for Retirement/Terminal Pay	80,000.00	
Reserve for Unemployment	11,195.71	
Committed for Post Employment Benefits	265,000.00	
Due to Employees' Retirement System	57,000.00	
Appropriated Fund Balance	40,000.00	
Accounts Payable	309,756.00	
Accrued Payroll	85,972.28	
	1,648,537.44	
Current Revenues	565,183.91	<u>2,213,721.35</u>

EXPENSES

Budgetary Expenditures	<u>533,051.21</u>	
	<u>533,051.21</u>	
		528,556.27
Dis. Ins. Withheld	211.71	
Federal Withholding		
State Withholding		
Social Security - EE		
Retirement System Deductions	105.23	
Unreconciled Item -- Retirement Contributions		
Social Security - ER		
CPF Exchange	4,178.00	
Petty Cash		370.00
Deferred Real Estate Taxes		23.05
Citibank Account		-
Insurance Receivable		-
Prepaid Insurance		18,121.17
Prepaid Expenses		38,599.00
LIPA Rebate Receivable		-
Grants Receivable		-
Accrued Interest Receivable		-
Checking Accounts Balance		<u>1,628,051.86</u>

NORTH BABYLON PUBLIC LIBRARY
FINANCIAL REPORT
FOR MONTH ENDING August 31, 2025

	2025-26 BUDGET	EXPENSED	ENCUMBERED	BALANCE
Professional Salaries	800,000.00	\$155,339.24	\$0.00	\$644,660.76
Clerical Salaries	725,000.00	\$96,718.83	\$0.00	\$628,281.17
Custodial/Maintenance Salaries	94,000.00	\$17,422.59	\$0.00	\$76,577.41
Technical Services Salaries	61,000.00	\$12,119.84	\$0.00	\$48,880.16
Library District Treasurer Salaries	2,900.00	\$788.45	\$0.00	\$2,111.55
Pages	47,350.00	\$4,783.20	\$0.00	\$42,566.80
Retirement	280,000.00	\$0.00	\$0.00	\$280,000.00
Social Security	117,000.00	\$21,099.22	\$0.00	\$95,900.78
Workmen's Compensation	17,000.00	\$0.00	\$0.00	\$17,000.00
Health Insurance	455,000.00	\$74,408.29	\$0.00	\$380,591.71
Vision Insurance	1,100.00	\$155.20	\$0.00	\$944.80
Disability Insurance	5,000.00	\$0.00	\$0.00	\$5,000.00
Dental/Life Insurance	21,550.00	\$1,825.78	\$0.00	\$19,724.22
Employee Assistance Plan	1,400.00	\$1,348.50	\$0.00	\$51.50
Books/Downloadable Books	200,000.00	\$2,106.91	\$0.00	\$197,893.09
DVD	20,000.00	\$686.14	\$0.00	\$19,313.86
Audio Recordings	4,000.00	\$46.46	\$0.00	\$3,953.54
Periodicals	14,500.00	\$1,318.96	\$0.00	\$13,181.04
Computer Software	10,000.00	\$2,593.00	\$0.00	\$7,407.00
Online Services	29,400.00	\$839.81	\$0.00	\$28,560.19
Misc Expenses	1,000.00	\$0.00	\$0.00	\$1,000.00
Printing and Publication	16,000.00	\$5,869.00	\$0.00	\$10,131.00
Library Programs	63,000.00	\$18,457.86	\$0.00	\$44,542.14
Postage	13,500.00	\$3,231.00	\$0.00	\$10,269.00
Telephone	9,000.00	\$825.84	\$0.00	\$8,174.16
Telecommunications	11,000.00	\$9,900.00	\$0.00	\$1,100.00
Electric	47,500.00	\$12,098.04	\$0.00	\$35,401.96
Gas	7,000.00	\$460.14	\$0.00	\$6,539.86
Water	1,000.00	\$228.59	\$0.00	\$771.41
Building Repair	15,000.00	\$6,607.40	\$4,856.00	\$3,536.60
Equipment Repair and Service Contracts	38,000.00	\$8,695.50	\$0.00	\$29,304.50
Trash Removal Service	2,300.00	\$140.34	\$0.00	\$2,159.66
Snow Removal Service	13,000.00	\$0.00	\$0.00	\$13,000.00
Security and Protective Services	67,000.00	\$12,237.58	\$0.00	\$54,762.42
Equipment	35,000.00	\$5,860.03	\$701.00	\$28,438.97
Circulation Control	20,000.00	\$4,479.00	\$0.00	\$15,521.00
SCLS Services Contract	45,000.00	\$0.00	\$0.00	\$45,000.00
Legal	14,000.00	\$1,520.00	\$0.00	\$12,480.00
Accounting Services	10,000.00	\$0.00	\$0.00	\$10,000.00
Other Professional Fees (UMS)	5,000.00	\$0.00	\$0.00	\$5,000.00
Fire Liability Comprehensive Insurance	20,200.00	\$0.00	\$0.00	\$20,200.00
General Supplies	46,000.00	\$2,518.57	\$1,760.87	\$41,720.56
Maintenance Supplies	5,000.00	\$219.50	\$407.10	\$4,373.40
Travel	3,000.00	\$53.70	\$0.00	\$2,946.30
Continuing Education	3,000.00	\$0.00	\$0.00	\$3,000.00
Membership Dues	3,500.00	400.00	0.00	\$3,100.00
Election Expenses	5,000.00	0.00	0.00	\$5,000.00
Building Improvements	15,000.00	2,200.00	4,860.00	\$7,940.00
Expansion Project	0.00	43,448.70	0.00	(\$43,448.70)
	\$3,440,200.00	\$533,051.21	\$12,584.97	\$2,894,563.82

NORTH BABYLON PUBLIC LIBRARY

Statistical Report for July 2025

CIRCULATION STATISTICS

	<u>This Year</u>	<u>Last Year</u>
Grand Total Materials (month)	<u>8,951</u>	<u>9,095</u>
Grand Total Materials (calendar year to date)	<u>51,803</u>	<u>55,387</u>
Total Videos and DVD's (month)	<u>1,303</u>	<u>1,573</u>
Total Videos and DVD's (calendar year to date)	<u>8,609</u>	<u>11,044</u>

COLLECTION:

	Books	Audio	Video	PB Books	DVD	Pamphlets	Microfilms	Software
Added	<u>238</u>	<u>5</u>	<u>0</u>	<u>5</u>	<u>18</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>111,992</u>	<u>7,290</u>	<u>33</u>	<u>4,496</u>	<u>13,318</u>	<u>2,736</u>	<u>59</u>	<u>104</u>
GRAND TOTAL	<u>140,028</u>							

BORROWER REGISTRATION:

	<u>Last Month</u>	<u>This Month</u>
Adult	<u>8,621</u>	<u>8,722</u>
YA	<u>2,414</u>	<u>2,417</u>
Juvenile	<u>2,040</u>	<u>2,075</u>
TOTAL	<u>13,075</u>	<u>13,214</u>

INTERLIBRARY LOAN:

# of items received from other libraries for our patrons	<u>377</u>
# of items lent to other libraries for their patrons	<u>658</u>

MISCELLANEOUS STATISTICS

Adult Reference Questions	<u>950</u>	Juvenile Reference Questions	<u>278</u>
Adult Computer Use	<u>328</u>	Juvenile Computer Use	<u>51</u>
Downloads - Live-brary.com	<u>4,696</u>	Door Count	<u>7,116</u>
Flipster	<u>188</u>	Scans	<u>325</u>
Kanopy	<u>147</u>		

North Babylon Public Library

Circulation Statistics

ALL MATERIALS							
	2019	2020 <i>*Note : Library COVID closure, March 16- June 15, 2020</i>	2021	2022	2023	2024	2025
January	14,582	12,410	8,086	7,381	7,802	8,143	6,855
February	14,004	12,868	7,255	7,170	7,837	7,715	6,717
March	15,519	7,341	8,044	7,549	8,523	8,136	7,743
April	14,797		7,722	7,392	7,955	7,619	7,372
May	13,963		7,039	7,181	7,840	7,085	7,187
June	12,379	3,607	7,236	7,896	8,498	7,594	6,978
July	15,780	5,442	8,153	8,171	8,471	9,095	8,951
August	15,500	6,885	8,558	8,412	9,136	8,710	
September	13,466	10,252	7,936	8,081	8,293	8,027	
October	14,574	7,434	8,213	8,169	8,550	7,799	
November	12,589	8,924	7,826	7,299	8,520	7,676	
December	11,466	7,837	7,300	7,007	8,337	7,213	
TOTAL	168,619	83,000	93,368	91,708	99,762	94,812	51,803
VIDEOS & DVDs							
	2019	2020	2021	2022	2023	2024	2025
January	4,353	3,472	2,712	1,548	1,642	1,613	1,202
February	4,045	3,583	2,283	1,698	1,638	1,715	1,237
March	4,480	2,005	2,320	1,707	1,729	1,743	1,472
April	4,110		2,071	1,833	1,469	1,553	1,268
May	3,726		1,853	1,772	1,586	1,425	1,273
June	3,405	490	1,800	1,888	1,671	1,422	854
July	6,296	1,368	1,911	1,845	1,425	1,573	1,303
August	4,610	1,847	1,973	1,964	1,787	1,408	
September	3,859	2,142	1,729	1,530	1,679	1,341	
October	3,988	2,195	1,761	1,642	1,589	1,286	
November	3,609	2,457	1,837	1,400	1,488	1,436	
December	3,536	2,471	1,034	1,481	1,879	1,339	
TOTAL	50,017	22,030	23,284	20,308	19,582	17,854	8,609

NORTH BABYLON PUBLIC LIBRARY

PROGRAM STATISTICS

July 2025

DATE	PROGRAM	AGE LEVEL	FUND	ATTENDANCE
7/1/2025	One-on-One Medicare Counseling	Adult		2
7/2/2025	Drop-In Surprise Craft	Pre-K-5		4C, 2A
7/3/2025	Summer Reading Club	Grades: K - 5		2
7/3/2025	Drop-In Play Date	Ages: 1 - 5 yrs.		10C, 9A
7/3/2025	4 Ways from Sunday Concert	Adult	L	50
7/5/2025	Saturday Games	PreK - Grade 5 w Parent		2C, 1A
7/7/2025	Ceramic Lady Bug	Grades: 2 - 5	L	13C, 9A
7/7/2025	Career Counselor	Adult		0
7/8/2025	Botany-Leaves & Seeds	Grades K-5	L	7C, 5A
7/9/2025	Lego Fun!	Grades: 1 - 5		10C, 9A
7/9/2025	Tween-Intro To Improv	Grades 4-8	L	4C, 4A
7/9/2025	Introduction to Improv	Tween	L	4
7/9/2025	Crochet Class	Adult	L	13
7/10/2025	The Como Brothers Concert	Adult	L	35
7/11/2025	Imagination Station	PreK - Grade 5		5C, 4A
7/11/2025	All Levels Yoga and Mobility Class	Adult	L	9
7/12/2025	Family Story Time	Birth - Grade 5		22C, 19A
7/14/2025	Tots Night Out	Ages: 18 mo. - 5 yrs.	L	18C, 16A
7/15/2025	Just Baby & Me	Ages: Birth - 18 mo.		4C, 3A
7/15/2025	Dino Bones	PreK - Grade 5		1C, 1A
7/15/2025	Medicaid Enrollment Assistance	Adult		3
7/15/2025	Feathered Family Fun: Summer's LI Nesting Birds	Adult	L	7
7/16/2025	Preschool Story Time	Ages: 2 - 5 yrs.		11C, 11A
7/16/2025	Dino Bones	PreK - Grade 5		4C, 2A
7/16/2025	Bookmark Bonanza CSC	Teen		3
7/16/2025	Shed the Meds	Adult		25
7/17/2025	Drop-In Play Date	Ages: 1 - 5 yrs.		7C, 6A
7/17/2025	Dino Bones	PreK - Grade 5		5C, 3A
7/17/2025	Marine/Land Reptiles	Grades: 1 - 12	L	37C, 20A
7/17/2025	Long Island Tuba Quartet Concert	Adult	L	40
7/18/2025	Preschool Story Time	Ages: 2 - 5		10C, 5A
7/18/2025	All Levels Yoga and Mobility Class	Adult	L	12
7/18/2025	Pool Visit	Adult		17
7/19/2025	Sensory Story Time	Ages: 2 - 5	L	9C, 6A
7/19/2025	Career Counselor	Adult		2
7/22/2025	Nick The Balloonatic	Family	L	34C, 31A
7/22/2025	Ceramic Shell Lantern	Adult	L	24
7/22/2025	Book Discussion	Adult		7
7/23/2025	Preschool Story Time	Ages: 2 - 5 yrs.		15C, 13A
7/23/2025	Crochet Class	Adult	L	9
7/23/2025	Catholic Health Bus	Adult		22
7/24/2025	Tweens ASL	Grades: 4 - 8	L	8C, 7A
7/24/2025	ASL for Tweens	Tween	L	8
7/24/2025	Lampshade for Hiding Concert	Adult	L	45
7/24/2025	Pool Visit	Adult		16
7/25/2025	Preschool Story Time	Ages: 2 - 5 yrs.		10C, 8A
7/25/2025	All Levels Yoga and Mobility Class	Adult	L	10
7/26/2025	Color Dance	18 Mos-5 Yrs	L	11C, 9A
7/26/2025	Learn to Play Ukulele	Teen	L	7
7/28/2025	Painting Night - At The Beach	Grades: K - 5	L	20C, 15A
7/29/2025	Music With Dara	Birth - 5 years	L	14C, 14A
7/29/2025	Paint Night	Adult	L	24
7/30/2025	Craft Buddies CSC	Teen		5
7/30/2025	Craft Buddies	Grades: k - 2		4C, 4A
7/31/2025	Tweens ASL	Grades: 4 - 8	L	4C, 4A
7/31/2025	Catching Colors: Pink	Ages: 18 mo - 4 yrs.		15C, 13A
7/31/2025	ASL for Tweens	Tween	L	8
7/31/2025	Brilliant: The Songwriters of NYC's House of Hits	Adult	L	24
7/31/2025	Senior ID	Adult		15
7/1-7/31	Summer Reading Club	Grades: K - 5		108
7/1-7/31	Read-To-Me-Club	Birth - Ages 5		163

NO BABYLON PUBLIC LIBRARY

Check Warrant Report For L - 6: 8/19/25 Cash Disbursements For Dates 8/19/2025 - 8/19/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4609	08/19/2025	1803	**VOID** Mad Science of Long Island		-320.00
46067	08/19/2025	1803	**VOID** Mad Science of Long Island		-335.00
46100	08/19/2025	602	A Time For Kids, Inc.		495.00
46101	08/19/2025	2318	Aqua Coolers, LLC		89.00
46102	08/19/2025	1885	AT&T		8.12
46103	08/19/2025	24	Baker & Taylor		4,882.69
46104	08/19/2025	2319	BlueTriton Brands, Inc.		26.00
46105	08/19/2025	994	Bond, Schoeneck & King, PLLC		1,000.00
46106	08/19/2025	1557	CDW Government	8658	1,361.26
46107	08/19/2025	42	Cengage Learning/Gale		465.44
46108	08/19/2025	1129	**CONTINUED** Chase Card Services		0.00
46109	08/19/2025	1129	Chase Card Services		714.15
46110	08/19/2025	2260	Christopher Wink		400.00
46111	08/19/2025	2324	Como Brothers		300.00
46112	08/19/2025	224	Cornell Cooperative Extension of Suffolk County		260.00
46113	08/19/2025	618	Cultural Programming Fund		5,863.00
46114	08/19/2025	2144	D&S Mechanical Services, Inc.		1,264.00
46115	08/19/2025	256	Dara Linthwaite		180.00
46116	08/19/2025	2110	David Lamm		600.00
46117	08/19/2025	20	Dental Pay Plus, Inc		898.26
46118	08/19/2025	2322	Dianne Taggart		200.00
46119	08/19/2025	40	Eastern Suffolk BOCES		1,348.50
46120	08/19/2025	2331	Encore Fire Protection		5,390.00
46121	08/19/2025	171	Finance Manager	8655	2,353.00
46122	08/19/2025	2133	H2M Architects & Engineers		3,731.92
46123	08/19/2025	383	Information Today, Inc.		455.03
46124	08/19/2025	1499	Intrepid Sea Air Space Museum		500.00
46125	08/19/2025	2267	Jessica Berrins		250.00
46126	08/19/2025	1130	Joan Jewhurst		180.00
46127	08/19/2025	2165	Kanopy, Inc		147.00
46128	08/19/2025	1867	Katharine Anne Reccardi		450.00
46129	08/19/2025	1752	Keith J. Crocker		200.00
46130	08/19/2025	2244	Kimberly Ciano		300.00
46131	08/19/2025	2323	Lillibabs Productions		300.00
46132	08/19/2025	2328	Little Shop of Improv		250.00
46133	08/19/2025	2251	Long Island Maritime Museum		200.00
46134	08/19/2025	888	Long Island Science Center		285.00
46135	08/19/2025	1803	Mad Science of Long Island		655.00
46136	08/19/2025	2311	Make Your Move Chess, Inc.		200.00
46137	08/19/2025	260	Marc Horowitz		36.18
46138	08/19/2025	623	Matthew Bender & Co., Inc.		126.00
46139	08/19/2025	114	Midwest Tape, LLC		364.77
46140	08/19/2025	895	National Grid		108.59
46141	08/19/2025	1033	Newsday		375.92
46142	08/19/2025	1396	Nick Rotundo		350.00
46143	08/19/2025	1613	Old Westbury Gardens		350.00

NO BABYLON PUBLIC LIBRARY

Check Warrant Report For L - 6: 8/19/25 Cash Disbursements For Dates 8/19/2025 - 8/19/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
46144	08/19/2025	215	OTC Brands, Inc	*See Detail Report	490.05
46145	08/19/2025	2155	Pamela Trastelis		150.00
46146	08/19/2025	1441	Petty Cash		54.75
46147	08/19/2025	2285	Polaris Electrical		21,482.93
46148	08/19/2025	1753	Principal Life Insurance Co.		96.77
46149	08/19/2025	55	PSEGLI		6,356.60
46150	08/19/2025	2233	Quatela Chimeri PLLC		494.00
46151	08/19/2025	2292	Reliance Mechanical		16,803.90
46152	08/19/2025	2327	Reprise Music		195.00
46153	08/19/2025	1474	Rosemarie Attard		460.00
46154	08/19/2025	1992	SCWA		228.59
46155	08/19/2025	2232	Securitas Security Services USA, Inc		6,185.76
46156	08/19/2025	829	Staples Contract & Commercial	*See Detail Report	213.68
46157	08/19/2025	300	Suffolk Cooperative Library System		839.81
46158	08/19/2025	58	The New York Times		425.76
46159	08/19/2025	122	Tobay Printing, Inc.		2,784.00
46160	08/19/2025	1419	Town of Babylon -		70.17
46161	08/19/2025	2332	Upscale Services		400.00
46162	08/19/2025	549	Verizon		410.58

Number of Transactions: 65

Warrant Total: 95,401.18

Vendor Portion: 95,401.18

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

Certification of Warrant

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

Date

Signature

Title

TREASURER'S REPORT
CULTURAL PROGRAMMING FUND
August 2025

DISBURSEMENTS MADE DURING PERIOD

<u>No.</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Paid</u>
4100	Rosemarie Attard	Ceramic Shell Lantern 7/22/25	\$ 288.00
4101	Kathy Reccardi	Paint Night 7/29/25	\$ 240.00
4102	SCLS	LI Aquarium Tickets	\$ 3,350.00
4103	SCLS	Adventureland Tickets	\$ 1,512.00

Total disbursements \$ 5,390.00

NORTH BABYLON PUBLIC LIBRARY

CULTURAL PROGRAMMING FUND

AUGUST 2025

CERTIFICATION OF WARRANT

I hereby certify that I have verified above claims the ^{Aug.}~~July~~ 2025 Cultural Programming
Treasurer's Report in the total amount of \$5,390.00



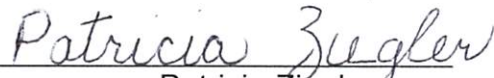
Marc D. Horowitz
Director



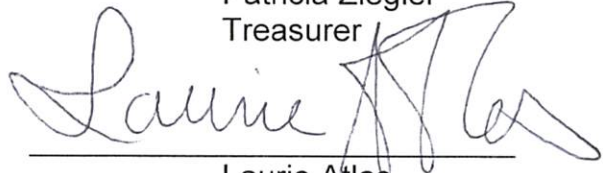
Tory T. Hare
President



Ira T. Hester
Vice President



Patricia Ziegler
Treasurer



Laurie Atlas
Secretary



Theresa DeBlasi
Assistant Secretary

North Babylon Public Library
Quiet/Study Room

General library rules apply in the Quiet/Study Room.

Use of the Quiet/Study Room is reserved for patrons who require a distraction-free workspace.

Silence is expected.

Single use only.

North Babylon Public Library cardholders only.

Users must be 16 years of age or older.

First-come, first-served; no reservations accepted.

Two hours in the Quiet/Study Room per day, extendable at the discretion of the librarian.

The Quiet/Study Room must be vacated 15 minutes before closing; 7:45PM, weekdays, 4:45 PM, Saturday and Sunday.

The Quiet/Study Room left vacant for more than 15 minutes will be assigned to another user.

Consumption of beverages, alcoholic beverages, food, smoking, vaping, etc. are prohibited.

The Quiet/Study Room is not intended for private business activities. Soliciting any person for the purchase of goods/services, or engaging in activity involving payment for goods/services, is strictly prohibited. Paid or unpaid tutoring is prohibited.

Phones are not permitted.

Sleeping is not permitted.

The library is not responsible for personal belongings left inside the room.

Please use the room responsibly and be mindful of those who will be using the room after you.

TO BE Approved by the Board of Trustees
August 19, 2025

Quote No. 2166180
Type Repair
Prepared By Paul Gordon
Created On 07/29/2025

North Babylon Public Library
Quote For 815 Deer Park Avenue
North Babylon, NY 11703

Description of Work

Replacement of fire alarm wire in book dumbwaiter in original library section. The wire is damaged as it was not run in conduit or metal flex. Encore Fire to run new wire in this section in EMT conduit to protect the wire and test for proper operation

Prevailing wages apply

Workday is Monday - Friday 7 am - 3 pm

Services to be completed

Location - Building

Need to pull new wire from the horn strobe to the horn strobe down to the basement.
3/4" EMT conduit.
Two technician will need for this job

Item	Amt
Labor	\$3,856.00
Parts	\$1,000.00
GRAND TOTAL	\$4,856.00

Terms and Conditions

Upon acceptance, National Fire & Safety Solutions, Inc. and/or any of its affiliates will perform work and/or furnish materials for the install, repair, or other modification to your fire protection system at the above noted property as referenced in this contract. This is a notice that National Fire & Safety Solutions, Inc. and/or any of its related affiliates who provide labor and/or materials for the install, repair, or other modification to your fire protection system for the scope of work referenced in this contract with the above-signed, may file a mechanic's lien on the property referenced above in the event of nonpayment by you to National Fire & Safety Solutions, Inc. and/or any of its affiliates.

At National Fire & Safety Solutions, Inc., our mission is providing the best possible experience for our customers. With the recent increases in material costs across the global market, we have established a 7-day approval period for all proposals that include materials. After the initial 7-day period, National Fire & Safety Solutions, Inc. reserves the right to adjust the proposal to reflect any applicable material increases. This will serve to help us ensure you get an accurate and timely proposal without any delay in service while keeping your systems operating properly and in compliance.

Pricing Adjustments Due to External Factors

We strive to maintain stable pricing; however, our prices are subject to change due to unforeseen external factors beyond our control. These may include, but are not limited to, government-imposed tariffs, changes in import/export duties, significant supply chain disruptions, or other material adverse events.

In the event such circumstances lead to increased costs, we reserve the right to adjust pricing accordingly.

Approve Quote Close

Please confirm that you approve this quote. Encore Fire Protection will be notified that you have authorized them to perform this work.

Please make sure your name and email address are correct:

Marc Horowitz | horowm@northbabylonpl.c



en
FIRE

Approve Request Changes

Encore Fire Protection

25 Orville Drive

Bohemia, NY 11716

From

(631) 669-3303

<https://www.EncoreFireProtection.com/>

If you have any questions or concerns, please reach us at LI-Monitoring@EncoreFireProtection.com

Trustees,

This is information regarding a platform for the new auditorium. Tory had mentioned interest in a set of risers some time ago. Mattituck Library is selling off their Stage Depot system. You can see their original price and asking price.

I would love to really know better what I'm looking at. It might be a good deal or not.

Take a look at the attached flyers and the YouTube video so we can make an intelligent evaluation.

Below is a copy of the Mattituck Library director's comments. She's happy to take \$4000, I'm happy at much less.

If we are interested, I imagine we will assemble the risers/stairs and leave them up.

Marc

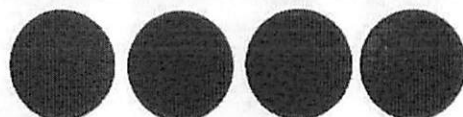
Sure! There are two "flyers" attached. Also here is a youtube video of the easylite system
- <https://www.youtube.com/watch?v=kxl-BOK2hvk>

We originally purchased it for \$6,899.99 and I'm happy to take \$4,000.

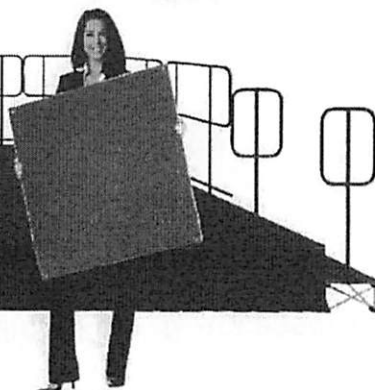
This is what came with it:

- 12'x12'x24" Easy Lite Stage System (9pcs of 4'x4' platforms w/24" high risers) Tuff Coat
- (1) 96 Square Foot Stage - 12 Feet X 8 Feet Stage System (6 pcs of 4'X4' Tuff Coat Platforms) 24" High Complete Stage System (6 pcs of 24" Matching Risers)
- (3) 4' x 4' TuffCoat Finished Platforms (1pcs per master pack)
- (3) 24" High Riser Risers for 4' X 4' Platforms
- (1) Fixed Stair System for 24" High Stages - consists of 2 steps at 8", 16" high, handrails and wheels
- (5) Guard Rail Panels for 4x4 Platforms w/Mounting Hardware (1 pcs per master pack)
- (2) Pack of Guard Rail Corner Mounting Hardware (2 pcs per pack)
- (1) Platform & Riser Cart - Transports up to 10 Platforms and 10 Risers - Fits through Standard Doors
- (5) 8' Wide, 24" Long Black Skirt

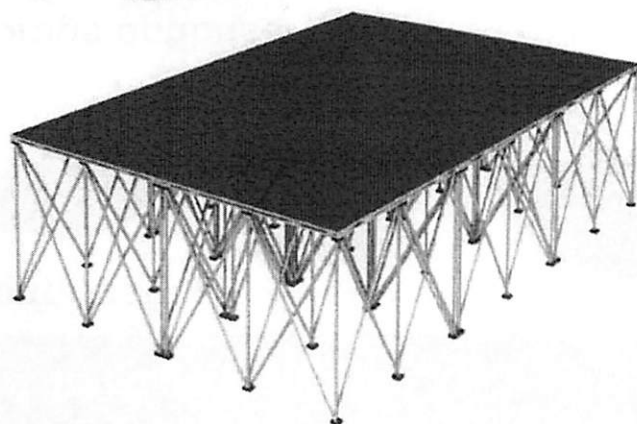
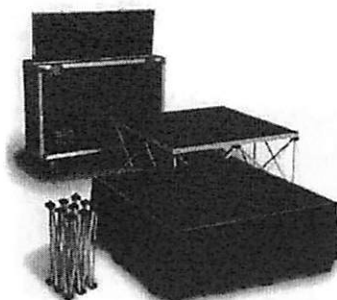
Super Strong!
supports up to 157 lbs
per square foot



4 surface finishes to choose from black or
gray carpet, tuffcoat and industrial



Most compact storage in the industry.
Stores in a 4' x 4' foot print or a trans-
portation case



Expand Riser



Place Platform

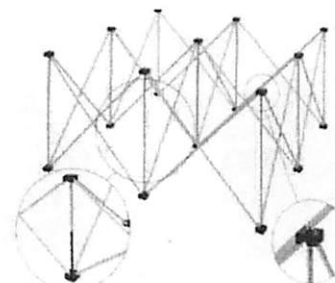


Lock



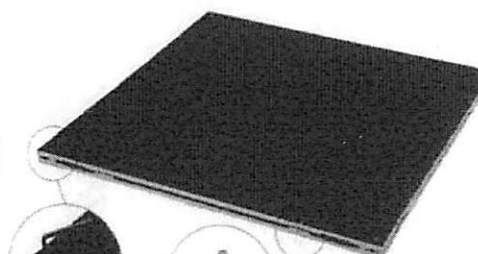
...enjoy

Fast, easy set-up by one person!



Risers & platform
lock securely in
place w/ hex key.

Risers have 9 points of
contact to the bottom of the stage
panel for superior strength and stability



Platform to platform
connectors create
secure, seamless
connections between
stage platforms



High-grade aluminum
accordion risers fold
up compactly

Easy-Lite

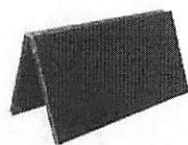
- Lightweight, accordion style modular staging system.
- Platforms come in 4ft x 4ft and 3ft x 3ft sizes.
- Square, quarter round and triangle shaped platforms are available.
- Can be set at various heights: 8", 16", 24" 32"
- Available in gray carpet, black carpet, industrial finish and tuff coat finish.
- Most compact storage. Stores in (4' x 4') foot print.
- Fast, easy set-up by 1 or 2 people.
- Perfect for schools, churches, hotels, exhibition halls and many other applications.
- Steps, ramps, guardrails, backdrops, storage trunks and transportation trolleys are available.

Weight rated at: (157 LBS /SQ FT) 757 KG / SQ M

Platforms



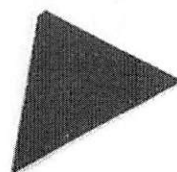
Square and rectangle



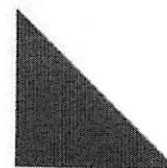
Folding square



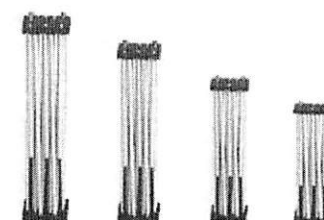
Quarter round



Equilateral triangle



Right triangle



Available for all shape platforms in the following heights 8", 16", 24" 32"

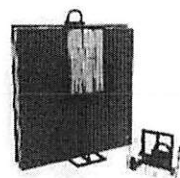
Storage options



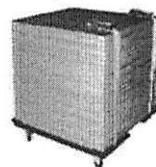
Storage case for platforms, risers & skirts



Platform/guardrail trolley



Hand trolley for 4 risers & platforms

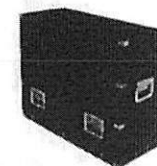


Caster board storage for platforms

NEW PRODUCT



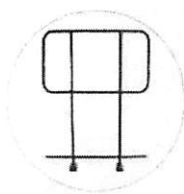
Platform and riser cart



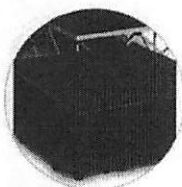
Accessory trunk for risers & skirts

Risers

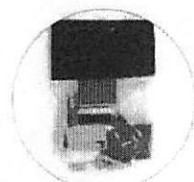
Ramps, Backdrops, Guardrails, Skirts & Accessories



Guard rails



Stage skirts



Connecting hardware for steps & various heights of stages



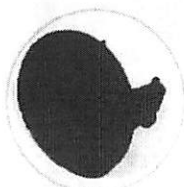
NEW PRODUCT



Stage Stairs



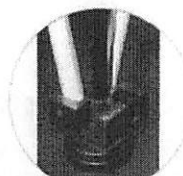
Mobile drum riser frame kits



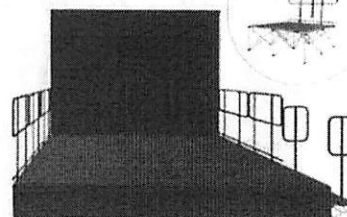
Cable port covers for stage panels



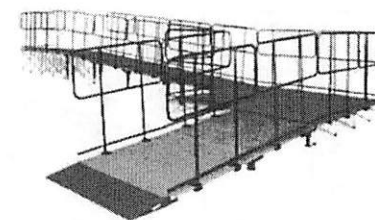
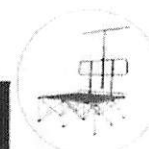
Descending & ascending chair stops



Stacking cups to level stage on un-even ground



Stage back drops and back drop curtains



Equipment and wheel chair ramps are available in several configurations

Report for the Board of Trustees
August 19, 2025

Communications

The Library of Things volleyball net/ball/posts was returned soaking wet; the telescope was returned damaged. One of our telescope users requested that we purchase a high-end telescope (\$2000-\$4000).

Kindly approve: 12/24 closing, 12/31 closing 1:00 – 8:00 (open 9-1).

Policy of the Month

Quiet study (Exhibit).

Personnel

No report.

Buildings and Grounds/Expansion Update

Outstanding: Maccarone plumber (sprinkler leaks), Polaris electrician probably complete (fire alarms) Reliance HVAC complete, Milcon general contractor, complete. SCC Construction Management is aware of the outstanding items.

Security and Vandalism

I am terrified of all the NYC issues I hear about every morning on 1010WINS.

Public Relations

No report.

Requests for Purchase

Encore (Exhibit). Replacement of fire alarm wire in dumbwaiter with conduit. \$4856. Outrageous. We won't authorize payment unless this solves the error messages.

Used risers from Mattituck Library (Exhibit).

Unmet Needs

No report.

Trustee Training

No report.

Other Items of Interest

No report.

Respectfully submitted,



Marc D. Horowitz

Reference Department July 2025 Report

The summer concerts have been successful and patrons seem excited about them. The Sheriff's Department was here for Shed the Meds and brought their Yellow Dot program (for alerting an officer to medical conditions while in your car) as well. They collected two full boxes of medicines from over 20 people and said they handed out a large number of Yellow Dot packets. The Health Bus was here and many people availed themselves of those services. The Friday night Yoga classes continues during the summer. It remains a popular class. The crafts classes have filled with waitlists as usual. This month's teen programs included Learn to Play Ukulele. The teens also had two community service programs this month. We did Craft Buddies program and also started a Bookmark Bonanza program where the teens created bookmarks for the library's patrons. We offered an Introduction to Improv program and American Sign Language program for tweens. We are back at the Phelps Lane pool for our weekly visits. We promote libraries, hand out free paperbacks and give away prizes. Patrons are always excited to see us there. Summer Reading Clubs are underway. We have patrons very excited about the chance to win the raffle baskets.

There were 8 log ins for our 100 Books before Graduation Program. Our YouTube channel received 462 views. We also had 24 items of food donated by our teens for community service credit. This is wonderful considering there is no school during the summer. As of the end of July, the Seed Library is currently up to 212 participants. Museum passes are very popular. Patrons are also loving the different discount codes available to save money at places such as the Gateway Theatre, Bronx Zoo, Splish Splash, Whale Watching at Montauk and more. We reordered Adventureland and LI Aquarium tickets. Katrina finished weeding the young adult non-fiction section. Katrina and Kirsten started weeding the adult fiction section. Katrina, Kirsten and Elisha have continued to shift the downstairs adult non-fiction section. I proctored one of our patrons for his online college math exam. I also met with our new social work intern, Katrina. We discussed ideas for programming later in the Fall. She will begin in September. It is wonderful to see more patrons back in the Library. We have definitely seen an increase in patrons of all ages using our services.

The Adult displays included "Celebrate Art" (DVD Display), Disability Awareness Month (DVD Display),

Fourth of July (Book Display) and "Color your World" (Book Display). Our Teen book displays were were "Color Your World" with books displayed with colorful covers and "Summer Reading Recommendations" which featured new books recommended by our librarians.

Respectfully submitted,

Maureen Nicolazzi



July 2025 Children's Department Monthly Report

A Drop-In Surprise Craft program was held in the Children's Room on Wednesday, July 2. Different crafts were available for children to select and work on, and take home. The program is appropriate for children of preschool age through fifth grade.

Drop-In Play Date programs were held on Thursdays, July 3 and 17 in the Children's Room. The program is for children aged one through five and their adults. A variety of age appropriate toys were placed out along with puzzles; music is played to lend a fun and happy ambiance.

On Saturday, July 5, the program Saturday Games was held in the Children's Room. Games intended for different developmental levels are placed out for families to enjoy from late morning through mid-afternoon.

Ceramic Lady Bug program was held in the Meeting Room on Monday, July 7, for children in grades two through fifth. Attending children received step-by-step instruction on how to paint a lady bug figurine to take home and enjoy.

The program "Botany-Leaves & Seeds" was held in the Meeting Room for children in grades kindergarten through fifth on Tuesday, July 8. During the program children learned about plant and seed structure, seed dispersal, germination, photosynthesis, and more. Children took home a planted seed in a cup to nurture, and given materials to record its growth.

Lego Fun program was held in the Children's Room on Wednesday, July 9 for children in grades first through fifth. The children created fun and imaginative creations with Legos which are displayed in the Library's lobby showcase.

On Wednesday, July 9 the Tween Intro to Improv program was held in the Meeting Room for children in grades four through eight. The attending children had much fun during the program learning improvisation techniques in a friendly, supportive atmosphere.

Imagination Station program was held on Friday, July 11 in the Children's Room for children of preschool age through fifth grade. Much fun can be had when children can look at various materials and can come up with sometimes innovative ideas with their creations.

Family Story Time program was held in the Children's Room on Saturday, July 12. The program is appropriate for children birth through fifth grade and their adults. All have fun participating in various activities, enjoying stories, music, and making a craft together. The program is run by Librarian Marylou Famiglietti.

Tots Night Out-Sea Turtle program was held in the Meeting Room on Monday, July 14. The program is designed for children eighteen months through age five. Attending children and their parents enjoy musical movement activities, stories and a craft surrounding the theme of the program.



On Tuesday, July 15, Just Baby & Me program was held in the Children's Room. This program is appropriate for newborns and children through eighteen months. Classic nursery rhymes with puppets, bouncy rhymes, music and finger-plays are some of the activities enjoyed by the little ones before a free-play time with age appropriate toys, and bubbles.

The Children's Room enjoyed the "inter-loaned" Dino Bones cart from SCLS. The cart contained several "life-size" interlocking bones which would enable children to build dinosaurs, or other creatures of their choice, in skeleton form. We had the loan for Tuesday, July 15, Wednesday, July 16, and Thursday, July 17 for the children to interact with.

Preschool Story Time programs were held in the Children's Room on Wednesdays, July 16 and 23, and Fridays, July 18 and 25. During the programs for children aged two through five, attendees enjoy stories, activities, music, and a craft.

Marine Reptiles and Their Land Buddies program was held in the Children's Room on Thursday, July 17. Several live land and marine reptiles were brought in for children and their adults to touch and learn about. Alligator and crocodile skins, snake skins, a sea turtle shell, and other artifacts were also brought in by Cornell Cooperative Extension, Marine Division for hands-on exploration. Two educators were present to help patrons with handling the animals and answer any questions.

On Saturday, July 19 Sensory Story Time was held in the Meeting Room for children aged two through five. Children enjoyed an interactive story time wherein even the most distracted child would be engaged. After the stories, children enjoyed sensory bins.

On Tuesday, July 22 Nick the Balloonatic visited the Library with his balloon cart and sense of humor. Children and their adults enjoyed the humorous stories and jokes of Nick the Balloonatic, while watching him create elaborate balloon sculptures, characters, and animals. Later, all the children enjoyed a raffle and picked the balloon sculpture of their choice to take home.

American Sign Language classes for tweens (grades four through eight) were held in the Meeting Room on Thursdays, July 24 and 31. The attending children learned most used phrases, after practicing the alphabet, and later played games using sign language.

Color Dance program was held on Saturday, July 26 in the Meeting Room for children aged eighteen months through five years. During the music and movement program, children sang and danced using colorful scarves, enjoyed activities with bean bags and streamers, and later enjoyed a parachute time.

Children's Room Monthly Report
July, 2025
Page Three of Three



On Monday, July 28 Paint Night-At The Beach program was held in the Meeting Room. Children in grades kindergarten through fifth grade painted a beach scene, with guided instruction, that included a crab, starfish, and a mermaid tail.

Music With Dara-What Colors Will I Wear program was held on Tuesday, July 29 in the Children's Room. Children (newborns through age five) and their adults enjoyed a musical program, with guitar playing, singing, stories, and activities centered around the theme.

Craft Buddies program was held on Wednesday, July 30 for children in grades kindergarten through second. Teen volunteer buddies worked with the children, and helped them create a fun craft to take home. Librarian Katrina Phillips created and ran the program.

On Thursday, July 31 Catching Colors: Pink program was held in the Children's Room. Librarian Marylou Famiglietti ran the program that included learning with music, games, and activities centered around the topic color. The program was designed for children aged eighteen months through four years.

Ongoing programs also include the Summer Reading Club-Color Our World program, the Read To Me Club, and the One Thousand Books Before kindergarten program.

Submitted by,

Elizabeth Arena
Head of Children's Services



**PERSONNEL REPORT
AUGUST 2025**

Mary Abbruscato, P.T. Library Clerk, increment of \$0.60/hr. effective 07/01/25 (\$24.58/hr.)

Samantha Alberts, P.T. Librarian I, increment of \$0.90/hr. effective 07/01/25 (\$36.91/hr.)

Elizabeth Arena, Librarian II, increment of \$2,999.00 effective 07/01/25 (\$78,393)

Laura Barry, P.T. Librarian I, increment of \$0.90/hr. effective 07/01/25 (\$36.91/hr.)

Penny Beers, P.T. Library Clerk, increment of \$0.60/hr. effective 07/01/25 (\$24.58/hr.)

Aimee Carbone, Senior Library Clerk, increment of \$1,462.00 effective 07/01/25 (\$59,947)

Kim Dunne, Library Clerk, increment of \$1,087.00 effective 07/01/25 (\$44,575)

Lauren Edzards, P.T. Librarian I (Children's Services), increment of \$0.90/hr. effective 07/01/25 (\$36.91/hr.)

Marylou Famiglietti, Librarian I (Children's Services), increment of \$1,687.00 effective 07/01/25 (\$69,170)

James Jenkins, Technical Support Aide, increment of \$1,537.00 effective 07/01/25 (\$63,023)

Kristin Lane, Senior Library Clerk, increment of \$1,462.00 effective 07/01/25 (\$59,947)

Sandra Lellis, Library Clerk, increment of \$1,087.00 effective 07/01/25 (\$44,575)

Barbara McCleave, Career Counselor, increment of \$0.90/hr. effective 07/01/25 (\$36.91/hr.)

Rosemarie McPherson, P.T. Library Clerk, increment of \$0.81/hr. effective 07/01/25 (\$33.02/hr.)

Jennifer Mirabile, P.T. Librarian I (Children's Services), increment of \$0.90/hr. effective 07/01/25 (\$36.91/hr.)

Kathleen Palumbo, P.T. Library Clerk, increment of \$0.60/hr. effective 07/01/25 (\$24.58/hr.)

Katrina Phillips, Librarian II, increment of \$3,411.00 effective 07/01/25 (\$78,393)

Susan Puleo, Library Clerk, increment of \$1,087.00 effective 07/01/25 (\$44,575)

Stephanie Salvatore, Librarian I, increment of \$1,687.00 effective 07/01/25 (\$69,170)

Laurel Scalera, P.T. Librarian I, increment of \$0.90/hr. effective 07/01/25 (\$36.91/hr.)

Diane Stambler, P.T. Library Clerk, increment of \$0.60/hr. effective 07/01/25
(\$24.58/hr.)

Katarzyna Szmidt, P.T. Library Clerk, increment of \$0.60/hr. effective 07/01/25
(\$24.58/hr.)

Kirsten Torgersen, Librarian II, increment of \$2,888.00 effective 07/01/25 (\$118,406)

Meeghan Weidenmuller, P.T. Library Clerk, increment of \$0.60/hr. effective 07/01/25
(\$24.58/hr.)

Farzana Ahmad, Substitute Library Clerk, increment of \$1.53 effective 7/21/25 (\$24.58/hr.)

Audrey Asaro, Substitute Librarian I, increment of \$2.30 effective 7/21/25 (\$36.91/hr.)

Kristin Breslin, Substitute Librarian I, increment of \$2.30 effective 7/21/25 (\$36.91/hr.)

Linda DiFiore, Substitute Library Clerk, increment of \$1.53 effective 7/21/25 (\$24.58/hr.)

Marion Dodson, Substitute Librarian I, increment of \$2.30 effective 7/21/25 (\$36.91/hr.)

Eileen Feynman, Substitute Librarian I, increment of \$2.30 effective 7/21/25 (\$36.91/hr.)

Amanda Lowe, Substitute Librarian I, increment of \$2.30 effective 7/21/25 (\$36.91/hr.)

Nicole Rosario, Substitute Librarian I, increment of \$2.30 effective 7/21/25 (\$36.91/hr.)

Linda Vitillo, Substitute Library Clerk, increment of \$1.53 effective 7/21/25 (\$24.58/hr.)

Elisha Charles, Library Page, increment of \$0.50 effective 8/16/2025 (\$17.00/hr.)

Laurel Scalera, P.T. Librarian I, resignation effective 8/29/2025

Laurel Scalera, Substitute Librarian I, appointment effective 8/30/2025 (\$36.91/hr.)

NORTH BABYLON PUBLIC LIBRARY

815 DEER PARK AVENUE, NORTH BABYLON, NEW YORK 11703-3812

Marc D. Horowitz
DIRECTOR

FOR EXECUTIVE SESSION

(631) 669-4020
Fax: (631) 669-3432

August 19, 2025

Mrs. Jacquelyn Waldvogel
27 Melrose Avenue
East Northport, New York 11731

Dear Mrs. Waldvogel,

Effective immediately, I need you to put out the time cards on Time Card Mondays (Tues when Monday holiday, snow day, etc.) in time for the early bird staff members to successfully punch in. This has always been a bookkeeper responsibility. I have been doing this since your arrival, but I am no longer able to continue. On Time Card Mondays where you have pre-arranged time off, once administration is notified, we will make a corresponding adjustment.

As such, *Subject to Board Approval*, I am adjusting your schedule on these days to 8:45 AM – 4:45 PM to make the necessary time card changes. 15 minutes should give you enough time to accomplish this, providing you arrive in a timely manner. *Subject to Board Approval* I will be unable to cover lateness on these days with accrued leave. Please continue to place Jim Murphy's time card out early so he can punch in at 6:00 AM on the new time card and please do the same for me since I tend to get in very early.

I trust that with this small request you should be able to make the necessary change.

This not an adverse action on your employment, just a method to track our staff.

Sincerely,

Marc D. Horowitz