

Approved Budget 2024-2025										
								ANNUAL	ANNUAL	
								AMOUNT	%	
			2022-2023	22-23 audit	2023-2024	2024-2025		CHANGE	CHANGE	
1	MATERIALS AND SERVICES									
a	BOOKS		103,600	99,718	100,500	101,000		500	0.5	
b	PERIODICALS		10,500	10,772	10,000	9,400		(600)	(6.0)	Some periodicals paid for every 3 years, so averaged
c	RECORDINGS		13,000	10,779	11,000	11,000		-	-	
d	DVD		17,500	15,602	18,000	16,000		(2,000)	(11.1)	Decreased to reflect lower spending
e	PROGRAMS		95,000	94,212	98,500	102,000		3,500	3.6	Incl. museum passes, central piece of service plan
f	REALIA		3,000	2,660	2,300	2,000		(300)	(13.0)	Library of Things
g	COMPUTER SOFTWARE		140,000	139,030	150,000	150,000		-	-	Databases, ebook downloads, streaming services
h	COMPUTER REP & MAINT		40,000	37,993	46,000	40,000		(6,000)	(13.0)	Decreased to reflect audit
i	SCLS		38,560	38,560	38,464	39,844		1,380	3.6	Increase in member support due to increased expenditures
j	CIRCULATION SYSTEM		33,000	32,599	35,000	33,000		(2,000)	(5.7)	PALS, Optimum, broadband
			494,160		509,764	504,244		(5,520)	(1.1)	
2	OFFICE EXPENSES:									
a	PRINTING/TAXPAYER INFO		28,500	29,228	35,000	30,000		(5,000)	(14.3)	Newsletter, legal notices, vote expenses
b	LIBRARY SUPPLIES		14,000	11,690	13,000	12,000		(1,000)	(7.7)	Follows materials lines
c	COMPUTER & OFFICE SUPPLIES		8,500	7,361	7,500	7,800		300	4.0	Continued conservative purchasing
d	CLEANING SUPPLIES		6,000	5,345	5,500	5,500		-	-	Custodial and maintenance supplies
			57,000		61,000	55,300		(5,700)	(9.3)	
3	BUILDING MAINTENANCE:									
a	ELECTRIC		112,000	106,922	108,000	107,000		(1,000)	(0.9)	
b	FUEL		15,000	14,957	13,500	15,000		1,500	11.1	
c	WATER		2,000	1,134	1,800	1,500		(300)	(16.7)	
d	TELEPHONE		3,000	3,218	3,300	3,500		200	6.1	Service plan keeps costs stable
e	BUILDING REPAIRS		47,000	38,858	34,000	40,000		6,000	17.6	Anticipate repairs and upgrades
f	EQUIPMENT LEASING/MAINT		28,000		23,000	22,000		(1,000)	(4.3)	Maint. costs for copiers & printers and overages
g	MAINTENANCE CONTRACTS		47,000	40,164	33,000	41,000		8,000	24.2	Alarm systems, HVAC, trash, sprinklers, extinguishers
			254,000		216,600	230,000		13,400	6.2	
4	ADMINISTRATION:									
a	PAYROLL		9,500	10,436	9,000	10,700		1,700	18.9	Payroll processing costs
b	INSURANCE		49,000	42,890	42,500	44,000		1,500	3.5	Valuation increased
c	PROFESSIONAL SERVICES		27,000	26,852	30,000	30,000		-	-	lawyer, accountant, treasurer
d	POSTAGE		14,000	10,874	11,000	11,000		-	-	Stamps and other postage
e	IN-SERVICE TRAINING		6,000	3,380	6,000	6,000		-	-	Staff/Board continuing ed and upcoming mandated Tru
f	MEMBERSHIPS		1,500	1,280	1,000	1,300		300	30.0	Professional organizations
			107,000		99,500	103,000		3,500	3.5	

Approved Budget 2024-2025										
								ANNUAL AMOUNT	ANNUAL %	
			2022-2023	22-23 audit	2023-2024	2024-2025	CHANGE	CHANGE		
5	FURNITURE & EQUIPMENT:		80,500	54,128	67,000	50,000	(17,000)	(25.4)	Comp. h/w, Improvements	
	TRANSFER TO CAPITAL FUND:		300,000	300,000	275,000	250,000	(25,000)	(9.1)	Check to fund to for future capital projects	
7	SALARIES:									
	a	LIBRARIANS	1,114,394	1,031,631	1,139,007	1,162,281	23,274	2.0		
	b	CLERKS	623,896	595,132	650,903	660,392	9,489	1.5		
	c	MAINTENANCE	83,426	84,003	85,060	86,793	1,733	2.0		
	d	CUSTODIANS	39,446	34,650	40,240	36,528	(3,712)	(9.2)		
	e	PAGES	85,386	87,374	88,000	96,963	8,963	10.2		
	f	GUARDS	39,975	37,104	51,581	51,586	5	0.0		
			1,986,523		2,054,791	2,094,543	39,752	1.9		
8	EMPLOYEE BENEFITS:									
	a	NYS RETIREMENT	187,000	188,518	208,538	262,676	54,138	26.0	Based upon their projection	
	b	SOCIAL SECURITY	152,581	136,148	157,192	160,233	3,041	1.9	FICA	
	c	DISABILITY	4,500	4,817	4,600	5,000	400	8.7		
	d	HEALTH INSURANCE	344,771	313,229	397,516	433,003	35,487	8.9	NYSHIP increase, stipends and dental/eye benefit	
	e	WORKERS COMPENSATION	23,000	20,222	22,000	20,500	(1,500)	(6.8)		
			711,852		789,846	881,412	91,566	11.6		
9	TOTAL EXPENSES:		3,991,035		4,073,501	4,168,499	\$ 94,998	2.3		
10	ANTICIPATED INCOME:									
	a	FINES & LOST BOOKS	8,000	9,833	10,000	10,500	500	5.0		
	b	SPONSOR AID	10,111	26,120	11,000	11,000	-	-	Estimated Local library services aid	
	c	COPIES & MISC	31,000	18,346	26,500	21,924	(4,576)	(17.3)	Friends' donation, PILOT, fax and copier income	
	d	INTEREST INCOME	6,000	43,779	11,500	32,000	20,500	178.3	Conservative estimate	
	e	USED BOOKS	500	393	500	500	-	-	Patron donations for used books	
	f	APPROPRIATED FUNDS	97,000	97,000	99,000	99,274	274	0.3	Funds used to offset tax rate	
		TOTAL:	152,611		158,500	175,198	16,698	10.5		

Approved Budget 2024-2025									
								ANNUAL AMOUNT	ANNUAL %
		2022-2023	22-23 audit	2023-2024	2024-2025			CHANGE	CHANGE
11	TOTAL EXPENSES:	3,991,035		4,073,501	4,168,499			94,998	2.3
	LESS TOTAL INCOME:	152,611		158,500	175,198			16,698	10.5
12	TOTAL AMOUNT TO BE								
	RAISED BY TAXES:	3,838,424		3,915,001	3,993,301			78,300	2.0
13	YEARLY COST WITH								
	ASSESSED VALUE: \$3,500:	396.32		404.26				8.085221837	
14	TAX RATE PER \$100:	11.32		11.55				0.231006338	

**WEST BABYLON PUBLIC LIBRARY
REGULAR MEETING MINUTES
Monday, June 24, 2024
6 pm**

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

Present:
Rachel Scelfo
Jolene Siena
Kathryn Gambill
Andrea McGurk
Maeghan Lollo
Director – Nancy Evans
Treasurer - Martin Del Gatto

II. **PLEDGE OF ALLEGIANCE** was recited.

III. **READING AND APPROVAL OF MINUTES OF REGULAR MEETING OF May 29, 2024**

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, the Minutes of the Regular Meeting of May 29, 2024, were approved.

IV. **COMMENTS FROM VISITORS** – Melany Abrahamsen, 26 Larsen Lane, West Babylon, NY, 11704, Renata Robak, 408 Little East Neck Road S. Babylon, NY, 11702.

V. **APPROVAL OF PAYROLL WARRANT #1423**

On a motion by Kathryn Gambill, seconded by Andrea McGurk, voted on and carried unanimously, Payroll Warrant #1423 was approved.

VI. **APPROVAL OF BILL WARRANT #1424**

On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, Bill Warrant #1424 was approved.

VII. **APPROVAL OF BOND WARRANT – N/A**

VIII. TREASURER'S REPORT

The financial reports were given by Martin Del Gatto. On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, the May 2024 Treasurer's Report was approved.

IX. COMMITTEE REPORTS

A. Financial- None.

B. Policies & Legislation- None.

C. Personnel- On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to approve the title change for Jo Ann Zodkovic, from PT Librarian Trainee to PT Librarian I, effective 5.12.23.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to change the hourly rate for Brian Kish, PT Librarian Trainee, to \$32.28 per hour, effective 1.4.24.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to accept the resignation of Makfura Rahaman, PT Library Clerk, at \$17.93 per hour, effective 6.15.24.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to approve the return to work of Victoria Malvone, PT Page, at \$15.00 per hour, effective 6.25.24.

D. Buildings and Grounds- One of the car stops in a handicap parking space was moved. It will be moved back to the proper location.

IX. REPORT OF FRIENDS OF THE WEST BABYLON PUBLIC LIBRARY- Friends President Ellen Ladau is resigning as she is moving to New Jersey.

XI. CORRESPONDENCE

A. Board- None.

B. Director- None.

XIII. REPORT OF DIRECTOR

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

XIV. OLD BUSINESS- None

XV. NEW BUSINESS

- A. Volz and Vigliotta Agreement 2024-2025-** On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to accept the retainer agreement from Volz and Vigliotta for 2024-2025.
- B. SavMor HVAC Agreement 2024-2025-** On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to accept the agreement from SavMor for HVAC maintenance for 2024-2025 for \$15,950.00.
- C. SavMor Other Equipment Agreement 2024-2025-** On a motion by Jolene Siena, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to accept the agreement from SavMor for Other Equipment maintenance for 2024-2025 for \$4,710.00.
- D. Updated Nursing Mothers in the Workplace Policy-** On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, the revised Nursing Mothers in the Workplace Policy was approved.
- E. Handicap Button Quotes-** On a motion by Maeghan Lollo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to accept the quote from Long Island Automatic Doors for installation of a handicap button and post for \$1,647.00.
- F. Electronics Surplus List-** On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to dispose of the outdated and broken electronics per the surplus list.
- G. Budget Line Transfers 6.24-** On a motion Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to make budget line transfers per the schedule.

XVI. COMMENTS FROM VISITORS – None.

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

SATURDAY, July 6, 2024	Friends-Book and Jumble Sale
MONDAY, July 29, 2024	Regular and Reorganization Meeting 6 PM
SATURDAY, August 17, 2024	Friends-Senior Bingo
MONDAY, August 26, 2024	Regular Meeting 6 PM
MONDAY, September 30, 2024	Regular Meeting 6 PM

XVIII. EXECUTIVE SESSION- On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to enter Executive Session at 7:12 PM to discuss negotiation and staff matters.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to re-enter the Regular meeting at 7:37 PM.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to award Business Office salaries per Salary Schedule 1, effective 7.1.24.

On a motion by Jolene Siena, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to authorize Rachel Scelfo to sign the 2024-2027 Staff Association Agreement on behalf of the Board of Trustees.

XIX. ADJOURNMENT- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to re-enter the Regular Meeting at 7:38 PM.

July 29, 2024

TO: DIANA STEIN
West Babylon Public Library

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

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

KATHRYN GAMBILL – TRUSTEE

MAEGHAN LOLLO – TRUSTEE

ANDREA MCGURK – TRUSTEE

RACHEL SCELFO – TRUSTEE

JOLENE SIENA – TRUSTEE

ACKNOWLEDGE _____
DIANA STEIN, TREASURER

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

CONSOLIDATED PAYROLL SUMMARY

West Babylon Public Library

As Of Date: 6/14/2024
 Run Date: 6/11/2024

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$0.00	Total Live Checks	0
Direct Deposits	\$50,735.29	Additional Checks	0
**** Total Net Payroll	\$50,735.29	Manual Checks	0
Total Taxes	\$18,736.36	Void Checks	0
**** Total Payroll	\$69,471.65	Third Party Sick Checks	54
Payroll Adjustments	\$0.00	Adjustments	0
**** Adjusted Total	\$69,471.65	Vouchers (Direct Deposit)	0
		Total Third Party Payments	120
		Total Third Party Voids	176
		Zero Net Checks	54
		BlankLine	57
			2

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

CONSOLIDATED PAYROLL SUMMARY

West Babylon Public Library

As Of Date: 6/28/2024
 Run Date: 6/25/2024

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks	\$0.00	Total Live Checks	0
Direct Deposits	\$50,386.99	Additional Checks	0
**** Total Net Payroll	\$50,386.99	Manual Checks	0
Total Taxes	\$18,502.38	Void Checks	0
**** Total Payroll	\$68,889.37	Third Party Sick Checks	54
Payroll Adjustments	\$0.00	Adjustments	0
**** Adjusted Total	\$68,889.37	Vouchers (Direct Deposit)	0
		Total Third Party Payments	121
		Total Third Party Voids	176
		Zero Net Checks	54
		BlankLine	57
			2

WARRANT #1426

XXVII.

July 29, 2024

**TO: DIANA STEIN
West Babylon Public Library**

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

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted which authorized payment of checks numbered 8036– 8098 and 001011-001012 listed below.

KATHRYN GAMBILL – TRUSTEE

MAEGHAN LOLLO– TRUSTEE

ANDREA McGURK – TRUSTEE

RACHEL SCELFO – TRUSTEE

JOLENE SIENA – TRUSTEE

ACKNOWLEDGE_____

DIANA STEIN, TREASURER

WEST BABYLON PUBLIC LIBRARY
Check Register
For the Period From Jul 29, 2024 to Jul 29, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8036	7/29/24	AZUREE AGNELLO	1002	96.74
8037	7/29/24	American Museum of	1002	500.00
8038	7/29/24	AQUARIUM NETWO	1002	210.00
8039	7/29/24	BAKER & TAYLOR	1002	340.27
8040	7/29/24	BAKER & TAYLOR	1002	1,435.98
8041	7/29/24	BAKER & TAYLOR B	1002	4,007.70
8042	7/29/24	Benedetto Bros. Lan	1002	190.00
8043	7/29/24	BOOK PAGE	1002	414.00
8044	7/29/24	PHYLLIS CANOSA	1002	25.40
8045	7/29/24	Qwick Craft, LLC	1002	500.00
8046	7/29/24	CHASE CARD SERV	1002	494.55
8047	7/29/24	Children's Librarians	1002	105.00
8048	7/29/24	Chocolicious Chocola	1002	295.00
8049	7/29/24	Irene Conte Morgan	1002	500.00
8050	7/29/24	Cradle of Aviation	1002	1,000.00
8051	7/29/24	Lisamarie Curley	1002	270.00
8052	7/29/24	MARTIN DEL GATTO	1002	2,900.00
8053	7/29/24	Diana C Designs DB	1002	150.00
8054	7/29/24	WILLIAM FINAMORE	1002	26.93
8055	7/29/24	FRIENDS OF THE LI	1002	238.00
8056	7/29/24	Gebert Enterprises In	1002	200.00
8057	7/29/24	Geovanny & Sons La	1002	1,025.00
8058	7/29/24	GLOBAL EQUIPMEN	1002	55.77
8059	7/29/24	Great America Finan	1002	3,082.91
8060	7/29/24	Kaseya US, LLC	1002	2,799.90
8061	7/29/24	KMBS U.S.A., INC.	1002	155.25
8062	7/29/24	L.I. AUTOMATIC DO	1002	1,646.30
8063	7/29/24	Library Ideas LLC	1002	6,896.00
8064	7/29/24	Richard Lindstrom	1002	24.19
8065	7/29/24	LSIT Inc.	1002	2,031.25
8066	7/29/24	Marla Matthews	1002	150.00
8067	7/29/24	MIDWEST TAPE LL	1002	2,140.28

WEST BABYLON PUBLIC LIBRARY
Check Register
For the Period From Jul 29, 2024 to Jul 29, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8068	7/29/24	NYS Employees' Hea	1002	47,214.70
8069	7/29/24	Brianne O'Connell	1002	788.86
8070	7/29/24	Optimum	1002	89.90
8071	7/29/24	Debra L Peoples	1002	150.00
8072	7/29/24	PETTY CASH	1002	47.07
8073	7/29/24	Catherine Pinner	1002	300.00
8074	7/29/24	Colleen Pisciotta	1002	209.00
8075	7/29/24	PSEGLI	1002	12,525.74
8076	7/29/24	Katharine Reccardi	1002	1,550.00
8077	7/29/24	Evelyn Regan	1002	225.00
8078	7/29/24	SHIRLEY RUBY	1002	670.00
8079	7/29/24	Sav Mor Mechanical	1002	5,165.00
8080	7/29/24	PRISCILLA SCHLEG	1002	174.70
8081	7/29/24	SCLS	1002	49,619.00
8082	7/29/24	SCLS - PALS	1002	5,757.92
8083	7/29/24	SCLS TELECOMMU	1002	11,100.00
8084	7/29/24	STANDARD SECURI	1002	1,289.92
8085	7/29/24	SUFFOLK LOCK & S	1002	25.00
8086	7/29/24	NICOLE SUMMERS	1002	650.00
8087	7/29/24	Thomson Reuters W	1002	1,260.55
8088	7/29/24	TOBAY PRINTING	1002	2,784.00
8089	7/29/24	TODAY'S BUSINESS	1002	995.00
8090	7/29/24	TOWN OF BABYLO	1002	120.14
8091	7/29/24	UTICA NATIONAL IN	1002	12,390.00
8092	7/29/24	KATHLEEN VAN TA	1002	750.50
8093	7/29/24	VERIZON	1002	274.11
8094	7/29/24	VERIZON BUSINES	1002	1.36
8095	7/29/24	Volz & Vigliotta, PLL	1002	1,750.00
8096	7/29/24	W. B. Mason Co.,Inc.	1002	459.82
8097	7/29/24	Michele Wilson	1002	513.94
8098	7/29/24	WYANDANCH PUBL	1002	12.89
Total				192,770.54

West Babylon CAPITAL FUND
Check Register
For the Period From Jul 1, 2024 to Jul 31, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
001011	7/29/24	Roadwork Ahead, Inc	1065	86,353.10
001012	7/29/24	John Tanzi Architects	1065	2,175.00
Total				<u>88,528.10</u>

WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 29, 2024

SCHEDULE (98) TREASURER'S REPORT as of June 30, 2024

GENERAL FUND

<u>GENERAL FUND</u>				TOTAL
Operating Checking (2) FNBLI	Payroll Checking (3) FNBLI	Receipts Checking (4) FNBLI	WBPL Checking (5) Valley Bank	
\$797,291.31	\$175,013.26	\$365,901.91	676,878.78	\$ 2,015,085.26

Checking (6) Valley Bank	\$ 1,261,839.62
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CAPITAL FUND

\$ 1,261,839.62

Total Cash: \$ 3,276,924.88

less General Fund Reserves

Capital: \$ (518,000.00)

Benefit: \$ (163,000.00)

Retiree: \$ (216,000.00)

Unemployment: \$ (10,400.00)

Actual Cash Available: \$ 2,369,524.88
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Diana Stein
Treasurer

(3)
WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 29, 2024

6/1/2024 - 6/30/2024

PAYROLL CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: \$ **178,010.78**

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
6/10/2024	Transfer From Checking	Credit	\$ 140,000.00
TOTAL RECEIPTS			\$ 140,000.00

TOTAL RECEIPTS INCLUDING CASH BALANCE **\$ 318,010.78**

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
6/3/2024	Payroll Deductions PR 5/31/2024	Debit	\$ 684.10
6/14/2024	Payroll #25 F/T & P/T	Vouchers	\$ 50,735.29
6/14/2024	Payroll Taxes & Deductions	Debit	\$ 18,736.36
6/14/2024	Payroll Deductions	Debit	\$ 1,271.15
6/14/2024	Payroll Deductions	Debit	\$ 300.00
6/14/2024	Payroll Deductions	Debit	\$ 684.10
6/28/2024	Payroll #26 F/T & P/T	Vouchers	\$ 50,386.99
6/28/2024	Payroll Taxes & Deductions	Debit	\$ 18,502.38
6/28/2024	Payroll Deductions	Debit	\$ 1,271.15
6/28/2024	Payroll Deductions	Debit	\$ 300.00
6/28/2024	Payroll Deductions	1440	\$ 126.00

TOTAL DISBURSEMENTS **\$ 142,997.52**

CASH BALANCE SHOWN BY RECORDS **\$ 175,013.26**
PLUS OUTSTANDING CHECKS & OTHER ADJ. **\$ 316.00**

BANK BALANCE **\$ 175,329.26**

(4)
WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 29, 2024

6/1/2024 - 6/30/2024

RECEIPTS CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: **\$ 339,076.79**

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
6/6/2024	Books, Fines & Other	Credit	\$ 538.35
6/11/2024	Books, Fines & Other	Credit	\$ 596.42
6/14/2024	Books, Fines & Other	Credit	\$ 1,414.67
6/18/2024	Books, Fines & Other	Credit	\$ 604.59
6/21/2024	Books, Fines & Other	Credit	\$ 266.80
6/24/2024	Books, Fines & Other	Credit	\$ 407.05
6/27/2024	Books, Fines & Other		732.58
6/27/2024	2023-2024 PILOT- 2nd Half-Partial	Credit	\$ 11,989.49
6/28/2024	FNBLI Interest	Credit	\$ 1,114.00
6/28/2024	Credit Card Receipts	Credit	\$ 9,340.49
6/28/2024	Books, Fines & Other	Credit	\$ 806.00

TOTAL RECEIPTS **\$ 27,077.86**

TOTAL RECEIPTS INCLUDING CASH BALANCE **\$ 366,154.65**

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
6/28/2024	Credit Card Fees	Debit	\$ 252.74

TOTAL DISBURSEMENTS **\$ 252.74**

CASH BALANCE SHOWN BY RECORDS **\$ 365,901.91**
LESS DEPOSIT IN TRANSIT **\$ 1,927.35**

BANK BALANCE **\$ 363,974.56**

(5)
WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 29, 2024

6/1/2024 - 6/30/2024

VALLEY BANK - WBPL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: **\$674,116.01**

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
6/30/2024	Valley Bank Interest	Credit	\$ 2,762.77

TOTAL RECEIPTS			\$ 2,762.77

TOTAL RECEIPTS INCLUDING CASH BALANCE			\$ 676,878.78
			=====

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>

TOTAL DISBURSEMENTS			0

CASH BALANCE SHOWN BY RECORDS PLUS OUTSTANDING CHECKS			\$ 676,878.78
			0

BANK BALANCE			\$ 676,878.78
			=====

(6)
WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 29, 2024

6/1/2024 - 6/30/2024

VALLEY BANK - CAPITAL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: \$ 1,271,463.23

RECEIPTS MADE DURING MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
6/30/2024	Valley Bank Interest	Credit	\$ 5,156.39
TOTAL RECEIPTS			\$ 5,156.39
TOTAL RECEIPTS INCLUDING CASH BALANCE			\$ 1,276,619.62

DISBURSEMENTS FOR MONTH:

<u>DATE</u>	<u>SOURCE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
6/30/2024	Capital Disbursement- PILLAR Designs	Credit	\$ 14,780.00
TOTAL DISBURSEMENTS			\$ 14,780.00
CASH BALANCE SHOWN BY RECORDS PLUS OUTSTANDING CHECKS			\$ 1,261,839.62
BANK BALANCE			\$ -
BANK BALANCE			\$ 1,261,839.62

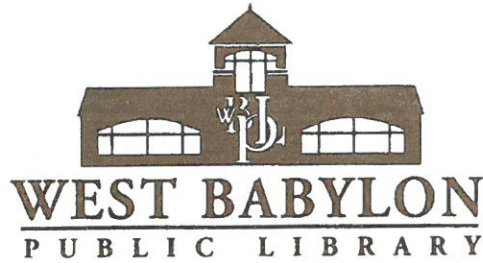
JULY 2024 Salary Increases per Agreement 2024-2027 changes

XXIX. C.

EMP #	NAME	TITLE	POS # of TOTAL	HRLY	ANNUAL	ACTION
	Fortuna, Francesco	Library Clerk			40,133.09	resigned 7/18/2024
	Davis, Kathleen	P/T Library Clerk		18.43	16,292.12	resigned 7/23/2024
36	Reilly, Debra	P/T Library Clerk	7 10	18.43	16,292.12	start 7/24/2024
	Rizzo, Paige	P/T Page		16.00	14,144.00	resigned 7/11/2024
	Gaxiola, Alma	P/T Page		16.00	14,144.00	resigned 7/2/2024
	Rivera Ramirez, Joara	P/T Page		16.00	14,144.00	resigned 7/12/2024
48	Donley, Jessica	P/T Page	6 9	16.00	14,144.00	start 7/8/2024

I received a lovely card from a WBPL teen volunteer. Her name is Charlotte, and I just wanted to thank her, and any other volunteers who may have made cards too. It means a lot, not only getting the card, but enjoying the image of friends sitting, gossiping, and laughing together while using their creativity providing joy to people like me. Please pass on my thanks to all!

Lauretta Carroll Berkshire Nursing Home



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

Ellen Ladau
1603 2nd Street
West Babylon, NY 11704

July 2, 2024

Dear Ellen,

On behalf of the staff and trustees of the West Babylon Public Library, thank you for your service as both President and Vice President of the Friends of the Library.

You graciously volunteered to serve as Vice President when the Friends were in dire need of members to fill Executive Board positions, and again as President when Andrea had to resign to serve as a Library Trustee. Your energy, diplomacy, sense of fairness, love for the Library and innovative fundraising ideas were evident as you led the Friends, especially during the difficult pandemic time.

We greatly appreciate your efforts and hope that members are inspired to follow your example. We wish you all the best in your next chapter in New Jersey and will miss you.

Sincerely,

A handwritten signature in cursive script that reads 'Nancy Evans'.

Nancy Evans
Library Director

Director's Report – July 2024

Community Programs

- Community programs this month included Medicaid Enrollment and Senior Advocate.

Building

- Delivery of the Children's Room furniture has been delayed until September.
- Our privacy booths should arrive by the end of the week and will be installed shortly after.

Operations

- Our Summer Reading Club enrollment is at 300 children, 74 teens and 120 adults.
- Librarian Lauren McDermott created a Scavenger Hunt for summer reading, and we received this feedback on social media:



Personnel

- We are canvassing for a FT Library Clerk in Technical Services and have been conducting interviews for PT Circulation Clerks.

2025 Holidays

January	1	Wednesday	New Year's Day 2025
January	20	Monday	Martin Luther King, Jr Day
February	17	Monday	Presidents' Day
May	26	Monday	Memorial Day
June	19	Thursday	Juneteenth Day
July	4	Friday	Independence Day
September	1	Monday	Labor Day
October	13	Monday	Columbus Day
November	11	Tuesday	Veterans' Day
November	27	Thursday	Thanksgiving Day
December	24	Wednesday	Christmas Eve
December	25	Thursday	Christmas Day
December	31	Wednesday	New Year's Eve



July 23, 2024

West Babylon Public Library
211 Route 109
West Babylon, New York 11704

Attn: Nancy Evans, Director

Re: **Proposal for Architectural Services related to
Roofing Replacement Project**

Dear Nancy,

I am very pleased to provide you with this proposal for Architectural Services related to the proposed Roofing Replacement Project you are considering at your building. I look forward to the opportunity of utilize my expertise to help the West Babylon Public Library bring your project to fruition in the most thoughtful and economic manner. During my 32+ years of experience I have assisted many Libraries with implementing projects such as yours.

My approach to the Architectural & Engineering Services I provide is unique. I approach all of my projects as a collaborative effort, involving the client in the design throughout the process. I view my role as Architect not merely as someone who comes to you with the solution to your problem, but rather someone who will work in partnership with you to develop an understanding of the specific needs of your "building", your "staff" and your "patrons", and then create an approach that addresses these needs.

We have a vast amount of experience in preparing Bid and Construction Documents for projects that fall under the requirements of the New York State General Municipal Law for Bidding and Construction ("Wicks Law"). A comprehensive understanding of the Wicks Law requirements, as they relate to Public Libraries, is key to insuring a successful project throughout the bidding and construction process.

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street – Unit 620, Stony Brook, New York 11790
631-751-0108 www.jtarchitects.net

The following will outline the scope of your project, as well as the scope of the services that we will provide to accomplish your goals.

Project Scope:

Based on our discussion and the information that has been provided, it is my understanding that you wish to undertake the following:

- Replace entire Existing Roofing System (+/- 34,000 sf) with New Single Ply Membrane System, including the following:
 - Removal and Disposal of Existing Roofing System – down to Decking
 - Removal and Disposal of Existing Photovoltaic System – to be evaluated
 - Installation of New Single Ply EPDM Membrane System (White)
 - Including New Roof Insulation – thickness & pitch to be Code Compliant
 - Replacement of Perimeter Flashing/Coping (where needed) – match existing
 - Replacement of all Flashing at Roof to Wall Conditions
 - Replacement of all Blocks/Sleepers at rooftop HVAC Condensing Units
 - Increase height of all Curbs at rooftop HVAC Package Units (with blocking)
 - Installation of Roof Drain Liner Inserts
 - Replacement of Roof Drain Strainers

Estimated Project Budget: **\$1,350,000** (Public Bidding w/ Prevailing Wage)

Scope of Architectural Services:

Our Scope of Architectural Services will include the following:

Base Architectural Services: \$58,000

- Services During Project Planning & Design
 - On site Architectural evaluation of the existing conditions to determine project specific requirements
 - Meet with the Library to finalize Project Scope
 - Upon finalization of the project scope, JTA will prepare all Documents necessary to facilitate Bidding & Construction/Installation. These documents will include the following:
 - Drawings, Details & Annotated Photos for all project components.
 - Project Manual (“Front End” Documents will be reviewed with the Library’s legal counsel and will be incorporated into the Documents).
 - * Notice to Bidders
 - * Instruction to Bidders
 - * Bid Form
 - * Required Forms
 - * General Conditions (2007)
 - * Supplementary General Conditions
 - * Project Close-out
 - * NYS DOL Prevailing Wage Rate Schedule
 - * Specifications

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- Services During Bidding:
 - Assist the Library in submitting the “Notice to Bidders” to local publication to meet legal requirements
 - Receive & Log all Bid Package Requests
 - Distribute & Log all Bid Packages
 - Receive & Document all Questions from Bidders
 - Issue Bid Addendum(s) if needed to answer Questions and/or provide additional project information to Bidders
 - Conduct a formal “Pre-Bid Conference/Walk-Through” at the Project Site for all Bidders
 - Attend & Conduct Bid Opening at Project Site
 - Prepare Official Bid Results and Distribute
 - Perform a review of the low bidder’s qualifications and conduct a Post-Bid meeting/discussion with the lowest bidder(s)
 - Prepare a formal Contractor Recommendation letter to the Library
- Services During Contract Award:
 - Prepare & Issue to Contractor the “Notice of Award & Notice to Proceed” (Coordinated w/ Library’s Attorney)
 - Prepare & Issue to Contractor the “AIA Document A101 – Standard Form of Agreement Between Owner and Contractor” (Coordinated w/ Library’s Attorney) and facilitate execution by all parties
 - Review & Process Contractor’s Performance & Payment Bonds (Coordinated w/ Library’s Attorney)
 - Review & Process Contractor’s Insurances (Coordinated w/ Library’s Attorney)
- Services During Construction:
 - Schedule & attend “Kick-Off” Meeting with Contractor & Library Personnel
 - * Discuss & Review Contractor’s Scope of Work
 - * Discuss & Review Contractor’s Project Schedule
 - * Discuss & Review Submittal Process
 - * Discuss & Review Payment Application Process
 - Schedule & attend Construction Meetings with Contractor, as needed
 - * Review Construction Progress & Compliance with Construction Documents
 - * Review Contractor’s Project Schedule
 - * Review any “Requests for Information” (RFI’s) from Contractors
 - Receive, log, review, and answer all “Requests for Information” (RFI’s) from Contractor
 - Review all Applications for Payment submitted by the Contractor
 - * Review & Approve “Schedule of Values”
 - * Review “PayApp Work Completed” vs “Actual Work Completed”
 - * Review Supporting Documents & Certified Payroll Records
 - * Make recommendations to the Library for payment
- Services During Project Close-out:
 - Review Construction/Installation (Substantial Completion)
 - Create A&E Punch List
 - Review Construction/Installation (Final Completion)
 - Produce & Provide Close-out Documents for execution by the Contractor(s)

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- Review Close-out Documents submitted by the Contractor(s) and coordinate w/ Library's Attorney
- Make recommendation to the Library for final payment

Optional Services 'A' – NYS Library Construction Grant: \$2,800

JTA can provide services for filing (online & mailed components) of the NYS Library Construction Grant, on behalf of the Library. Our services will include completing and providing the following (with input and documents provided by the Library):

- Application Form
- Additional Funding Source
- Project Narratives
- Budget Information
- FS-10 Form (mailed to Library System)
- Payee Information Form (mailed to Library System)
- NYSED Substitute W-9 Form (mailed to Library System)
- Attachments
 - Assurances
 - Proof of Available Funds
 - Short Environmental Assessment Form
 - Pre-Construction Building Photographs
 - Smart Growth Form
 - Governing Agency Approvals
 - State Historic Preservation Office Approval or Exemption
 - Vender Quotes

Fees & Billing:

Based on the above stated Project Scope and Scope of Architectural Services, below is a summary of associated fees and billing:

Based on the above stated Scope of Architectural Services:

Base Architectural Services: \$58,000

Initial Payment: 10%

During Services & through Bidding: 75% (billed based on percentage complete)

During Construction: 15% (billed based on percentage complete)

Optional Services 'A': \$2,800 (Billed based on percentage complete)

Requested Additional Services:

Should you require services that are beyond the above described Scope of Services, JTA will either negotiate a fixed fee or bill hourly based upon the rate schedule below. In either case, any additional services will be pre-approved by the Client:

Rate Schedule:

Architectural Services: \$225/hour

Engineering Services: \$225/hour

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Reimbursable Expenses:

The following is a list of reimbursable expenses that will be billed monthly:

- Printing & Plotting Expenses
 - All Printing & Plotting - No Charge
- Any Overnight and Express Mail - when requested by Client

Relevant Experience & References:**Sachem Public Library**

Neely McCahey Director 631-588-5024	<ul style="list-style-type: none"> - Proposed Facilities Upgrades – Eval & Report (Periodically Updated) - Children’s Room Renovation: \$58,000 (Completed) - Emergency Preparedness: \$157,000 (Completed) - Acoustical Treatment: \$75,000 (Completed) - Staff Lounge Renovation: \$37,000 (Completed) - Photovoltaic Project: \$127,000 (Completed) - Circulation Desk & Self-Check: \$203,000 (Completed) - Heating Plant Replacement: \$183,000 (Completed) - LED Lighting Upgrade: \$305,000 (Completed) - Outdoor Classroom: \$150,000 (Completed) - Children’s Program Room Kitchenette: \$48,000 (Completed) - Welcome Desk Millwork: \$49,361 (Completed) - New Staff Area & Related Alterations: \$99,000 (Completed) - Community Garden: \$176,300 (Completed) - Community Rooms Renovations: \$21,555 (Completed) - Discovery Grove Renovation: \$70,800 (Completed) - Millwork, Equipment & Furniture: \$28,990 (Completed) - Plumbing & Electrical Upgrades: \$25,825 (Completed) - Cafe Renovation: \$34,800 (Completed) - Site Renovation Project: \$167,500 (In Construction)
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Comsewogue Public Library

Debbie Engelhardt Director 631-928-6281 ext. 112	<ul style="list-style-type: none"> - Proposed Facilities Upgrades – Eval & Report (Periodically Updated) - Masonry Restoration: \$81,000 (Completed) - Site Improvement: \$66,000 (Completed) - Parking Lot Replacement: \$164,000 (Completed) - Masonry Sealing: \$15,000 (Completed) - Roofing Replacement: \$566,500 (Completed) - Rooftop HVAC Replacement: \$554,500 (Completed) - North Wall Waterproofing: \$34,890 (Completed) - NYS Library Construction Grant Consulting 2022-23 (Completed) - Skylight Replacement: \$41,900 (Completed) - Boiler Replacement: \$414,470 (Completed)
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Bay Shore - Brightwaters Public Library

Michael Squillante Director 631-665-4350	<ul style="list-style-type: none"> - Proposed Facilities Upgrades – Eval & Report (Periodically Updated) - Site Improvement: \$493,000 (Completed)
--	--

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Smithtown Library

Robert Lusak
Director
631-360-2494

- Main Bldg - Area Way Improvement: \$85,800 (Completed)
- Commack Branch - Site Improvement: \$138,000 (Completed)
- Kings Park Branch - Emergency Generator: \$215,958 (Completed)
- Nesconset Branch - Emergency Generator: \$242,358 (Completed)
- Main Bldg - LI History Vault - HVAC Replacement: \$92,000 (Completed)
- Main Bldg - Site Improvement - Phase 1: \$93,528 (Completed)
- Main Bldg - Site Improvement - Phase 3: \$20,540 (Completed)
- Main Bldg - Site Improvement - Phase 2: \$226,174 (Completed)
- NYS Library Construction Grant Consulting 2022-23 (Completed)
- Proposed Facilities Upgrades – Eval & Report (In Progress)
- Main Bldg – Lower Level Renovations (In Progress)

Northport - East Northport Public Library

James Olney
Director
631-261-6930

- Roofing Replacement: \$514,369 (Completed)
- Photovoltaic Project: \$209,400 (Completed)
- Skylight Replacement (In Progress)
- Restroom Renovations (In Progress)

Wantagh Public Library

Shannon Marchese
Director
516-221-1200

- Roofing Replacement: \$627,000 (Completed)
- Window Replacement & Interior Alt: \$189,000 (Completed)
- Full Building HVAC Replacement: \$1,118,500 (Completed)
- LED Lighting Upgrade: \$497,250 (Completed)

Half Hollow Hills Community Library

Helen Crosson
Director
631-421-4530

- Site Improvement & Parking Lot: \$228,000 (Completed)
- Site Lighting: \$32,650 (Completed)
- NYS Library Construction Grant Consulting 2019-20 (Completed)
- NYS Library Construction Grant Consulting 2020-21 (Completed)
- NYS Library Construction Grant Consulting 2021-22 (Completed)

North Merrick Public Library

Jacqueline Perez
Interim Director
516-378-7474

- Site Improvement - Rear: \$124,000 (Completed)
- Site Improvement - Front: \$94,350 (Completed)
- Entrance Porticos: \$269,360 (Completed)
- EV Charging Stations: \$28,000 (Completed)
- Exterior Pavilion: \$308,000 (Completed)
- HVAC Replacement & LED Lighting Upgrade (In Progress)

Suffolk Cooperative Library System

Roger Reyes
Assistant Director
631-286-1600

- Site Improvement - Sanitary Sys Replacement: \$172,390 (Completed)
- Site Improvement - Landscaping & Sitework: \$259,500 (Completed)
- Emergency Generator: \$355,000 (In Construction)

Huntington Public Library

Joanne Adam
Director
631-427-5165

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Station Branch - Interior & Exterior Renovations (In Progress)

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Center Moriches Free Public Library

Marcie Litjens - Sustainability Upgrade Project: (In Progress)
 Director EV Charging Stations & Photovoltaic System
 631-878-0940 - Site Improvement Project: (In Progress)
 - Community Garden Project: (In Progress)

Amityville Public Library

Todd Schlitt - Addition & Alterations – Pre-Bond (Completed)
 Director - Addition & Alterations: Estimated \$8,316,216 (In Construction)
 631-264-0567

Harborfields Public Library

Ryan Athanas - EV Charging Stations (In Progress)
 Director
 631-757-4200

South Huntington Public Library

Janet Scherer - EV Charging Stations (In Progress)
 Director
 631-549-4411

Long Beach Public Library

Tara Lannen-Stanton - Proposed Facilities Upgrades – Eval & Report (In Progress)
 Director - Photovoltaic Project (In Progress)
 516-432-7258

East Islip Public Library

Matthew Wuthenow - Roofing Replacement Project (In Progress)
 Director - Photovoltaic Project (In Progress)
 631-581-9200 - Rooftop HVAC Replacement Project (In Progress)

Special Provisions:

1. The following items are not included in the above services, and are not likely to be required for this project.
 - Mechanical, Plumbing, Electrical, Fire Alarm & Fire Sprinkler Engineering
 - Construction Management & Full Time Construction Observation
 - Testing of Hazardous Material & Preparation of Hazardous Material Abatement Documents
2. All drawings developed pursuant to this agreement shall be prepared in accordance with generally accepted architectural practice and in compliance with industry, and other applicable State, local government and professional association standards.
3. Original drawings and specifications are the property of John Tanzi Architects (the Architect); however, the Project is the property of the Owner. Upon request - the Owner shall be furnished with additional prints of drawings and specifications, at Owner's expense. Upon request - at the completion of the work, the Architect will (at an additional cost) revise drawings to reflect changes made during construction and will furnish the Owner with a

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