



BOARD MEETING  
LOCATION: ADMINISTRATION BUILDING

FEBRUARY 13, 2025 AT 7:30 PM

### AGENDA

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER
3. DIRECTOR'S REPORT
4. TREASURER'S REPORT
  - A. Motion to approve the Treasurer's Report dated January 31, 2025.
5. LEGAL
6. APPROVAL OF MINUTES
  - A. Motion to approve the minutes of the January 15, 2025 Board Meeting.
7. PETTY CASH
8. SECRETARY'S REPORT
  - A. Motion to approve payment of January 2025 warrant #774.
  - B. Motion to approve payment of payroll for month ending January 31, 2025.
9. OLD BUSINESS
  - A. Architect and Engineering Services Proposals
    - i. BBS Architects' proposal
    - ii. Newman Architects feasibility study proposal
    - iii. John Tanzi Architects' proposal
    - iv. Marc Design Studios (Current Agreement)
10. CORRESPONDENCE
  - A. Incident Report - January 30, 2025
  - B. Letter of Suspension - February 5, 2025

11. FYI

- A. Local Government Schedule (LGS-1)

12. NEW BUSINESS

- A. Motion to approve the 2025-2026 budget proposal in the amount of \_\_\_\_ with a \_\_\_\_ increase and a tax levy of \_\_\_\_.
- B. Motion to accept a donation in the amount of \$25.00.
- C. Billed Items prior to 2020.
- D. Pillar Booth proposal
- E. Motion to revise the Home Delivery Policy (currently known as Policy #30) as presented.
- F. Motion to omit the Goals of the Hicksville Library Policy (currently known as Policy #2)
- G. Motion to approve the amendment and restructuring of the following policies as presented:

Chapter 1: Foundations

- 1.1. Mission Statement and Strategic Plan 2022-2025 (formerly known as Policy #1 - no change)
- 1.2. By-Laws (formerly known as Policy #3 - no change)
- 1.3. Library Trustee, Officer, and Employee Code of Ethics and Conflict of Interest (formerly known as Policy #3 - no change)
- 1.4. Policy Statement Governing Board-Director Relations (formerly known as Policy #4)
- 1.5. Open Meetings Policy (formerly known as Policy #50)
- 1.6. Videoconferencing Policy for Hicksville Public Library Board of Trustees Meetings (formerly known as Policy #48)
- 1.7. Access to Library Records (formerly known as Policy #12)
- 1.8. Confidentiality of Library Records (formerly known as Policy #13)
- 1.9. Records Management and Disposition (formerly known as Policy #14)

13. COMMUNITY COMMENTS

14. PERSONNEL

15. PROGRAM REPORTS AND STAFF REPORTS

- A. Reference Department Report

16. ANTICIPATED EXECUTIVE SESSION

- A. Motion to enter Executive Session
- B. Motion to exit Executive Session

17. FUTURE BOARD MEETING

- A. Wednesday, March 12, 2025 at 7:30 p.m.

18. ADJOURNMENT

- A. Motion to adjourn

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# AIMEE PICHARDO-LLOYD, CPA

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Hicksville Public Library  
169 Jerusalem Avenue  
Hicksville, NY 11801

I have reviewed the accompanying cash basis financial statements of the Governmental Activities, Assets, Liabilities and Fund Balance and Statement of Revenues, Expenditures and change in Fund Balance of the Hicksville Public Library, as of and for the six months ended January 31, 2025 which collectively comprise the Library's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Hicksville Public Library. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements. Accordingly, I do not express such an opinion.

The management of the Hicksville Public Library is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the cash basis of accounting as described in Note A.



Aimee Pichardo-Lloyd  
February 06, 2025

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# AIMEE PICHARDO-LLOYD, CPA

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## Library

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HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND BALANCE SHEET  
**GENERAL FUND**  
January 31, 2025

**ASSETS**

**CURRENT ASSETS**

CASH			
PETTY CASH/REGISTER	\$	780.00	
PAYPAL	\$	893.85	
TD BANK CHECKING	\$	(36,572.07)	
MONEY MARKET	\$	2,678,397.07	
PAYROLL	\$	6,740.76	
MONEY MARKET CD	\$	1,561,854.73	
FNBLI CHECKING	\$	113,487.78	
MONEY MARKET	\$	<u>546,641.66</u>	
TOTAL CASH			\$ 4,872,223.78
OTHER ASSETS			
PREPAID INSURANCE	\$	20,063.00	
OTHER PREPAID	\$	7,445.23	
DUE FROM/TO CAPITAL FUND	\$	<u>116,621.73</u>	
TOTAL OTHER ASSETS			<u>\$ 144,129.96</u>
TOTAL ASSETS			<u><u>\$ 5,016,353.74</u></u>

**LIABILITIES AND FUND BALANCE**

LIABILITIES			
SALES TAX PAYABLE	\$	(140.37)	
ACCOUNTS PAYABLE - AUDITOR	\$	27,053.78	
PENSION PAYABLE	\$	855.04	
PAYROLL EXCHANGE	\$	-	
ACCRUED PAYROLL EXPENSE	\$	54,362.32	
ACCRUED NYS RETIREMENT	\$	<u>61,804.00</u>	
TOTAL LIABILITIES			\$ 143,934.77
FUND BALANCE			
FUND BALANCE ASSIGNED NEXT YEAR	\$	268,160.00	
UNAPPROPRIATED FUND BALANCE	\$	4,420,310.50	
FUND BALANCE - NONSPENDDABLE	\$	29,618.20	
CURRENT PERIOD INCREASE	\$	<u>154,330.27</u>	
TOTAL FUND BALANCE			<u>4,872,418.97</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$ 5,016,353.74</u></u>

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND REVENUE AND BUDGETARY COMPARISONS  
**GENERAL FUND**  
FOR THE 7 MONTHS ENDED JANUARY 31, 2025

	2024-2025 BUDGET	JANUARY 2024	TOTAL TO DATE	BALANCE	% OF BUDGET
TAXES-REAL PROPERTY	\$ 5,135,026.00	\$ 427,918.83	\$ 2,995,431.81	\$ 2,139,594.19	58.33%
PILOT	\$ 124,000.00	\$ -	\$ -	\$ 124,000.00	0.00%
INTEREST INCOME	\$ 6,000.00	\$ 7,131.90	\$ 69,710.00	\$ (63,710.00)	1161.83%
FINES & FEES	\$ 7,100.00	\$ 1,773.52	\$ 7,577.56	\$ (477.56)	106.73%
PROGRAM FEES	\$ 11,000.00	\$ 907.56	\$ 16,918.64	\$ (5,918.64)	0.00%
SALES TAX VENDOR CREDIT	\$ -	\$ -	\$ 47.48	\$ (47.48)	0.00%
TRANSFERS	\$ -	\$ -	\$ -	\$ -	0.00%
REIMBURSED HEALTH/DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	0.00%
BULLET AID	\$ -	\$ -	\$ -	\$ -	0.00%
LLSA STATE AID	\$ -	\$ -	\$ 12,911.00	\$ (12,911.00)	0.00%
ERATE	\$ 1,800.00	\$ -	\$ 5,835.59	\$ (4,035.59)	324.20%
BULLET AID	\$ -	\$ -	\$ -	\$ -	0.00%
GRANTS	\$ -	\$ -	\$ 78,886.00	\$ (78,886.00)	0.00%
DONATIONS	\$ -	\$ 238.76	\$ 406.66	\$ (406.66)	0.00%
COMMISSIONS	\$ -	\$ -	\$ 119.98	\$ (119.98)	0.00%
APPROPRIATED FUND BALANCE	\$ 123,074.00	\$ -	\$ -	\$ 123,074.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,408,000.00</b>	<b>\$ 437,970.57</b>	<b>\$ 3,187,844.72</b>	<b>\$ 2,220,155.28</b>	<b>58.95%</b>

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND EXPENDITURES AND BUDGETARY COMPARISON  
**GENERAL FUND**  
FOR THE 7 MONTHS ENDED JANUARY 31, 2025

	2024-2025 BUDGET	JANUARY 2024	TOTAL TO DATE	AVAILABLE BALANCE	% SPENT
<b>PERSONNEL COSTS</b>					
SALARIES & WAGES	\$ 2,345,000.00	\$ 149,341.33	\$ 1,286,871.11	\$ 1,058,128.89	54.88%
<b>TOTAL SALARIES</b>	<b>\$ 2,345,000.00</b>	<b>\$ 149,341.33</b>	<b>\$ 1,286,871.11</b>	<b>\$ 1,058,128.89</b>	<b>54.88%</b>
<b>BENEFITS</b>					
<b>EMPLOYEE BENEFITS</b>					
NYS RETIREMENT	\$ 320,000.00	\$ -	\$ 275,469.00	\$ 44,531.00	86.08%
SOCIAL SECURITY/MEDICARE	\$ 176,000.00	\$ 11,424.61	\$ 98,422.78	\$ 77,577.22	55.92%
WORKERS COMP	\$ 40,000.00	\$ -	\$ 21,239.00	\$ 18,761.00	53.10%
DISABILITY INSURANCE	\$ 1,000.00	\$ (93.60)	\$ (441.33)	\$ 1,441.33	-44.13%
SURVIVOR HEALTH INSURANCE	\$ -	\$ (137.96)	\$ (961.40)	\$ 961.40	0.00%
MEDICARE REIMBURSEMENT	\$ 90,000.00	\$ -	\$ 45,247.30	\$ 44,752.70	50.27%
HEALTH INSURANCE	\$ 1,000,000.00	\$ 84,376.50	\$ 595,701.68	\$ 404,298.32	59.57%
GASB SOFTWARE	\$ 3,000.00	\$ -	\$ 365.00	\$ 2,635.00	12.17%
UNEMPLOYMENT INSURANCE	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 1,635,000.00</b>	<b>\$ 95,569.55</b>	<b>\$ 1,035,042.03</b>	<b>\$ 599,957.97</b>	<b>63.31%</b>
<b>CAPITAL ASSETS</b>					
BUILDING - MAIN LIBRARY	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
COMPUTER EQUIPMENT	\$ 24,000.00	\$ 3,569.12	\$ 6,463.01	\$ 17,536.99	26.93%
FURNITURE & FIXTURES	\$ 10,000.00	\$ -	\$ 729.00	\$ 9,271.00	7.29%
ARCHITECTS	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
OTHER	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL CAPITAL ASSETS</b>	<b>\$ 64,000.00</b>	<b>\$ 3,569.12</b>	<b>\$ 7,192.01</b>	<b>\$ 56,807.99</b>	<b>11.24%</b>

SEE ACCOUNTANT'S REVIEW LETTER



HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND EXPENDITURES AND BUDGETARY COMPARISON  
**GENERAL FUND**  
FOR THE 7 MONTHS ENDED JANUARY 31, 2025

	2024-2025 BUDGET	JANUARY 2024	TOTAL TO DATE	AVAILABLE BALANCE	% SPENT
<b>COLLECTION</b>					
ADULT	\$ 90,000.00	\$ 6,351.70	\$ 49,895.13	\$ 40,104.87	55.44%
YOUNG ADULT	\$ 6,000.00	\$ 329.95	\$ 907.98	\$ 5,092.02	15.13%
CHILDREN BOOKS	\$ 20,000.00	\$ 2,778.86	\$ 6,883.15	\$ 13,116.85	34.42%
EBOOKS	\$ 58,000.00	\$ 15,356.75	\$ 37,788.95	\$ 20,211.05	65.15%
LOST BOOK REIMBURSEMENT	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
OTHER	\$ -	\$ 67.97	\$ 67.97	\$ (67.97)	0.00%
PERIODICALS & FILMS	\$ 18,000.00	\$ 267.92	\$ 7,937.37	\$ 10,062.63	44.10%
MUSIC CD	\$ 2,000.00	\$ -	\$ 338.39	\$ 1,661.61	16.92%
AUDIO BOOKS	\$ 10,000.00	\$ -	\$ 6,077.07	\$ 3,922.93	60.77%
ONLINE DATABASE	\$ 40,000.00	\$ 21,061.11	\$ 39,764.67	\$ 235.33	99.41%
NLS DIRECT ACCESS	\$ 35,000.00	\$ -	\$ 24,990.00	\$ 10,010.00	71.40%
ONLINE INFO - OTHER	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
PROGRAM - ADULT	\$ 80,000.00	\$ 6,032.00	\$ 44,274.00	\$ 35,726.00	55.34%
PROGRAM - TICKETS	\$ 6,000.00	\$ -	\$ 11,348.27	\$ (5,348.27)	189.14%
PROGRAM EXPENSE - OTHER	\$ -	\$ -	\$ 295.00	\$ (295.00)	0.00%
PROGRAM - MUSEUM PASSES	\$ 10,000.00	\$ 300.00	\$ 8,438.00	\$ 1,562.00	84.38%
PROGRAM - YOUNG ADULT	\$ 20,000.00	\$ 423.68	\$ 6,685.45	\$ 13,314.55	33.43%
PROGRAM - CHILDREN	\$ 60,000.00	\$ 2,465.94	\$ 22,135.50	\$ 37,864.50	36.89%
TRIP EXPENSES	\$ 5,000.00	\$ -	\$ 1,145.00	\$ 3,855.00	22.90%
VIDEOS/DVD	\$ 18,000.00	\$ 1,704.05	\$ 14,007.58	\$ 3,992.42	77.82%
LIBRARY OF THINGS	\$ 7,000.00	\$ 705.00	\$ 1,681.72	\$ 5,318.28	24.02%
<b>TOTAL COLLECTION</b>	<b>\$ 490,600.00</b>	<b>\$ 57,844.93</b>	<b>\$ 284,661.20</b>	<b>\$ 205,938.80</b>	<b>58.02%</b>
<b>LIBRARY OPERATIONS</b>					
LOCAL HISTORY	\$ 5,000.00	\$ 533.30	\$ 1,363.26	\$ 3,636.74	27.27%
PROFESSIONAL ACTIVITIES	\$ 18,000.00	\$ 2,084.29	\$ 9,169.26	\$ 8,830.74	50.94%
SUPPLIES	\$ 36,000.00	\$ 1,641.95	\$ 15,018.26	\$ 20,981.74	41.72%
PUBLICITY	\$ 30,000.00	\$ 232.75	\$ 1,981.07	\$ 28,018.93	6.60%
TELEPHONE	\$ 15,000.00	\$ 1,355.26	\$ 7,512.80	\$ 7,487.20	50.09%
TELECOMMUNICATIONS - ALIS	\$ 12,000.00	\$ 364.00	\$ 5,164.00	\$ 6,836.00	43.03%
ALIS EXPENSE	\$ 52,000.00	\$ 10,213.31	\$ 32,361.73	\$ 19,638.27	62.23%
COMPUTER EXPENSE	\$ 31,000.00	\$ 812.74	\$ 8,415.43	\$ 22,584.57	27.15%
BANK SERVICE CHARGES	\$ -	\$ 20.06	\$ 463.00	\$ (463.00)	0.00%
POSTAGE	\$ 6,000.00	\$ -	\$ 9.68	\$ 5,990.32	0.16%
ELECTION EXPENSE	\$ 2,000.00	\$ -	\$ 1,529.20	\$ 470.80	76.46%
PAYROLL SERVICE	\$ 18,000.00	\$ 1,411.20	\$ 10,186.75	\$ 7,813.25	56.59%
OTHER	\$ 2,000.00	\$ -	\$ 373.85	\$ 1,626.15	18.69%
INSURANCE	\$ 60,000.00	\$ -	\$ 55,787.94	\$ 4,212.06	92.98%
SECURITY	\$ 100,000.00	\$ 7,452.36	\$ 58,449.42	\$ 41,550.58	58.45%
PROFESSIONAL FEES	\$ 81,000.00	\$ 3,942.35	\$ 47,192.26	\$ 33,807.74	58.26%
STAFF DEVELOPMENT	\$ 20,000.00	\$ 122.59	\$ 463.66	\$ 19,536.34	2.32%
<b>TOTAL GENERAL OPERATIONS</b>	<b>\$ 488,000.00</b>	<b>\$ 30,186.16</b>	<b>\$ 255,441.57</b>	<b>\$ 232,558.43</b>	<b>52.34%</b>

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND EXPENDITURES AND BUDGETARY COMPARISON  
**GENERAL FUND**  
FOR THE 7 MONTHS ENDED JANUARY 31, 2025

	2024-2025 BUDGET	JANUARY 2024	TOTAL TO DATE	AVAILABLE BALANCE	% SPENT
<b>BUILDING MAINTENANCE</b>					
GAS & ELECTRICITY	\$ 130,000.00	\$ 7,238.88	\$ 57,957.40	\$ 72,042.60	44.58%
WATER	\$ 4,000.00	\$ 612.80	\$ 1,896.00	\$ 2,104.00	47.40%
SUPPLIES	\$ 38,000.00	\$ 3,216.19	\$ 14,703.23	\$ 23,296.77	38.69%
REPAIRS/CLEANING	\$ 90,000.00	\$ 5,582.46	\$ 38,824.81	\$ 51,175.19	43.14%
LANDSCAPER	\$ 26,000.00	\$ -	\$ 11,760.00	\$ 14,240.00	45.23%
SNOW REMOVAL	\$ 15,000.00	\$ 2,172.50	\$ 4,667.50	\$ 10,332.50	31.12%
ALARM SYSTEM	\$ 18,000.00	\$ -	\$ 8,134.74	\$ 9,865.26	45.19%
MAINTENANCE CONTRACTS	\$ 30,000.00	\$ -	\$ 13,844.64	\$ 16,155.36	46.15%
EQUIPMENT RENTAL	\$ 22,000.00	\$ 709.00	\$ 12,143.30	\$ 9,856.70	55.20%
AUTO EXPENSE	\$ 2,400.00	\$ 30.00	\$ 184.17	\$ 2,215.83	7.67%
OTHER OPERATING & MAINTENANCE	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
BUILDING MAINTENANCE - OTHER	\$ -	\$ -	\$ 190.74	\$ (190.74)	0.00%
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 385,400.00</b>	<b>\$ 19,561.83</b>	<b>\$ 164,306.53</b>	<b>\$ 221,093.47</b>	<b>42.63%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,408,000.00</b>	<b>\$ 356,072.92</b>	<b>\$ 3,033,514.45</b>	<b>\$ 2,374,485.55</b>	<b>56.09%</b>

SEE ACCOUNTANT'S REVIEW LETTER

**HICKVILLE PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE MONTH ENDED December 31, 2024**

**COLLATERAL ANALYSIS**

**Bank Statement Balances - end of month**

	<b>First National</b>	<b>TD Bank</b>
FN 4661, TD 8291 General Fund	113,487.78	58,229.45
TD 8316 Trust & Agency	-	20,542.46
FN 0764, TD 8308 Money Market	544,938.47	2,598,944.31
FN 0798, TD 8332 Capital MM	1,401,158.53	101,461.07
FN 4950, TD 8324 Capital CDs	40,816.84 -	40,948.70 1,557,373.23
	<b>\$ 2,100,401.62</b>	<b>\$ 4,377,499.22</b>

TD Bank required Collateral	\$ 2,137,409.65	\$ 4,210,049.20
Collateral Held by 3rd Party - BNY Mellon	-	(4,338,633.68)
Collateral Held by 3rd Party - M&T	(1,942,922.30)	-
F.D.I.C. Insurance [ \$250,000 per bank ] - Interest Bearing	-	(250,000.00)
F.D.I.C. Insurance [ \$250,000 per bank ]	(250,000.00)	(250,000.00)
<b>If this Line balance is negative COLLATERAL IS ADEQUATE</b>	<b>\$ (55,512.65)</b>	<b>\$ (628,584.48)</b>

\*\* Collateral Reports not received in time for the board meeting. Will confirm adequate collateral when statements arrive

**HICKVILLE PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE MONTH ENDED     January 31, 2025**

**COLLATERAL ANALYSIS**

**Bank Statement Balances - end of month**

	<b>First National</b>	<b>TD Bank</b>
FN 4661, TD 8291 General Fund	113,487.78	76,952.36
TD 8316 GF Trust & Agency	-	13,634.37
FN 0764, TD 8308 GF Money Market	546,641.66	2,678,397.07
FN 0798, TD 8332 Capital MM	1,405,537.82	101,672.19
FN 4950, TD 8324 Capital	18,619.77	41,033.91
CDs	-	1,561,854.73
	<u>\$ 2,084,287.03</u>	<u>\$ 4,473,544.63</u>

TD Bank required Collateral	\$ 2,120,972.77	\$ 4,308,015.52
Collateral Held by 3rd Party - BNY Mellon	-	(4,308,015.52) **
Collateral Held by 3rd Party - M&T	(2,120,972.77) **	-
F.D.I.C. Insurance [ \$250,000 per bank ] - Interest Bearing	-	(250,000.00)
F.D.I.C. Insurance [ \$250,000 per bank ]	(250,000.00)	(250,000.00)
<b>If this Line balance is negative COLLATERAL IS ADEQUATE</b>	<u>\$ (250,000.00)</u>	<u>\$ (500,000.00)</u>

\*\* Collateral Reports not received in time for the board meeting. Will confirm adequate collateral when statements arrive

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

Budgetary Accounting: Formal budgetary accounting is employed as a management control of the general fund. Expenses are appropriated and compared to actual results in the report.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

Management Focus, Basis of Accounting and Financial Statement Presentation:

Fund Financial Statements: Governmental fund financial statements are reported using the modified accrual basis of accounting prescribed by the Governmental Accounting Standards Board and the State of New York's Department of Audit and Control, Division of Municipal Affairs. Under this method, revenues are recognized in the period in which they become both measurable and available. The Library considers all revenues reported in the governmental funds to be available if the revenues are collected within a reasonable period of time after fiscal year end, except for real property taxes, which are considered to be available if they are collected within sixty days after the end of the fiscal year. Fees and other income items other than interest income are recorded when received in cash. Expenditures are recognized in the period in which the liability is incurred. However, debt service expenditures, if applicable are recorded only when a payment is due.

The Library reports on the following fund:

General Fund: This fund is established to account for resources devoted to the general services that the Library performs for its taxpayers. General tax revenues and other sources of revenues used to finance the fundamental operation of the Library are included in this fund.

Fund Balance Classifications: The Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* that defines the different types of fund balances that a governmental entity must use for financial reporting purposes. They are as follows:

Nonspendable: This includes amounts that cannot be spent because they are either not in spendable form (i.e. inventories, prepaid expenses, etc.) or they are legally or contractually required to be maintained intact.

Restricted: This includes amounts with constraints placed on the use of resources. These constraints can be externally imposed by creditors, grantors, contributors, or imposed by laws and regulations.

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HICKSVILLE PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS

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Fund Balance classifications (Continued)

Committed: This includes amounts that can only be used for the specific purposes pursuant to constraints imposed by formal action of the Library's Board. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Assigned: This includes amounts that are constrained by the Library's intent to be used for specific purposes, but are neither restricted nor committed. The Library Board is not required to impose or remove the constraint. Assignments of fund balance cannot be made if it would result in a negative unassigned fund balance.

Unassigned: This includes the residual classification for the Library's general fund. This classification represents fund balance that has not been assigned to other funds, assigned for specific purposes, restricted, or committed.

HICKSVILLE PUBLIC LIBRARY  
BALANCE SHEET  
**CAPITAL FUND**  
January 31, 2025

**ASSETS**

<b>CASH</b>		
TD BANK CHECKING	\$	41,033.91
MONEY MARKET	\$	101,672.19
FNBLI CHECKING	\$	18,619.77
MONEY MARKET	\$	<u>1,405,537.82</u>
<b>TOTAL CASH</b>	\$	1,566,863.69
<b>FIXED ASSETS</b>		
FURNITURE & FIXTURES	\$	<u>45,626.58</u>
<b>TOTAL FIXED ASSETS</b>	\$	<u>45,626.58</u>
<b>TOTAL ASSETS</b>	\$	<u><u>1,612,490.27</u></u>

**LIABILITIES AND FUND BALANCE**

<b>LIABILITIES</b>		
ACCOUNTS PAYABLE - AUDITOR	\$	11,116.00
DUE TO GENERAL FUND	\$	<u>116,621.73</u>
<b>TOTAL LIABILITIES</b>	\$	127,737.73
<b>FUND BALANCE</b>		
UNAPPROPRIATED FUND BALANCE	\$	1,525,925.01
CURRENT PERIOD INCREASE	\$	<u>(41,172.47)</u>
<b>TOTAL FUND BALANCE</b>		<u>1,484,752.54</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$	<u><u>1,612,490.27</u></u>

**STATEMENT OF REVENUE AND EXPENSES**

	JANUARY 2024	TOTAL TO DATE 07/01/24-06/30/25
<b>REVENUE</b>		
INTEREST CAPITAL FUND	\$ 4,675.62	\$ 34,174.60
GRANT	\$ -	\$ -
CONSTRUCTION GRANTS	\$ -	\$ -
<b>TOTAL REVENUES</b>	<u>\$ 4,675.62</u>	<u>\$ 34,174.60</u>
<b>EXPENSES</b>		
CAPITAL IMPROVEMENT		
BUILDING - CRC	\$ -	\$ -
ROOF	\$ -	\$ 22,197.07
FURNITURE & FIXTURES	\$ -	\$ 34,350.00
ARCHITECTS	\$ -	\$ 18,800.00
<b>TOTAL EXPENSES</b>	<u>\$ -</u>	<u>\$ 75,347.07</u>
<b>NET INCOME</b>	<u>\$ 4,675.62</u>	<u>\$ (41,172.47)</u>

SEE ACCOUNTANT'S REVIEW LETTER

BOARD OF TRUSTEES  
HICKSVILLE PUBLIC LIBRARY  
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, JANUARY 15, 2025  
ADMINISTRATION BUILDING  
7:30 P.M.

CALL TO ORDER

The meeting of the Hicksville Public Library Board of Trustees was called to order by Vice President Mary D'Antonio at 7:31 pm. Those present were: Mrs. Guida, Mrs. Blitz, Ms. Acosta, Ms. Melnick (counsel), Ms. Pichardo-Lloyd (treasurer), Mrs. Strazzera (recording secretary). Absent with prior notice: Mrs. Curran Perrucci. Absent without prior notice: Mr. Munozospina. Also present was Mr. Gangemella.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Ms. Acosta worked on the preliminary budget for the next fiscal year, 2025-2026. She met with the Finance Committee to make some adjustments and discuss key budget lines, such as security, that will be discussed in executive session.

Ms. Acosta shared the local public support per capita comparison from the NLS, noting Hicksville's position relative to other libraries in Nassau County. She also highlighted strong statistics for 2024, with significant growth in both physical and digital collections. Notably, Hicksville ranks third in Nassau County for its partnership with the school district using the Sora app, and second for world language digital books. Additionally, the library had over 10,000 digital magazine checkouts and gained over 600 new users.

Ms. Acosta mentioned that they will discuss online payments later on the agenda, and highlighted the upcoming Nassau Library Quest event from January 25 to March 3, which has generated excitement among staff and patrons. She also shared that she and Erin Bach met with Ray Williams to foster a stronger partnership with the school district, focusing on community service opportunities and ways for students to engage with the library.

As far as the building and grounds, the front inside door has been temporarily repaired, and Ms. Acosta is still awaiting quotes for automatic doors.

The repair on the accordion door in the Community Room was completed on January 2<sup>nd</sup>. The curtain installation has been delayed due to complications with the drop ceiling, which lacks



support for attachment. The company will be sending a quote to include installing a permanent piece along the ceiling for the railing to attach.

As far as the architects are concerned, Ms. Acosta mentioned there is one proposal in the board packet, which she will go over later in the meeting. She met with a second architect last week, John Tandi, who is preparing a proposal to present. And lastly, she plans to meet with Newman architects as well.

Ms. Acosta provided an update on the restroom project, explaining that the bid documents were incorrect and needed revisions, which are now awaiting a response. She noted that delays in communication from Marc Design have impacted the timeline, and if the necessary documents are not received soon, further delays may occur. The ad for the project will go in once the documents are approved.

Ms. Acosta shared that the Strategic planning committee met yesterday to discuss the first chapter of the policy book, which is the foundation. A lot of progress was made and Ms. Acosta should have all of the revisions ready for the February board meeting.

#### TREASURER'S REPORT

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the Treasurer's Report dated December 31, 2024. Mrs. Blitz seconded the motion and it was carried unanimously.

#### LEGAL

Item to be discussed in executive session.

#### APPROVAL OF MINUTES

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the minutes of the December 11, 2024 regular board meeting as presented. Mrs. Blitz seconded the motion and it was carried unanimously.

#### PETTY CASH

#### SECRETARY'S REPORT

Mrs. Blitz made the following motion:

BE IT RESOLVED, that the board authorizes the payment of Warrant #773 ending

December 31, 2024 in the amount of \$182,971.14 including checks numbered 5876 through 5953, Utilities in the amount of \$6,103.28, Petty Cash in the amount of \$396.99 with a total amount of \$189,471.41 from the TD Bank demand account. Mrs. Guida seconded the motion and it was carried unanimously.

Mrs. Blitz made the following motion:

BE IT RESOLVED, that the board authorizes the Payroll Warrant from the TD Bank of New York, Trust and Agency account with a monthly gross payroll of \$183,106.29, FICA and Medicare \$14,007.63, for a total of \$197,113.92 for the month ending December 31, 2024. Mrs. Guida seconded the motion and it was carried unanimously.

### OLD BUSINESS

#### Nassau County Civil Service N.C. Residency Requirement Letter

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board agrees to sign the letter to Nassau County Civil Service requesting residency requirement waivers for librarian positions. Mrs. Blitz seconded the motion and it was carried unanimously.

### CORRESPONDENCE

Incident reports dated: 12/19/2024, 1/2/2025 and 1/4/2025 that were included in the board packet will be discussed in executive session.

### FYI

The IRS has increased the standard mileage rate for business travel to \$0.70 per mile effective January 1, 2025.

The board packet included an NLS 2024 in Brief article, as well as a Newsday article dated 12/25/2024, which highlighted LI's most popular library book checkouts of 2024 and featured photos of the Hicksville Public Library and a Staff member.

### NEW BUSINESS

#### Discussion of Financial Report

Mr. Al Coster from Baldessari & Coster addressed the board to inform them about the basic financial statements of the Hicksville Public Library year ending June 30, 2024. The library received the highest level of audit service, confirming that its financials were materially accurate and compliant with GAAP (generally accepted accounting principles).

Mr. Coster went over the library's total assets, liabilities and net worth in both the general fund and capital fund. He explained the fund balance and how it is a key indicator of financial health. The library's fund balance showed a healthy surplus in the general fund, indicating solid financial stability with about 9 months' worth of operating expenses. Mr. Coster also pointed out the unassigned balance is substantial and could be earmarked for future capital projects.

The total revenue exceeded expectations, particularly from program income, state aid, and interest income (which was significantly higher due to rising interest rates and CD investments). Some of the library's expenses were lower than anticipated, particularly in areas like salaries, employee benefits, and library materials. This was attributed to savings achieved through bulk purchasing, energy-efficient upgrades, and lower-than-expected utility costs. The library's overall financial performance resulted in a profit, which contributed to a surplus. Mr. Coster advised the library to earmark some of the surplus for future projects and to communicate the plans with the community.

In summary, the library is in strong financial shape, with healthy fund balances, a surplus from the year, and opportunities to further plan for future expenditures.

The board thanked Mr. Coster for attending the meeting he exited the meeting at 8:01 pm.

#### Otis Maintenance Service

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Otis Maintenance Service from 1/1/2025 to 12/31/2025 in the amount of \$8,882.64 in accordance with contract 35424. Mrs. Blitz seconded the motion and it was carried unanimously.

#### Discussion of BBS Architects

Ms. Acosta explained BBS Architects provide pricing based on the scope of the project, with different rates depending on whether the design needs to be developed from scratch or if it involves simpler adjustments. They plan to revisit BBS after receiving the proposals from the other two architects.

#### Lakeshore Learning Gift Cards

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accepts the anonymous donation of Lakeshore Learning gift cards in the amount of \$1,000.00 to be used towards the purchase items for the Family Space. Mrs. Blitz seconded the motion and it was carried unanimously.

#### Discussion & Approval of Onboard Online Payment Provider

The board reviewed and discussed the proposals for an online payment provider and chose Stripe.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the use of Stripe as an online payment provider, and authorizes the Acting Library Director to sign an agreement with the online payment provider on the library's behalf. Mrs. Blitz seconded the motion and it was carried unanimously.

## COMMUNITY COMMENTS

### PERSONNEL

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Dorothy Nisbett's longevity in the amount of \$1,100 for 25 years of service effective February 5, 2025. Mrs. Blitz seconded the motion and it was carried unanimously.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Roseann Acosta's longevity in the amount of \$700 for 14 years of service effective April 4, 2025. Mrs. Blitz seconded the motion and it was carried unanimously.

1. Retirements: None
2. Resignations: None
3. Appointments: None
4. Terminations: None

## PROGRAM AND STAFF REPORTS

The board appreciated all the staff reports that were received.

### EXECUTIVE SESSION

Ms. Pichardo-Lloyd, Mr. Gangemella and Mrs. Strazzera exited as the board entered executive session.

Mrs. Guida made the following motion at 8:25 pm:

BE IT RESOLVED, that the meeting of the board of trustees move into executive session for the purpose of discussing security, legal matters, and matters of employment relating to a particular individual. Mrs. Blitz seconded the motion and it was carried unanimously.

Mrs. Guida made the following motion at 9:13 pm:

BE IT RESOLVED, that the meeting of the board of trustees move out of executive session. Mrs. Blitz seconded the motion and it was carried unanimously.

#### PERSONNEL

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves an increase stipend from \$8,625.00 annually (\$331.73 bi-weekly) to \$15,625.00 annually (\$600.96 bi-weekly) for Carmela Strazzera as interim Payroll/HR responsibilities effective immediately. Mrs. Blitz seconded the motion and it was carried unanimously

#### FUTURE BOARD MEETINGS

The next board meeting of the board of trustees will be held on Thursday, February 13, 2025 at 7:30 pm.

#### ADJOURNMENT

Mrs. Guida made the following motion:

BE IT RESOLVED, that the meeting of the board of trustees be adjourned at 9:14 pm. Mrs. Blitz seconded the motion and it was carried unanimously.

Respectfully submitted:

Carmela Strazzera

HICKSVILLE PUBLIC LIBRARY  
FEBRUARY 2025  
JANUARY 2025 PETTY CASH

January 6, 2025	ERIN BACH - HOMELESS HELPER BAGS (YA PROGRAM)	\$46.25
January 6, 2025	ERIN BACH - HOLIDAY GIFT WRAPPING PROGRAM (YA BUDGET)	\$12.50
January 28, 2025	JOE GANGEMELLA - GAS FOR THE VAN	\$30.00
	TOTAL:	<u>\$88.75</u>

**WARRANT #774**  
**OUTSTANDING BILLS JANUARY 31, 2025**

To the Treasurer of UNION FREE SCHOOL DISTRICT, NO 17, Hicksville, New York:

I hereby certify that the above claims numbered 5954 through 6026 in the amount of \$194,820.27, Utilities in the amount of \$7,238.88 and Petty Cash in the amount of \$88.75 from TD BANK DEMAND ACCOUNT in the total amount of \$202,147.90 and 0 through 0 from FIRST NATIONAL BANK CAPITAL ACCOUNT in the amount of \$0.00 were duly audited and ordered paid at a meeting of the Board of Trustees of the Hicksville Public Library held on THURSDAY, FEBRUARY 13, 2025. You are hereby authorized and directed to pay the claimants certified above the amount of each claim allowed and charge the proper fund.

Secretary \_\_\_\_\_

**Hicksville Public Library**  
**Warrant #774**  
 January 2025

<b>General Warrant</b>	
Checks 5954 - 6026	194,820.27
Utilities	7,238.88
Petty Cash	88.75
<b>Total</b>	<b>202,147.90</b>

<b>Capital Warrant</b>	
Checks	-

Motion Proposed by \_\_\_\_\_

Motion Seconded by \_\_\_\_\_

Motion Passed to Accept      Yes      No

Finance Officer \_\_\_\_\_

Director: \_\_\_\_\_

	Type	Date	Num	Name	Account	Amount
Jan 25	Check	01/06/2025		Erin Bach	1089 · Petty Cash Fund	(46.25)
	Check	01/06/2025		Erin Bach	1089 · Petty Cash Fund	(12.50)
	Bill Pmt -Check	01/15/2025	5954	AMERICAN DIGITAL MEMORIES, LLC	1051 · TD Bank - Demand 8291	(533.30)
	Bill Pmt -Check	01/15/2025	5955	DAILY NEWS	1051 · TD Bank - Demand 8291	(76.00)
	Bill Pmt -Check	01/15/2025	5956	NYS EMPLOYEES HEALTH INS	1051 · TD Bank - Demand 8291	(85,720.92)
	Bill Pmt -Check	01/15/2025	5957	READY REFRESH BY NESTLE	1051 · TD Bank - Demand 8291	(83.90)
	Bill Pmt -Check	01/15/2025	5958	READY REFRESH BY NESTLE	1051 · TD Bank - Demand 8291	(35.96)
	Bill Pmt -Check	01/20/2025		NATIONAL GRID	1051 · TD Bank - Demand 8291	(2,399.61)
	Bill Pmt -Check	01/20/2025		NATIONAL GRID	1051 · TD Bank - Demand 8291	(223.75)
	Bill Pmt -Check	01/22/2025	5959	AUTOMATIC DATA PROCESSING	1051 · TD Bank - Demand 8291	(1,411.20)
	Bill Pmt -Check	01/23/2025	5960	T-MOBILE	1051 · TD Bank - Demand 8291	(77.80)
	Bill Pmt -Check	01/25/2025		PSEGLI	1051 · TD Bank - Demand 8291	(3,944.47)
	Bill Pmt -Check	01/25/2025		PSEGLI	1051 · TD Bank - Demand 8291	(671.05)
	Check	01/28/2025		JOE GANGAMELLA	1089 · Petty Cash Fund	(30.00)
	Bill	01/31/2025	0125	HICKSVILLE PUBLIC LIBRARY	1089 · Petty Cash Fund	88.75
	Bill Pmt -Check	01/31/2025	5961	A TIME FOR KIDS, INC.	1051 · TD Bank - Demand 8291	(975.00)
	Bill Pmt -Check	01/31/2025	5962	AIMEE PICHARDO-LLOYD	1051 · TD Bank - Demand 8291	(1,350.00)
	Bill Pmt -Check	01/31/2025	5963	AMAZON BUSINESS	1051 · TD Bank - Demand 8291	(1,117.94)
	Bill Pmt -Check	01/31/2025	5964	ARROW SECURITY	1051 · TD Bank - Demand 8291	(7,452.36)
	Bill Pmt -Check	01/31/2025	5965	BACKFLOW JOE'S PLUMBING	1051 · TD Bank - Demand 8291	(180.00)
	Bill Pmt -Check	01/31/2025	5966	BAKER & TAYLOR BOOKS	1051 · TD Bank - Demand 8291	(6,589.06)
	Bill Pmt -Check	01/31/2025	5967	BOTTO BROS. ACE HARDWARE	1051 · TD Bank - Demand 8291	(23.97)
	Bill Pmt -Check	01/31/2025	5968	BQ ELECTRIC, INC.	1051 · TD Bank - Demand 8291	(1,067.46)
	Bill Pmt -Check	01/31/2025	5969	BRODART CO. (BOOKS)	1051 · TD Bank - Demand 8291	(200.96)
	Bill Pmt -Check	01/31/2025	5970	CABLEVISION	1051 · TD Bank - Demand 8291	(498.99)
	Bill Pmt -Check	01/31/2025	5971	CABLEVISION	1051 · TD Bank - Demand 8291	(617.43)
	Bill Pmt -Check	01/31/2025	5972	CHECKMATE (MICHAEL CAPUTO)	1051 · TD Bank - Demand 8291	(1,100.00)
	Bill Pmt -Check	01/31/2025	5973	CSEA EMPLOYEE BENEFIT FUND	1051 · TD Bank - Demand 8291	(5,724.59)
	Bill Pmt -Check	01/31/2025	5974	DEMCO, INC.	1051 · TD Bank - Demand 8291	(130.11)
	Bill Pmt -Check	01/31/2025	5975	EDMER SANITARY SUPPLY CO., INC.	1051 · TD Bank - Demand 8291	(2,554.38)
	Bill Pmt -Check	01/31/2025	5976	GOVCONNECTION, INC.	1051 · TD Bank - Demand 8291	(3,584.35)
	Bill Pmt -Check	01/31/2025	5977	GRAINGER	1051 · TD Bank - Demand 8291	(637.84)



Type	Date	Num	Name	Account	Amount
Bill Pmt -Check	01/31/2025	5978	GREENS-KEEPER OF NASSAU, INC.	1051 · TD Bank - Demand 8291	(2,172.50)
Bill Pmt -Check	01/31/2025	5979	GYM DOOR REPAIRS, INC.	1051 · TD Bank - Demand 8291	(3,925.00)
Bill Pmt -Check	01/31/2025	5980	HEATHER WILLIAMS	1051 · TD Bank - Demand 8291	(275.00)
Bill Pmt -Check	01/31/2025	5981	HICKSVILLE PUBLIC LIBRARY	1051 · TD Bank - Demand 8291	(88.75)
Bill Pmt -Check	01/31/2025	5982	HICKSVILLE WATER DISTRICT	1051 · TD Bank - Demand 8291	(524.40)
Bill Pmt -Check	01/31/2025	5983	HICKSVILLE WATER DISTRICT	1051 · TD Bank - Demand 8291	(88.40)
Bill Pmt -Check	01/31/2025	5984	HOOPLA	1051 · TD Bank - Demand 8291	(887.59)
Bill Pmt -Check	01/31/2025	5985	INGRAM LIBRARY SERVICES	1051 · TD Bank - Demand 8291	(2,868.33)
Bill Pmt -Check	01/31/2025	5986	JAN ART CREATIONS, INC.	1051 · TD Bank - Demand 8291	(672.00)
Bill Pmt -Check	01/31/2025	5987	JASPAN SCHLESINGER NARENDRAN	1051 · TD Bank - Demand 8291	(2,257.40)
Bill Pmt -Check	01/31/2025	5988	JAY ROZEN	1051 · TD Bank - Demand 8291	(400.00)
Bill Pmt -Check	01/31/2025	5989	JEANNINE DILLON.	1051 · TD Bank - Demand 8291	(122.59)
Bill Pmt -Check	01/31/2025	5990	JOLENE BARTEN-BOSNJAK	1051 · TD Bank - Demand 8291	(340.00)
Bill Pmt -Check	01/31/2025	5991	JOSEPH CILMI	1051 · TD Bank - Demand 8291	(420.00)
Bill Pmt -Check	01/31/2025	5992	JUMP FOR JOY, INC.	1051 · TD Bank - Demand 8291	(450.00)
Bill Pmt -Check	01/31/2025	5993	JUSTIN LYONS	1051 · TD Bank - Demand 8291	(200.00)
Bill Pmt -Check	01/31/2025	5994	KANOPY, INC.	1051 · TD Bank - Demand 8291	(154.00)
Bill Pmt -Check	01/31/2025	5995	KATHLEEN McCANN	1051 · TD Bank - Demand 8291	(240.00)
Bill Pmt -Check	01/31/2025	5996	KNOCKOUT PEST CONTROL, INC.	1051 · TD Bank - Demand 8291	(125.00)
Bill Pmt -Check	01/31/2025	5997	KNOCKOUT PEST CONTROL, INC.	1051 · TD Bank - Demand 8291	(75.00)
Bill Pmt -Check	01/31/2025	5998	KOREAN SPIRIT & CULTURE PROMOT	1051 · TD Bank - Demand 8291	(180.00)
Bill Pmt -Check	01/31/2025	5999	L.I. LOCKSMITH & ALARM CO., INC.	1051 · TD Bank - Demand 8291	(210.00)
Bill Pmt -Check	01/31/2025	6000	LEAF	1051 · TD Bank - Demand 8291	(199.00)
Bill Pmt -Check	01/31/2025	6001	LIBRARY JOURNALS LLC	1051 · TD Bank - Demand 8291	(553.35)
Bill Pmt -Check	01/31/2025	6002	LIBRARY JOURNALS LLC	1051 · TD Bank - Demand 8291	(252.45)
Bill Pmt -Check	01/31/2025	6003	LITMOR PUBLICATIONS	1051 · TD Bank - Demand 8291	(334.95)
Bill Pmt -Check	01/31/2025	6004	LONG ISLAND LIBRARY CONFERENC	1051 · TD Bank - Demand 8291	(170.00)
Bill Pmt -Check	01/31/2025	6005	MIDWEST TAPE	1051 · TD Bank - Demand 8291	(384.15)
Bill Pmt -Check	01/31/2025	6006	MIDWEST TAPE	1051 · TD Bank - Demand 8291	(80.47)
Bill Pmt -Check	01/31/2025	6007	MINDY D. VASTA	1051 · TD Bank - Demand 8291	(440.00)
Bill Pmt -Check	01/31/2025	6008	NASSAU LIBRARY SYSTEM GENERAL	1051 · TD Bank - Demand 8291	(21,061.11)
Bill Pmt -Check	01/31/2025	6009	NASSAU LIBRARY SYSTEM ILS SERVI	1051 · TD Bank - Demand 8291	(10,577.31)
Bill Pmt -Check	01/31/2025	6010	NEWSDAY	1051 · TD Bank - Demand 8291	(191.92)
Bill Pmt -Check	01/31/2025	6011	ORGANIZE ME OF NY, LLC	1051 · TD Bank - Demand 8291	(250.00)
Bill Pmt -Check	01/31/2025	6012	OVERDRIVE, INC.	1051 · TD Bank - Demand 8291	(13,781.00)
Bill Pmt -Check	01/31/2025	6013	OVERDRIVE, INC.	1051 · TD Bank - Demand 8291	(1,575.75)
Bill Pmt -Check	01/31/2025	6014	POS PAPER	1051 · TD Bank - Demand 8291	(205.90)
Bill Pmt -Check	01/31/2025	6015	RAY BLOCK STATIONERY CO., INC.	1051 · TD Bank - Demand 8291	(898.94)
Bill Pmt -Check	01/31/2025	6016	REPRISE MUSIC	1051 · TD Bank - Demand 8291	(840.00)
Bill Pmt -Check	01/31/2025	6017	ROBERT G. SCOTT	1051 · TD Bank - Demand 8291	(565.00)
Bill Pmt -Check	01/31/2025	6018	STEFANIE PERRETTA	1051 · TD Bank - Demand 8291	(360.00)
Bill Pmt -Check	01/31/2025	6019	STEPHEN NACHAMIE	1051 · TD Bank - Demand 8291	(250.00)
Bill Pmt -Check	01/31/2025	6020	TD CARD SERVICES	1051 · TD Bank - Demand 8291	(2,497.75)
Bill Pmt -Check	01/31/2025	6021	THE WHALING MUSEUM	1051 · TD Bank - Demand 8291	(300.00)
Bill Pmt -Check	01/31/2025	6022	ULINE	1051 · TD Bank - Demand 8291	(89.04)
Bill Pmt -Check	01/31/2025	6023	VIANNA S. CALDERON LOPEZ	1051 · TD Bank - Demand 8291	(200.00)
Bill Pmt -Check	01/31/2025	6024	VOLLI COMMUNICATIONS, INC.	1051 · TD Bank - Demand 8291	(161.04)
Bill Pmt -Check	01/31/2025	6025	WELLS FARGO FINANCIAL LEASING,	1051 · TD Bank - Demand 8291	(188.00)
Bill Pmt -Check	01/31/2025	6026	WELLS FARGO FINANCIAL LEASING,	1051 · TD Bank - Demand 8291	(322.00)
Deposit	01/31/2025			1051 · TD Bank - Demand 8291	239.59
					(202,147.90)

Jan 25

**HICKSVILLE PUBLIC LIBRARY**

PAYROLL WARRANT FOR MONTH  
ENDING 1/31/2025

To the Treasurer of UNION FREE SCHOOL DISTRICT NO. 17, HICKSVILLE, N.Y.

I hereby certify that the Hicksville Public Library payroll from the TD Bank of New York, Trust and Agency account were issued

for a monthly gross payroll of \$223,906.86

and employers share of FICA & MEDICARE \$17,128.88

TOTAL \$241,035.74

Secretary \_\_\_\_\_

Date 2/6/2025

# BBS ARCHITECTS LANDSCAPE ARCHITECTS ENGINEERS

FREDERICK W. SEEBA, PE, MANAGING PARTNER  
LAWRENCE SALVESEN, AIA, PARTNER  
KEVIN J. WALSH, AIA, PARTNER  
KENNETH G. SCHUPNER, AIA, PARTNER  
JOSEPH B. RETTIG, AIA, PARTNER  
GARY W. SCHIEDE, AIA, PARTNER  
ROGER P. SMITH, AIA, FOUNDING PRINCIPAL

January 8, 2025

Hicksville Public Library  
169 Jerusalem Avenue  
Hicksville, NY 11801

**Attention:**       **Roseann Acosta, Library Director**

**Re:**               **ARCHITECTURE / ENGINEERING FEE PROPOSAL**

Dear Ms. Acosta:

Thank you very much for this opportunity to provide our services and fee proposal. We appreciate you reaching out to us, and we very much look forward to working with you and your Board of Trustees.

As we discussed, we are submitting a fee proposal for general capital projects design, permitting & construction administration services.

## DESIGN, PERMITTING + CONSTRUCTION ADMINISTRATION

This is when identified, designated projects are designed, when all construction plans are drawn, when project specifications are developed, when utility systems are engineered, when permit applications are made, and when all our combined efforts are realized in a successfully completed construction project. Our work will include:

- Measurement and confirmation of existing conditions.
- Refinement and completion of exterior and interior design.
- Casework and furnishings design.
- Engineering assessments of existing utilities.
- Engineering of mechanical, electrical, security and IT systems to support the design.
- Civil and structural engineering.
- Generation of complete Construction Drawings and a Project Manual/Specifications for permitting, bidding, and construction.
- Preparation of the submittal packages to the Authorities Having Jurisdiction, including all necessary forms and documents except for those which must be generated and/or provided directly by the client.
- Assistance with construction bid procurement and evaluation of bidders.

- Provision of standard architectural Construction Administration services consisting of weekly site meetings/observations to confirm the contractor is performing the work in conformance with the Construction Documents, review of contractor’s material submittals, review of contractor payment applications and change orders, and assistance with contract closeout.

We expect the contract instrument will be a typical AIA Owner-Architect Agreement which will further define services, terms and conditions. We will prepare a draft for review by the Library’s attorney upon acceptance of this proposal.

**Drawings, Permitting + Administration (Percentage Fee) .... 7.50 %**

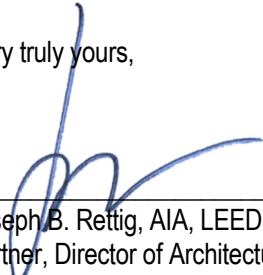
Our fee for the services as outlined above is not a fixed fee because the scale of the projects are undetermined. As such, a percentage fee is most appropriate. Our percentage fee shall be **Seven and one half percent (7.50 %)** of the Estimated and then Actual Construction Costs depending on the total construction cost of the project.

For the purposes of calculating our fee prior to the receipt of bids, Construction Costs shall be the estimated Construction Costs developed by BBS and accepted by the client. Thereafter, the Construction Costs shall be amended and based upon actual bids and additive alternates awarded and any additive Change Orders to the Construction Contracts including, but not limited to those determined by unit prices, unforeseen conditions, etc. Purchases made by the Library off of State, County or BOCES contracts for construction related materials, furniture, furnishings, casework, supplies or provisions designed by us and provided for in the Contract Documents shall be included in the Construction Costs for purposes of calculating our fees.

Billing for our services shall reflect the percentage of each phase completed and the amount of compensation shall be in proportion to such percentage. The total fees for Architectural services shall be divided in the following percentages:

Schematic Design Phase	20%
Design Development Phase	20%
Construction Documents	40%
Bidding Phase	5%
Construction Administration Phase (Project Close Out)	15%

Thank you very much for your interest in BBS and this opportunity to assist the Library. If you have any questions on this proposal, or if you’d like to further discuss how we can help you move forward in your endeavors, please do not hesitate to call me.

Very truly yours,  
  
 \_\_\_\_\_  
 Joseph B. Rettig, AIA, LEED AP  
 Partner, Director of Architecture

Accepted by:  
 \_\_\_\_\_  
 Roseann Acosta                      date  
 Library Director

## EXCLUSIONS

Our fee proposal excludes the following services as is typical in the A/E industry. Note that many of these services can be performed by BBS or our sub-consultants as Additional Services. Certain others would need to be performed by independent consultants directly contracted to the Library, for which BBS can advise on their necessity and assist in procuring same.

1. Facility or program planning, program development, and spatial studies.
2. Demographic and feasibility studies.
3. Field measurement and verification of existing conditions beyond specific work zones.
4. Traffic studies, counts, analyses, and traffic signal and roadway improvement design.
5. Land boundary and topographic surveying services, GPR, and mark-out utility locating services.
6. Asbestos, lead, PCB, and other hazardous material identification, testing, and assessment studies.
7. Environmental services, including but not limited to preparation of documents for storm water discharge and preparation of environmental studies and documents.
8. Contaminated soil testing, monitoring, and management.
9. Destructive or specialized investigation such as masonry probes, roof cores, and infrared scans.
10. Geotechnical engineering services and subsurface investigations, such as test pits, borings, analyses and bearing capacity of soils and rock, etc.
11. Structural engineering analysis of existing conditions, beyond that required for the basic work scope.
12. Off-site civil engineering services and studies such as municipal sewers, water supply, and utilities.
13. Sanitary engineering design for non-traditional sanitary systems and equipment, such as sewage treatment plants, pumping stations, and nitrogen-reduction.
14. Acoustical engineering and design services.
15. Commissioning of building MEP systems.
16. Fees paid to agencies having jurisdiction for securing approvals and permits.
17. Construction Administration services over and above those outlined in the current Standard AIA Owner-Architect Agreement or other mutually agreed-upon services contract.
18. Construction Administration extending beyond 60 days from contractual substantial completion.
19. Construction Management services, OSHA enforcement, job site safety reviews, and determinations of physical and biological safety with regards to means, methods, processes, or actions of others.
20. Controlled Inspection services required by building code or local jurisdictions.
21. Preparing record drawings or as-builts, however, we will review those provided by the Contractor.
22. Services made necessary by the default of a Contractor, including legal proceedings and arbitration.
23. OSHA confined space entry and entry into hazardous or potentially contaminated areas.
24. Expense of overtime work requiring higher than regular rates.
25. Project funding consultation, financial performance, and fiduciary liability of any kind.
26. Postage, overnight delivery, or hand delivery cost.
27. Printing, plotting and reproduction of documents and/or drawings.
28. Digitizing or scanning of original paper documents and/or drawings.
29. Renderings, models, and mock-ups.

## HOURLY RATES

Below is our full list of project titles and corresponding hourly rates. Kindly note that the presented rates are "fully loaded" billing rates, inclusive of but not limited to our direct technical labor, overhead, and profit. We reserve the right to adjust these rates based on the *Regional Consumer Price Index* annually on January 1<sup>st</sup>.

<u>Principals</u>	<u>Rate / Hr.</u>	<u>Landscape Architecture + Civil</u>	<u>Rate / Hr.</u>
Partner.....	\$275.00	Landscape Architect .....	\$195.00
<u>Associates + Directors</u>		Senior Planner .....	\$195.00
Senior Associate.....	\$225.00	Civil Planner .....	\$180.00
Associate.....	\$205.00	Draftsperson .....	\$100.00
Director of Architecture.....	\$205.00	<u>MEP+IT Engineering</u>	
Director of Engineering.....	\$205.00	Project Manager .....	\$185.00
<u>Architecture + Interior Design</u>		Project Engineer .....	\$175.00
Senior Project Manager .....	\$195.00	Senior Mechanical Engineer.....	\$160.00
Project Manager .....	\$185.00	Senior Electrical Engineer.....	\$160.00
Project Architect .....	\$170.00	Mechanical Engineer.....	\$140.00
Interior Designer .....	\$155.00	Electrical Engineer.....	\$140.00
Senior Architectural Designer.....	\$155.00	Computer Network & IT Specialist .....	\$210.00
Architectural Designer.....	\$130.00	Draftsperson .....	\$100.00
Draftsperson .....	\$100.00	<u>Project Administration</u>	
		Senior Construction Administrator .....	\$180.00
		Construction Administrator .....	\$170.00
		Assistant Construction Administrator .....	\$130.00
		Business Administrator.....	\$145.00
		Administrative Staff .....	\$ 95.00

January 27, 2025

Ms. Roseann Acosta  
Acting Director  
Hicksville Public Library  
Hicksville, NY

Re: Feasibility study for renovations

Dear Ms. Acosta,

Newman Architects (Newman) is pleased to have this opportunity to provide you with our proposal to provide limited architectural services to support the library's desire to modernize its current facilities. Though the library has undertaken some small renovations to address immediate needs, we understand consideration is now being given to additional renovations that will improve the function and user experience of the overall facility.

A successful outcome of these renovations can be influenced through the library's early understanding and alignment of the need, probable cost and anticipated schedule into a comprehensive framework. This task essentially becomes the kernel to develop a 'masterplan' from which the library can develop and execute a plan for immediate and long-term growth.

#### Project Approach & Scope of Services-

We propose a meeting of introduction (virtual) with you and other key stakeholders to discuss the goals, opportunities and challenges of the project. We will discuss Newman's potential services to support your broad and specific goals, our approach and anticipated duration to provide our services and the library's opportunity to participate in the process.

Assuming a productive meeting of introduction we propose to develop and provide a comprehensive study that frames the library's goals and aspirations for its immediate needs and long-term wants. The study will be developed from a series of sequential tasks that focus on establishing and documenting the existing challenges and provide planning options that improve the flow and function of the library and provides a framework for considering 'day two' considerations.

Following receipt of your written authorization to proceed, we propose to provide the following services as noted below, which are based on our experience on similar projects at this stage of development, they are:

1. *Conduct a facility operations assessment:* We will walk all levels of the library with you and other stakeholders identified by you to assess the existing condition and become familiar with the flow and function of each level and understand from you 'what works and what doesn't'. We will collect from you and others relevant information regarding recent and dated upgrades that have been made to improve the user experience. We will also gather relevant information pertaining to the infrastructure of the facility. Our understanding of the current flow will be captured on floor plans provided by the library or developed by Newman from available documents.
2. *Workshop engagement of the project stakeholder:* We will engage various stakeholder groups to collect, gather and synthesize data and information that will inform the development of a preliminary program of use which addresses 'must have and nice to have' functions. The program will be developed from the

stakeholder engagements and workshops and will be inculcated into an executive summary that is presented to the library. We will work with you to identify the various stakeholders and determine to which of the groups identified below they belong. Engagement of the stakeholders will be a concentric exercise beginning with the decision makers and expanding outwards. Agendas for each meeting will be developed from the takeaway from the previous meeting. The initial agenda will be developed by Newman in preparation for our meeting with the 'decision makers'.

- a. *Decision makers*- usually at a director or executive level. Is familiar with the operations of the library and understands the administrative and funding mechanisms required to sustain the library's operation. This group identifies and sets criteria that will be the focus of our study.
- b. *Staff stakeholders*- usually a full or part-time employee (not a volunteer) familiar with specific operations of the library and functions of a department or program. This may be an individual familiar with the stacks, in admin or in housekeeping.
- c. *Community stakeholders*- The final concentric ring of stakeholders is from the physical community to which the library belongs as well as the community of users. Like stakeholders, users from the community tend to have a concentric proximity to the library.

We propose that meetings with decision makers and staff stakeholders be scheduled for the same day, decision makers in the morning and staff in the afternoon. Community engagement should be scheduled for an afternoon/evening or a Saturday. This will provide the community with the best opportunity to prepare and contribute to the process. The library will be provided with a summary report of our takeaway from each group that will include an assessment and evaluation of key points.

3. *Develop a preliminary space program of "must have and nice to have"*: From our stakeholder engagement as well as general communications, we will develop a preliminary space program that responds to our understanding of your immediate and long-term needs. The program will identify the various spaces, their size, location within the library and their adjacency to other primary or secondary spaces. A draft of the program will be presented to the 'decision makers' to confirm we have captured the appropriate criteria for each space. Based on the review we will revise the program to reflect comments that are appropriate. The program will be supplemented with a bubble diagram that reflects size, location and adjacency.
4. *Develop a conceptual test-fit*: Using the approved program and bubble diagram we will develop a conceptual test-fit of the various program spaces within the library. The conceptual plan will reflect the size and locations of each space and its functional adjacencies identified in the bubble diagram. The plan will identify those areas that require immediate renovation and those that are 'day two' renovations. The conceptual test-fit plan is the primary deliverable of our services, it along with the preliminary program and will be the basis for moving into the design phase of the project.
5. *Executive summary*: At the completion of our work, we will publish and provide the library with an executive summary comprised of the deliverables described in task #1-#4.



*Schedule:* We anticipate the overall duration of providing the proposed services to be approximately eight to ten weeks.

Facilities operations assessment and plans	1.5 weeks
Stakeholder engagement and summary report	1.5 weeks
Programming and diagramming	2.0 weeks
Conceptual test-fit planning	4.0 weeks
Executive summary	1.0 weeks

*Compensation:* Eighty Thousand Twenty Dollars (\$80,020). This level of compensation assumes the library's acceptance of the full services we propose to provide. Our meeting of introduction may determine that only portions of the services are required, and compensation can be adjusted to reflect only those services identified.

Newman does not develop statements of probable cost, but we do engage professional cost estimators that can provide a preliminary estimate that includes standard contingencies for unknowns at this level of development. The fees for a cost estimator are not included in our proposal but can be added at your request.

We look forward to hearing from you and being part of the library's future. Please contact us with any questions or comments you may have regarding this proposal.

Sincerely,



José A Hernández, AIA NOMA LEED<sup>GA</sup>  
Principal

Newman Architects		27-Jan-25	Project Name: Hicksville Public Library- Preliminary Planning Study					
Limited Architectural Services			Project Number: 2025 0001					
Staff x Hours x Rate								
		Principal in Charge	Design Principal	Snr Project Manager	Snr Project Architect	Staff Designer		
First Initial / Last Name:		J Hernandez	n/a	n/a	TBD	TBD		
Hourly Rate:		325	0	0	225	165		
Phase & Tasks	Duration	Hours	Hours	Hours	Hours	Hours		
Task 1: Facilities Assessment	1.5 wks	16.0	0.0	0.0	24.0	12.0		\$12,580
Task 2: Stakeholder Workshops	1.5 wks	24.0	0.0	0.0	24.0	12.0		\$15,180
Task 3: Programming & Diagramming	2.0 wks	24.0	0.0	0.0	24.0	20.0		\$16,500
Task 4: Conceptual Test-fit planning	4.0 wks	32.0	0.0	0.0	48.0	16.0		\$23,840
Task 5: Executive Summary	1.0 wks	16.0	0.0	0.0	24.0	8.0		\$11,920
Totals		\$36,400.00	\$0.00	\$0.00	\$32,400.00	\$11,220.00		\$80,020.00



February 7, 2025

Hicksville Public Library  
 169 Jerusalem Avenue  
 Hicksville, New York 11801

Attn: Roseann Acosta, Acting Director

Re: **Proposal for Architectural & Engineering Services  
 Future Building Improvement Projects**

Dear Roseann,

I am delighted to provide you with this proposal for our Architectural & Engineering Services related to the Future Building Improvement Projects that you are considering at the Hicksville Public Library. I look forward to the opportunity of utilize my expertise to assist the Library to bring your projects to fruition in the most thoughtful and economic manner. During my 32+ years of experience, I have assisted many Public Libraries with implementing several Building Improvement projects, as well as assisting with the NYS Library Construction Grant process.

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 those needs.

Our long and extensive experience with the New York State Education Department - Office of Facilities Planning, has allowed us to master their "process" and develop a professional relationship with their staff, specifically your NYSED Fiscal Associate - Wendy Clark. We continue to anticipate the positive and timely approval of any and all projects we submit.

We also 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:**

Future Building Improvement Projects that will require a variety of Architectural and Engineering Services – specific projects and scope are to be determined.

### **Scope of Architectural & Engineering Services:**

Based on the general Project Scope above, our Scope of Architectural & Engineering Services will include the following:

#### **Architectural & Engineering Services:**

- JTA will provide a full Architectural & Engineering Scope of Services for the any Project. The following is a description of JTA’s Scope of Work (as required for each specific Scope of Work established) for the Preparation of Project Documents, Filing with Governing Agencies, Bidding, Contract Award and services during Construction:
  - Architectural Design:
    - Floor Plans
    - Detailed Floor Plans
    - Interior Elevations
    - Sections
    - Details
    - Schedules & Notes
    - Technical Specifications
  - Structural Design & Engineering (as needed):
    - Analysis & Evaluation of Design Loads
    - Structural Plans & Details
    - Technical Specifications
  - Plumbing Design & Engineering (as needed):
    - Plumbing Plans & Details
    - Fire Sprinkler Plans & Details
    - Technical Specifications
  - HVAC Design & Engineering (as needed):
    - HVAC Plans & Details
    - Technical Specifications
  - Electrical Design & Engineering (as needed):
    - Electrical Plans & Details
    - Technical Specifications
  - Fire Alarm Layout (as needed):
    - Fire Alarm Layout Plans
    - Technical Specifications
  - Project Manual:
    - “Front End” Documents
      - \* Notice to Bidders (Coordinated w/ Library’s Attorney)
      - \* Instruction to Bidders (Coordinated w/ Library’s Attorney)

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- \* Bid Form
- \* Required Forms (to be Submitted w/Bid)
- \* General Conditions (2007)
- \* Supplementary General Conditions (Coordinated w/ Library's Attorney)
- \* Project Close-out
- \* NYS DOL Prevailing Wage Rate Schedule
- \* Uniform Safety Standards for Library Construction
- Technical Specifications
- Filing with Governing Agency – NYSED-Office of Facilities Planning:
  - Letter of Intent
  - Checklist for Application
  - Application
  - Scope of Proposed Project
  - Asbestos Letter
  - Structural Responsibility Checklist
  - Code Compliance Checklist
  - Proof of SEQRA Determination (see Note A)
  - SHPO Filing & Review (see Note A)
  - Smart Growth (see Note A)

Note A: See “Environmental Consultant” in Special Provisions below
- 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:
  - Attend “Kick-Off” Meeting with Contractor(s), Library Personnel & other Library Representatives

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- \* Discuss & Review Contractor's Scope of Work
- \* Discuss & Review Contractor's Project Schedule
- \* Discuss & Review Submittal Process
- \* Discuss & Review Payment Application Process
- Attend Construction Meetings with Contractor(s), Library Personnel & other Library Representatives – 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(s)
- Review all Applications for Payment submitted by the Contractor(s)
  - \* 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)
  - 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:**

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

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## Fees & Billing:

Based on the above stated Scope of Architectural & Engineering Services:

### **Architectural & Engineering Services:**

#### **Fee:**

- Up to 50,000 Construction Cost - **\$6,500** (Flat Fee)
- Over \$50,000 to \$150,000 Construction Cost - **10.0%**
- Over \$150,000 Construction Cost - **8.5%**

Note: The above percentage fees are based on Final Construction Cost per individual project. Initial billing will be based on the agreed upon Project Budget and adjusted at the end of Construction.

#### **Billing:**

- Schematic Design Phase - **10%**
- Design Development Phase - **25%**
- Construction Documents Phase - **40%**
- Bidding Phase - **5%**
- Construction Phase - **20%**

### **Optional Services 'A':**

**Fee: \$2,800** (for each project requested to be submitted - one project per year)

- Initial Payment: 50%
- Submission of Grant Application: 50%

## Requested Additional Services:

Should you require services that are beyond the above described Project Scope and/or 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

## Reimbursable Expenses:

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

- Printing & Plotting:           No Charge
- Local Travel:                   No Charge
- Overnight Mail (if needed):   No Charge

## **John Tanzi Architects**

Architecture | Engineering | Interiors

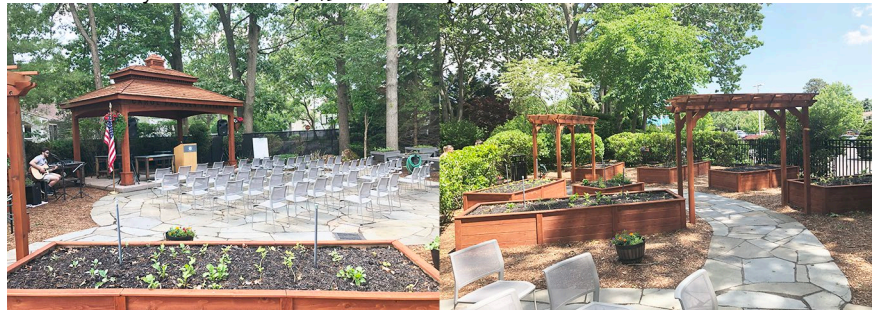
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## Relevant References:

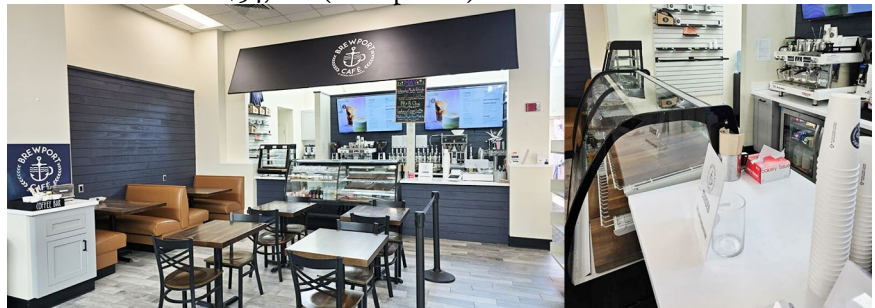
### **Sachem Public Library**

Neely McCahey  
Director  
631-588-5024

- 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 (Completed)

### **Comsewogue Public Library**

Debbie Engelhardt  
Director  
631-928-6281 ext. 112

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Masonry Restoration: \$81,000 (Completed)
- Site Improvement: \$66,000 (Completed)
- Parking Lot Replacement: \$164,000 (Completed)

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- 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)



- Window Replacement Project (In Progress)

### **Bay Shore - Brightwaters Public Library**

Michael Squillante  
Director  
631-665-4350

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Site Improvement: \$493,000 (Completed)

### **Huntington Public Library**

Joanne Adam  
Director  
631-427-5165

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Station Branch - Interior Renovations Project: \$443,000 (In Construction)

### **Northport - East Northport Public Library**

James Olney  
Director  
631-261-6930

- Roofing Replacement: \$514,369 (Completed)
- Photovoltaic Project: \$209,400 (Completed)



- Skylight Replacement: \$105,000 (Completed)
- NYS Library Construction Grant Consulting 2024-25 (Completed)
- Restroom Renovations (In Progress)

## **John Tanzi Architects**

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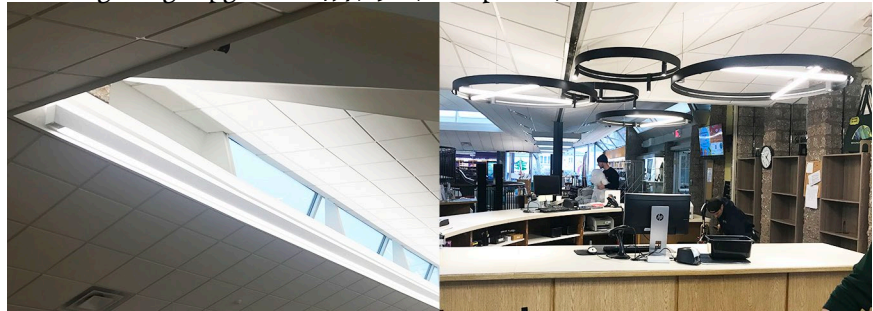
### Wantagh Public Library

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)



### 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)

### Half Hollow Hills Community Library

Margie Hartough  
Director  
631-498-1249

- 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)

### John Tanzi Architects

Architecture | Engineering | Interiors

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### 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 Construction)

### Center Moriches Free Public Library

Marcie Litjens  
Director  
631-878-0940

- Sustainability Upgrade Project: (In Progress)  
EV Charging Stations & Photovoltaic System
- Site Improvement Project: \$538,500 (In Construction)
- Community Garden Project: (In Progress)
- NYS Library Construction Grant Consulting 2024-25 (Completed)

### 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 (Completed)
- NYS Library Construction Grant Consulting 2023-24 (Completed)
- Nesconset Bldg - EV Charging Stations (In Progress)
- Kings Park Bldg - EV Charging Stations (In Progress)
- Smithtown Building – Emergency Restoration (In Progress)
- Smithtown Building – Lower Level Reconstruction (In Progress)

## John Tanzi Architects

Architecture | Engineering | Interiors

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

### **Amityville Public Library**

Todd Schlitt  
Director  
631-264-0567

- Addition & Alterations – Pre-Bond (Completed)
- Addition & Alterations: Estimated \$8,316,216 (In Construction)



- NYS Library Construction Grant Consulting 2024-25 (Completed)

### **Harborfields Public Library**

Ryan Athanas  
Director  
631-757-4200

- EV Charging Stations (In Progress)
- NYS Library Construction Grant Consulting 2024-25 (Completed)

### **South Huntington Public Library**

Janet Scherer  
Director  
631-549-4411

- EV Charging Stations (In Progress)

### **East Islip Public Library**

Matthew Wuthenow  
Director  
631-581-9200

- Roofing Replacement Project (In Progress)
- Photovoltaic Project (In Progress)
- Rooftop HVAC Equipment Replacement Project (Bidding)
- NYS Library Construction Grant Consulting 2024-25 (Completed)

### **South Huntington Public Library**

Janet Scherer  
Director  
631-549-4411

- EV Charging Stations (In Progress)

### **Hewlett-Woodmere Public Library**

Michelle Young  
Director  
516-374-1967

- Boiler Replacement Project (In Progress)
- Fire Alarm System Replacement & Upgrade Project (In Progress)

## **John Tanzi Architects**

Architecture | Engineering | Interiors

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631-751-0108    www.jtarchitects.net

## **Special Provisions:**

### General:

1. The following items are not included in the above fee, but are likely to be required for this project. If requested, JTA can make recommendations for any additional consultants needed.
  - Environmental Consultant – The Library is the “Lead Agency” charged with determining if this project will have a detrimental environmental impact. As such, JTA recommends that you retain an Environmental Consultant that will perform the analysis and provide a recommendation to the Library Board of Trustees for the SEQRA Determination. In addition, they will also perform the following related services:
    - Preparing Document & Filing with the State Historic Preservation Office
    - Preparing the Smart Growth Form
  - To Be Determined – based on each specific Scope of Work established
2. The following items are not included in the above fee, and are not likely to be required for this project.
  - To Be Determined – based on each specific Scope of Work established

### Terms and Conditions:

3. 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.
4. Work-For-Hire: This is a work-for-hire agreement. Library shall have exclusive rights in and to all renderings, designs, schematics, plans or other documents, drawing or specifications (“Work Product”), prepared by JTA for or on behalf of the Library pursuant to this Agreement. For the avoidance of doubt, the parties understand and agree that Library, or other architects, engineering firms or consultants retained by Library for subsequent phases of the Project, may use, exploit, modify, or supplement the Work Product produced pursuant to this Agreement without the consent of, or further payment or obligation to JTA. Any reuse without consultation with JTA on extensions of this project or on any other related project is solely at the Client’s risk and, by doing so; the Client shall indemnify and hold harmless the Architect from any and all liability, cost, expenses and fees (including reasonable attorney’s fees) without limitation.
5. Indemnity: To the fullest extent permitted by law, Architect shall indemnify the Owner, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Architect or Architect’s officers, directors, members, partners, agents, employees, or sub consultants in the performance of services under this Agreement. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by any applicable statute of repose or limitations.

## **John Tanzi Architects**

Architecture | Engineering | Interiors

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631-751-0108    www.jtarchitects.net

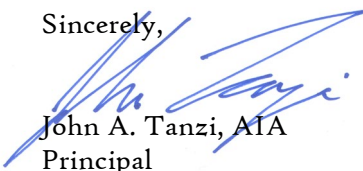
To the fullest extent permitted by law, Owner shall indemnify the Architect, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Owner or Owner's officers, directors, members, partners, agents, employees, sub consultants, or contractors in the performance of services under this Agreement. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by any applicable statute of repose or limitations.

- 6. Merger Clause: This Agreement supersedes and supplants any prior agreement between the parties.
- 7. Governing Law & Forum Selection: The laws of the State of New York will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or any other claims related to the Agreement. All claims and suits hereunder shall be brought in the court of appropriate jurisdiction located in Suffolk County, New York.
- 8. No Assignment: JTA may not delegate, assign, sublet or transfer its duties, obligations or interests in this Agreement without the written consent of the Library.
- 9. Insurance: With the executed copy of this Agreement, JTA will provide the Library with acceptable proofs of insurance showing the amounts of insurance coverage that JTA carries for Commercial General Liability, Workers' Compensation and Professional Liability.

I trust that this proposal sufficiently details the Architectural & Engineering Services we intend to provide in connection with the Future Building Improvement Projects you are considering. If you find the terms contained herein acceptable, kindly sign this proposal, retain a copy for your records and return one to my office – PDF via email is acceptable.

I am delighted at the thought of having an opportunity to work with the Hicksville Public Library to help you achieve your facility upgrade goals. Thank you for your consideration.

Sincerely,



John A. Tanzi, AIA  
Principal

**Architectural & Engineering Services**

Accepted: \_\_\_\_\_  
 Signature                                  Print Name & Title                                  Date

**Optional Services 'A'**

Accepted: \_\_\_\_\_  
 Signature                                  Print Name & Title                                  Date

**John Tanzi Architects**

Architecture | Engineering | Interiors

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631-751-0108      www.jtarchitects.net

## Part 2 - Proposal for Cafe and Patio Renovation

### Cafe & Patio Renovation Project:

#### Scope of Work:

- Interior renovation to the area adjacent to Children's to include the following:
  - Self-service Vending Machines for Food & Beverage
  - Seating Area w/ Seating
  - New Finishes (including ceiling)
  - New Power Distribution (w/ USB)
  - New Lighting
  - New Exterior Access Door – ADA compliant (ramp & landing)
- Exterior renovation to include the following:
  - Exterior Patio (porcelains pavers on concrete slab)
  - Seating
  - Power & Lighting

Estimated Project Construction Budget: \$85,000 – \$120,000

Estimated A&E Fee: \$8,500 - \$12,000



# HICKSVILLE

## PUBLIC LIBRARY

Response to:

Hicksville Public Library  
169 Jerusalem Avenue  
Hicksville NY 11801

## Request for Proposal Architectural / Engineering Services

Submitted by:

Firm Name:

**Mark Design Studios Architecture, P.C.**

Contact Person:

**Michael Mark, RA, AIA**  
Principal

Long Island Office:

270 North Broadway  
Hicksville, NY 11801

Ph 516.827.0240

Fax 516.827.0224

**[Michael@markdesignstudios.com](mailto:Michael@markdesignstudios.com)**



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**STATEMENT OF INTEREST**

To: **Hicksville Public Library**  
**169 Jerusalem Avenue**  
**Hicksville NY 11801**  
**Affn: Ms. Christine Edwins, Library Director**

Re: **ARCHITECTURAL AND ENGINEERING SERVICES**

Ms. Edwins:

Mark Design Studios Architecture, P.C. (MDS) appreciates the opportunity to submit our qualifications for Architectural and Engineering services for the Hicksville Public Library. As a firm that specializes in working with NYS public school districts, libraries & municipalities, we're grateful to be considered and excited at the prospect of continuing to contribute our expertise to the Hicksville Public Library.

The MDS team is a top Architecture and Design firm of educational and library facilities working exclusively on Long Island and has been designing such facilities for 20 years. We program, plan and design for all types of public facilities throughout Long Island. We work closely with library representatives, administration and staff to understand their needs and envision their future goals. We have toured the library in order to develop a preliminary understanding of some of the issues facing the Hicksville Public Library so that we might work with you in developing a comprehensive plan of action to address projects on an annual basis as well as assist you in long-range planning.

Located in Hicksville, MDS has the perfect blend of expertise and proximity to Hicksville Library with the advantages of an established local presence with a strong record of client service, and a depth of public community-use facility design experience. **Michael Mark, AIA** has been working with Long Island libraries and school districts to develop, design and implement improvements to facilities. It is our belief that the unique approach we take as well as overall project oversight help make the Mark Design Studios diverse design team an ideal fit to provide professional Architectural and Engineering services to Hicksville Public Library. Further, we are the only local firm to have a Certified Interior Designer on staff. **Irene Yim, IIDA** is our Director of Design and toured the library, as you know.

Our commitment to client service and finding **creative solutions** to issues facing libraries is truly what sets us apart from our competitors. MDS prides itself in going the 'extra mile' to not only solve issues facing learning environments and support spaces but doing so with creative energy and unique solutions. Our designs are successful because they engage the community and work well within the unique characteristics of each facility. We welcome you to contact any of the references included in this proposal should you wish to inquire about our character and reputation.

If awarded the contract, we stand ready to perform the work in accordance with the requirements of your Library. If you have any questions or comments regarding our response, we would be happy to discuss these with you. Please feel free to contact us at 516.827.0240 or via email at michael@markdesignstudios.com.

Thank you again for the opportunity. We look forward to bringing our passion, knowledge and depth of experience with other projects to the Hicksville Public Library.

Sincerely,



Michael Mark, RA, AIA  
Principal, Mark Design Studios Architecture, P.C.

**Mark Design Studios Architecture, P.C.**

## FIRM PROFILE / HISTORY

Mark Design Studios Architecture, P.C. - Hicksville, NY

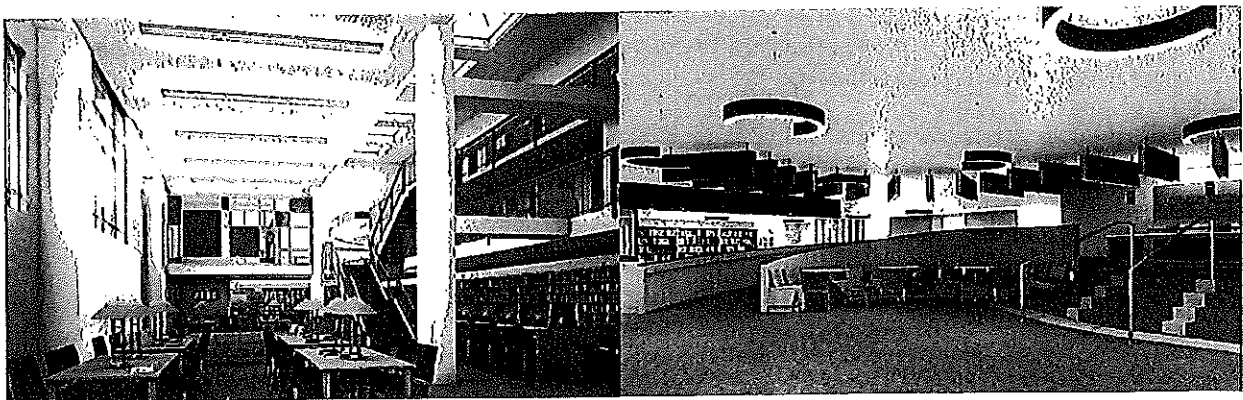
Mark Design Studios Architecture (MDS) in Hicksville has worked for a variety of library and educational clients on Long Island for two decades. MDS is a strong A/E presence that has provided exclusively Long Island clients with the advantages of an established local presence with a strong record of client service and a depth of educational facility design experience. MDS has a deep commitment to proactive client service, high-level planning efforts, and technical detail in advancing our clients' 21<sup>st</sup> century educational initiatives. By combining our dedication and experience, we offer a unique approach in developing community use and library projects.

Mark Design Studios is presently working collaboratively with other libraries to provide a level of service and attention to detail inherent to our firm's culture. MDS has made available to clients the personal and consistent attention of the firm's principal, **Michael Mark, AIA**, throughout each project.

Mark Design Studios Architecture was founded by Michael Mark, AIA and is a collective group of architects, interior designers and engineers specializing in library/educational, municipal and commercial facilities. These facilities serve a variety of communities and our design philosophy is one that shapes all our projects with one common goal – all our designs are thoughtful and creative while addressing the needs of the client within the budgetary parameters. Since our inception, we have been guided by three principles – excellence, loyalty and service. Design excellence is characterized by design that is aesthetically pleasing, distinctive and tailored to client needs. MDS has provided design excellence throughout its history, an achievement possible only by talented people working together towards a common goal, motivated by pride and bonded by loyalty and teamwork. Our success is not possible without the confidence, support and respect of our clients.

### Location and Service

MDS is located in Hicksville, New York where we have expanded several times as our practice has thrived and presently occupies the entire upper floor of our building. Our design team regularly collaborates on projects throughout the region and brings a strong synergy when it comes to executing projects on time and on budget. Our staff consists of fifteen individuals, including senior licensed professional directors, registered architects, project architects, project managers, interior designers, renderers, CAD technicians, engineers and professional administrative staff. We have established close relationships with structural engineers, electrical engineers, mechanical engineers and landscape architecture firms.



Mark Design Studios Architecture, P.C.

270 North Broadway, Hicksville, NY 11801 T 516.827.0240 F 516.827.0224

## KEY PERSONNEL

MDS Project Team consists of experienced local staff and resources to provide the Hicksville Public Library with the proper personnel to design and implement successful projects. A brief description of key personnel is as follows:

**Michael Mark, RA, AIA**, Principal – As the Principal and founder of the firm, Mr. Mark will personally oversee all aspects of the project. During his career over two decades, he has managed the design, bid and construction of a wide variety of projects including Capital Improvement Bonds, Annual Capital Projects and long-term project planning. Mr. Mark has an extensive background in Community use projects and has built his firm and reputation on the quality of his work and service.

**Thomas Petersen, RA**, Director of Architecture – Tom has over 30 years experience as a project designer and architectural project manager on various public education projects including school renovation bond programs, masonry restoration, school renovation projects, new additions, Building Condition Surveys and Capital Plans.

**Irene Yim, CID, IIDA** Director of Design – Irene is a Certified Interior Designer with over 16 years of experience in architecture and interior design and brings to our team a comprehensive knowledge of 21<sup>st</sup> century educational design that enhances the overall student learning experience. Her past experience includes designing for private K-12 schools as well as higher educational institutions. During her time at MDS, Irene has successfully overseen project teams in multitude of capital improvement projects as well as the preparation of a bond referendum.

**Adriana Trucco, RA**, Project Architect – Adriana has over 25 years of experience as a project designer and manager on various projects including masonry restoration, structural repairs, window replacement, and general building envelope projects and site work.

**Anthony DeCristofaro, PE**, Electrical Engineer – Anthony will oversee inspection of electrical equipment, switchgear, main and distribution panels, solar array installation, power monitoring, lighting and controls as well as BCS inspections and estimating.

**Elly Leung**, Senior Project Manager – Elly is an expert at AutoCAD, Adobe Suite, and Microsoft Office Suites with over 14 years of experience in a variety of design and construction projects. Elly serves as a senior project support in leading the drafting team to prepare accurate CAD models and drafting of project details and background drawings.

**Joy Liaw, RA, LEED AP, CDT**, Project Architect, Joy has a wide range of experience managing projects small and large. She brings a wealth of experience in project management through permit, bid, and construction phases. Her strengths include producing accurate and complete sets of construction documents while acting as a liaison between all consultants.

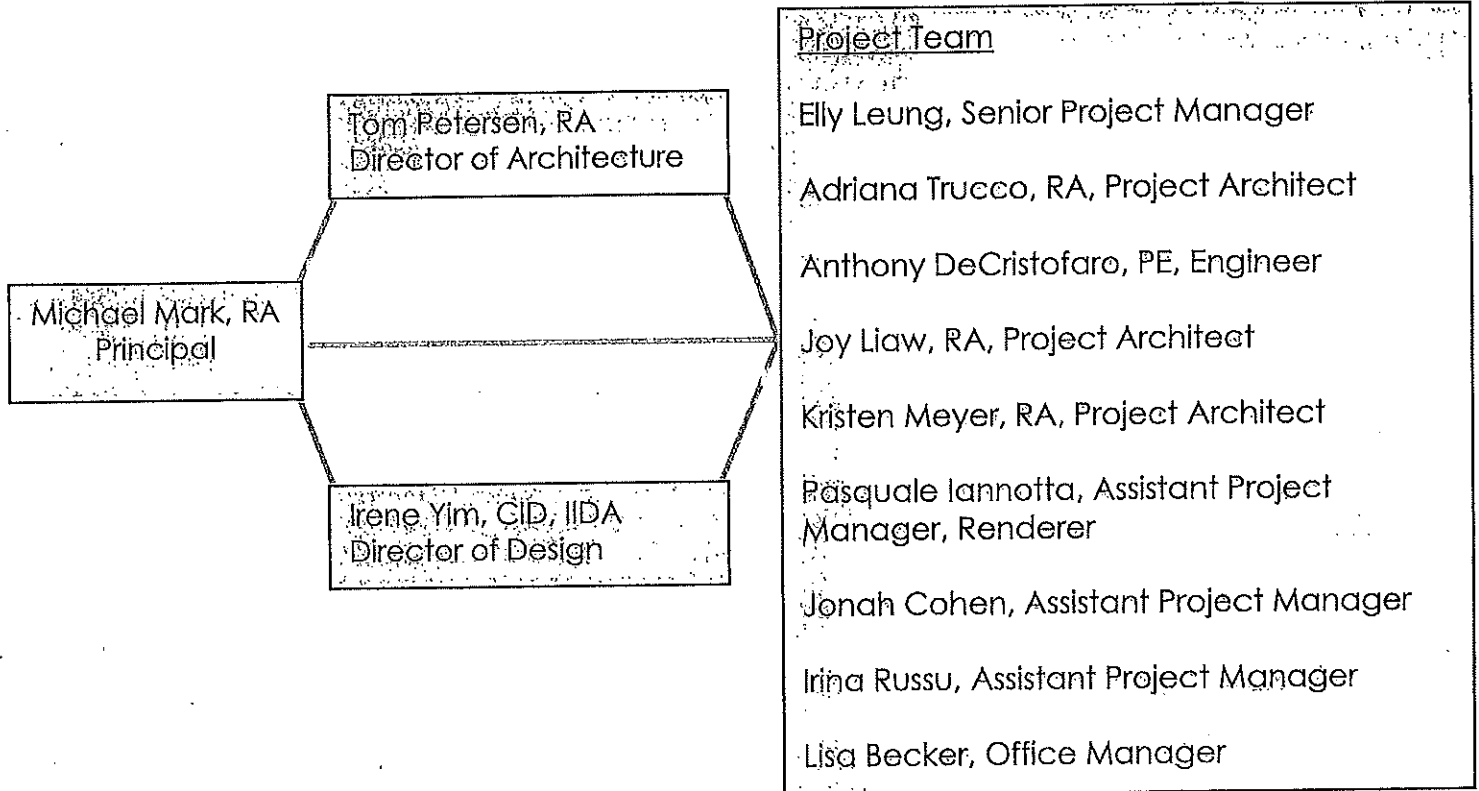
**Kristen Meyer, RA**, Project Architect – Kristen's background in diverse projects adds a unique perspective to institutional and municipal projects. Her thoroughness and attention to detail proves instrumental in developing effective spaces for the present and future.

**Jonah Cohen**, Assistant Project Manager – Jonah has a M.Arch from the Pratt Institute and a significant knowledge of technology as it applies to architectural design and planning. He is skilled at asking pointed questions to develop the optimal project scope in order to tailor a perfect design for each client.

**Irina Russu**, Assistant Project Manager – Irina excels in efficiency and technical precision. She is meticulous at documenting existing conditions and has a keen eye towards drawing coordination. Irina also always has valuable input on the projects in which she is involved with regard to improving design and flow of space.

MARK DESIGN STUDIOS ORGANIZATIONAL CHART

HICKSVILLE PUBLIC LIBRARY PROJECT TEAM



## CLIENT REFERENCES

We are proud of our work and recommend that you contact any of our references listed below. Michael Mark, AIA, principal of MDS has worked directly with all references and is the main point-of-contact with all local projects. Additional references are available upon request.

<p>Dr. Edward Salina, Ed. D Superintendent of Schools <b>Plainedge UFSD</b> 241 Wyngate Drive North Massapequa, NY 11758 (516) 992-7455 <i>Peter Porrazzo, Business</i> <i>Joe Jaronczyk, Facilities</i></p>	<p>Dr. Maria Rlanna Superintendent of Schools <b>Glen Cove City School District</b> 154 Dosoris Lane Glen Cove, New York 11542 (516) 801-7090 <i>Victoria Galante, Business</i> <i>Viktor Tymchynyuk, Facilities</i></p>
<p>Craig Cammarata Director of Facilities &amp; Operations <b>East Meadow Public Schools</b> 718 The Plain Road Westbury, NY 11590 (516) 478-5509</p>	<p>Irene Duszkievicz Library Director <b>Hempstead Public Library</b> 115 Nichols Court Hempstead, NY 11550 (516) 481-6990 x25</p>
<p>Michael Hahn Director of Facilities <b>Jericho UFSD</b> 99 Cedar Swamp Road Jericho, NY 11753 (516) 203-3600 x3233</p>	<p>Frank Russo Director of Facilities (Retired) <b>North Bellmore Public Schools</b> 1428 Sylvan Avenue East Meadow, New York 11554 (516) 633-4166</p>
<p>Dr. Christopher Dillon Assistant Superintendent for Business <b>Levittown Public Schools</b> 150 Abbey Lane Levittown, New York 11756 (516) 434-7007</p>	<p>Dr. Jennifer Morrison Superintendent of Schools <b>New Hyde Park – Garden City Park</b> 1950 Hillside Avenue New Hyde Park, New York 11040 (516) 434-2300 <i>Michael Frank, Business</i> <i>Erik Nakutavicius, Facilities (Former)</i></p>
<p>Anthony N. Fierro Executive Director, Facilities Services <b>Nassau BOCES</b> 71 Clinton Road Garden City, NY 11530-9195 (516) 396-2010</p>	<p>Ms. Ronnie W. Lawrence Executive Director <b>Town of Hempstead Housing Authority</b> 760 Jerusalem Avenue Uniondale, New York 11553 (516) 485-9666</p>
<p>Carol Probeyahn Library Director <b>East Meadow Public Library</b> 1886 Front Street East Meadow, New York 11553 (516) 794-2570 555</p>	<p>Erik Nakutavicius Director of Facilities <b>Locust Valley UFSD</b> 22 Horse Hollow Road Locust Valley, New York 11560 (516) 277-5070</p>

## FORM OF PROPOSAL – Hicksville Public Library Mark Design Studios Architecture PC - Hicksville, NY

### Fee Proposal

Mark Design Studios Architecture fee proposal includes the cost of all design team members including sub-consultants. We propose our fee to be based on a percentage of construction costs. Reimbursable expenses and other optional services are described below.

### A/E Services

We propose that our fees will be calculated as a percentage of construction costs in accordance with the fee below. The total fee for a project will be distributed over the phases of the projects as follows:

Schematic Design Phase:	10% of the total fee.
Design Development Phase:	20% of the total fee.
Construction Documents Phase:	30% of the total fee.
Bidding and Negotiation Phase:	10% of the total fee.
Construction Phase:	20% of the total fee.
Final Closeout:	10% of the total fee.

**Proposed Compensation** for Services are proposed as follows:

For Projects under \$100,000	Hourly Billing Rate (see below).
For Projects \$100,001-\$500,000	9.50% cost of construction
For Projects \$500,001-\$1,000,000	9.25% cost of construction
For Projects \$1,000,001-\$5,000,000	9.00% cost of construction
For Projects \$5,000,001-\$10,000,000	8.50% cost of construction
For Projects over \$10,000,000	8.00% cost of construction

### Maximum Hourly Rates for Compensation for Professional Services

Professional's Required Services hourly rate for small projects or additional services for the technical classifications listed shall not exceed the following:

Technical Classification	Direct Hourly Rate (see attached bid sheets)
Principal	\$250
Resident Architect or Engineer	\$215
Senior Civil Engineer	\$175
Senior M/E/P/FP Engineer	\$175
Senior Project Manager	\$150
Staff Architect	\$150
Staff Engineer	\$150
Renderer/Graphic Artist	\$135
Construction Administrator	\$125
Administrative	\$ 45
Survey Crew	\$170

### Reimbursable Statement

**MDS** will not seek reimbursement for travel, lodging, subsistence or other out-of-pocket costs incurred in connection with this contract with the exception of reimbursable expenses defined below.

As is customary, printing and postage for bid documents shall be considered a reimbursable expense unless, of course, the Library pays directly for the service with a print house. Another option we have utilized is for the Library to contract with a print company that distributes bid documents electronically to the potential bidders who download and print their own bid set or they pay the print company directly for their bid sets. This saves the Library considerable cost in minimizing print services. All reimbursable expenses authorized by the Library shall be at cost +10%.

**Additional Services and Exclusions**

The following items are not included in our scope of services at this time, but we would be glad to assist in the procurement of the services if the Library does not wish to contract directly with specialists for the work. It is not practical to provide a cost for the work items listed below prior to selection, but we would be glad to solicit three written prices for each service as soon as we have been selected by the Library and have some time discuss the projects in detail.

- Special Environmental Studies for SEQR Type I Actions, such as Draft and Final Environmental Impact Studies
- Traffic Engineering Studies
- Hazardous Materials Surveys and Testing (Asbestos Abatement Design and Bid Documents for materials discovered by the environmental consultant are included within our base fee)
- Infrared thermographic or other moisture testing.
- Property Surveys, Soil Borings, Subsurface Investigations and Test Reports
- Destructive Probes and Testing
- Special Inspection and Testing Services during Construction – Owner to engage directly
- Full time Project Representation during Construction
- Construction Management Services
- Commissioning of Systems and Equipment
- Renderings except as noted herein.


Concept plans are to be invoiced per the phases listed in "A/E Services" above to avoid duplication of costs.


MDS will provide proposals for additional services upon request. MDS shall not commence any additional services without the prior written authorization of Hicksville Public Library.

**Certification**

This is to certify that the undersigned, Michael Mark, RA, AIA, principal of Mark Design Studios Architecture, PC is entitled to represent the firm, is empowered to submit the Fee Proposal and authorized to sign a contract with the Hicksville Public Library.

**ACCEPTED BY:**

Signature:   
Print/Title: Michael Mark, President  
Date: 02-09-2021

Signature:   
Print/Title: Christine Edvoms, Director  
Date: 5-24-2021



## Hicksville Public Library Profit & Loss Budget Performance

12A

	2024-2025 Annual Budget	Jul - Dec 24	2%		2.75%		3.25%	
			Proposed Annual Budget	Difference	Proposed Annual Budget	Difference	2025-2026 Proposed Annual Budget	Difference
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
4000 · Real Estate Taxes	5,135,026.00	2,139,594.15	\$ 5,237,726.00	\$ 102,700.00	\$ 5,276,239.00	\$ 141,213.00	\$ 5,306,260.00	\$ 171,234.00
4001 · PILOT	124,000.00		\$ 124,000.00	\$ -	\$ 124,000.00	\$ -	\$ 124,000.00	\$ -
4500 · Program Fees				\$ -		\$ -		\$ -
4501 · Trips	5,000.00	1,768.75	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
4502 · Tickets	6,000.00	11,741.62	\$ 26,000.00	\$ 20,000.00	\$ 26,000.00	\$ 20,000.00	\$ 26,000.00	\$ 20,000.00
4500 · Program Fees - Other		1,754.00		\$ -		\$ -		\$ -
<b>Total 4500 · Program Fees</b>	<b>11,000.00</b>	<b>15,264.37</b>	<b>\$ 31,000.00</b>		<b>\$ 31,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 31,000.00</b>	<b>\$ 20,000.00</b>
4520 · Sales Tax Vendor Credit		47.48		\$ -		\$ -		\$ -
4600 · Jury Duty Income				\$ -		\$ -		\$ -
<b>Other Income/Expense</b>				\$ -		\$ -		\$ -
<b>Other Income</b>				\$ -		\$ -		\$ -
9900 · Appropriated Fund Balance	123,074.00		\$ 78,274.00	\$ (44,800.00)	\$ 39,761.00	\$ (83,313.00)	\$ 29,940.00	\$ (93,134.00)
9910 · Fines & Fees				\$ -		\$ -		\$ -
9911 · Adult	1,000.00	1,081.48	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
9912 · Children	100.00		\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -
9913 · Taxable Item	500.00	50.20	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -
9914 · FAX Charges	200.00		\$ -	\$ (200.00)	\$ -	\$ (200.00)	\$ -	\$ (200.00)
9915 · Notary	100.00	168.00	\$ 300.00	\$ 200.00	\$ 300.00	\$ 200.00	\$ 300.00	\$ 200.00
9916 · Lost Books	1,000.00	634.32	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
9917 · Printer Fees	3,600.00	1,986.45	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -
9919 · Video Fines	600.00		\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ -
9920 · Miscellaneous Income				\$ -		\$ -		\$ -
9921 · Copy Machine		1,626.70		\$ -		\$ -		\$ -
9922 · E-commerce				\$ -		\$ -		\$ -
9910 · Fines & Fees - Other				\$ -		\$ -		\$ -
<b>Total 9910 · Fines &amp; Fees</b>	<b>7,100.00</b>	<b>5,547.15</b>	<b>\$ 7,100.00</b>	<b>\$ -</b>	<b>\$ 7,100.00</b>	<b>\$ -</b>	<b>\$ 7,100.00</b>	<b>\$ -</b>
9925 · Erate	1,800.00	5,835.59	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -
9930 · Interest	6,000.00	55,327.34	\$ 10,000.00	\$ 4,000.00	\$ 10,000.00	\$ 4,000.00	\$ 10,000.00	\$ 4,000.00
9940 · LLSA State Aid		11,619.90		\$ -		\$ -		\$ -
9941 · Bullet Aid (LLSA)				\$ -		\$ -		\$ -

## Hicksville Public Library Profit & Loss Budget Performance

	2024-2025 Annual Budget	Jul - Dec 24	2%		2.75%		3.25%	
			Proposed Annual Budget	Difference	Proposed Annual Budget	Difference	2025-2026 Proposed Annual Budget	Difference
9950 · Grants				\$ -		\$ -		\$ -
9980 · Donations		167.90		\$ -		\$ -		\$ -
9990 · Commissions		119.98		\$ -		\$ -		\$ -
<b>Total Other Income</b>	<b>137,974.00</b>	<b>78,617.86</b>	<b>\$ 97,174.00</b>	<b>\$ (40,800.00)</b>	<b>\$ 58,661.00</b>	<b>\$ (79,313.00)</b>	<b>\$ 48,840.00</b>	<b>\$ (89,134.00)</b>
<b>Net Other Income</b>	<b>137,974.00</b>	<b>78,617.86</b>	<b>\$ 97,174.00</b>	<b>\$ (40,800.00)</b>	<b>\$ 58,661.00</b>	<b>\$ (79,313.00)</b>	<b>\$ 48,840.00</b>	<b>\$ (89,134.00)</b>
<b>Net Income</b>		<b>(304,366.25)</b>						
<b>Total Income</b>	<b>5,408,000.00</b>	<b>2,154,906.00</b>	<b>\$ 5,489,900.00</b>	<b>\$ 81,900.00</b>	<b>\$ 5,489,900.00</b>	<b>\$ 81,900.00</b>	<b>\$ 5,510,100.00</b>	<b>\$ 102,100.00</b>
<b>Gross Profit</b>	<b>5,408,000.00</b>	<b>2,154,906.00</b>	<b>\$ 5,489,900.00</b>		<b>\$ 5,489,900.00</b>	<b>\$ 81,900.00</b>	<b>\$ 5,510,100.00</b>	<b>\$ 102,100.00</b>
<b>Expense</b>				\$ -		\$ -		\$ -
<b>5000 · Salaries and Wages</b>				\$ -		\$ -		\$ -
5010 · Professional Salaries	1,100,000.00	458,903.23	\$ 1,120,000.00	\$ 20,000.00	\$ 1,120,000.00	\$ 20,000.00	\$ 1,120,000.00	\$ 20,000.00
5020 · Clerical Salaries	1,030,000.00	495,471.90	\$ 1,050,000.00	\$ 20,000.00	\$ 1,050,000.00	\$ 20,000.00	\$ 1,050,000.00	\$ 20,000.00
5030 · Custodial Salaries	215,000.00	108,589.12	\$ 220,000.00	\$ 5,000.00	\$ 220,000.00	\$ 5,000.00	\$ 220,000.00	\$ 5,000.00
<b>Total 5000 · Salaries and Wages</b>	<b>2,345,000.00</b>	<b>1,062,964.25</b>	<b>\$ 2,390,000.00</b>		<b>\$ 2,390,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 2,390,000.00</b>	<b>\$ 45,000.00</b>
<b>5100 · Employee Benefits</b>				\$ -		\$ -		\$ -
5110 · NYS Retirement System	320,000.00	275,469.00	\$ 320,000.00	\$ -	\$ 320,000.00	\$ -	\$ 320,000.00	\$ -
5120 · FICA/MEDICARE	176,000.00	81,293.91	\$ 190,000.00	\$ 14,000.00	\$ 190,000.00	\$ 14,000.00	\$ 190,000.00	\$ 14,000.00
5130 · Wkrs Comp./ DBL	40,000.00	21,239.00	\$ 44,000.00	\$ 4,000.00	\$ 44,000.00	\$ 4,000.00	\$ 44,000.00	\$ 4,000.00
5140 · Disability Insurance	1,000.00	(779.43)	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
5151 · Survivor Health Ins		(686.20)		\$ -		\$ -		\$ -
5153 · Medicare Reimbursement	90,000.00	45,247.30	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -
5170 · Medical / Dental Insurance	1,000,000.00	510,028.55	\$ 1,020,000.00	\$ 20,000.00	\$ 1,020,000.00	\$ 20,000.00	\$ 1,020,000.00	\$ 20,000.00
5175 · GASB Software	3,000.00	365.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
9065 · Unemployment Ins.	5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
<b>Total 5100 · Employee Benefits</b>	<b>1,635,000.00</b>	<b>932,177.13</b>	<b>\$ 1,673,000.00</b>		<b>\$ 1,673,000.00</b>	<b>\$ 38,000.00</b>	<b>\$ 1,673,000.00</b>	<b>\$ 38,000.00</b>
<b>5400 · Collection</b>				\$ -		\$ -		\$ -
<b>5401 · Books</b>				\$ -		\$ -		\$ -
<b>5402 · Adult Books</b>				\$ -		\$ -		\$ -
<b>5403 · Adult - Non-Fiction</b>				\$ -		\$ -		\$ -
54031 · Continuations		1,277.82		\$ -		\$ -		\$ -
5403 · Adult - Non-Fiction - Other		170.00		\$ -		\$ -		\$ -
<b>Total 5403 · Adult - Non-Fiction</b>		<b>1,447.82</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

## Hicksville Public Library Profit & Loss Budget Performance

	2024-2025 Annual Budget	Jul - Dec 24	2%		2.75%		3.25%	
			Proposed Annual Budget	Difference	Proposed Annual Budget	Difference	2025-2026 Proposed Annual Budget	Difference
5405 · McNaughton Books		9,880.80		\$ -		\$ -		\$ -
5402 · Adult Books - Other	90,000.00	28,747.55	\$ 80,000.00	\$ (10,000.00)	\$ 80,000.00	\$ (10,000.00)	\$ 80,000.00	\$ (10,000.00)
<b>Total 5402 · Adult Books</b>	90,000.00	40,076.17	\$ 80,000.00		\$ 80,000.00	\$ (10,000.00)	\$ 80,000.00	\$ (10,000.00)
5406 · Young Adult Books	6,000.00	543.01	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
5407 · Children Books	20,000.00	3,957.47	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -
5408 · eBooks	58,000.00	21,510.32	\$ 65,000.00	\$ 7,000.00	\$ 65,000.00	\$ 7,000.00	\$ 72,000.00	\$ 14,000.00
5409 · Lost Book Reim	600.00		\$ -	\$ (600.00)	\$ -	\$ (600.00)	\$ -	\$ (600.00)
5401 · Books - Other				\$ -		\$ -		\$ -
<b>Total 5401 · Books</b>	174,600.00	66,086.97	\$ 171,000.00		\$ 171,000.00	\$ (3,600.00)	\$ 178,000.00	\$ 3,400.00
5410 · Periodicals & Films	18,000.00	7,477.53	\$ 14,000.00	\$ (4,000.00)	\$ 14,000.00	\$ (4,000.00)	\$ 14,000.00	\$ (4,000.00)
5420 · Audio				\$ -		\$ -		\$ -
5421 · Music CD	2,000.00	338.39	\$ 1,000.00	\$ (1,000.00)	\$ 1,000.00	\$ (1,000.00)	\$ 1,000.00	\$ (1,000.00)
5422 · Audio Books - Adult	7,000.00	5,914.65	\$ 5,000.00	\$ (2,000.00)	\$ 5,000.00	\$ (2,000.00)	\$ 5,000.00	\$ (2,000.00)
54221 · Audio Books - Children	3,000.00	162.42	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00
<b>Total 5420 · Audio</b>	12,000.00	6,415.46	\$ 10,000.00		\$ 10,000.00	\$ (2,000.00)	\$ 10,000.00	\$ (2,000.00)
5440 · On Line Information				\$ -		\$ -		\$ -
5443 · On Line Database	40,000.00	18,703.56	\$ 45,000.00	\$ 5,000.00	\$ 45,000.00	\$ 5,000.00	\$ 45,000.00	\$ 5,000.00
5444 · NLS Direct Access	35,000.00	24,990.00	\$ 35,000.00	\$ -	\$ 35,000.00	\$ -	\$ 35,000.00	\$ -
5440 · On Line Information - Other	5,000.00		\$ -	\$ (5,000.00)	\$ -	\$ (5,000.00)	\$ -	\$ (5,000.00)
<b>Total 5440 · On Line Information</b>	80,000.00	43,693.56	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -
5455 · Program Expense				\$ -		\$ -		\$ -
54552 · Tickets	6,000.00	11,348.27	\$ 26,000.00	\$ 20,000.00	\$ 26,000.00	\$ 20,000.00	\$ 26,000.00	\$ 20,000.00
5456 · Program Expense - Adult				\$ -		\$ -		\$ -
54551 · Program Expense-Museum Passes	10,000.00	7,138.00	\$ 12,000.00	\$ 2,000.00	\$ 12,000.00	\$ 2,000.00	\$ 13,200.00	\$ 3,200.00
5456 · Program Expense - Adult - Other	80,000.00	32,194.07	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -
<b>Total 5456 · Program Expense - Adult</b>	90,000.00	39,332.07	\$ 92,000.00		\$ 92,000.00	\$ 2,000.00	\$ 93,200.00	\$ 3,200.00
5457 · Program Expense - Children	60,000.00	16,131.42	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -
5458 · Program Expense - Young Adult	20,000.00	5,125.08	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -
5455 · Program Expense - Other		295.00		\$ -		\$ -		\$ -
<b>Total 5455 · Program Expense</b>	176,000.00	72,231.84	\$ 172,000.00		\$ 172,000.00	\$ (4,000.00)	\$ 173,200.00	\$ (2,800.00)
5459 · Trip Expenses	5,000.00	1,145.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
5460 · Videos & DVDs				\$ -		\$ -		\$ -

## Hicksville Public Library Profit & Loss Budget Performance

	2024-2025 Annual Budget	Jul - Dec 24	2%		2.75%		3.25%	
			Proposed Annual Budget	Difference	Proposed Annual Budget	Difference	2025-2026 Proposed Annual Budget	Difference
5461 · Videos/DVD - Adult				\$ -		\$ -		\$ -
5464 · BluRay		24.49		\$ -		\$ -		\$ -
5461 · Videos/DVD - Adult - Other		5,887.60		\$ -		\$ -		\$ -
<b>Total 5461 · Videos/DVD - Adult</b>		5,912.09		\$ -		\$ -		\$ -
5462 · Videos/DVD - Juvenile	3,000.00	474.88	\$ 2,500.00	\$ (500.00)	\$ 2,500.00	\$ (500.00)	\$ 2,500.00	\$ (500.00)
5465 · Streaming Videos	3,000.00	3,749.98	\$ 7,000.00	\$ 4,000.00	\$ 7,000.00	\$ 4,000.00	\$ 9,000.00	\$ 6,000.00
5460 · Videos & DVDs - Other	12,000.00	147.84	\$ 9,000.00	\$ (3,000.00)	\$ 9,000.00	\$ (3,000.00)	\$ 9,000.00	\$ (3,000.00)
<b>Total 5460 · Videos &amp; DVDs</b>	18,000.00	10,284.79	\$ 18,500.00	\$ 500.00	\$ 18,500.00	\$ 500.00	\$ 20,500.00	\$ 2,500.00
5470 · Library of Things	7,000.00	850.84	\$ 5,000.00	\$ (2,000.00)	\$ 5,000.00	\$ (2,000.00)	\$ 5,000.00	\$ (2,000.00)
<b>Total 5400 · Collection</b>	490,600.00	208,185.99	\$ 475,500.00	\$ (15,100.00)	\$ 475,500.00	\$ (15,100.00)	\$ 485,700.00	\$ (4,900.00)
<b>6000 · Library Operations</b>				\$ -		\$ -		\$ -
5451 · Local History	5,000.00	829.96	\$ 3,000.00	\$ (2,000.00)	\$ 3,000.00	\$ (2,000.00)	\$ 3,000.00	\$ (2,000.00)
6200 · Professional Activities	18,000.00	7,084.97	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -
6250 · Library Supplies	36,000.00	10,913.03	\$ 36,000.00	\$ -	\$ 36,000.00	\$ -	\$ 36,000.00	\$ -
6300 · Publicity (Newsletter)	30,000.00	1,515.57	\$ 25,000.00	\$ (5,000.00)	\$ 25,000.00	\$ (5,000.00)	\$ 25,000.00	\$ (5,000.00)
NEW - Outreach			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6400 · Telephone	15,000.00	4,986.90	\$ 12,000.00	\$ (3,000.00)	\$ 12,000.00	\$ (3,000.00)	\$ 12,000.00	\$ (3,000.00)
6401 · Telecommunication - ALIS	12,000.00	4,800.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
6440 · ALIS Expense	52,000.00	22,148.42	\$ 52,000.00	\$ -	\$ 52,000.00	\$ -	\$ 52,000.00	\$ -
6700 · Computer Expense	31,000.00	6,367.33	\$ 31,000.00	\$ -	\$ 31,000.00	\$ -	\$ 31,000.00	\$ -
6800 · Bank Service Charges		413.36		\$ -		\$ -		\$ -
6850 · Postage	6,000.00	9.68	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
6000 · Library Operations - Other	2,000.00	73.85	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
<b>Total 6000 · Library Operations</b>	207,000.00	59,143.07	\$ 202,000.00	\$ (5,000.00)	\$ 202,000.00	\$ (5,000.00)	\$ 202,000.00	\$ (5,000.00)
6210 · Staff Development	20,000.00	77.94	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -
<b>7000 · Building Operations</b>				\$ -		\$ -		\$ -
7100 · Bldg Maintenance				\$ -		\$ -		\$ -
7110 · Supplies	38,000.00	11,367.04	\$ 38,000.00	\$ -	\$ 38,000.00	\$ -	\$ 38,000.00	\$ -
7120 · Repairs / Cleaning	90,000.00	28,086.35	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -
7130 · Landscaper	26,000.00	10,050.00	\$ 26,000.00	\$ -	\$ 26,000.00	\$ -	\$ 26,000.00	\$ -
7135 · Snow Removal	15,000.00		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -
7136 · Alarm System	18,000.00	7,089.87	\$ 15,000.00	\$ (3,000.00)	\$ 15,000.00	\$ (3,000.00)	\$ 15,000.00	\$ (3,000.00)

## Hicksville Public Library Profit & Loss Budget Performance

	2024-2025 Annual Budget	Jul - Dec 24	2%		2.75%		3.25%	
			Proposed Annual Budget	Difference	Proposed Annual Budget	Difference	2025-2026 Proposed Annual Budget	Difference
7139 · Maintenance Contracts	30,000.00	4,962.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -
7100 · Bldg Maintenance - Other		98.78		\$ -		\$ -		\$ -
<b>Total 7100 · Bldg Maintenance</b>	<b>217,000.00</b>	<b>61,654.04</b>	<b>\$ 214,000.00</b>	<b>\$ (3,000.00)</b>	<b>\$ 214,000.00</b>	<b>\$ (3,000.00)</b>	<b>\$ 214,000.00</b>	<b>\$ (3,000.00)</b>
7140 · Security	100,000.00	43,552.32	\$ 130,000.00	\$ 30,000.00	\$ 130,000.00	\$ 30,000.00	\$ 130,000.00	\$ 30,000.00
7200 · Utilities				\$ -		\$ -		\$ -
7220 · Gas and Electric	130,000.00	50,718.52	\$ 115,000.00	\$ (15,000.00)	\$ 115,000.00	\$ (15,000.00)	\$ 115,000.00	\$ (15,000.00)
7230 · Water	4,000.00	1,283.20	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -
<b>Total 7200 · Utilities</b>	<b>134,000.00</b>	<b>52,001.72</b>	<b>\$ 119,000.00</b>	<b>\$ (15,000.00)</b>	<b>\$ 119,000.00</b>	<b>\$ (15,000.00)</b>	<b>\$ 119,000.00</b>	<b>\$ (15,000.00)</b>
7300 · Insurance	60,000.00	55,787.94	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -
7500 · Professional Fees				\$ -		\$ -		\$ -
7525 · Legal Fees	30,000.00	8,157.60	\$ 45,000.00	\$ 15,000.00	\$ 45,000.00	\$ 15,000.00	\$ 45,000.00	\$ 15,000.00
7550 · Accounting	36,000.00	20,062.55	\$ 38,000.00	\$ 2,000.00	\$ 38,000.00	\$ 2,000.00	\$ 38,000.00	\$ 2,000.00
7560 · Personal Services-Professional	6,000.00	2,135.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
7575 · Consulting	9,000.00	10,544.00	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -
7590 · Architect Fees		547.80	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
7500 · Professional Fees - Other		356.96		\$ -		\$ -		\$ -
<b>Total 7500 · Professional Fees</b>	<b>81,000.00</b>	<b>41,803.91</b>	<b>\$ 108,000.00</b>	<b>\$ 27,000.00</b>	<b>\$ 108,000.00</b>	<b>\$ 27,000.00</b>	<b>\$ 118,000.00</b>	<b>\$ 37,000.00</b>
7600 · Equipment Rental	22,000.00	9,489.24	\$ 22,000.00	\$ -	\$ 22,000.00	\$ -	\$ 22,000.00	\$ -
7800 · Automobile Expenses				\$ -		\$ -		\$ -
7810 · Gas & Repairs	2,400.00	134.17	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -
<b>Total 7800 · Automobile Expenses</b>	<b>2,400.00</b>	<b>134.17</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>
7900 · Other Operating & Maintenance	10,000.00		\$ -	\$ (10,000.00)	\$ -	\$ (10,000.00)	\$ -	\$ (10,000.00)
<b>Total 7000 · Building Operations</b>	<b>626,400.00</b>	<b>264,423.34</b>	<b>\$ 655,400.00</b>	<b>\$ 29,000.00</b>	<b>\$ 655,400.00</b>	<b>\$ 29,000.00</b>	<b>\$ 665,400.00</b>	<b>\$ 39,000.00</b>
7510 · Election Expense	2,000.00		\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
7584 · Payroll Service	18,000.00	7,343.30	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -
9000 · Capital Expense				\$ -		\$ -		\$ -
9011 · Building - Main Library	20,000.00		\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -
9030 · Computer Equipment	24,000.00	2,846.09	\$ 24,000.00	\$ -	\$ 24,000.00	\$ -	\$ 24,000.00	\$ -
9070 · Furniture & Fixtures	10,000.00	729.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
9080 · Architects	10,000.00		\$ -	\$ (10,000.00)	\$ -	\$ (10,000.00)	\$ -	\$ (10,000.00)
9000 · Capital Expense - Other				\$ -		\$ -		\$ -
<b>Total 9000 · Capital Expense</b>	<b>64,000.00</b>	<b>3,575.09</b>	<b>\$ 54,000.00</b>	<b>\$ (10,000.00)</b>	<b>\$ 54,000.00</b>	<b>\$ (10,000.00)</b>	<b>\$ 54,000.00</b>	<b>\$ (10,000.00)</b>

## Hicksville Public Library Profit & Loss Budget Performance

		2%		2.75%		3.25%		
	2024-2025 Annual Budget	Jul - Dec 24	Proposed Annual Budget	Proposed Annual Budget	Proposed Annual Budget	2025-2026 Proposed Annual Budget	Difference	
			Difference					
<b>Total Expense</b>	5,408,000.00	2,537,890.11	\$ 5,489,900.00	\$ 81,900.00	\$ 5,489,900.00	\$ 81,900.00	\$ 5,510,100.00	\$ 102,100.00
<b>Net Ordinary Income</b>	0.00	(382,984.11)	\$ -		\$ -		\$ -	\$ -

# Billed items prior to 2020

CALL #	AUTHOR	TITLE	DUE DATE	BARCODE	MONEY OWED
915.19 C v.9		Customs and manners in Korea / edited by International Cultural Foundation Chun Shin-yong, general editor.	8/30/18	31911001292250	\$6.00
513 E	Euclid.	Euclid's elements / edited by Isaac Todhunter introduction by T. L. Heath.	12/10/18	31911000847062	\$93.85
347.014 M	MacKenzie, John P.	The appearance of justice [by] John P. MacKenzie.	2/21/18	31911000557554	\$51.12
291.216 R	Russell, Jeffrey Burton.	The Devil : perceptions of evil from antiquity to primitive Christianity / Jeffrey Burton Russell.	10/4/18	31911000463720	\$73.00
822.33 S	Shakespeare, William, 1564-1616.	Julius Caesar / edited by Arthur Humphreys.	6/6/18	31911001378901	\$19.95
779.3 Thoreau /c.2	Thoreau, Henry David, 1817-1862.	In wildness is the preservation of the world / from Henry David Thoreau selections & photographs by Eliot Pe	12/14/18	31911001472589	\$147.90
J FIC Wilder History	Wilder, Laura (Ingalls) 1867-1957.	The first four years / by Laura Ingalls Wilder illustrated by Garth Williams.	6/5/18	31911001556555	\$21.88
J FIC Zindel	Zindel, Paul.	The pigman : a novel.	6/5/18	31911000922634	\$21.95
972.84 A	Armstrong, Robert, 1941-	El Salvador, the face of revolution / Robert Armstrong and Janet Shenk.	7/5/18	31911002734540	\$20.00
658.45 B	Baker, Wayne E.	Networking smart : how to build relationships for personal and organizational success / Wayne E. Baker.	10/27/18	31911002475896	\$82.95
940.28 H	Hobsbawm, E. J. (Eric J.), 1917-2012.	The age of capital, 1848-1875 / E. J. Hobsbawm.	4/2/18	31911002374222	\$17.50
JB Lincoln J	Jacobs, William Jay.	Lincoln / William Jay Jacobs.	3/22/18	31911002774504	\$107.10
920 M	Mathabane, Mark.	African women : three generations / Mark Mathabane.	1/19/18	31911002485960	\$23.00
J 973.62 N	Nardo, Don, 1947-	The Mexican-American War / by Don Nardo.	6/13/18	31911002203033	\$124.05
Q 917.4753 P	Porter, Eliot, 1901-1990.	Forever wild: the Adirondacks. Photos. by Eliot Porter. Captions by William Chapman White.	12/14/18	31911002718980	\$147.90
[EASY] E SEUSS	Seuss, Dr.	Oh, the places you'll go! / by Dr. Seuss.	4/16/18	31911004155165	\$17.99
J FIC Shannon	Shannon, Jacqueline.	I hate my hero / Jacqueline Shannon.	8/2/18	31911002780097	\$37.94
[Y READER] J FIC Stowe Young	Stowe, Cynthia.	Not-so-normal Norman / by Cynthia Stowe illustrated by Cat Bowman Smith.	12/2/17	31911002967165	\$103.71
770.92 S	Shroder, Tom.	Seeing the light : wilderness and salvation : a photographer's tale / Tom Shroder and John Barry photographs	12/14/18	31911003033728	\$147.90
E BRETT	Brett, Jan, 1949-	Armadillo rodeo / written and illustrated by Jan Brett.	5/9/18	31911002986934	\$15.95
519.2 P	Peterson, Ivars.	The jungles of randomness : a mathematical safari / Ivars Peterson.	12/10/18	31911003344034	\$93.85
[HOLIDAY] E WELLS	Wells, Rosemary.	McDuff's new friend / Rosemary Wells illustrated by Susan Jeffers.	12/28/18	31911003524171	\$13.49
973.0496 R		Remembering slavery : African Americans talk about their personal experiences of slavery and emancipation /	11/8/18	31911003454197	\$49.95
[UBIO.] JB McCARTY C	Coleman, Evelyn, 1948-	The riches of Oseola McCarty / Evelyn Coleman illustrated by Daniel Minter.	4/30/18	31911003515518	\$14.95
[EASY] E LAWRENCE	Lawrence, Michael (Michael C.)	Baby loves / Michael Lawrence illustrated by Adrian Reynolds.	6/22/18	31911004969441	\$9.95
E YOLEN	Yolen, Jane.	How do dinosaurs say good night? / Jane Yolen illustrated by Mark Teague.	11/8/18	31911003840312	\$44.93
J 612.8 SIMON	Simon, Seymour.	Out of sight : pictures of hidden worlds / Seymour Simon.	10/15/18	31911003988657	\$31.83
[PARENTS/FAMILY] E PUTTOCK	Puttock, Simon.	A story for Hippo : a book about loss / written by Simon Puttock illustrated by Alison Bartlett.	10/15/18	31911004153632	\$31.83
J 973.931 WHEELER	Wheeler, Jill C., 1964-	September 11, 2001 : the day that changed America / Jill C. Wheeler.	6/13/18	31911004245511	\$124.05
[YOUNG] J FIC PARK	Park, Barbara.	Junie B., first grader : boss of lunch / Barbara Park illustrated by Denise Brunkus.	12/28/18	31911004356714	\$13.99
770.92 Adams H	Hammond, Anne.	Ansel Adams : divine performance / Anne Hammond.	12/14/18	31911004392222	\$147.90
641.5631 A		Low-fat, low-cholesterol cookbook : heart-healthy, easy-to-make recipes that taste great / American Heart Ass	6/13/18	31911004586476	\$74.90
[UBIO] LINCOLN R	Roberts, Jeremy, 1956-	Abraham Lincoln / Jeremy Roberts.	3/22/18	31911004542222	\$107.10
[LOWER LEVEL] CLASSICS B Gunther	Gunther, John, 1901-1970.	Death be not proud / John J. Gunther.	6/5/18	31911004679925	\$21.95
519.2 A	Aczel, Amir D.	Chance : a guide to gambling, love, the stock market & just about anything else / Amir D. Aczel.	12/10/18	31911004815651	\$93.85
[UBIO] JB GLENN A.	Ashby, Ruth.	Rocket man : the Mercury adventure of John Glenn / Ruth Ashby [illustrations by Robert Hunt].	4/12/18	31911004851334	\$143.43
[UFIC] J FIC FOGELIN	Fogelin, Adrian.	The big nothing / Adrian Fogelin.	8/11/18	31911004852381	\$14.95
[UBEG] BEG READER PACKARD	Packard, Mary.	The new baby / written by Mary Packard illustrated by Amanda Haley.	11/17/18	31911004852787	\$30.49
[UBIO] JB EINSTEIN D.	Delano, Marfe Ferguson.	Genius : a photobiography of Albert Einstein / by Marfe Ferguson Delano.	4/17/18	31911004860533	\$53.88
DVD EXORCIST DRAMA		The exorcist [videorecording (DVD)] / Warner Bros.	9/13/18	31911006618483	\$73.00
E WILLIAMS	Williams, Linda, 1948-	The little old lady who was not afraid of anything / by Linda Williams illustrated by Megan Lloyd.	5/14/18	31911004979515	\$15.99
E CRUMMEL	Crummel, Susan Stevens.	Ten-gallon Bart / by Susan Stevens Crummel illustrated by Dorothy Donohue.	5/21/18	31911005022620	\$16.95
J 796.092 PIVEN	Piven, Hanoch, 1963-	What athletes are made of / Hanoch Piven [illustrator text, Sarah L. Thomson].	12/2/17	31911005026100	\$103.71
[YOUNG] J FIC DICAMILLO	DiCamillo, Kate.	Mercy Watson goes for a ride / Kate DiCamillo illustrated by Chris Van Dusen.	4/17/18	31911005026332	\$53.88
[YOUNG] J FIC DICAMILLO	DiCamillo, Kate.	Mercy Watson fights crime / Kate DiCamillo illustrated by Chris Van Dusen.	4/17/18	31911005102711	\$53.88
616.462 H		Healing gourmet, eat to beat diabetes / with Paresh Dandona, Melissa Ohlson, and Ana Machado.	6/13/18	31911005067138	\$74.90
J FIC NAYLOR	Naylor, Phyllis Reynolds.	Alice alone / Phyllis Reynolds Naylor.	4/12/18	31911005107702	\$143.43
[YOUNG] J FIC SINGH	Singh, Vandana.	Younguncle comes to town / by Vandana Singh illustrated by B.M. Kamath.	12/2/17	31911005109062	\$103.71
E WINTER	Winter, Jeanette.	The tale of Pale Male : a true story / Jeanette Winter.	4/16/18	31911005173381	\$16.00
E WILLEMS	Willems, Mo.	My friend is sad / by Mo Willems.	7/18/18	31911005197117	\$37.96
FIC MONING	Moning, Karen Marie.	Bloodfever / Karen Marie Moning.	11/10/18	31911005275863	\$58.00
[LOWER LEVEL] YA FIC GUEST	Guest, Judith.	Ordinary people / Judith Guest.	9/10/18	31911005291092	\$28.99
FIC Lahiri	Lahiri, Jhumpa.	The namesake / Jhumpa Lahiri.	9/26/18	31911005281036	\$14.20
[LOWER LEVEL] GRAPHIC NOVEL SERIES YA	Hotta, Yumi.	Hikaru no go. 1, Descent of the Go master / story by Yumi Hotta art by Takeshi Obata supervised by Yukari Um	10/9/18	31911005358917	\$61.78
[LOWER LEVEL] GRAPHIC NOVEL SERIES YA	Hotta, Yumi.	Hikaru no Go. 3, Preliminary scrimmage / story by Yumi Hotta art by Takeshi Obata supervised by Yukari Um	10/11/18	31911004547163	\$61.78
[LOWER LEVEL] GRAPHIC NOVEL SERIES YA	Hotta, Yumi.	Hikaru no go. 4, Divine illusions / story by Yumi Hotta art by Takeshi Obata [translation & English adaptation	10/11/18	31911004547171	\$61.78
[LOWER LEVEL] GRAPHIC NOVEL SERIES YA	Hotta, Yumi.	Hikaru no go. 2, First battle / story by Yumi Hotta art by Takeshi Obata supervised by Yukari Umezawa (5 dar	10/9/18	31911005361226	\$61.78
J 513.26 PALLOTTA PAPER	Pallotta, Jerry.	Apple fractions / by Jerry Pallotta illustrated by Rob Bolster.	12/18/18	31911005414371	\$5.99

[WORLD LANG] ESL DVD LANGUAGE		In English on your own [videorecording (DVD)] / Video Language Products.	6/11/18	31911005314068	\$215.93
[UBIO] JB LINCOLN R	Rivera, Sheila, 1970-	Abraham Lincoln : a life of respect / by Sheila Rivera.	3/22/18	31911005416111	\$107.10
E WILLEMS	Willems, Mo.	Are you ready to play outside? / by Mo Willems.	7/18/18	31911005416749	\$37.96
[JPAPER] J FIC ELLIS BOOK 3	Ellis, Deborah, 1960-	Mud city / by Deborah Ellis.	11/8/18	31911005519146	\$8.95
[ESL] CD/BK LANG ENGLISH	Yates, Jean.	Pronounce it perfectly in English [sound recording (CD)] / [by Jean Yates].	5/14/18	31911005537429	\$215.93
[LOWER LEVEL] GRAPHIC NOVEL SERIES YA	Kagesaki, Yuna.	Chibi vampire. 7 / created by Yuna Kagesaki.	6/22/18	31911005541066	\$9.99
J 595.78 GOLDISH	Goldish, Meish.	Beautiful butterflies / by Meish Goldish.	6/22/18	31911005524823	\$21.28
J FIC PAULSEN	Paulsen, Gary.	Hatchet / Gary Paulsen.	6/5/18	31911005526844	\$15.99
J 974.8 SOMERVILL	Somerville, Barbara A.	Pennsylvania / by Barbara A. Somerville.	6/13/18	31911005528410	\$124.05
[WORLD LANG] ESL CD/BK LANG ENGLISH	Stevens, Sandra.	Teach yourself American English [sound recording (CD)] / Sandra Stevens.	6/11/18	31911005589800	\$215.93
J FIC SNICKET	Snicket, Lemony.	The bad beginning / by Lemony Snicket illustrations by Brett Helquist.	8/18/18	31911005603841	\$49.98
[JYOUNG] J FIC ADLER	Adler, David A.	Cam Jansen and the mystery of the gold coins / David A. Adler illustrated by Susanna Natti.	6/13/18	31911005603668	\$28.98
780 S	Sarzo, Rudy, 1950-	Off the rails : aboard the crazy train in the Blizzard of Ozz / by Rudy Sarzo.	4/23/18	31911005646287	\$18.95
[LOWER LEVEL] SERIES YA FIC BEAUTIFUL C	Garcia, Kami.	Beautiful creatures / by Kami Garcia & Margaret Stohl.	4/11/18	31911005681425	\$17.99
J 398.2 COUSINS	Cousins, Lucy.	Yummy : eight favorite fairy tales / Lucy Cousins.	11/8/18	31911005608022	\$44.93
J 629.47 HAYDEN	Hayden, Kate.	Astronaut : living in space / written by Kate Hayden.	4/12/18	31911005608584	\$143.43
362.1 F		FDA--failure, deception, abuse : the story of an out-of-control government agency and what it means for you	10/4/18	31911005686309	\$73.00
LT FIC PICOULT	Picoult, Jodi, 1966-	House rules [text (large print)] : a novel / Jodi Picoult.	10/24/18	31911005752267	\$72.90
E DISNEY	Calder, Lyn.	Where's Fifi? / by Lyn Calder illustrated by Vaccaro Associates, Inc.	8/8/18	31911005622049	\$3.95
616.8588 F	Frith, Uta.	Autism : a very short introduction / Uta Frith.	6/27/18	31911005772513	\$124.95
[UBIO] JB LINCOLN V	Venezia, Mike.	Abraham Lincoln : sixteenth president 1861-1865 / written and illustrated by Mike Venezia.	3/22/18	31911005637468	\$107.10
FIC HARKNESS	Harkness, Deborah E., 1965-	A discovery of witches : a novel / Deborah Harkness.	4/23/18	31911005849642	\$105.85
[TEST CENTER] 378.1662 E	Ehrenhaft, George.	Grammar workbook for the SAT, ACT-- and more / George Ehrenhaft.	11/24/18	31911005845160	\$44.93
305.8002 G	Gluckstein, Dana.	Dignity : in honor of the rights of indigenous peoples : photographs / by Dana Gluckstein foreword by Desmond	12/1/18	31911005846481	\$147.90
[JBEG] E BRIDWELL	Bridwell, Norman.	Clifford's busy week / Norman Bridwell.	11/17/18	31911005857736	\$30.49
E SINGER	Singer, Marilyn.	What is your dog doing? / by Marilyn Singer illustrated by Kathleen Habbley.	1/3/18	31911005867701	\$12.99
[JGRAPHIC] J FIC POKEMON ADVENTURES F	Ihara, Shigekatsu.	Pokémon Diamond and Pearl Adventure! 3 / story & art by Shigekatsu Ihara.	12/18/18	31911005869004	\$7.99
J 599.67 FIRESTONE	Firestone, Mary, 1951-	Top 50 reasons to care about elephants : animals in peril / Mary Firestone.	3/21/18	31911006026281	\$44.92
[JGRAPHIC] J FIC POKEMON PAPER	Kusaka, Hidenori.	Pokémon adventures. 10 / story by Hidenori Kusaka art by Satoshi Yamamoto [English adaptation, Gerard	12/18/18	31911006027792	\$7.99
J 974.7 MANN	Mann, Elizabeth, 1948-	Statue of Liberty : a Wonders of the world book / by Elizabeth Mann with illustrations by Alan Witschonke.	6/13/18	31911006027297	\$124.05
J FIC PATERSON	Paterson, John (John Barstow)	The flint heart : a fairy story / by John and Katherine Paterson illustrations by John Rocco.	5/4/18	31911006028923	\$33.98
[JBEG] E MANUSHKIN	Manushkin, Fran.	Katie Woo has the flu / by Fran Manushkin illustrated by Tammie Lyon.	1/3/18	31911006031737	\$19.99
[WORLD LANG] ESL CD/BK LANG ENGLISH		English for the real world [sound recording (CD)].	6/11/18	31911005968210	\$215.93
LT FIC WINGFIELD	Wingfield, Jenny, 1945-	The homecoming of Samuel Lake [text (large print)] / Jenny Wingfield.	9/4/18	31911005969762	\$30.99
FIC HARKAWAY	Harkaway, Nick, 1972-	Angelmaker / by Nick Harkaway.	4/23/18	31911005981965	\$105.85
LT FIC PICOULT	Picoult, Jodi, 1966-	Lone wolf [text (large print)] / Jodi Picoult.	10/24/18	31911005991295	\$72.90
[LOWER LEVEL] GRAPHIC NOVEL YA FIC NA	Kishimoto, Masashi, 1974-	Naruto : [Omnibus Edition]. [4-5-6] / story and art by Masashi Kishimoto translation, Katy Bridges, Mari Morir	10/9/18	31911005995783	\$61.78
[LOWER LEVEL] GRAPHIC NOVEL YA FIC NA	Kishimoto, Masashi, 1974-	Naruto. [7-8-9] / story & art by Masashi Kishimoto [translation, Katy Bridges, Mari Morimoto English adapta	10/9/18	31911005993580	\$61.78
J FIC PATTERSON	Patterson, James, 1947-	Middle school : get me out of here! / James Patterson and Chris Tebbetts illustrated by Laura Park.	8/2/18	31911005935615	\$37.94
[PARENTS] J 513.076 M PAPER		McGraw-Hill's math : grade 5.	10/11/18	31911005935847	\$24.98
J 910 DOYLE	Dolye, James, 1972-	I wish I knew that geography : cool stuff you need to know / James Doyle.	4/12/18	31911005935995	\$143.43
FIC HOWREY	Howrey, Meg.	The cranes dance : a novel / by Meg Howrey.	1/17/18	31911006055033	\$14.95
FIC HUXLEY	Huxley, Aldous, 1894-1963.	Brave new world / Aldous Huxley.	9/10/18	31911006049598	\$28.99
[JYOUNG] J FIC STAR WARS/BEECROFT	Beecroft, Simon.	Star Wars, the Clone Wars : Ackbar's underwater army / written by Simon Beecroft.	5/24/18	31911006067079	\$54.99
[JYOUNG] J FIC PILKEY	Pilkey, Dav, 1966-	Captain Underpants and the attack of the talking toilets : the second epic novel / by Dav Pilkey.	1/3/18	31911006069091	\$12.99
510 P	Potter, Lawrence, 1975-	Mathematics minus fear : how to make math fun and beneficial to your everyday life / Lawrence Potter.	12/10/18	31911006106349	\$93.85
E BARBIE/MAN-KONG	Man-Kong, Mary.	Barbie, the princess & the popstar : best friends rock! / adapted by Mary Man-Kong illustrated by Ulkutay De	5/15/18	31911006159181	\$12.99
[TEST CENTER] 371.12 B	Levy, Norman.	NYSTCE multi-subject CST (002) / contributing authors: Norman Levy and Joan Levy the editors of Research &	10/9/18	31911006132832	\$34.25
[JBEG] E SEUSS	Seuss, Dr.	Green eggs and ham / by Dr. Seuss.	5/9/18	31911006153226	\$9.95
FIC KLASSEN	Klassen, Julie, 1964-	The tutor's daughter / Julie Klassen.	12/19/18	31911006126685	\$14.99
E ZADE BOARD	Zade, Adam.	Who is it? : two yellow eyes shining in the dark... (board book) / By Zade and illustrated by Adam.	4/16/18	31911006153903	\$39.94
J FIC PEIRCE	Peirce, Lincoln.	Big Nate flips out / Lincoln Peirce.	12/2/17	31911006155304	\$103.71
E BARBIE/TILLWORTH	Tillworth, Mary.	Barbie in The pink shoes / adapted by Mary Tillworth based on the screenplay by Alison Taylor illustrated by	6/28/18	31911006155213	\$3.99
[JBEG] E TABBY	Tabby, Abigail.	Monsters munch lunch! / by Abigail Tabby illustrated by Louis Womble.	10/31/18	31911006156252	\$49.96
[JBEG] E SEUSS	Seuss, Dr.	The cat in the hat comes back! / by Dr. Seuss.	12/18/18	31911006157870	\$8.99
[JYOUNG] J FIC SMITH	Smith, Alex T.	Claude in the city / [written and illustrated by] Alex T. Smith.	12/2/17	31911006158886	\$103.71
[SERIES] J FIC KEENE PAPER	Keene, Carolyn.	Strangers on a train / Carolyn Keene.	3/22/18	31911006155452	\$30.98
E CHRISTIE	Christie, Jennifer.	Pinkie Pie's special day / by Jennifer Christie illustrated by Lyn Fletcher.	6/22/18	31911006161823	\$29.94
J FIC SCROGGS	Scroggs, Kirk.	Tales of a sixth-grade Muppet / story and art by Kirk Scroggs.	10/31/18	31911006165162	\$17.98



[JPARENTS] J 510.76 B PAPER		New York State grade 5 elementary-level math test.	10/11/18	31911006225610	\$24.98
616.8588 H	Higashida, Naoki, 1992-	The reason I jump : the inner voice of a thirteen-year-old boy with autism / Naoki Higashida translated by KA	6/27/18	31911006252622	\$124.95
E CHAUD	Chaud, Benjamin.	The bear's song / Benjamin Chaud.	4/16/18	31911006229968	\$17.99
J FIC BRUEL	Bruel, Nick.	Bad Kitty. Drawn to trouble / Nick Bruel.	2/26/18	31911006232608	\$28.99
[JBIO] JB GOWNLEY G	Gownley, Jimmy.	The dumbest idea ever! / by Jimmy Gownley.	4/12/18	31911006237904	\$143.43
CD-POP DIO, RONNIE JAMES	Dio, Ronnie James, composer, lyricist.	Ronnie James Dio [sound recording (CD)] : this is your life.	1/7/18	31911006502141	\$38.58
E PEPPA		Peppa Pig and the great vacation.	6/7/18	31911006237201	\$22.94
J 599.67 TAYLOR	Taylor, Barbara, 1954-	Incredible elephants : a fascinating guide to the gentle giants that dominate Africa and Asia / Barbara Taylor	3/21/18	31911006508767	\$44.92
J FIC HALE	Hale, Shannon.	The storybook of legends / by Shannon Hale.	11/19/18	31911006513064	\$32.98
LT FIC KING	King, Stephen, 1947-	Mr. Mercedes [text (large print)] / Stephen King.	9/17/18	31911006526215	\$36.99
J 551.5 SIMON PAPER	Simon, Seymour.	Weather / Seymour Simon.	6/5/18	31911006514229	\$21.88
[JGRAPHIC] J FIC POKEMON PAPER	Kusaka, Hidenori.	Pokémon adventures, Heart gold and soul silver. 1 / story by Hidenori Kusaka art by Satoshi Yamamoto [E	1/3/18	31911006514336	\$9.99
J DVD MUPPETS		Muppets most wanted [videorecording (DVD)] / a Walt Disney Studios Motion Pictures release of a Disney pre	10/20/18	31911006293014	\$123.94
J FIC MARTIN	Martin, Ann M., 1955-	Rain reign / Ann M. Martin.	12/2/17	31911006517594	\$103.71
J FIC PASTIS	Pastis, Stephan, author, illustrator.	We meet again / Stephan Pastis.	12/2/17	31911006517834	\$103.71
E DORA	Burroughs, Caleb.	When I grow up / [written by Caleb Burroughs illustrated by A & J Studios].	6/7/18	31911006520549	\$22.94
[JBIO] JB GANDHI R	Rau, Dana Meachen, 1971- author.	Who was Gandhi? / by Dana Meachen Rau illustrated by Jerry Hoare.	4/12/18	31911006519178	\$143.43
[TEST CENTER] 513 K	Kelley, W. Michael	The humongous book of SAT math problems : 650 math problems with comprehensive solutions, including the	11/23/18	31911006543442	\$19.95
FIC SHEARER	Shearer, Alex, author.	This is the life : a novel / Alex Shearer.	6/28/18	31911006554811	\$16.00
E WILLEMS	Willems, Mo.	I am invited to a party! / by Mo Willems..	7/18/18	31911006522511	\$37.96
[BLU-RAY DRAMA] WHIPLASH		Whiplash (Motion picture : 2014);"Whiplash [videorecording (Blu-ray)] / a Sony Pictures Classics release Bold	4/2/18	31911006625686	\$105.85
[JBEG] E ROSEN PAPER	Rosen, Lucy (Children's story adapter), au	Minions. Who's the boss? / by Lucy Rosen.	9/8/18	31911006645056	\$39.79
[TEST CENTER] 378.1662 K		Kaplan ... 5 strategies for the new SAT/ Kaplan Test Prep.	11/24/18	31911006566559	\$44.93
[JBIO] JB JETER H PAPER	Herman, Gail, 1959-	Who is Derek Jeter? / by Gail Herman illustrated by Andrew Thomson.	6/13/18	31911006646732	\$28.98
[TEST CENTER] 540.76 T		Let's review. Chemistry.	9/4/18	31911006582192	\$14.99
DVD HEROES TV/DRAMA		Heroes (Television program). Season 3,;"Heroes. Season 3 [videorecording (DVD)] / NBC Universal Television	6/6/18	31911006670989	\$124.95
[JBIO] JB CHILD E PAPER	Edgers, Geoff, author.	Who was Julia Child? / by Geoff Edgers and Carlene Hempel illustrated by Dede Putra.	4/12/18	31911006648555	\$143.43
[JBIO] JB GALILEO D	Demuth, Patricia, author.	Who was Galileo? / by Patricia Brennan Demuth illustrated by John O'Brien.	4/12/18	31911006523824	\$143.43
DVD HEROES TV/DRAMA		Heroes (Television program). Season 4,;"Heroes. Season 4 [videorecording (DVD)] / NBC Universal Television	6/6/18	31911006672316	\$124.95
[JYOUNG] a J FIC THALER	Thaler, Mike, 1936-	The author visit from the Black Lagoon / by Mike Thaler illustrated by Jared Lee.	12/5/17	31911006524277	\$24.21
[JYOUNG] J FIC PARK PAPER	Park, Barbara.	Junie B. Jones and some sneaky peeky spying / by Barbara Park illustrated by Denise Brunkus.	10/31/18	31911006524459	\$17.98
[COMPUTERS] 005.133 J		Programming Java : code like a pro in 24 hrs or less! / CodeWell Academy() and R.M.Z. Trigo presents.	2/21/18	31911006679303	\$51.12
[LOWER LEVEL] YA FIC KINNEY	Kinney, Jeff.	Old school / Jeff Kinney.	5/11/18	31911006682489	\$17.94
[JYOUNG] J FIC PARK PAPER	Park, Barbara.	Junie B. Jones is a party animal / by Barbara Park illustrated by Denise Brunkus.	5/5/18	31911006515994	\$31.59
004.16 M	Miller, Michael, 1958-	Computer basics : Windows 8.1 / Michael Miller.	2/21/18	31911006535570	\$51.12
E WILLEMS	Willems, Mo, author, illustrator.	I really like slop! / by Mo Willems.	7/18/18	31911006516174	\$37.96
J FIC RIORDAN	Riordan, Rick.	The lightning thief / Rick Riordan.	12/27/18	31911006650452	\$16.99
[TEST CENTER] 373.1262 M		Peterson's master the Catholic high school entrance exams.	11/24/18	31911006722657	\$44.93
[JBIO] JB LINCOLN D	Demi, author.	President Lincoln : from log cabin to White House / Demi.	3/22/18	31911006650932	\$107.10
DVD HEROES TV/DRAMA		Heroes reborn (Television program).;"Heroes reborn [videorecording (DVD)] : event series / produced by Kevin	6/6/18	31911006687603	\$124.95
E WILLEMS	Willems, Mo, author, illustrator.	The thank you book / by Mo Willems.	12/18/18	31911006652706	\$9.99
FIC REID	Reid, Iain, 1981- author.	I'm thinking of ending things / Iain Reid.	4/23/18	31911006730585	\$105.85
J FIC RUSSELL	Russell, Rachel Ren��e, author.	Locker hero / Rachel Ren��e Russell with Nikki Russell and Erin Russell.	5/4/18	31911006653431	\$33.98
[LOWER LEVEL] YA FIC SCHNEIDER	Schneider, Erin L., author.	Summer of Sloane / Erin L. Schneider.	7/13/18	31911006738299	\$17.99
E DISNEY MOVABLE BOARD		Finding Dory : Can you find Dory? (board book) / illustrated by the Disney Storybook Art Team.	11/10/18	31911006654330	\$123.94
[JPAPER] J FIC ROWLING PAPER	Rowling, J. K.	Harry Potter and the sorcerer's stone / by J.K. Rowling illustrations by Mary GrandPr��.	8/14/18	31911006654918	\$10.99
E HAPKA	Hapka, Cathy, author.	The floating palace / written by Catherine Hapka illustrated by Grace Lee.	6/22/18	31911006655154	\$15.99
[PAPER] J FIC KINNEY PAPER	Kinney, Jeff.	Rodrick rules / by Jeff Kinney.	12/18/18	31911006655907	\$4.99
658.404 G		A guide to the project management body of knowledge / PMI Standards Committee.	12/28/17	31911006746193	\$67.95
E WILLEMS	Willems, Mo.	I am going! / by Mo Willems.	12/18/18	31911006656608	\$9.99
E DEWDNEY BOARD	Dewdney, Anna, author, illustrator.	Llama Llama red pajama : (board book) / written and illustrated by Anna Dewdney.	10/31/18	31911006656640	\$49.96
J FIC RUSSELL	Russell, Rachel Ren��e, author.	Tales from a not-so-dorky drama queen / Rachel Ren��e Russell.	11/13/18	31911006656830	\$13.99
J 796.332 B	Burgess, Zack.	Meet the New York Giants / by Zack Burgess.	6/22/18	31911006659032	\$22.60
641.563 H	Urban, Melissa, author.	The Whole30 cookbook : 150 delicious and totally compliant recipes to help you succeed with the Whole30 an	6/13/18	31911006774369	\$74.90
J 920.02 DRIMMER	Drimmer, Stephanie Warren, author.	The book of heroines : tales of history's gutsiest gals / by Stephanie Warren Drimmer.	4/12/18	31911006657580	\$143.43
[TEST CENTER] 373.1262 V		GED test premier.	4/16/18	31911006765359	\$39.94
[COMPUTER CENTER] 005.133 S	Sierra, Kathy.	Head first Java / Kathy Sierra, Bert Bates.	10/28/18	31911006781604	\$79.94
[JBEG] E SEUSS	Seuss, Dr.	The cat in the hat comes back! / by Dr. Seuss.	11/8/18	31911006660816	\$44.93
[JYOUNG] J FIC MAGIC T/OSBORNE PAPER	Osborne, Mary Pope.	Civil War on Sunday / by Mary Pope Osborne illustrated by Sal Murdocca.	3/30/18	31911006661285	\$2.99

[LOWER LEVEL] YA FIC LaCOUR	LaCour, Nina, author.	We are okay / a novel by Nina LaCour.	8/18/18	31911006784780	\$49.98
E WILLEMS	Willems, Mo.	Don't let the pigeon drive the bus! / words and pictures by Mo Willems.	5/9/18	31911006844220	\$25.99
[JBEG] E SPONGBOB/REISNER	Reisner, Molly.	Camp SpongeBob / by Molly Reisner and Kim Ostrow illustrated by Heather Martinez.	4/17/18	31911005569562	\$12.95
[JBIO] JB DIANA L	Labrecque, Ellen, author.	Who was Princess Diana? / by Ellen Labrecque illustrated by Jerry Hoare.	4/12/18	31911006844584	\$143.43
[JBEG] E DRIGGS	Driggs, Scout.	Pony pop stars / by Scout Driggs illustrated by Lyn Fletcher.	10/31/18	31911005615035	\$49.96
E CARLE	Carle, Eric.	The very quiet cricket / Eric Carle.	8/22/18	31911006846902	\$23.99
DVD GET DRAMA/HORROR		Get out [videorecording (DVD)] / Universal Pictures presents a Blumhouse / QC Entertainment production in	9/13/18	31911006790126	\$73.00
J FIC ROWLING 1 PAPER	Rowling, J. K.	Harry Potter and the sorcerer's stone / by J.K. Rowling illustrations by Mary GrandPré.	9/19/18	31911006847611	\$4.99
[JGRAPHIC] J FIC MARTIN	Telgemeier, Raina, author, illustrator.	Baby-sitters Club. 1, Kristy's great idea : a graphic novel / [text, Ann M. Martin] by Raina Telgemeier with col	3/22/18	31911006848858	\$30.98
FIC SHAMSIE	Shamsie, Kamila, 1973-	Home fire / Kamila Shamsie.	2/26/18	31911006819230	\$26.00
J FIC GRAHAME	Grahame, Kenneth, 1859-1932.	Kenneth Grahame's The wind in the willows / Kenneth Grahame adapted by Michael Bishop illustrated by Ri	6/13/18	31911006849112	\$28.98
[LOWER LEVEL] YA FIC MORGAN	Morgan, Kass, author.	Rebellion / Kass Morgan.	11/30/17	31911006829726	\$12.99
[JYOUNG] J FIC PILKEY	Pilkey, Dav, 1966- author.	The adventures of Captain Underpants / the first epic novel by Dav Pilkey with color by Jose Garibaldi.	12/27/18	31911006850185	\$9.99
FIC HOFFMAN	Hoffman, Alice author.	The rules of magic / Alice Hoffman.	12/12/17	31911006830997	\$101.97
FIC KING	King, Stephen, 1947- author.	It / Stephen King.	1/27/18	31911006832464	\$35.00
[COMPUTER CENTER] 005.432 N	Negus, Chris, 1957-	Linux bible / Christopher Negus.	10/29/18	31911006833231	\$189.93
641.5 B		The Blue Apron cookbook : 165 essential recipes & lessons for a lifetime of home cooking / from the Blue Apr	7/7/18	31911006834361	\$104.99
E HELLO BOARD		Hello Kitty, hello New York! : (board book) / by Sanrio.	2/5/18	31911006851712	\$9.95
E SESAME		Big book of ABCs and 123s.	10/31/18	31911006852132	\$49.96
J 636.088 H	Hodge, Susie, 1960-	Artists and their pets : true stories of famous artists and their animal friends / by Susie Hodge art by Violet Le	6/13/18	31911006854039	\$124.05
[JBEG] RIVERA	Rivera, Liz, author.	Miguel's music / adapted by Liz Rivera illustrated by the Disney Storybook Art Team.	11/23/18	31911006854419	\$12.99
641.5945 D	De Laurentiis, Giada, author.	Giada's Italy : my recipes for la dolce vita / Giada De Laurentiis.	7/7/18	31911007054944	\$104.99
158.128 S	Shriver, Maria.	I've been thinking... : reflections, prayers, and meditations for a meaningful life / Maria Shriver.	8/18/18	31911007055024	\$49.98
641.76 S	Symon, Michael, 1969- author.	Michael Symon's playing with fire : BBQ and more from the grill, smoker, and fireplace / Michael Symon with D	7/7/18	31911007055115	\$104.99
LT FIC DEAVER	Deaver, Jeffery, author.	The cutting edge [text (large print)] / Jeffrey Deaver.	10/23/18	31911006889944	\$58.99
J 796.334 BADER PAPER	Bader, Bonnie, 1961-	What is the World Cup? / by Bonnie Bader illustrated by Stephen Marchesi.	6/13/18	31911006856323	\$124.05
[JYOUNG] J FIC NEWTON	Newton, A. I., author.	Alien scout / by A.I. Newton illustrated by Anjan Sarkar.	12/27/18	31911006856646	\$16.99
DVD ANNIHILATION		Annihilation [videorecording (DVD)] / produced by Eli Bush, Andrew Macdonald, Allon Reich, Scott Rudin writ	6/2/18	31911006873468	\$124.95
[JPAPER] J FIC IGNATOW PAPER	Ignatow, Amy.	The long-distance dispatch between Lydia Goldblatt and Julie Graham-Chang / by Amy Ignatow.	8/2/18	31911006857735	\$37.94
LT FIC SILVA	Silva, Daniel, 1960- author.	The other woman [text (large print)] / Daniel Silva.	10/23/18	31911007079222	\$58.99
J FIC LEVINE	Levine, Gail Carson, author.	Ogre enchanted / Gail Carson Levine.	11/19/18	31911006861604	\$32.98
[JBIO] JB JUDGE B	Bankston, John, 1974- author.	Aaron Judge / by John Bankston.	12/27/18	31911006863261	\$25.90
[COMPUTER COMPUTER] 004.09 C	Campbell-Kelly, Martin.	Computer : a history of the information machine / Martin Campbell-Kelly and William Aspray.	8/21/19	31911003132603	\$28.00
[EASY] E BARRETT	Barrett, Judi.	Cloudy with a chance of meatballs / written by Judi Barrett and drawn by Ron Barrett.	8/15/19	31911004861200	\$136.89
[EASY] E BROWN	Brown, Marc Tolon.	Arthur's pet business / Marc Brown.	9/17/19	31911003516425	\$31.95
[EASY] E HOOD	Hood, Thomas.	Before I go to sleep / by Thomas Hood : illustrated by Maryjane Begin-Callanan.	9/17/19	31911003760569	\$31.95
[EASY] E REY		Margret & H.A. Rey's Curious George feeds the animals / illustrated in the style of H.A. Rey by Vipah Interactiv	9/26/19	31911003980415	\$54.97
[ESL] 428.3 M	Molinsky, Steven J.	Side by side plus : life skills, standards & test prep / Steven J. Molinsky, Bill Bliss illustrated by Richard E. Hill.	10/21/19	31911006588223	\$15.00
[J GRAPHIC] J FIC TELGEMEIER	Telgemeier, Raina, author.	Sisters / Raina Telgemeier with color by Braden Lamb.	7/16/19	31911006659404	\$41.88
[JBEG.] E GOODE	Goode, Molly.	Mama loves / by Molly Goode illustrated by Lisa McCue.	11/19/19	31911003763860	\$83.90
[JBEG] BOUCHARD	Bouchard, Natasha, author.	Made to play! / by Natasha Bouchard illustrated by Disney Storybook Art Team.	9/26/19	31911007236285	\$54.97
[JBEG] E AMERIKANER	Amerikaner, Susan.	Scaring lessons / by Susan Amerikaner illustrated by Fabio Laguna, Lori Tyminski, Adrienne Brown, Jeff Jenney	9/26/19	31911006220074	\$54.97
[JBEG] E CAPUCILLI	Capucilli, Alyssa Satin, 1957-	Biscuit wants to play / story by Alyssa Satin Capucilli pictures by Pat Schories.	8/15/19	31911005630877	\$136.89
[JBEG] E DEAN	Dean, James, 1957- author, illustrator.	Pete the cat : snow daze / by James Dean.	9/26/19	31911006656673	\$54.97
[JBEG] E DISNEY	Homberg, Ruth.	Jewels for a princess / by Ruth Homberg illustrated by Studio IBOIX ... [et al.].	5/16/19	31911006068127	\$86.94
[JBEG] E DISNEY		Walt Disney's Cinderella.	2/19/19	31911006160973	\$82.88
[JBEG] E DOTLICH	Dotlich, Rebecca Kai.	Peanut and Pearl's picnic adventure / story by Rebecca Kai Dotlich pictures by R.W. Alley.	8/8/19	31911005210134	\$41.88
[JBEG] E HARVEY PAPER	Harvey, Alex.	Dancing with the star / by Alex Harvey illustrated by Stephen Reed.	10/4/19	31911006072830	\$16.09
[JBEG] E MACRI PAPER	Macri, Thomas.	The story of Spider-Man / adapted by Thomas Macri illustrated by The Storybook Art Group.	5/31/19	31911006149968	\$3.99
[JBEG] E NOLEN	Nolen, Jerdine, author.	Backyard camp-out / written by Jerdine Nolen illustrated by Michelle Henninger.	10/3/19	31911006647961	\$12.99
[JBEG] E PILKEY	Pilkey, Dav, 1966- author, illustrator.	Big Dog and Little Dog / Dav Pilkey.	10/25/19	31911006646765	\$49.46
[JBEG] E SUTTON PAPER	Sutton, Laurie S., 1953-	Batman. Going ape / by Laurie S. Sutton pictures by Steven E. Gordon colors by Eric A. Gordon.	11/29/19	31911006069364	\$11.98
[JBEG] E TAYLOR PAPER	Taylor, Victoria (Children's author)	Super-villains / written by Victoria Taylor.	5/31/19	31911006154745	\$3.99
[JBEG] J 597.3 R.	Rockwell, Anne F.	Little shark / Anne Rockwell pictures by Megan Halsey.	5/31/19	31911004864378	\$16.85
[JBEG] J aE TRANSFORMERS PAPER		Transformers. Roll out and read adventures.	11/29/19	31911006524301	\$11.98
[JBIO] JB DIANA L PAPER	Labrecque, Ellen, author.	Who was Princess Diana? / by Ellen Labrecque illustrated by Jerry Hoare.	5/13/19	31911006859392	\$26.89
[JBIO] JB DIANA,STONE	Stone, Tanya Lee.	Diana : princess of the people / Tanya Lee Stone.	5/13/19	31911003764645	\$26.89
[JBIO] JB TUBMAN M	McDonough, Yona Zeldis.	Who was Harriet Tubman? / by Yona Zeldis McDonough illustrated by Nancy Harrison.	8/29/19	31911006153614	\$30.19
[JBIO] JB WILLIAMS C PAPER	Peters, Stephanie True, 1965- author.	Serena Williams / with [text written by] Stephanie True Peters.	3/25/19	31911006848379	\$6.99

[GRAPHIC] J FIC PILKEY	Pilkey, Dav, 1966- author, artist.	Dog Man, 3 A tale of two kitties / written and illustrated by Dav Pilkey as George Beard and Harold Hutchins	11/19/19	31911006866082	\$83.90
[GRAPHIC] FIC PILKEY #1	Pilkey, Dav, 1966- author, artist.	Dog Man / written and illustrated by Dav Pilkey as George Beard and Harold Hutchins with color by Jose Garit	8/8/19	31911006846282	\$9.99
[HOLIDAY] E BRIDWELL PAPER VALENTINE	Bridwell, Norman.	Clifford's first Valentine's Day / Norman Bridwell.	2/19/19	31911005622171	\$82.88
[IMAG] OWL		Owl.	9/18/19	31911006865951	\$5.25
[MULTI] E BARBIERI ENG/SPAN	Barbieri, Gladys Elizabeth.	A charmed life / by Gladys Barbieri illustrations by Lisa Fields Spanish translation by Carolina E. Alonso = Una	12/12/19	31911006653886	\$17.95
[MULTI] E PAUL ENGLISH/SPANISH	Paul, Ann Whitford.	Mañana Iguana / by Ann Whitford Paul illustrated by Ethan Long.	2/19/19	31911004712494	\$82.88
[MULTI] J 398.209 CAMPOY SPANISH	Campoy, F. Isabel.	Cuentos que contaban nuestras abuelas : cuentos populares Hispánicos / F. Isabel Campoy y Alma Flor Ada i	7/24/19	31911005105425	\$61.91
[JOB CENTER] 332 C	Corley, Tom, author.	Change your habits, change your life : strategies that transformed 177 average people into self-made millionai	7/23/19	31911006736095	\$22.55
[JOB CENTER] 340.071 L	Levine, Ann K.	The law school admission game : play like an expert / by Ann K. Levine.	4/22/19	31911006722392	\$210.76
[PAPER] J FIC CLEARY PAPER	Cleary, Beverly.	Ramona Quimby, age 8 / Beverly Cleary illustrated by Alan Tiegreen.	8/15/19	31911006649546	\$136.89
[PARENTS] J 510 M PAPER		McGraw-Hill's math : grade 2.	2/7/19	31911006156799	\$75.83
[YOUNG] J FIC ADLER	Adler, David A.	Cam Jansen and the green school mystery / David A. Adler illustrated by Joy Allen.	12/18/19	31911005411641	\$42.89
[YOUNG] J FIC ADLER PAPER	Adler, David A.	The scary snake mystery / David A. Adler illustrated by Susanna Natti.	11/29/19	31911006229745	\$30.93
[YOUNG] J FIC BROWN book 2	Krensky, Stephen.	Arthur and the Scare-Your-Pants-Off Club / [text by Stephen Krensky]	11/29/19	31911003493682	\$30.93
[YOUNG] J FIC BRUEL	Bruel, Nick, author, illustrator.	Kitten trouble / Nick Bruel.	11/19/19	31911006864343	\$83.90
[YOUNG] J FIC COX	Cox, Judy, 1954-	Puppy power / by Judy Cox illustrated by Steve Björkman.	11/19/19	31911005394722	\$83.90
[YOUNG] J FIC CRONIN	Cronin, Doreen.	The trouble with chickens : a J.J. Tully mystery / Doreen Cronin illustrated by Kevin Cornell.	8/19/19	31911005855847	\$16.19
[YOUNG] J FIC DANZIGER	Danziger, Paula, 1944-2004.	Amber Brown sees red / by Paula Danziger illustrated by Tony Ross.	12/18/19	31911003261956	\$42.89
[YOUNG] J FIC DEMUTH	Demuth, Patricia.	In trouble with teacher / Patricia Brennan Demuth illustrated by True Kelley.	11/29/19	31911002969807	\$30.93
[YOUNG] J FIC DUFFEY	Duffey, Betsy.	How to be cool in the third grade / by Betsy Duffey illustrated by Janet Wilson.	8/15/19	31911005869590	\$136.89
[YOUNG] J FIC ELLIOTT	Elliott, Rebecca, author.	Trip to the pumpkin farm / Rebecca Elliott.	10/22/19	31911007238943	\$83.90
[YOUNG] J FIC PARK	Park, Barbara.	Junie B., first grader : toothless wonder / Barbara Park illustrated by Denise Brunkus.	8/15/19	31911004357134	\$136.89
[YOUNG] J FIC PARK PAPER #4	Park, Barbara.	Junie B. Jones and some sneaky peeky spying / by Barbara Park illustrated by Denise Brunkus.	8/15/19	31911005926044	\$136.89
[YOUNG] J FIC POKEMON / WEST PAPER	West, Tracey, 1965-	Get well, Pikachu! / adapted by Tracey West.	2/5/19	31911005518676	\$3.99
[YOUNG] J FIC RAINBOW MAGIC / MEADOWS	Meadows, Daisy.	Holly the Christmas fairy / Daisy Meadows illustrated by Georgie Ripper.	2/5/19	31911005524096	\$6.99
[YOUNG] J FIC SCOOBY DOO / GELSEY #1	Gelsey, James.	Scooby-Doo! and the haunted castle / written by James Gelsey.	7/15/19	31911005026910	\$3.99
[LOWER LEVEL] 303.6 M		Media violence : opposing viewpoints / Noah Berlatsky, book editor.	10/18/19	31911006244199	\$231.80
[LOWER LEVEL] GRAPHIC NOVEL YA FIC KIB	Kibuishi, Kazu, 1978-	Amulet. 1, The stonekeeper / Kazu Kibuishi.	1/8/19	31911006731112	\$48.58
[LOWER LEVEL] GRAPHIC YA FIC MATSUI	Matsui, Yusei, 1981-	Assassination classroom. 1, Time for assassination / story and art by Yusei Matsui translation, Tetsuichiro Miy	7/24/19	31911006562319	\$61.91
[LOWER LEVEL] GRAPHIC YA FIC ISHIDA RE	Ishida, Sui, author, illustrator.	Tokyo ghoul, re. 1 / story and art by Sui Ishida translation, Joe Yamazaki.	7/24/19	31911006879788	\$61.91
[LOWER LEVEL] SERIES YA FIC HOUSE OF NI	Cast, P. C.	Marked / P. C. Cast and Kristin Cast.	4/9/19	31911005760054	\$8.95
[LOWER LEVEL] SERIES YA FIC WARRIORS	Hunter, Erin.	The sun trail / Erin Hunter.	8/6/19	31911006261474	\$14.98
[LOWER LEVEL] YA 133.4 S	Schanzer, Rosalyn.	Witches! : the absolutely true tale of disaster in Salem / by Rosalyn Schanzer.	7/16/19	31911005974341	\$75.28
[LOWER LEVEL] YA 297 I		Islamic beliefs and practices / edited by Matt Stefan.	10/18/19	31911006102470	\$231.80
[LOWER LEVEL] YA 303.6097 V		Violence in the media / James D. Torr, book editor.	10/18/19	31911004031937	\$231.80
[LOWER LEVEL] YA 342.7308 F		Free speech / Scott Barbour, book editor.	10/18/19	31911003734366	\$231.80
[LOWER LEVEL] YA 362.8808 V		Violence against women / Noa Merino, book editor.	10/18/19	31911006797147	\$231.80
[LOWER LEVEL] YA 510 PETERSON	Peterson, Altair, author.	Everything you need to ace math in one big fat notebook : the complete middle school study guide / borrowed	2/7/19	31911006756200	\$75.83
[LOWER LEVEL] YA FIC GARVIN	Garvin, Jeff. author.	Symptoms of being human / Jeff Garvin.	6/26/19	31911006697925	\$71.93
[LOWER LEVEL] YA FIC RIORDAN	Riordan, Rick.	The lost hero / Rick Riordan.	7/16/19	31911006771407	\$75.28
[LOWER LEVEL] YA FIC STEWART	Stewart, Paul, 1955-	Returner's wealth / Paul Stewart Chris Riddell.	1/30/19	31911006211669	\$9.99
[LOWER LEVEL] YA FIC STONE	Stone, Tamara Ireland, author.	Every last word / Tamara Ireland Stone.	6/26/19	31911006729264	\$71.93
[LOWER LEVEL] YA SERIES YA FIC WARRIOR	Hunter, Erin.	Tallstar's revenge / Erin Hunter.	8/6/19	31911006240395	\$14.98
[PAPERBACK] FIC BURROWES	Burrowes, Grace, author.	The captive / Grace Burrowes.	6/4/19	31911006505292	\$15.98
[PAPERBACK] FIC PALMER	Palmer, Diana, author.	All that glitters / Diana Palmer.	6/4/19	31911007052625	\$15.98
[TEST CENTER] 351.3 S		Supervisor of mechanics (mechanical equipment).	8/19/19	31911006550934	\$39.95
[TEST CENTER] 351.6 S		Barron's correction officer exam.	2/26/19	31911006501614	\$26.94
[TEST CENTER] 351.6 T	Tropea, Angelo.	Correction officer New York State exam guide : prepare for success! / Angelo Tropea.	2/26/19	31911006879143	\$26.94
[TEST CENTER] 373.1262 P		Cracking the GED test / the Princeton Review.	10/15/19	31911006822838	\$132.93
[TEST CENTER] 516.0076 C		Barron's Regents power pack. Geometry.	4/11/19	31911006826797	\$7.99
[TEST CENTER] 616.0012 C		CPC practice exam.	3/3/19	31911006772587	\$56.90
[WORLD LANG] SP FIC GARCIA MARQUEZ	García-a Márquez, Gabriel, 1927-2014.	El amor en los tiempos del cãlera / Gabriel García-a Márquez.	1/8/19	31911007052997	\$48.58
[YOUNG] J FIC CLIFFORD YOUNG	Clifford, Eth, 1915-	Family for sale / Eth Clifford.	12/18/19	31911003113892	\$42.89
001.068 B	Biech, Elaine.	The consultant's quick start guide : an action plan for your first year in business / Elaine Biech.	11/20/19	31911004181724	\$85.90
133.8 N	Naparstek, Belleruth.	Your sixth sense : activating your psychic potential / Belleruth Naparstek.	10/15/19	31911003231504	\$132.93
153.32 Z	Zomorodi, Manoush, author.	Bored and brilliant : how spacing out can unlock your most productive and creative self / Manoush Zomorodi.	5/14/19	31911006833389	\$64.94
153.6 C	Patterson, Kerry, 1946-	Crucial conversations : tools for talking when stakes are high / Kerry Patterson ... [et al.].	11/20/19	31911006567102	\$85.90
153.69 B	Brehove, Aaron.	Knack body language : techniques on interpreting nonverbal cues in the world and workplace / Aaron Brehove	11/20/19	31911005781217	\$85.90
153.852 D	Dutton, Kevin.	Split-second persuasion : the ancient art and new science of changing minds / Kevin Dutton.	11/20/19	31911005842258	\$85.90

158 G	50 Cent (Musician)	The 50th law / 50 Cent and Robert Greene.	7/26/19	31911003310993	\$93.94
158.1 D	Duhigg, Charles.	The power of habit : why we do what we do in life and business / Charles Duhigg.	10/15/19	31911006578265	\$132.93
158.1 S	Sincero, Jen, 1965- author.	You are a badass : how to stop doubting your greatness and start living an awesome life / Jen Sincero.	10/23/19	31911007123699	\$25.00
158.2 W.	Wachs, Kate M.	Relationships for dummies / by Kate M. Wachs.	10/15/19	31911004636693	\$132.93
174.4 M	Mackey, John, 1954-	Conscious capitalism : liberating the heroic spirit of business / John Mackey, Raj Sisodia.	12/3/19	31911006142302	\$82.99
204.4 T	Tolle, Eckhart, 1948-	A new earth : awakening to your life's purpose / Eckhart Tolle.	2/14/19	31911005371134	\$8.95
261.8357 S	Sears, Alan.	The homosexual agenda : exposing the principal threat to religious freedom today / Alan Sears & Craig Osten.	10/15/19	31911005896825	\$132.93
301.4243 M	Masters, Robert E. L.	Forbidden sexual behavior and morality : an objective re-examination of perverse sex practices in different cul	10/15/19	31911000364662	\$132.93
303.625 M	Murphy, John Francis, 1937-	Sword of Islam : Muslim extremism from the Arab conquests to the attack on America / John F. Murphy, Sr.	10/18/19	31911004302270	\$231.80
320 L	Levitsky, Steven, author.	How democracies die / Steven Levitsky and Daniel Ziblatt.	5/16/19	31911006843529	\$86.94
332 B		The best investment writing. 1, Selected writing from leading investors and authors / edited by Meb Faber.	12/22/19	31911006821707	\$57.00
362.2042 S	Secunda, Victoria.	When madness comes home : help and hope for the children, siblings, and partners of the mentally ill / Victori	11/2/19	31911003238764	\$23.95
362.25 G	Greenberg, Gary, 1957 June 9-	Manufacturing depression : the secret history of a modern disease / Gary Greenberg.	10/18/19	31911005648473	\$231.80
364.1523 G	Graysmith, Robert.	Zodiac / Robert Graysmith.	7/16/19	31911005435673	\$75.28
364.1523 H	Hodel, Steve, 1941-	Most evil : Avenger, Zodiac, and the further serial murders of Dr. George Hill Hodel / Steve Hodel with Ralph P	7/16/19	31911005588075	\$75.28
613.71 S	Schlosberg, Suzanne.	Fitness for dummies / Suzanne Schlosberg and Liz Neporent with Tere Stouffer Dreenth.	7/18/19	31911005516282	\$21.99
615.321 W	White, Linda B. (Linda Blachly)	The herbal drugstore : the best natural alternatives to over-the-counter and prescription medicines! / Linda B.	7/3/19	31911003926657	\$33.85
616.8498 L	Leschziner, Guy, author.	The nocturnal brain : nightmares, neuroscience, and the secret world of sleep / Guy Leschziner.	10/10/19	31911007155626	\$28.99
658.406 C	Conner, Daryl.	Managing at the speed of change : how resilient managers succeed and prosper where others fail / Daryl R. Co	5/14/19	31911005779369	\$64.94
658.4063 C	Cottrell, David, 1953-	The manager's coaching handbook : a practical guide to improve performance / David Cottrell and Mark C. Lay	5/14/19	31911004261047	\$64.94
658.452 G	Gallo, Carmine, author.	Talk like TED : the 9 public speaking secrets of the world's top minds / Carmine Gallo.	4/26/19	31911006535588	\$24.99
659 E	Edwards, Ray (Copywriter), author.	How to write copy that sells : the step-by-step system for more sales, to more customers, more often / Ray Ed	1/24/19	31911006723747	\$17.95
910.92 B	Bergreen, Laurence.	Over the edge of the world : Magellan's terrifying circumnavigation of the globe / Laurence Bergreen.	5/10/19	31911004785805	\$27.95
940.5421 D	Dupuy, Trevor Nevitt, 1916-	Great battles on the eastern front : the Soviet-German War, 1941-1945 / by T.N. Dupuy and Paul Martell.	9/7/19	31911001877266	\$14.95
974.7104 B	Berger, Meyer, 1898-1959.	Meyer Berger's New York / with an introduction by Pete Hamill.	4/20/19	31911005485884	\$21.95
B RAGANO R	Ragano, Frank.	Mob lawyer / Frank Ragano and Selwyn Raab.	12/22/19	31911002485739	\$57.00
E ALLEN BOARD	Allen, Joy.	Baby signs : a baby-sized guide to speaking with sign language (board book) / [Joy Allen] pictures by Joy Allen	3/4/19	31911006027008	\$6.99
E BECK	Beck, Scott.	Happy birthday, Monster! / Scott Beck.	5/31/19	31911005343786	\$14.95
E BROWN	Brown, Margaret Wise, 1910-1952.	Goodnight moon / by Margaret Wise Brown pictures by Clement Hurd.	2/25/19	31911004541497	\$45.84
E CHRISTELOW	Christelow, Eileen.	Five little monkeys jumping on the bed / retold and illustrated by Eileen Christelow.	8/15/19	31911005618732	\$136.89
E CLARKE	Clarke, Jane, 1954- author.	Neon Leon / Jane Clarke & Britta Teckentrup.	4/4/19	31911006859541	\$75.98
E DEAN BOARD	Dean, James, 1957-	I love Pete the kitty : (board book) / by James Dean.	12/17/19	31911006851902	\$7.99
E ELMO BOARD MOVABLE	Froeb, Lori.	Elmo at the zoo : (board book) / [written by Lori C. Froeb illustrated by Christopher Moroney].	12/12/19	31911006220397	\$10.99
E FULLER BOARD	Fuller, T. Nat, author.	Hero vs. villain : a book of opposites (board book) / by T. Nat Fuller illustrated by Alex Eben Meyer.	5/9/19	31911006858337	\$7.99
E HARVEY	Harvey, Matt (Matthew), 1962-	Shopping with Dad / Matt Harvey Miriam Latimer.	5/9/19	31911005412953	\$16.99
E HAWKES	Hawkes, Kevin.	The wicked big toddlah / Kevin Hawkes.	5/31/19	31911005203279	\$19.99
E HOFF	Hoff, Syd, 1912-2004.	Danny and the dinosaur / story and pictures by Syd Hoff.	8/15/19	31911006863915	\$136.89
E KANN	Kann, Victoria.	Pinkalicious and the pink hat parade / by Victoria Kann.	4/19/19	31911005933420	\$15.99
E KANN	Kann, Victoria.	Pinkalicious : the pinkamazing storybook collection / by Victoria Kann.	2/13/19	31911006513692	\$11.99
E LAYTON	Layton, Neal.	The tree / Neal Layton.	12/13/19	31911006844394	\$16.99
E NELSON	Nelson, Kadir.	He's got the whole world in his hands / Kadir Nelson.	7/25/19	31911004973195	\$68.98
E NUMEROFF	Numeroff, Laura Joffe.	What Mommies do best/What daddies do best / by Laura Numeroff illustrated by Lynn Munsinger.	2/25/19	31911003428738	\$45.84
E ORMEROD	Ormerod, Jan	Maudie and Bear / by Jan Ormerod illustrated by Freya Blackwood.	4/22/19	31911005926630	\$16.99
E PEPPA		Peppa Pig and the muddy puddles / [created by Neville Astley and Mark Baker]	2/19/19	31911006647540	\$82.88
E PEPPA		Peppa Pig and the little train.	5/9/19	31911006851175	\$12.99
E PFISTER	Pfister, Marcus.	Good night, little rainbow fish / Marcus Pfister.	5/16/19	31911006073895	\$86.94
E PIGNATARO	Pignataro, Anna, 1965- author.	Our love grows / Anna Pignataro.	4/19/19	31911006652961	\$16.99
E REY	Platt, Cynthia.	Sweet dreams, Curious George / written by Cynthia Platt illustrated in the style of H. A. Rey by Mary O'Keefe	4/23/19	31911006227327	\$9.99
E ROSEN	Rosen, Michael, 1946-	We're going on a bear hunt / retold by Michael Rosen illustrated by Helen Oxenbury.	6/26/19	31911005620498	\$29.94
E SEDAKA	Sedaka, Marc, 1967-	Dinosaur pet / children's lyrics by Marc Sedaka performed by Neil Sedaka illustrated by Tim Bowers.	12/17/19	31911006069216	\$17.95
E SEUSS	Seuss, Dr.	The Lorax, by Dr. Seuss.	4/4/19	31911004704624	\$75.98
E SEUSS	Seuss, Dr.	Horton hears a Who! / By Dr. Seuss.	4/19/19	31911006846209	\$19.99
E SHANNON	Shannon, David, 1959-	Duck on a bike / David Shannon.	5/9/19	31911004242658	\$15.95
E SHERRY	Sherry, Kevin.	I'm the best artist in the ocean / by Kevin Sherry.	12/12/19	31911006644448	\$16.99
E SHYBA	Shyba, Jessica, author, photographer.	Bathtime with Theo & Beau / Jessica Shyba.	12/12/19	31911006649801	\$16.99
E SLOBODKINA	Slobodkina, Esphyr, 1908-2002.	Caps for sale : a tale of a peddler, some monkeys, and their monkey business / told and illustrated by Esphyr S	8/15/19	31911005199295	\$136.89
E STEIG	Steig, William, 1907-2003.	Sylvester and the magic pebble / William Steig.	8/15/19	31911005104204	\$136.89
E SYMES	Symes, Sally, author.	Funny face, sunny face / Sally Symes illustrated by Rosalind Beardshaw.	7/24/19	31911006523055	\$61.91
E TEN BOARD	Kubler, Annie, 1960-	Ten little fingers : (board book) / illustrated by Annie Kubler.	7/24/19	31911006861018	\$61.91

E WENXUAN	Cao, Wenxuan, 1954- author.	Summer / written by Cao Wenxuan illustrated by Yu Rong.	7/25/19	31911007237481	\$68.98
E WILD	Wild, Margaret, 1948-	Tom goes to kindergarten / by Margaret Wild illustrated by David Legge.	2/25/19	31911003840593	\$45.84
E WINTER	Winter, Jonah, 1962-	Here comes the garbage barge! / written by Jonah Winter illustrated by Red Nose Studio.	12/12/19	31911005597902	\$17.99
E WOLKSTEIN	Wolkstein, Diane.	The glass mountain / Diane Wolkstein illustrated by Louisa Bauer.	12/13/19	31911003762870	\$16.00
FIC AUSTEN	Austen, Jane, 1775-1817.	Sense and sensibility / Jane Austen with an introduction by Margaret Drabble and a new afterword by Mary E	6/26/19	31911005319653	\$71.93
FIC CLEMMONS	Clemmons, Zinzi, author.	What we lose / Zinzi Clemmons.	7/26/19	31911006818463	\$75.95
FIC COELHO	Coelho, Paulo.	The alchemist / Paulo Coelho translated by Alan R. Clarke.	9/7/19	31911007125769	\$28.99
FIC CONNELLY	Connelly, Michael, 1956-	The Harry Bosch novels 2 / Michael Connelly.	5/11/19	31911006019096	\$19.99
FIC HANNAH	Hannah, Darci.	The angel of Blythe Hall : a historical novel / Darci Hannah.	6/26/19	31911006022918	\$71.93
FIC Harbison	Harbison, Elizabeth M.	Shoe addicts anonymous / Beth Harbison.	10/3/19	31911005140653	\$96.88
FIC HARBISON	Harbison, Elizabeth M.	Thin, rich, pretty / Beth Harbison.	10/3/19	31911005799714	\$96.88
FIC HARBISON	Harbison, Elizabeth M.	Always something there to remind me / Beth Harbison.	10/3/19	31911005848016	\$96.88
FIC HUNTER	Hunter, Cara, author.	In the dark / Cara Hunter.	6/12/19	31911007116578	\$71.93
FIC KNOWLES	Knowles, John, 1926-2001.	Separate peace.	9/7/19	31911005981759	\$28.99
FIC LALLY	Lally, Catriona.	Eggshells : a novel / Catriona Lally.	6/27/19	31911006893425	\$16.99
FIC MBUE	Mbue, Imbolo.	Behold the dreamers : a novel / Imbolo Mbue.	7/26/19	31911006540943	\$75.95
FIC ROSEN	Rosen, Jane L., author.	Nine women, one dress : a novel / Jane L. Rosen.	10/3/19	31911006739115	\$96.88
J 307.76 F	Franceschelli, Christopher, author.	Cityblock : (board book) / by Christopher Franceschelli art by Peskimo.	8/5/19	31911006660840	\$18.00
J 333.7 BAUMAN PAPER	Bauman, Amy.	Earth's natural resources / by Amy Bauman.	10/15/19	31911005531471	\$34.22
J 333.7 Stille	Stille, Darlene R.	Natural resources : using and protecting earth's supplies / by Darlene R. Stille.	10/15/19	31911004865516	\$34.22
J 510		100 Math activities kids need to do by 3rd grade / [activity pages writer, Jackie Glasthal activity pages illustra	2/7/19	31911005528642	\$75.83
J 513.2 DAY	Day, Amelia.	Olivia's ocean adventure : understand place value / Amelia Day.	9/20/19	31911006231709	\$22.60
J 523.8 S	Sipiera, Paul P.	Black holes / by Paul P. Sipiera.	5/8/19	31911003272987	\$19.00
J 628.9 M	Ruth, Maria Mudd.	Firefighting : behind the scenes / by Maria Mudd Ruth with photographs by Scott Sroka.	7/25/19	31911003524700	\$68.98
J 629.04 SCHUH	Schuh, Mari C., 1975-	Show me transportation / by Mari Schuh.	2/5/19	31911006227517	\$26.65
J 636.8 WHITEHEAD	Whitehead, Sarah.	How to speak cat! / by Sarah Whitehead.	2/5/19	31911005624805	\$18.29
J 811 SIERRA	Sierra, Judy.	Monster goose / by Judy Sierra illustrated by Jack E. Davis.	7/25/19	31911004155678	\$68.98
J 970.015 F	Fischetto, Laura.	All pigs on deck : Christopher Columbus' second marvelous voyage / by Laura Fischetto illustrated by Letizia C	2/5/19	31911002088863	\$15.00
J BLU-RAY HOUSE		The house with a clock in its walls [videorecording (Blu-ray 4K & Blu-ray)] / producers, Brad Fischer, Eric Kripke	1/25/19	31911007097208	\$82.88
J DVD IRONMAN		Iron Man: armored adventures. Volume 2. [videorecording (DVD)] / a Marvel Animation, Method Animation pr	1/29/19	31911005706743	\$82.88
J DVD LADYBUG		The ladybug [videorecording (DVD)] / writer, Ma Hua producers, Wang Yunfie director, Ding Shi.	10/11/19	31911007096598	\$72.48
J DVD LEAP		Math circus [videorecording (DVD)] / Leapfrog Enterprises, Inc.	10/11/19	31911005700266	\$72.48
J DVD LEAP		Word caper [videorecording (DVD)] / LeapFrog Enterprises, Inc.	10/11/19	31911005717120	\$72.48
J DVD NUT		The nut job 2 [videorecording (DVD)] : nutty by nature / Open Road Films presentation of a Redrover Co., Ltd.	10/11/19	31911006794508	\$72.48
J FIC APPLLEGATE	Applegate, Katherine.	The one and only Ivan / by Katherine Applegate illustrations by Patricia Castelao.	9/26/19	31911006156302	\$16.99
J FIC BRALLIER	Brallier, Max, author.	The last kids on earth and the zombie parade! / Max Brallier & Douglas Holgate.	9/17/19	31911006861232	\$61.56
J FIC BRALLIER	Brallier, Max, author.	The last kids on Earth and the Nightmare King / by Max Brallier illustrated by Douglas Holgate.	9/17/19	31911006861240	\$61.56
J FIC BRALLIER	Brallier, Max.	The last kids on Earth and the cosmic beyond / Max Brallier & Douglas Holgate.	9/17/19	31911006861257	\$61.56
J FIC BROWN	Brown, Don, 1949-	The train jumper / Don Brown.	2/7/19	31911005207544	\$75.83
J FIC BURNFORD PAPER	Burnford, Sheila, 1918-1984.	The incredible journey / by Sheila Burnford with illustrations by Carl Burger.	12/10/19	31911006856497	\$7.99
J FIC LEWIS	Lewis, C. S. (Clive Staples), 1898-1963.	The magician's nephew / C.S. Lewis illustrated by Pauline Baynes.	2/7/19	31911006524319	\$75.83
J FIC PATTERSON	Patterson, James, 1947- author.	Just my rotten luck / James Patterson and Chris Tebbetts illustrated by Laura Park.	4/16/19	31911006645171	\$74.59
J FIC PATTERSON	Patterson, James, 1947- author.	From hero to zero / James Patterson and Chris Tebbetts illustrated by Laura Park.	9/3/19	31911006853726	\$27.94
J FIC PATTERSON	Patterson, James, 1947-	Middle school : get me out of here! / James Patterson and Chris Tebbetts illustrated by Laura Park.	9/17/19	31911007239206	\$61.56
J FIC RAWLS LT	Rawls, Wilson.	Where the red fern grows [text (large print)] : the story of two dogs and a boy / Wilson Rawls.	9/14/19	31911005643367	\$26.94
J FIC RIORDAN	Riordan, Rick.	The lightning thief / Rick Riordan.	1/8/19	31911006650445	\$48.58
J FIC ROWLING	Rowling, J. K.	Harry Potter and the goblet of fire / by J.K. Rowling illustrations by Mary GrandPr��.	4/16/19	31911006644109	\$29.99
J FIC VERNICK	Vernick, Audrey.	Water balloon / Audrey Vernick.	12/9/19	31911006034194	\$16.99
J FIC WATSON	Watson, Tom, 1965- author.	Cats in the city / by Tom Watson illustrations by Ethan Long based on original sketches by Tom Watson.	7/25/19	31911006845235	\$13.59
JB Eratosthene L	Lasky, Kathryn.	The librarian who measured the earth / Kathryn Lasky illustrated by Kevin Hawkes.	9/14/19	31911002934231	\$16.45
JB MESSI J	Illugi J��nkulsson.	Messi / by Illugi J��nkulsson.	9/3/19	31911006645155	\$27.94
LT FIC FREUDENBERGER	Freudenberger, Nell, author.	Lost and wanted [text (large print)] / Nell Freudenberger.	5/16/19	31911007120679	\$86.94
LT FIC Hamilton	Hamilton, Jane, 1957 July 13-	A map of the world [text (large print)] / Jane Hamilton.	3/5/19	31911003417194	\$24.95
SS FIC MURAKAMI	Murakami, Haruki, 1949- author.	Men without women : stories / Haruki Murakami translated from the Japanese by Philip Gabriel and Ted Goo	7/26/19	31911006813670	\$75.95
					\$23,904.39



A privacy booth to  
Inspire focus + productivity

12D

# Order Form

Order Information	
Date:	02/05/2025
Customer:	Hicksville Public Library
Order #:	
Email:	racosta@hicksvillelibrary.org

Bill To	Ship To
Billing Contact - Roseann Acosta	Receiving Contact - Roseann Acosta
Hicksville Public Library	Hicksville Public Library
169 Jerusalem Ave, Hicksville, NY 11801	169 Jerusalem Ave, Hicksville, NY 11801

Salesperson	Shipping Method	Installation	Payment Terms	Requested Delivery Date
R. Leavitt	Standard	Yes	100% in Full	2-4 Weeks Standard Lead Time

SKU	Description (steel color, panel color, accent color)	Qty	Unit Price	Discount \$	Line Total
1100-030-039-01	The Pillar Booth - White/White	2	\$6,695.00	\$800.00	\$11,790.00
	Pillar Stool	2	\$295.00	-	\$590.00
1100-030-039-02	The Pillar Booth for Two - White/White	1	\$15,995.00	\$2,000.00	\$13,995.00
9999-960-119-02	The Pillar Booth for Two Furniture	1	\$2,500.00	-	\$2,500.00

Notes / Instructions
* Assembly is optional

Subtotal	\$28,875.00
Delivery	\$2,185.00
Assembly*	\$2,200.00
<b>Total</b>	<b>\$33,260.00</b>

Prices are in USD  
Sales tax not included

PILLAR:

CUSTOMER:

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name                                      Title

\_\_\_\_\_  
Printed Name                                      Title

Pricing valid for 30 days and this agreement is subject to the attached Terms and Conditions  
If you have any questions concerning this order please contact sales@pillarbooth.com

## Pillar Order Form Terms & Conditions

1. **ORDER FORMS.** This Agreement will be implemented through one or more written order forms that reference this Agreement (Order Forms), and shall describe the number of items ordered, the color of items ordered, the delivery details, the price, and the payment details. Any change to the terms of this Agreement within an Order Form will apply only to that specific order.

2. **PRODUCTS.** Pillar sells sound isolating phone booths and other products as described on its website [www.pillarbooth.com](http://www.pillarbooth.com). Customer wishes to purchase Pillar products in the amount and style specified on the attached Order Form.

3. **CONFIDENTIALITY.** Each party agrees that the pricing and/or business terms contained in each Order Form is Confidential Information. Except as expressly allowed herein, the receiving party will hold in confidence and not use or disclose any Confidential Information and shall similarly bind its employees, consultants, and independent contractors. Except as required by law, upon the expiration or termination of this Agreement, all of the Confidential Information (including any copies) will be returned to the disclosing party or destroyed, and the receiving party will make no further use of such materials. If required by law, the receiving party may disclose Confidential Information of the disclosing party, but will give adequate prior notice of such disclosure to the disclosing party to permit the disclosing party to intervene and to request protective orders or other confidential treatment therefore.

4. **FEES AND TAXES.** Customer shall pay Pillar all Fees as set forth in the Order Form. The fees are exclusive of all taxes, and Customer shall be responsible for payment of all such taxes, excluding those based solely on Pillar's net income.

5. **SHIPPING AND ASSEMBLY.** Shipping and Assembly quotes assume that a loading dock and/or elevator will be made available to the delivery and installation team, and that Customer will arrange for the delivery and installation team to have access to complete the delivery and/or installation on one trip during regular business hours. Customer understands and agrees that in the event that the installers must navigate stairs or particularly tight quarters, and/or if the delivery is delayed because Customer has not made proper arrangements with the building for the delivery, additional fees may be assessed and charged. Should Customer choose to waive assembly, Customer acknowledges and agrees that it bear sole responsibility for: (a) ensuring the delivery truck has space off the street to park and unload; (b) getting the booth(s) off the truck, which will require a loading dock or liftgate, as well as a forklift or pallet jack; (c) disposal of the pallet, which is a double-wide pallet and weighs approximately 200lbs; (d) safely transporting the booths from the truck to their final destination (each booth ships in four separate boxes and each box requires two or more people to carry safely); and, (e) proper installation. Pillar strongly recommends that Customer does *not* choose to waive assembly.

6. **REPRESENTATIONS AND WARRANTIES.** Each party represents, warrants and covenants that: (a) it is a business entity duly organized and validly existing under the laws of the jurisdiction in which it is organized, (b) it has full power and authority to enter into this Agreement and to perform its obligations hereunder, (c) this Agreement is legally binding upon it and enforceable in accordance with its terms, (d) it shall comply with all applicable laws in connection with its performance hereunder and (e) the execution, delivery and performance of this Agreement does not and will not conflict with any agreement, instrument, judgment or understanding, oral or written, to which it is a party or by which it may be bound.

7. **DISCLAIMERS.** Customer acknowledges and agrees that shipping, delivery, and installation of the items ordered may be provided by independent third party providers. Such third parties are solely responsible and liable for providing their services. Pillar's responsibility in connection with third party providers is strictly limited. Pillar makes no warranty, either express or implied, regarding the suitability, safety, insurance or other aspects of any third party services.

8. **INDEMNITY.** Each party hereto will defend, indemnify and hold harmless one another, and their respective parents, subsidiaries, affiliates, officers, employees and agents, from and against any and all third-party claims, demands, judgments, liabilities, losses, and causes of action of any third parties, and any costs (including reasonable attorneys' fees) associated therewith, to the extent arising out of or based upon any breaches of the indemnifying party's representations or warranties hereunder.

9. **LIMITATION OF LIABILITY.** Neither party shall be liable to the other for any special, consequential, punitive, incidental, or indirect damages arising from this Agreement or relating to any breach of this Agreement, regardless of any notice of the possibility of such damages. Notwithstanding the foregoing, nothing in this paragraph is intended to limit or restrict the indemnification rights or obligations of any party under Section 7.

10. **TERM AND TERMINATION.** This Agreement may be terminated by either party at any time, upon thirty (30) days written notice in the event there are no then-current Order Forms in effect. Any termination hereunder shall be effective at the end of the next calendar month following such notice, and any prepaid fees shall not be refunded. Upon any expiration or termination of this Agreement, all corresponding rights, obligations and licenses of the parties shall cease, except that (a) all obligations that accrued prior to the effective date of termination (including without limitation, all payment obligations) shall survive, and (b) the Confidentiality, Fee, Representations and Warranties, Disclaimers, Limitation of Liability, and General Provisions shall survive.

11. **PUBLICITY.** Customer agrees that Pillar may use Customer's name, trademarks, logos and other branding features in connection with the foregoing, and the promotion of Pillar's services, including in any press release or marketing-related communication referencing Customer or discussing the parties' relationship.

12. **WARRANTY AND RETURNS:** Please refer to Pillar's website for warranty and return information.

13. **DISPUTE RESOLUTION.** The parties shall make a good faith attempt to resolve through negotiation any dispute or claim arising out of or related to this Agreement. Within ten (10) business days after notice of a dispute or claim is received by a party, an executive officer of each of the parties shall meet and make a good faith attempt to resolve such dispute or claim. The parties agree to hold such negotiations for a period of at least ten (10) business days, unless such dispute or claim is settled sooner. In the event that any dispute or claim arising out of or related to this Agreement is not settled by the parties within such ten (10) day period, the dispute shall be resolved by binding and confidential arbitration before a single neutral arbitrator with the office of the American Arbitration Association (AAA) located in Illinois. All rules governing the arbitration shall be the rules as set forth by the AAA. The arbitrator shall apply the substantive law of the State of Illinois, or federal law, or both, as applicable to the claim(s) asserted. The prevailing party shall be entitled to have the non-prevailing party pay its

## Pillar Order Form Terms & Conditions

attorneys' fees and other litigation costs in connection with any such arbitration. Notwithstanding the foregoing, any party may seek injunctive or other equitable relief as necessary to avoid irreparable harm upon no less than five (5) business days' advance notice of a hearing at which the other party will have an opportunity to appear.

14. GENERAL PROVISIONS. Each party is an independent contractor. This Agreement supersedes all prior written or oral understandings between the parties regarding the subject matter of the Agreement; and it may be modified or waived only in writing. This Agreement shall be governed by the laws of Illinois, without regard to its conflict of law rules. If any provision of this Agreement is determined to be illegal or unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect. In the event Pillar is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any cause beyond its reasonable control, its performance shall be extended for the period of delay or inability to perform due to such occurrence. Neither party shall have the right to assign this Agreement without the other party's prior written consent; provided that, either party may, without such consent, assign this Agreement and its rights and obligations to a successor to substantially all of its business or assets to which this Agreement relates.





## The Pillar Booth

Suitable for any type of floor plan, Pillar Booths are used in offices, universities, libraries, apartment buildings, warehouses, and beyond.

Suitable for any type of floor plan, Pillar Booths are used in offices, warehouses, universities, libraries, apartment buildings, and beyond. Whether you sit or stand, your team will love a quiet, comfortable space for calls, meetings, private conversations, and heads down focus. Made in the USA with incredible attention to detail, audio engineering, and comfort, it is no surprise that Pillar Booth is the fastest growing phone booth brand.



## Designed to be the category-leader in sustainability, safety, and durability.



### Sustainable

Sustainably designed with eco-friendly wood and acoustic panels plus an occupancy sensor to conserve energy.



### Quick Assembly

The assembly of each Pillar Booth is minimal and takes less than an hour with two people using only an allen wrench.



### High Quality Materials

Made in the USA with a durable steel frame, shatterproof door, and UL listed lighting and electrical components.



### Code and Compliance

Pillar Booths align with building and local regulations without expensive modifications.



### Total Cost Of Ownership

Pillar Booths are built to last and offer features that allow the booth to adapt to any space without additional expense.



### Made In America

Assembled in Chicago, Pillar Booth works with local suppliers for access to specialty parts, sustainable materials, and related processes.

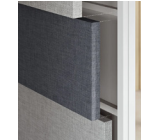
## Standard features



**01 Active Ventilation**  
With four fans, the booths have 2x more ventilation than others on the market to optimize circulation and refresh the air every minute.



**02 LED Lighting**  
Motion activated LED lights help to conserve energy and create a well-lit environment for video conferencing and focused work.



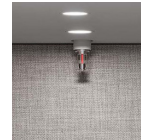
**03 Removeable Acoustic Panels**  
12 removable and cleanable acoustic panels maximize sound absorption and acoustic performance.



**04 Power**  
USB A+C ports and outlets ensure you can power multiple devices at one time.



**05 Height Adjustable Desk**  
The desk can be set at three different heights, making it easy to work from a chair, stool or while standing.



**06 Fire Supression**  
Simply unscrew the sprinkler cap to install the sprinkler piping through a pre-drilled hole in the ceiling.



**07 Seismic Anchors**  
Anchor your booth to the floor with Pillar Booth's standard feet which can be bolted to the ground.



**08 Magnetic Door Seal**  
Thick acrylic door with a tight seal to keep your conversation in and exterior noise out.

## Custom features



**Casters**  
Lockable casters provide an easy way to move booths around your space to maximize flexibility as your privacy needs evolve.

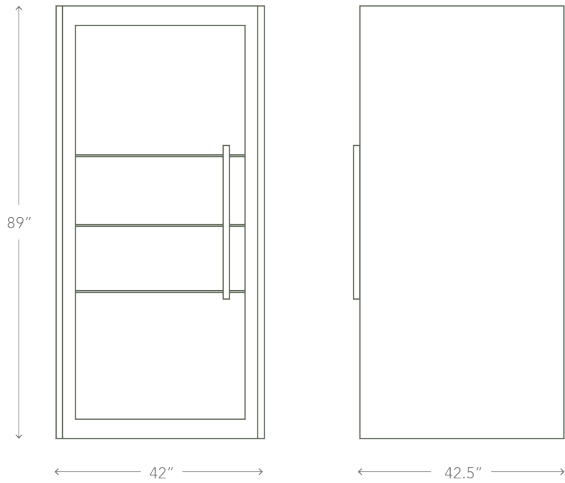


**AV Kit**  
Seamlessly integrate a monitor or CPU into your booth for video conferencing.



**Colors + Finishes**  
Add door graphics & logos + choose your acoustic panel fabric colors, external wood, and more.

## Specifications



### Exterior

42" W x 42.5" D x 89" H

### Interior

37" W x 39" D x 81" H

### Desk Work Area

34.5" W x 12" D x 29-41" H

### Weight

500 lbs

### Door

3/8" thick polycarbonate

### Airflow

72 ft<sup>3</sup>/min | 4 fans

### Warranty

Pillar Booths have a 3-year limited warranty covering defects in parts, materials, or the product as a whole. Read more about our warranty offerings here: [www.pillarbooth.com/pages/warranty](http://www.pillarbooth.com/pages/warranty)

### Power

2 outlets | 2 USB ports  
120v | 3 prong plug | 5.5 ft. length  
UL listed

### Lighting

Two 2.5" diameter puck lights  
468 Lumens lasting 50,000 hours

### Connectivity

Ethernet, CAT6e

### Security

Torx pin security fasteners

## Color + fabric options

### Standard colors



White

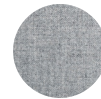


Black

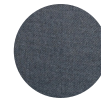


Silver Oak

### Standard fabrics



Grey Mix



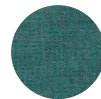
Flannel

### Custom colors and finishes

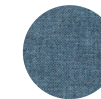
Add door graphics & logos + choose your acoustic panel fabric colors, external wood, and more.



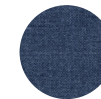
Claret Accent



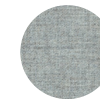
Ultramarine



Wedgewood



Baltic



Verte Papier



Amethyst

COM is available upon approval and testing of the material. Custom solutions can add lead-time & cost based on material & availability. All customizations are priced at the time of ordering. Please contact [sales@pillarbooth.com](mailto:sales@pillarbooth.com).



## The Pillar Booth for Two

The same quality and comfort as The Pillar Booth, but with space for two to accommodate small meetings, 1-on-1 conversations, and coaching sessions.

Suitable for any type of floor plan, Pillar Booths are used in offices, warehouses, universities, libraries, apartment buildings, and beyond. Whether you sit or stand, your team will love a quiet, comfortable space for calls, meetings, private conversations, and heads down focus. Made in the USA with incredible attention to detail, audio engineering, and comfort, it is no surprise that Pillar Booth is the fastest growing phone booth brand.



## Designed to be the category-leader in sustainability, safety, and durability.



### Sustainable

Sustainably designed with eco-friendly wood and acoustic panels plus an occupancy sensor to conserve energy.



### Quick Assembly

The assembly of each Pillar Booth is minimal and takes less than an hour with two people using only an allen wrench.



### High Quality Materials

Made in the USA with a durable steel frame, shatterproof door, and UL listed lighting and electrical components.



### Code and Compliance

Pillar Booths align with building and local regulations without expensive modifications.



### Total Cost Of Ownership

Pillar Booths are built to last and offer features that allow the booth to adapt to any space without additional expense.



### Made In America

Assembled in Chicago, Pillar Booth works with local suppliers for access to specialty parts, sustainable materials, and related processes.

## Standard features



**01 Active Ventilation**  
With four fans, the booths have 2x more ventilation than others on the market to optimize circulation and refresh the air every minute.



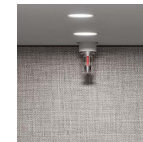
**02 LED Lighting**  
Motion activated LED lights help to conserve energy and create a well-lit environment for video conferencing and focused work.



**03 Removeable Acoustic Panels**  
20 removable and cleanable acoustic panels maximize sound absorption and acoustic performance.



**04 Power**  
USB A+C ports and outlets ensure you can power multiple devices at one time.



**05 Fire Supression**  
Simply unscrew the sprinkler cap to install the sprinkler piping through a pre-drilled hole in the ceiling.



**06 Seismic Anchors**  
Anchor your booth to the floor with Pillar Booth's standard feet which can be bolted to the ground.

## Custom features



**Casters**  
Lockable casters provide an easy way to move booths around your space to maximize flexibility as your privacy needs evolve.

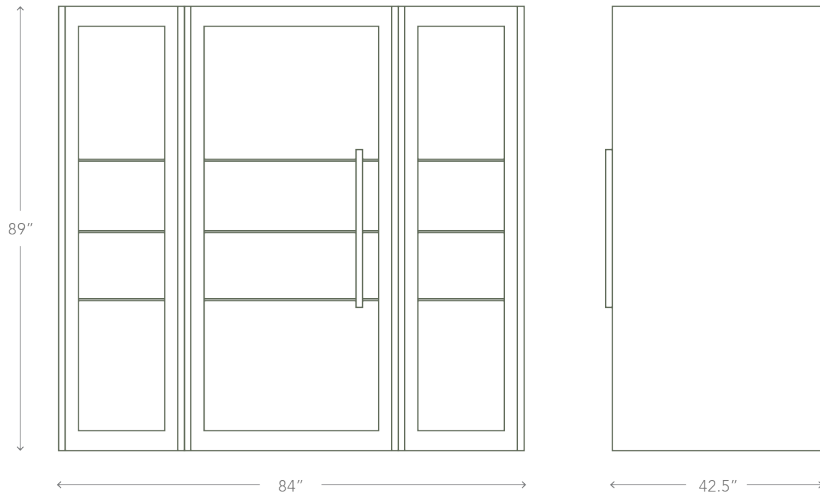


**AV Kit**  
Seamlessly integrate a monitor or CPU into your booth for video conferencing.



**Colors + Finishes**  
Add door graphics & logos + choose your acoustic panel fabric colors, external wood, and more.

## Specifications



### Exterior

84" W x 42.5" D x 89" H

### Interior

78" W x 39" D x 81" H

### Weight

850 lbs

### Door

3/8" thick polycarbonate

### Airflow

72 ft<sup>3</sup>/min | 4 fans

### Warranty

Pillar Booths have a 3-year limited warranty covering defects in parts, materials, or the product as a whole. Read more about our warranty offerings here: [www.pillarbooth.com/pages/warranty](http://www.pillarbooth.com/pages/warranty)

### Power

2 outlets | 2 USB ports  
120v | 3 prong plug | 5.5 ft. length  
UL listed

### Lighting

Four 2.5" diameter puck lights  
468 Lumens lasting 50,000 hours

### Connectivity

Ethernet, CAT6e

### Security

Torx pin security fasteners

## Color + fabric options

### Standard colors



White

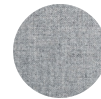


Black



Silver Oak

### Standard fabrics



Grey Mix



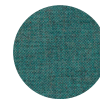
Flannel

### Custom colors and finishes

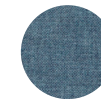
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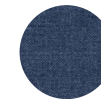
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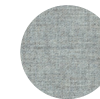
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## Home Delivery Service Policy

Adopted by the Board of Trustees April 21, 1993  
 Revised by the Board of Trustees May 20, 1998  
 Revised by the Board of Trustees July 22, 2014  
 Revised by the Board of Trustees February 16, 2022

### Purpose

It is the policy of the Board of Trustees of the Hicksville Public Library to provide delivery of library materials to Hicksville School District residents who are unable to visit the Library because of a disability, illness, or inability to travel to the library.

### Eligibility

1. Any person who resides within the Hicksville School District and holds a current library card or is eligible to renew an expired card.
2. Those unable to visit the Library due to temporary physical disability or who may be confined to their home due to prolonged illness, extended convalescence, or advanced age, and do not have a household member to pick up and return library materials.
3. Anyone who is not in violation of any Library policies.

### Procedures Guidelines

The Home Delivery Reference Librarian will be the link between the Library and the Home Delivery patron. His/her responsibilities include coordinating the program and making the necessary selection of materials to meet individual needs and choices.

Patrons in the Home Delivery Service Program will be entitled to have library materials delivered to their home within the following guidelines:

1. The Director and/or staff member(s) designated by the Director will review all applications to participate in the program. The application may be filled out online or over the phone with a Librarian.
2. All borrowing and delivery will be ~~by appointment, with~~ arranged by the patron by calling or emailing the Home Delivery Reference Librarian ~~to make the arrangements.~~
3. The Library reserves the right to limit the number of deliveries ~~based on availability.~~
4. ~~The visit will be scheduled at a mutually convenient time.~~ Home Delivery patrons may also opt to have materials picked up by a relative, health aide, or friend. These materials may be reserved ahead of time by a librarian.
5. ~~Library materials will be delivered to the door.~~
6. Library materials that have been borrowed should be ~~ready for pick-up~~ returned by their due date unless the patron contacts the Home Delivery Librarian to request a renewal. In all cases, Home Delivery Patrons will not incur fines unless an item is lost or damaged. ~~Additional deliveries may not be scheduled until all items are returned.~~
7. Home Delivery patrons may borrow a total of ~~10~~ up to 5 items per delivery. The Library reserves the right to limit materials marked as New. Materials not owned by the Hicksville Library may be interloaned depending on availability ~~at the Library's discretion.~~

## HOME DELIVERY APPLICATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Name and phone number of a friend or relative (as a secondary contact): \_\_\_\_\_

\_\_\_\_\_

I am a resident of the Hicksville School District who is unable to use the facilities because (check all that apply):

\_\_\_\_\_ I have a physical disability

\_\_\_\_\_ I am confined to my home due to prolonged illness

\_\_\_\_\_ Extended convalescence

\_\_\_\_\_ Advanced age

\_\_\_\_\_ I do not have a household member to pick up and return library materials.

### For Temporary Application ONLY:

\_\_\_\_\_ I am experiencing a short-term loss of mobility associated with surgery/illness and request this service for a finite period of time.

I give permission to the Hicksville Public Library to keep a record of the library materials sent to me in order to avoid duplication. This information is confidential.

Signature: \_\_\_\_\_

**READING PREFERENCES**

**Favorite Author(s) and/or Titles:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAVORITE GENRES:**

- Romance       Mystery       Historical Fiction       Sci/Fic  
 Westerns       Non-Fiction       Other \_\_\_\_\_

**PREFERRED FORMATS**

- Regular Print       Large Print       Paperbacks       Music CDs       DVDs  
 CD Audio Books       Playaways       eBooks       Magazines

Goals of the Hicksville Public Library  
January 1, 1993 to December 31, 1996  
Adopted by the Board of Trustees March 31, 1993  
Revised by the Board of Trustees March 25, 1998

In order to meet the changing needs of the residents of the Hicksville community, the director and the Board of Trustees of the Hicksville Public Library have adopted the following goals which will be given consideration in continuing, expanding and improving library service to the community.

1. The Hicksville Public Library will continue to develop services which will emphasize the role of the library as an institution for self-learning, continuing education and recreation as well as an institution to which community residents can turn in order to obtain information that will assist them in daily living.
2. There has been a large increase in the number of foreign-born residents of various nationalities moving into the Hicksville community. The Hicksville Public Library will attempt to expand library services and acquire materials to meet the diverse needs and interests of various multicultural groups residing in our community.
3. The Hicksville Public Library is emerging in a new role as a community information agency and referral service. More community residents are faced with various problems that cannot be solved by traditional means and are now turning to the library for assistance. The library will continue to further develop services involving information and referral. The library will also expand its role as an institution which, if unable to provide the information sought, can effectively refer those seeking information to the appropriate agency.
4. More parents are now looking toward the library for recreational and educational activities for children. The library will continue to sponsor diverse, interesting and educational programs that are enriching to children who are already library patrons and that bring to the library children who do not ordinarily use its services.

5. The library will continue to emphasize its role as the "preschooler's activity center" by continuing to sponsor diverse library programs, storytime and other special activities that stimulate young children's interest in and appreciation of reading, learning and the library.
6. In purchasing materials, the library will be alert to the everyday needs of all patrons, not just the students and the traditional users and will seek to provide opportunities for self-instruction through various media.
7. The importance of library services to meet the particular needs of older adults increases along with this group's members. Because there is an increase in senior citizens, the library will promote information and resources on aging and its implications not only to older adults themselves but also to family members. The library will assure that collection development and weeding policies lead to the acquisition of current and useful materials that reflect diverse formats and information needs. The library will also attempt to promote and develop working relationships with other agencies and groups connected with the needs of senior citizens.
8. The Hicksville Public Library has been successful in informing residents of the community of the availability of the many diverse services and programs offered by the library. However, there are residents who do not use the library or who come on a very infrequent basis. The library will seek new ways of attracting these non-users and providing for their informational and recreational needs. Many residents recently attracted to the area do not know about the library services available to the community. The library will also attempt to reach these newcomers.
9. The Hicksville Public Library will examine current technologies for information services, and, whenever it is feasible, we will offer these new formats to the community.

\*\* Items underlined were amended by the Board of Trustees on March 25, 1998.

## Hicksville Public Library: Mission Statement and Strategic Plan 2022-2025

### **Mission:**

The mission of the Hicksville Public Library is to satisfy our community's educational, informational, cultural and recreational needs by providing open access to a comprehensive range of materials, services and programs.

### **Vision:**

An engaged, connected and empowered community.

### **Values:**

Customer Service

Inclusion

Innovation & Leadership

Integrity

Intellectual Freedom

Respect

Social Responsibility

Sustainability

### **Goals and Objectives:**

#### Goal 1: Develop Capacities

- A. Provide training to increase patron technology support offerings
- B. Provide training on staff wellbeing, safety, and security concerns
- C. Provide training to foster consistent patron service

#### Goal 2: Strengthen Communications

- A. Improve website, digital messaging, and social media reach
- B. Improve design of flyers, newsletters, and signage
- C. Improve effectiveness of internal communications

#### Goal 3: Increase Usership

- A. Increase active cardholdership
- B. Increase program attendance
- C. Increase visits to library facility

Adopted by the Board of Trustees June 19, 1968  
Revised by the Board of Trustees May 6, 1992  
Revised by the Board of Trustees August 12, 1992  
Revised by the Board of Trustees March 30, 1994  
Revised by the Board of Trustees August 16, 2006  
Revised by the Board of Trustees March 19, 2008  
Revised by the Board of Trustees April 18, 2012  
Revised by the Board of Trustees April 15, 2015  
Revised by the Board of Trustees July 10, 2024

1. Name, Location and Purpose

The Library shall be known as the Hicksville Public Library, with a primary location at 169 Jerusalem Avenue, Hicksville, New York. The Library provides library services residents of the Hicksville Union Free School District, as others as provided by law.

2. Mission Statement

The mission of the Hicksville Public Library is to satisfy our community's educational, informational, cultural and recreational needs by providing open access to a comprehensive range of materials, services and programs.

3. Fiscal Year

The Library's fiscal year shall be from July 1 of each year to June 30 of the following year.

4. Governance, Meetings, and Membership on Board of Trustees

The Board of Trustees shall consist of five voting members chosen by the qualified voters of the School District. One member shall be elected each year for a five-year term. The Trustees shall be governed by the applicable provisions of the Education Law, State of New York. Trustees are elected or appointed to separate seats on the Board, and not "at-large."

5. Meetings

- a. The regular monthly meeting of the Board of Trustees shall take place on the second Wednesday of the month at the Hicksville Public Library at 7:30 p.m. or at another time as may be deemed suitable by the Library Board.
- b. A quorum, consisting of at least three Trustees, shall be required for all meetings of the Board.
- c. Each Trustee shall have one vote, irrespective of office held. Unless a greater number is required by law, an affirmative vote by a majority of the whole Board is required to approve any action.
- d. Special meetings of the Board may be called by the President or called by three Members of the Board. When possible, written notice shall be given to all Board Members three days in advance indicating that the meeting will be held and the purpose of the meeting. When circumstances do not permit three days' written notice, written notice shall be provided to the maximum extent possible and practicable under the circumstances. For purposes of this provision, written

notice shall include the use of email or text message.

- e. A Reorganization Meeting shall be held during the first 15 days of July each year. The business transacted at such meeting shall include without limitation the reorganization of the board, the election of officers, annual appointments and the annual review of policies and these by-laws.

f. Executive Session

Under New York State Public Officers Law 105, the Board of Trustees may upon a majority vote of its membership conduct an executive session in which matters allowed under law may be discussed. Minutes need not be taken and attendance by the general public shall not be permitted unless authorized by the Board of Trustees. No action will be taken during an executive session, except as may be permitted by law.

6. Officers

- a. The officers of the Board of Trustees shall be a President, Vice-President and Secretary.
- b. The Trustees shall elect the officers at the first scheduled meeting in July each year.
- c. The Board may appoint such other officers, agents and employees as it shall deem necessary, who shall have such authority and perform such duties as from time to time shall be prescribed by the Board.

7. Duties of Officers

- a. The President shall preside at all meetings, appoint all Committees, certify all bills approved for payment by the Board, call special meetings and serve as ex officio member of all committees.
- b. The Vice-President shall preside and act in the place of the president in the event the President is absent or unable to serve.
- c. The ~~Clerk~~-Secretary shall certify all bills approved by the Board, co-sign all general fund checks approved by the Board and is responsible for a true and accurate account of all proceedings of Board meetings. The Secretary may delegate the responsibility to a designee.

8. Treasurer

The Board shall appoint a Treasurer, who shall be responsible for keeping an accurate account of Library funds, of all payments and disbursements, and who shall provide the Board with such financial reports as it may from time to time require or request, and which shall include a monthly report to the Board.

9. Vacancies



- a. A member of the Board of Trustees may vacate his or her office through death, incapacity, resignation, removal from office, establishment of a residence outside the Hicksville Union Free School District, or declaration by the Board due to excessive absence.
- b. In the event the office of President becomes vacant, the Vice President shall automatically assume the office of President for the remainder of the vacant term.
- c. In the event that a position of an officer of the Board other than President becomes vacant, the Board will choose a successor by election at the first scheduled meeting after the occurrence of the vacancy.
- d. In the event that the office of any Trustee other than officers becomes vacant, such vacancy shall be filled by appointment by the remaining members of the Board as prescribed by law.
- e. If a Trustee is absent from three consecutive meetings of which the Trustee has received notice without an excuse accepted as satisfactory by the Board of Trustees, he or she shall be deemed to have resigned and the vacancy shall be filled in accordance with law.

## 10. Code of Ethics

All members of the Hicksville Public Library Board of Trustees in the capacity to which they are elected shall operate under the highest ethical standards and in accordance with the "Public Library Trustee Ethics Statement (2012) of United for Libraries, a division of the American Library Association. Each Trustee shall annually sign and submit to the Secretary an Ethics Statement prepared by the Library.

## 11. Committees

Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed or until dissolved by the Board. There shall be a limit of two Board members serving on committees.

The President shall appoint a chairperson for each committee from among their number.

All committees' appointments shall expire with the call to order of the July reorganization meeting, subject to extension by the Board.

All committees shall make a progress report to the Board at each meeting of the Board or as requested by the Board.

No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Standing Committees may be appointed by the President.

## 12. Order of Business

A quorum, consisting of at least three Trustees, shall be required for all meetings of the Board.

The Order of Business for the Regular Monthly Meeting of the Board shall include, but not be limited to, the following items, which shall be considered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Reports of Officers, Board, Standing Committees and Director's Report
5. Unfinished Business
7. New Business
8. Community Comments
9. Adjournment

### 13. Parliamentary Procedure

Roberts Rules of Order shall guide the parliamentary procedure of the Board.

### 14. Library Director

The Library Director, appointed by the Trustees, serves as chief executive and is the primary liaison between the Library Board and the library staff. The Library Director interprets Board policy and requirements to the staff and informs the Board of suggestions and recommendations from the staff. As chief executive of the library, the Director is responsible for the administration of the library and its personnel under the general policies approved by the Board, including the "Policy Statement Governing Board-Director Relations of the Hicksville Public Library."

The Director shall attend all meetings of the Board of Trustees of the Hicksville Public Library, but may be excluded from a meeting or portion thereof at which the Director's performance, compensation or matters related to Director's employment will be discussed by the Board.

### 15. Amendments

By-laws may be amended at any meeting of the Board of Trustees by a vote of at least three of the members in favor of the proposed amendment. The notice of the meeting shall state amendment to be proposed.

Hicksville Public Library  
Library Trustee, Officer and Employee Code of Ethics and Conflict of  
Interest

Adopted by the Board of Trustees on April 15, 2015

The Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board of Trustees, Library staff and volunteers. Action based on an ethical code of conduct promote public confidence and the attainment of Library goals. The Board also recognizes its obligation, under the provisions of the New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all Library trustees, officers, and employees.

The Library Board of Trustees is also committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any Library trustees, officer, or employee may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

1. Gifts: No trustee, officer or employee shall directly or indirectly solicit, accept, or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.
2. Confidential Information: No trustee, officer, or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees regardless of whether or not such information is deemed confidential.
3. Representation Before the Board: A trustee, officer, or employee shall not receive or enter any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
4. Representation Before the Board for a Contingent Fee: A trustee, officer, or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter.

5. Disclosure of Interest in Matters before the Board: A member of the Board of Trustees and any trustee, officer, or employee of the district, whether paid or unpaid, who participates in the discussion or give official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee, officer, or employee.
6. Disclosure of interest in Contracts: To the extent known, any trustee, officer, or employee of the Library who has, or will have, or subsequently acquire any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to the Library Director as soon as he or she has knowledge of such actual or prospective interest.
7. Investments in Conflict with Official Duties: No trustee, officer, or employee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
8. Certain Real Property Interests Prohibited: No trustee, officer, or employee of the Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. Prohibited Conflicts of Interest: No Library trustee, officer, or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is a trustee, officer, or employee when such Library trustee, officer, or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under contract, or appoint an officer or employee who has any of the power or duties set forth above, and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or her is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library trustee, officer, or employee in one or more positions of public employment, the holding of which is not prohibited by law.
10. Certain Prohibited Actions: No person employed by the Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or

reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the prior practices of the library.

11. Private Employment: No trustee, officer, or employee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interest when such employment or services creates a conflict with or impairs the proper discharge of his or her official duties.
12. Future Employment: No trustee, officer, or employee of the Library shall, after the termination of service or employment with the Library Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library trustee, officer, or employee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
13. Use of Library Property: No Library trustee, officer, or employee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustee.
14. Duty to Disqualify: It is incumbent upon any Library trustee, officer or employee, whether paid or unpaid, to disqualify him or herself immediately whenever the appearance of a conflict of interest exists.
15. Duty to Report Conflicts of Interest: In the event that any Library trustee, officer, or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library Board. Any resolution of such conflict by the Board shall hold the Library's interest paramount, as well as maintain the Board's integrity in its governing role.
16. Duty to Report Violations of this Policy: Any Library trustee, officer, or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board.

### Distribution of the Library Trustee, Officer and Employee Code of Ethics and Conflict of Interest Policy

The Library Board of Trustees shall cause a copy of this Code of Ethics and Conflict of Interest Policy to be distributed to every trustee, officer and employee of the Library. Each trustee, officer, and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of Article 18 of the General Municipal Law be kept posted in each public building under the Library's jurisdiction in a place conspicuous to the Library's trustees, officers and employees.

### Penalties

A Library trustee, officer, or employee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal, in the manner provided by applicable law.

### Standard of Conduct

The standard of conduct at the Hicksville Public Library is that all trustees, officers, and employees whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Hicksville Public Library on the one hand, and their personal, professional, and business interest on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflict of interest.

## Policy Statement Governing Board-Director Relations

Adopted By the Board of Trustees May 20, 1992

Following are the basic, continuing policies established by the Hicksville Public Library Board of Trustees regarding the duties, responsibilities of the Board of Trustees and the Director of the library.

- A. General Function of the Library Board of Trustees.
  1. To interpret the will of the community regarding the services of the library.
  2. To inform the Director of community concern.
  3. To interpret the policies of the library to the community.
  4. To carry legal responsibilities for the library and to act as its legislative body.
  5. To establish and periodically review library policy.
  6. To be responsible for the direction of the library services within the community.
  7. Ensure that the library has a community-based strategic plan with implementation and evaluation components.
  
- B. Library Policy
  1. Since the purpose of policy is to contribute to the realization of library goals and objectives, it will be carefully studied and planned cooperatively by the Director, the staff and the Library Board.
  2. The objectives and goals of the library and its service to the community will be principal considerations in formulating policies.
  3. Responsibility for recommending policy lies with the Director.
  4. The Director and the Board share the responsibilities of establishing and revising policies with the final responsibility and approval resting with the Board of Trustees.
  
- C. Library Finances
  1. The Director is responsible for drawing and recommending the annual budget to the Board.
  2. Responsibility for final approval of the budget lies with the Board of Trustees.
  3. Expenditures of an unusual nature such as large equipment, building renovations and repairs, etc. are recommended by the Director for approval by the Board.
  4. The Director shall keep the Board advised concerning the financial status of the Library.
  
- D. Administration of the Library
  1. The Library Board appoints the Director in accordance with Nassau County Civil Service regulations.
  2. The Director is the Library's chief administrator with full responsibility for the carrying out of:

- a. Programs and Public relations
  - b. Planning and implementation of Library Services
  - c. Selection of library materials.
  - d. Personnel management
  - e. Building maintenance
3. In administering these activities, the Director is bound by library policy and by the discretionary powers of the Board of Trustees as legislative body, and subject to financial limitations.

#### E. Advocacy

1. The Library Board promotes the mission of the library within the community.
2. The Director promotes the mission of the library within the community and educates the library board and community regarding local, state, and federal issues that impact the library.



## OPEN MEETINGS POLICY

Adopted by the Board of Trustees, April 19, 2023

In accordance with New York State's Open Meetings Law §103, members of the public are welcome to attend Hicksville Public Library's Board of Trustees meetings. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. Library Board meetings are for the conduct of library business. The responsible expression of a resident's viewpoint is considered essential to the Board's deliberations and the efficient operation of the Library. Recognizing the responsibility for proper governance, and the need to conduct the Board's business in an orderly, efficient manner, the following procedure is established to receive input from district residents.

### Regulations for Public Participation at Library Board Meetings

- Audience participation is limited to the portion of the meeting designated for Community Comments.
- When speaking before the Board, individuals are asked to state their name and address for the record.
- Each person may speak for a maximum of two minutes.
- Public input is limited to comments on matters involving Library business or operations.
- Personal complaints against Library staff or Board members shall not be received by the Board in an open meeting. Any such complaint shall be presented to the Library Director in writing for appropriate action.
- Individuals attending board meetings must conduct themselves with respect and civility towards others in accordance with the Library's Policy Concerning Proper Conduct in the Library. Language which the Board perceives to be reasonably offensive or threatens the orderly and fair progress of the discussion is prohibited.
- Board members are not obligated to respond to comments from the public, but the presiding officer may recognize a board member seeking clarification.
- Issues requiring possible action by the board may be added to a future meeting's agenda.
- The Board may direct the Library Administration to investigate and report back at a future designated meeting.
- When the Board conducts Special Board Meetings there will be no Community Comments section.
- If the Board of Trustees is unable to meet in person due to an emergency; infectious disease outbreak and/or under direct edict of a state or county executive order, the Board will comply with such directives and meet virtually. This may preclude public comment from occurring during the virtual meeting.

## **Videoconferencing Policy for Hicksville Public Library Board of Trustees Meetings**

*Adopted by the Board of Trustees on July 20, 2022*

On April 9, 2022, the New York State Open Meetings Law was amended to allow for the Board of Trustees of the Hicksville Public Library (the “Board”) to utilize videoconferencing at its meetings under limited circumstances. The Videoconferencing Policy for Hicksville Public Library Board of Trustees Meetings (the “Policy”) sets forth the requirements for the Board to utilize videoconferencing at meetings. This Policy will remain in effect until either (a) repealed or modified by the Board or (b) Section 103-a of the New York State Open Meetings Law expires and is deemed repealed on ~~July 1, 2024~~ July 1, 2026. This Policy is also posted on website for the Hicksville Public Library (the “Library”): <https://www.hicksvillelibrary.org/library-policies>.

Trustees are generally not permitted to attend a Board meeting via videoconference and are expected to attend Board meetings in person. However, there are two scenarios when Trustees are permitted to attend a Board meeting via videoconference:

### **1. State Disaster Emergency or Local State of Emergency**

If a state disaster emergency has been declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, **and** Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in person meeting, the meeting may be held entirely via videoconference.

### **2. Extraordinary Circumstances**

If no such declaration of a state disaster emergency or local state of emergency has been made, a Trustee may only attend a meeting via videoconference if they are “unable to be physically present at the meeting location due to extraordinary circumstances” and the other requirements discussed below are met. Extraordinary circumstances include:

- disability;
- illness;
- caregiving responsibilities; or
- any other significant or unexpected factor or event which precludes the Trustee’s in-person attendance at such meeting;

### **Meeting Requirements For Meetings Conducted via Videoconference**

If any portion of a meeting will be conducted via videoconference, including public attendance or a Trustee’s appearance, the following criteria must be met:

1. Unless a declaration of a state disaster emergency or local state of emergency has been made as described above and the entire meeting will be conducted via

videoconference, at least three Trustees must be present at the same physical location and the public must be able to attend the Board meeting at that location.

2. The public notice for the meeting must inform the public that videoconferencing will be used, where the public can view and/or participate in the meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend;
3. The videoconferencing must utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines;
4. The meeting must be recorded and the recording must be made available on the Library's website within five business days of the meeting and remain available for five years, and shall be transcribed upon request;
5. Except for during Executive Sessions, all members of the Board must be able to be heard, seen, and identified during the meeting, including for any and all motions, proposals, resolutions, and any other matter formally discussed or voted upon;
6. Members of the public must be able to view the meeting via video and participate in the meeting via videoconference in real time where public comment or participation is authorized;
7. The videoconferencing must authorize the same public participation or testimony as in person participation or testimony; and
8. The minutes of the meeting must include which Trustee(s) participated remotely and the minutes must be made available to the public.

## Policy Relating to Access to Library Records

*Adopted by the Board of Trustees, October 20, 1976  
Revised by the Board of Trustees, November 18, 1992  
Revised by the Board of Trustees, May 19, 2010*

As a public institution whose purpose is to serve our community, the Hicksville Public Library fully supports the Freedom of Information Law and the Open Meetings Law. All decisions made by the Hicksville Public Library Board of Trustees are performed in an open manner and all actions are taken in an open session. Records of the library are accessible to the public, except those records or portions of records that fall within categories of deniable records exempt from public inspection as set forth in Public Officers Law 87(2).

In addition, the Hicksville Public Library supports and adheres to the "Policy of the American Library Association Concerning Confidentiality of Personally Identifiable Information About Library Users" which protects the privacy of all library patrons and extends to information sought or received, and materials consulted, borrowed, or acquired and includes database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The following policy is adopted in compliance with Public Officers Law 87(1)(b) setting forth the procedures to be followed in obtaining access to library records.

1. Pursuant to Public Officers Law 87(1), the Library Director is designated as Records Access Officer and will respond to all requests for records. In the event the Library Director is absent and such absence will preclude a timely response to a request, the Assistant Director is authorized to respond to requests for records.
2. The following records of the Hicksville Public Library are available for inspection and photocopying in the reference section of the library during regular library hours without the need to submit a request as detailed in Part III below.
  - a. Approved minutes of recent Board meetings for the current calendar year.
  - b. Policy statements adopted by the Board of Trustees.
3. Procedure for Obtaining Access to Records
  - a. All library records other than those specifically excepted by Public Officers Law 87(2)(a-g) are available for public inspection.
  - b. Requests to inspect records shall be submitted in writing, either in person or by mail, to the Records Access Officer and shall supply, if possible, dates, titles, and any other information that will help locate the record. An application for requesting records will be available.
  - c. Within five business days of the receipt of a request, the Director will make the records available, deny access in writing stating the reasons for denial, or furnish a written acknowledgment of receipt of the request and advise the approximate date when the request will be granted or denied.

#### 4. Denial of Records and Appeal Procedure

- a. When a request for access to a public record is denied, the Library Director will indicate in writing the reasons for such denial and the right to appeal.
- b. An applicant denied access to a public record may file an appeal within 30 days after the denial by delivering or mailing a copy of the request and a copy of the denial to the President of the Board of Trustees, who is the designated Records Appeal Officer.
- c. The applicant and the Committee on Open Government will be informed of the decision of the Records Appeals Officer in writing within ten business days of receipt of an appeal.
- d. The Library Director shall transmit to the New York State Committee on Open Government photocopies of all appeals and determinations.

#### 5. Examination and Copying of Records

- a. Those records to which access has been granted shall be made available at the library during the regular business hours of 10:00 A.M. to 5:00 P.M. on weekdays.
- b. All such records shall be withdrawn and replaced by an employee of the library designated by the Library Director.
- c. Library records shall not be removed from the premises. Any and all records to which access has been granted may be copied by the user on the library's ~~coin-operated photocopier at a cost of 25 cents per page~~ the current cost of copies as listed on the Library's Fines and Fees Schedule.



169 JERUSALEM AVENUE, HICKSVILLE, NY 11801 516.931.1417 HICKSVILLELIBRARY.ORG

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## Request for Records

\_\_\_\_\_

Date

To: Records Access Officer  
Hicksville Public Library  
169 Jerusalem Avenue  
Hicksville, NY 11801

Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

I hereby request to inspect the following records. (Describe fully and, if possible, give dates, titles, and any other information that will help locate the record.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

In the event access to a record is denied, the requestor has the right to appeal to the President of the Board of Trustees of the Hicksville Public Library within 30 days of denial. A copy of the request and a copy of the denial should be delivered or mailed to:

President of the Board of Trustees  
Hicksville Public Library  
169 Jerusalem Ave  
Hicksville, NY 11801

## Confidentiality of Library Records

Adopted by the Board of Trustees, May 11, 1988

Revised by the Board of Trustees, March 31, 1993

Revised by the Board of Trustees, December 15, 1993

Revised by the Board of Trustees, August 19, 1998

In recognizing the library's position of special trust with members of the public, the Trustees of the Hicksville Public Library wish to clarify their policy and responsibility with regard to confidential information about patrons (and patron use of library resources) that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library, is essentially a private endeavor on the part of each individual patron, the library shall make every reasonable and responsible effort to see that information about that patron and his choices remains confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use and the question they ask. The awareness of the existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA Library Bill of Rights, the ALA Freedom to Read Statement, and New York State Civil Practice Law and Rules 4509 which reads as follows

§ 4509. Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Therefore, the Trustees of the Hicksville Public Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including the following shall be divulged:

1. A patron's name (or whether an individual is a registered borrower or has been a patron)

2. A patron's address
3. A patron's telephone number
4. The library's circulation records and their contents
5. The library borrower's records and their contents
6. Records and information relating to a patron's computer database searches, interlibrary loan transactions, reference inquiries, requests for photocopies of library materials, title reserve requests, or the use of audiovisual materials, films or records.
7. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) .

The above information shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency except to the extent necessary for the proper operation of the Library or upon written request or consent of the patron pursuant to a Court or subpoena or where otherwise required by statute. Upon presentation of a Court order for subpoena, the library may, in its discretion, resist its enforcement until such a time as proper showing of good cause has been made in a court of competent jurisdiction.

All library employees (and volunteers who work in its behalf) are hereby directed therefor to comply with these guidelines. The Trustees recognize that it is through continued assurance that these guidelines are being upheld that the public can maintain its trust in the public library. This therefore, is vital to the library's role in the community and the community's right to know.

~~\*\* Items underlined were amended by the Board of Trustees on August 19, 1998~~

~~\*\* On the second line of the last paragraph the word "only" deleted— (from— The Trustees recognize that is only through continued.....)~~



Records Management and Disposition  
 Adopted By the Board of Trustee May 6, 1992  
 Reviewed May 19, 2021

~~Resolved by the Board of Trustees of the Hicksville Public Library that Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records is hereby adopted for use by the Director of the Hicksville Public Library as records management officer in disposing of records listed therein.~~

~~Further resolved, that in accordance with Article 57-A:~~

~~a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention period prescribed therein.~~

~~b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods.~~

RESOLVED, By the Board of Trustees of the Hicksville Public Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.