



BOARD MEETING  
LOCATION: ADMINISTRATION BUILDING

JUNE 11, 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 May 31, 2025.
  - B. Proposal for treasury services 2025-2026
5. LEGAL
  - A. Proposal for attorneys' services 2025-2026
6. APPROVAL OF MINUTES
  - A. Motion to approve the minutes of the May 21, 2025 Board Meeting.
7. PETTY CASH
8. SECRETARY'S REPORT
  - A. Motion to approve payment of May 2025 warrant #778.
  - B. Motion to approve payment of payroll for month ending May 31, 2025.
9. OLD BUSINESS
10. CORRESPONDENCE
  - A. Incident report dated 5/17/2025
  - B. Incident report dated 5/30/2025 and related suspension letter
11. FYI
12. NEW BUSINESS
  - A. Motion to approve/disapprove the proposed amendments as submitted to the NLS Memorandum of Organization.

B. Donations

- i. Motion to accept Summer Reading & Community Garden Donations
- ii. Proposed donation from IKEA

C. Motion to dispose of equipment and fixtures

D. Motion to approve SavMor Mechanical Services Inc.'s maintenance agreement proposal for cooling and heating services in the amount of \$6,715.00 [no change from prior year].

E. Accu Data Payroll, Time, and Attendance Proposal

F. Motion to adopt the Privacy Booth Policy

13. COMMUNITY COMMENTS

14. PERSONNEL

- A. Salary increase for unaffiliated/confidential employees

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. July board meeting date to be discussed

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 eleven months ended May 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  
June 6, 2025

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# AIMEE PICHARDO-LLOYD, CPA

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Library

## TABLE OF CONTENTS

	<u>Pages</u>
Review Report	1
Statement of Governmental Fund Balance Sheet	2
Statement of Governmental Fund Revenue, Expenditures, and Budgetary Comparison	3 – 6
Collateral Analysis Current and Prior Month	7 – 8
Notes to Financial Statement	9 – 10
Capital Fund Balance Sheet and Statement of Revenue & Expenses	11



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

**ASSETS**

**CURRENT ASSETS**

CASH			
PETTY CASH/REGISTER	\$	780.00	
PAYPAL	\$	1,131.78	
TD BANK CHECKING	\$	35,381.55	
MONEY MARKET	\$	3,074,841.03	
PAYROLL	\$	98,229.19	
MONEY MARKET CD	\$	1,601,122.31	
FNBLI CHECKING	\$	113,487.78	
MONEY MARKET	\$	553,285.32	
TOTAL CASH			\$ 5,478,258.96
OTHER ASSETS			
PREPAID INSURANCE	\$	20,063.00	
OTHER PREPAID	\$	7,445.23	
DUE FROM/TO CAPITAL FUND	\$	116,621.73	
TOTAL OTHER ASSETS			\$ 144,129.96
TOTAL ASSETS			<b>\$ 5,622,388.92</b>

**LIABILITIES AND FUND BALANCE**

LIABILITIES			
SALES TAX PAYABLE	\$	(140.37)	
ACCOUNTS PAYABLE - AUDITOR	\$	27,053.78	
PENSION PAYABLE	\$	-	
PAYROLL TAXES PAYABLE	\$	-	
ACCRUED PAYROLL EXPENSE	\$	54,362.32	
ACCRUED NYS RETIREMENT	\$	61,804.00	
TOTAL LIABILITIES			\$ 143,079.73
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	\$	761,220.49	
TOTAL FUND BALANCE			5,479,309.19
TOTAL LIABILITIES AND FUND BALANCE			<b>\$ 5,622,388.92</b>

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND REVENUE AND BUDGETARY COMPARISONS  
**GENERAL FUND**  
FOR THE 11 MONTHS ENDED MAY 31, 2025

	2024-2025 BUDGET	MAY 2025	TOTAL TO DATE	BALANCE	% OF BUDGET
TAXES-REAL PROPERTY	\$ 5,135,026.00	\$ 427,918.83	\$ 4,707,107.13	\$ 427,918.87	91.67%
PILOT	\$ 124,000.00	\$ -	\$ 136,191.99	\$ (12,191.99)	109.83%
INTEREST INCOME	\$ 6,000.00	\$ 13,649.30	\$ 138,957.16	\$ (132,957.16)	2315.95%
FINES & FEES	\$ 7,100.00	\$ 1,446.95	\$ 12,538.11	\$ (5,438.11)	176.59%
PROGRAM FEES	\$ 11,000.00	\$ 2,273.61	\$ 22,219.51	\$ (11,219.51)	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	\$ -	\$ 7.70	\$ 579.66	\$ (579.66)	0.00%
COMMISSIONS	\$ -	\$ -	\$ 119.98	\$ (119.98)	0.00%
APPROPRIATED FUND BALANCE	\$ 123,074.00	\$ -	\$ -	\$ 123,074.00	0.00%
 TOTAL REVENUES	 \$ 5,408,000.00	 \$ 445,296.39	 \$ 5,115,393.61	 \$ 292,606.39	 94.59%

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND EXPENDITURES AND BUDGETARY COMPARISON  
**GENERAL FUND**  
FOR THE 11 MONTHS ENDED MAY 31, 2025

	2024-2025 BUDGET	MAY 2025	TO DATE	TOTAL BALANCE	% SPENT
<b>PERSONNEL COSTS</b>					
SALARIES & WAGES	\$ 2,345,000.00	\$ 147,975.40	\$ 1,891,189.37	\$ 453,810.63	80.65%
<b>TOTAL SALARIES</b>	<u>\$ 2,345,000.00</u>	<u>\$ 147,975.40</u>	<u>\$ 1,891,189.37</u>	<u>\$ 453,810.63</u>	<u>80.65%</u>
<b>BENEFITS</b>					
EMPLOYEE BENEFITS					
NYS RETIREMENT	\$ 320,000.00	\$ -	\$ 275,469.00	\$ 44,531.00	86.08%
SOCIAL SECURITY/MEDICARE	\$ 176,000.00	\$ 11,320.12	\$ 144,653.13	\$ 31,346.87	82.19%
WORKERS COMP	\$ 40,000.00	\$ -	\$ 21,239.00	\$ 18,761.00	53.10%
DISABILITY INSURANCE	\$ 1,000.00	\$ (95.41)	\$ (360.40)	\$ 1,360.40	-36.04%
SURVIVOR HEALTH INSURANCE	\$ -	\$ (137.96)	\$ (1,513.24)	\$ 1,513.24	0.00%
MEDICARE REIMBURSEMENT	\$ 90,000.00	\$ 47,175.00	\$ 92,422.30	\$ (2,422.30)	102.69%
HEALTH INSURANCE	\$ 1,000,000.00	\$ 78,804.31	\$ 903,518.98	\$ 96,481.02	90.35%
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>	<u>\$ 1,635,000.00</u>	<u>\$ 137,066.06</u>	<u>\$ 1,435,793.77</u>	<u>\$ 199,206.23</u>	<u>87.82%</u>
<b>CAPITAL ASSETS</b>					
BUILDING - MAIN LIBRARY	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
COMPUTER EQUIPMENT	\$ 24,000.00	\$ 16,041.43	\$ 24,275.26	\$ (275.26)	101.15%
FURNITURE & FIXTURES	\$ 10,000.00	\$ -	\$ 848.92	\$ 9,151.08	8.49%
ARCHITECTS	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
OTHER	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL CAPITAL ASSETS</b>	<u>\$ 64,000.00</u>	<u>\$ 16,041.43</u>	<u>\$ 25,124.18</u>	<u>\$ 38,875.82</u>	<u>39.26%</u>

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND EXPENDITURES AND BUDGETARY COMPARISON  
**GENERAL FUND**  
FOR THE 11 MONTHS ENDED MAY 31, 2025

	2024-2025 BUDGET	MAY 2025	TO DATE	TOTAL BALANCE	% SPENT
<b>COLLECTION</b>					
ADULT	\$ 90,000.00	\$ 11,941.93	\$ 83,341.83	\$ 6,658.17	92.60%
YOUNG ADULT	\$ 6,000.00	\$ 1,416.63	\$ 2,539.35	\$ 3,460.65	42.32%
CHILDREN BOOKS	\$ 20,000.00	\$ 2,165.43	\$ 12,898.77	\$ 7,101.23	64.49%
EBOOKS	\$ 58,000.00	\$ 5,434.97	\$ 54,219.08	\$ 3,780.92	93.48%
LOST BOOK REIMBURSEMENT	\$ 600.00	\$ 50.00	\$ 50.00	\$ 550.00	8.33%
OTHER	\$ -	\$ 81.57	\$ 149.54	\$ (149.54)	0.00%
PERIODICALS & FILMS	\$ 18,000.00	\$ 267.92	\$ 8,741.13	\$ 9,258.87	48.56%
MUSIC CD	\$ 2,000.00	\$ -	\$ 338.39	\$ 1,661.61	16.92%
AUDIO BOOKS	\$ 10,000.00	\$ 435.91	\$ 7,495.12	\$ 2,504.88	74.95%
ONLINE DATABASE	\$ 40,000.00	\$ -	\$ 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	\$ 5,386.30	\$ 66,170.71	\$ 13,829.29	82.71%
PROGRAM - TICKETS	\$ 6,000.00	\$ 6,675.00	\$ 21,263.27	\$ (15,263.27)	354.39%
PROGRAM EXPENSE - OTHER	\$ -	\$ -	\$ 295.00	\$ (295.00)	0.00%
PROGRAM - MUSEUM PASSES	\$ 10,000.00	\$ -	\$ 12,638.00	\$ (2,638.00)	126.38%
PROGRAM - YOUNG ADULT	\$ 20,000.00	\$ 705.00	\$ 10,787.59	\$ 9,212.41	53.94%
PROGRAM - CHILDREN	\$ 60,000.00	\$ 4,031.57	\$ 39,374.24	\$ 20,625.76	65.62%
TRIP EXPENSES	\$ 5,000.00	\$ -	\$ 1,645.00	\$ 3,355.00	32.90%
VIDEOS/DVD	\$ 18,000.00	\$ 2,451.38	\$ 21,138.71	\$ (3,138.71)	117.44%
LIBRARY OF THINGS	\$ 7,000.00	\$ 1.80	\$ 2,225.67	\$ 4,774.33	31.80%
<b>TOTAL COLLECTION</b>	<b>\$ 490,600.00</b>	<b>\$ 41,045.41</b>	<b>\$ 410,066.07</b>	<b>\$ 80,533.93</b>	<b>83.58%</b>
<b>LIBRARY OPERATIONS</b>					
LOCAL HISTORY	\$ 5,000.00	\$ -	\$ 1,518.47	\$ 3,481.53	30.37%
PROFESSIONAL ACTIVITIES	\$ 18,000.00	\$ -	\$ 9,687.48	\$ 8,312.52	53.82%
SUPPLIES	\$ 36,000.00	\$ 5,053.30	\$ 24,836.37	\$ 11,163.63	68.99%
PUBLICITY	\$ 30,000.00	\$ 2,517.75	\$ 5,837.27	\$ 24,162.73	19.46%
TELEPHONE	\$ 15,000.00	\$ 1,030.88	\$ 11,797.42	\$ 3,202.58	78.65%
TELECOMMUNICATIONS - ALIS	\$ 12,000.00	\$ 364.00	\$ 6,620.00	\$ 5,380.00	55.17%
ALIS EXPENSE	\$ 52,000.00	\$ -	\$ 42,575.04	\$ 9,424.96	81.88%
COMPUTER EXPENSE	\$ 31,000.00	\$ 343.70	\$ 27,978.78	\$ 3,021.22	90.25%
BANK SERVICE CHARGES	\$ -	\$ 59.33	\$ 628.40	\$ (628.40)	0.00%
POSTAGE	\$ 6,000.00	\$ 500.00	\$ 1,427.09	\$ 4,572.91	23.78%
ELECTION EXPENSE	\$ 2,000.00	\$ -	\$ 1,529.20	\$ 470.80	76.46%
PAYROLL SERVICE	\$ 18,000.00	\$ 1,385.60	\$ 17,143.65	\$ 856.35	95.24%
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	\$ 7,924.80	\$ 92,259.36	\$ 7,740.64	92.26%
PROFESSIONAL FEES	\$ 81,000.00	\$ 2,350.00	\$ 57,552.26	\$ 23,447.74	71.05%
STAFF DEVELOPMENT	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
<b>TOTAL GENERAL OPERATIONS</b>	<b>\$ 488,000.00</b>	<b>\$ 21,529.36</b>	<b>\$ 357,552.58</b>	<b>\$ 130,447.42</b>	<b>73.27%</b>

SEE ACCOUNTANT'S REVIEW LETTER

HICKSVILLE PUBLIC LIBRARY  
STATEMENT OF GOVERNMENTAL FUND EXPENDITURES AND BUDGETARY COMPARISON  
**GENERAL FUND**  
FOR THE 11 MONTHS ENDED MAY 31, 2025

	2024-2025 BUDGET	MAY 2025	TO DATE	TOTAL BALANCE	% SPENT
<b>BUILDING MAINTENANCE</b>					
GAS & ELECTRICITY	\$ 130,000.00	\$ 6,703.23	\$ 88,144.95	\$ 41,855.05	67.80%
WATER	\$ 4,000.00	\$ -	\$ 1,942.50	\$ 2,057.50	48.56%
SUPPLIES	\$ 38,000.00	\$ 2,357.12	\$ 19,615.44	\$ 18,384.56	51.62%
REPAIRS/CLEANING	\$ 90,000.00	\$ 8,399.18	\$ 54,450.38	\$ 35,549.62	60.50%
LANDSCAPER	\$ 26,000.00	\$ -	\$ 15,280.00	\$ 10,720.00	58.77%
SNOW REMOVAL	\$ 15,000.00	\$ -	\$ 11,615.00	\$ 3,385.00	77.43%
ALARM SYSTEM	\$ 18,000.00	\$ -	\$ 9,179.61	\$ 8,820.39	51.00%
MAINTENANCE CONTRACTS	\$ 30,000.00	\$ -	\$ 13,844.64	\$ 16,155.36	46.15%
EQUIPMENT RENTAL	\$ 22,000.00	\$ 2,066.50	\$ 20,096.01	\$ 1,903.99	91.35%
AUTO EXPENSE	\$ 2,400.00	\$ 23.80	\$ 278.62	\$ 2,121.38	11.61%
OTHER OPERATING & MAINTENANCE	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
BUILDING MAINTENANCE - OTHER	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 385,400.00</b>	<b>\$ 19,549.83</b>	<b>\$ 234,447.15</b>	<b>\$ 150,952.85</b>	<b>60.83%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,408,000.00</b>	<b>\$ 383,207.49</b>	<b>\$ 4,354,173.12</b>	<b>\$ 1,053,826.88</b>	<b>80.51%</b>

SEE ACCOUNTANT'S REVIEW LETTER

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

**COLLATERAL ANALYSIS**

<b>Bank Statement Balances - end of month</b>	<b>First National</b>	<b>TD Bank</b>
FN 4661, TD 8291 General Fund	113,487.78	190,306.01
TD 8316 GF Trust & Agency	-	100,401.62
FN 0764, TD 8308 GF Money Market	553,285.32	3,074,841.03
FN 0798, TD 8332 Capital MM	1,387,411.66	102,493.62
FN 4950, TD 8324 Capital	36,124.77	41,365.43
CDs	-	1,595,844.49
	<u>\$ 2,090,309.53</u>	<u>\$ 5,105,252.20</u>
TD Bank required Collateral	\$ 2,127,115.72	\$ 4,952,357.24
Collateral Held by 3rd Party - BNY Mellon	-	(4,952,357.24) **
Collateral Held by 3rd Party - M&T	(2,127,115.72) **	-
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

**HICKVILLE PUBLIC LIBRARY**  
**TREASURER'S REPORT**  
**FOR THE MONTH ENDED      April 30, 2025**

**COLLATERAL ANALYSIS**

**Bank Statement Balances - end of month**

	<b>First National</b>	<b>TD Bank</b>
<b>FN 4661, TD 8291</b> General Fund	113,487.78	138,801.12
<b>TD 8316</b> Trust & Agency	-	17,223.71
<b>FN 0764, TD 8308</b> Money Market	551,561.43	3,075,336.66
<b>FN 0798, TD 8332</b> Capital MM	1,383,088.84	102,280.79
<b>FN 4950, TD 8324</b> Capital	36,124.77	41,279.53
CDs	-	1,585,297.94
	<u>\$ 2,084,262.82</u>	<u>\$ 4,960,219.75</u>

TD Bank required Collateral	\$ 2,120,948.08	\$ 4,804,424.15	
Collateral Held by 3rd Party - BNY Mellon	-	(4,956,804.73)	**
Collateral Held by 3rd Party - M&T	(1,925,976.32)	-	**
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>\$ (55,028.24)</u>	<u>\$ (652,380.58)</u>	

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

SEE ACCOUNTANT'S REVIEW LETTER

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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**  
May 31, 2025

**ASSETS**

<b>CASH</b>		
TD BANK CHECKING	\$ 41,365.43	
MONEY MARKET	\$ 102,493.62	
FNBLI CHECKING	\$ 36,124.77	
MONEY MARKET	\$ 1,387,411.66	
<b>TOTAL CASH</b>		\$ 1,567,395.48
<b>FIXED ASSETS</b>		
FURNITURE & FIXTURES	\$ 45,626.58	
<b>TOTAL FIXED ASSETS</b>		\$ 45,626.58
<b>TOTAL ASSETS</b>		<b>\$ 1,613,022.06</b>

**LIABILITIES AND FUND BALANCE**

<b>LIABILITIES</b>		
ACCOUNTS PAYABLE - AUDITOR	\$ 11,116.00	
DUE TO GENERAL FUND	\$ 116,621.73	
<b>TOTAL LIABILITIES</b>		\$ 127,737.73
<b>FUND BALANCE</b>		
UNAPPROPRIATED FUND BALANCE	\$ 1,525,925.01	
CURRENT PERIOD INCREASE	\$ (40,640.68)	
<b>TOTAL FUND BALANCE</b>		1,485,284.33
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$ 1,613,022.06</b>

**STATEMENT OF REVENUE AND EXPENSES**

	<b>MAY 2025</b>	<b>TOTAL TO DATE 07/01/24-06/30/25</b>
<b>REVENUE</b>		
INTEREST CAPITAL FUND	\$ 4,621.55	\$ 52,201.39
GRANT	\$ -	\$ -
CONSTRUCTION GRANTS	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 4,621.55</b>	<b>\$ 52,201.39</b>
<b>EXPENSES</b>		
CAPITAL IMPROVEMENT		
BUILDING - CRC	\$ -	\$ -
ROOF	\$ -	\$ 22,197.07
FURNITURE & FIXTURES	\$ -	\$ 51,845.00
ARCHITECTS	\$ -	\$ 18,800.00
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 92,842.07</b>
<b>NET INCOME</b>	<b>\$ 4,621.55</b>	<b>\$ (40,640.68)</b>

SEE ACCOUNTANT'S REVIEW LETTER

Aimee Pichardo-Lloyd, CPA  
 13 Willow Lane  
 Carle Place, NY 11514  
[aimlloyd231@gmail.com](mailto:aimlloyd231@gmail.com)  
 917-969-5990

### Professional Services Agreement

June 5, 2025

Dear Board President Perrucci,

I would be pleased to serve as an officer of the Hicksville Public Library Board of Trustees in the position of Treasurer/Accountant. The following agreement takes effect upon signing and Board approval and terminates on June 30, 2026 unless renewed prior.

Duties are as follows:

- Review bank reconciliations
- Review monthly financial statements
- Review invoices and warrants
- Review payroll registers and time sheets
- Sign all checks drawn on library fund accounts
- Attend monthly board meetings
- Assistance with related financial matters (i.e. budget, investment, etc.)

The above duties will require approximately 5-10 hours per month. I will commit additional hours when necessary for completion of duties, questions or consultation.

My fee will be \$1,350 per month.

I appreciate the opportunity to serve you and trust that our association will as always be a pleasant one.

Sincerely,

Aimee Pichardo-Lloyd, CPA

Accepted and agreed to:

X \_\_\_\_\_  
 Aimee Pichardo-Lloyd, CPA      Date

X \_\_\_\_\_  
 Joanne Curran Perrucci, Board Pres.      Date

June 5, 2025

Members of the Board of Trustees  
Hicksville Public Library  
169 Jerusalem Avenue  
Hicksville, New York 11801

***Re: Agreement for Attorneys' Services 2025-2026***

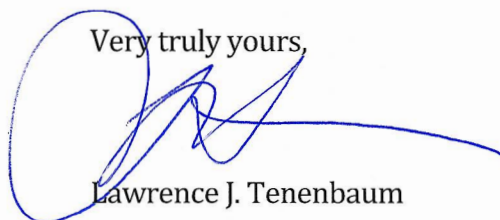
Dear Members of the Board of Trustees:

Once again, I have enjoyed working with you during the past year and would like to formally convey our 2025-26 retainer proposal for your consideration.

After holding the rates unchanged last year, we respectfully propose a modest increase of \$500 to our annual retainer for general legal services (to \$12,500) and a \$5.00 increase in the hourly rates from \$240 to \$245 for attorneys and \$140 to \$145 for paralegals for the upcoming year.

I hope this proposal meets with your approval. If you have any questions or suggestions on how we can better serve the Library's legal needs, please contact me. We look forward to continuing our services to you in the upcoming year.

Very truly yours,



Lawrence J. Tenenbaum

LJT:kp  
Enclosure

D#1862902



Lawrence J. Tenenbaum  
Partner  
516.393.8271  
[ltenenbaum@jaspanllp.com](mailto:ltenenbaum@jaspanllp.com)  
REPLY TO GARDEN CITY

June 5, 2025

Members of the Board of Trustees  
Hicksville Public Library  
169 Jerusalem Avenue  
Hicksville, New York 11801

**Re: Agreement for Attorneys' Services 2025-2026**

Dear Members of the Board of Trustees:

This letter confirms the engagement of JASPAN SCHLESINGER NARENDRAN LLP (the "Firm"), by the Hicksville Public Library (the "Client") for the performance of legal services for the 2025-2026 fiscal year.

1) Description of Services to Be Performed. The Firm will provide the following legal services (the "Services") to Client: (a) Retainer (July 1, 2025 through June 30, 2026). You will pay to the Firm (1) an Annual General Counsel retainer of \$12,500 per twelve (12) month period, payable at the rate of \$1,041.67 per month. This retainer shall cover all non-adversarial general legal services including such matters as: general advice and counsel on legal issues in response to telephone and letter inquiries from the Board or administrative staff; review of agenda and drafting of resolutions; general civil service questions relative to staffing, hiring and excessing of professional and non-professional staff; preparation and review of annual meeting notices, budget vote and election issues; Open Meetings Law, Freedom of Information Law and general access to records questions; general bidding questions and community use of buildings matters and attendance at regular meetings of the Board. (b) Legal services outside the scope of the Retainer shall include such adversarial matters as employee discipline matters; actions in administrative agencies or courts; human rights and discrimination matters including those before the Nassau County or New York State Division of Human Rights or the Equal Employment Opportunity Commission; appeals to the Commissioner of Education; real estate transactions where the parties' interests are adverse, for example, the sale, lease or other encumbrance of the Library's real property rights, competitive bidding challenges, responsibility hearings, liens by subcontractors or suppliers, negotiating agreements; labor matters such as grievances,

LJT / #1862894v1 / 0020041 - 000500

300 Garden City Plaza, Garden City, NY 11530 | Tel: 516.746.8000 | Fax: 516.393.8282

[www.jaspanllp.com](http://www.jaspanllp.com)

56 Park Avenue, Suffern, NY 10901 | Tel: 845.357.0036 | Fax: 845.357.0297

The Right Decision



arbitrations, improper practice cases and collective bargaining, and any other matter the Library Board of Trustees in its discretion shall assign to the firm and the firm may accept.

The Firm shall attend such meetings and provide advice as well as such memoranda of fact or law, or other documents as may be requested by the Client. To the extent such attendance, advice, memoranda or other documents relates to a non-adversarial matter, they shall be provided within the Retainer, and shall not generate a Fee to the Client.

It is understood that our services shall include telephone and/or video conferences, preparation for and attendance at any conferences regarding Library matters, preparation and representation in court and related proceedings, if any, and such other acts as are reasonable and necessary in connection with the engagement for legal representation.

The Services shall not include any advice, opinions or other service whatsoever with respect to the services rendered by special or other counsel retained by or on behalf of the Client, except for such services to which the Firm and the Client may expressly agree in a separate writing.

This Agreement may be terminated by the Client, at will, upon 30 days' written notice to the Firm, subject to the payment of all Fees and Expenses due hereunder as of the effective date of the termination.

2) Fees for Service. The Firm's fees for legal services outside the scope of the Annual Retainer performed by its various attorneys, law clerks, and paralegal assistants ("Fees") will be based principally on the amount of time devoted, multiplied by each individual's then current hourly billing rate, subject to annual adjustment at the discretion of the Firm, and approval of the Client. Hourly rates will be \$245 for attorneys and \$145 for paralegals/legal assistants.

3) Reimbursement of Expenses. The Client will reimburse the Firm for all reasonable and customary out-of-pocket expenses ("Expenses") which we incur in the course of performing the Services such as photocopy, telecopier or express mail, travel, process service fees and filings. The Firm may also require that the client advance monies for expenses. The Firm sometimes requests service providers to submit certain charges directly to clients, or will send invoices for certain charges directly to clients. In either case, the Client agrees to pay these charges by the due date established by the provider.

4) Billing Frequency. The Firm may send you a bill or statement monthly, or less frequently in its discretion, for the Fees and Expenses. All Fees are due within thirty (30) days of the date of the bill or statement.

5) Firm's Rights in Event of Non-Payment of Statements for Fees and Exchanges. Should payment of our statement not be promptly paid, the Firm shall have the right to terminate its Services and to withdraw from further representation of you. If the Firm does so, it shall give you reasonable notice of its decision, and shall cooperate with you in

transferring files, upon payment of all amounts outstanding due the Firm, and responsibility for your representation. If fees are not paid, the Firm reserves the right to assert retaining liens with respect to the files and/or charging liens with respect to any recovery.

6) Cooperation with Counsel. You agree to cooperate with the Firm so that we can perform the Services effectively. In particular, you agree to provide us with any relevant records or documents which we may request, to be available on reasonable notice for consultation, and appearances as may be necessary, to keep us advised of any changes of address or extended absences so that we may communicate readily with you, and otherwise to assist us as we may request. Your failure to cooperate with the Firm shall give to the Firm the right to terminate its Services and withdraw from other representation of you.

7) Communications. The Firm intends to utilize from time to time non-encrypted electronic forms of communication, including cellular, facsimile transmission and e-mail, which communications may or may not include confidences and secrets, unless otherwise expressly directed by Client.

8) Insurance Coverage. It may be possible that you have a policy of insurance which provides indemnification or a defense with regard to certain types of legal matters. If you have insurance coverage regarding a particular matter you should notify your carrier immediately. If you would like for us to review any insurance policy for possible coverage, you must promptly notify us and provide us with a copy of the entire policy for review.

9) Fee Disputes. Part 137 of the Rules of the Chief Administrator of the Courts provides a Fee Dispute Resolution Program for the informal and expeditious resolution of fee disputes in certain types of matters between attorneys and clients through arbitration and mediation.

In the event of a fee dispute between the Firm and the Client, whether or not the Firm has already received some or all of the fee in dispute, the Client may seek to resolve the dispute by arbitration pursuant to Part 137 unless the matter is one for which the program does not apply. Generally, if there is a fee dispute between the Client and the Firm with respect to a fee which is between \$1,000 and \$50,000, and Client so desires, the fee dispute will be resolved through arbitration if initiated by the Client. Arbitration of fee disputes is permitted at the attorney's request if the Client agrees. The Firm's participation in arbitration is mandatory if requested by the Client in a matter for which the Fee Dispute Resolution Program applies.

10) Conflict of Interest. Legal conflicts of interest have become an increasingly difficult problem for law firms and their clients. Jaspan Schlesinger LLP is a relatively large law firm, which represents a diverse group of clients. It is our ethical obligation to advise you in the event we become involved in an engagement which is directly adverse to you. We will make every effort, however, to identify any conflict situations promptly should they arise and will establish appropriate mechanisms to safeguard your interests in that unlikely event.



However, conflicts of interest are at times extremely difficult to identify and can sometimes arise as a result of client activities or other developments of which we may be unaware. This is particularly true as law firms, as well as their clients, merge or consolidate. Therefore, we are undertaking this representation with the understanding that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you, even if the interests of such clients in those other matters are directly adverse to yours. We agree, however, that this agreement shall not apply in any instance where as the result of our representation of you, we have obtained sensitive, proprietary or other confidential information of a non-public nature that, if known to any such other client, could be used in any such other matter by such client to your material disadvantage.

Should there be multiple clients retaining the Firm in this matter, the clients recognize that while at the commencement of this engagement their interests are united, if it becomes apparent during the course of the representation the Firm may withdraw from the representation of the clients and the Firm shall not be liable for any additional expense to the Client occasioned by a withdrawal by the Firm. Moreover, in the event of an internal dispute within the Board, the Firm will not be required to act in a manner adverse to one or more members of the Board. In such a case, the Firm may, at its option, recuse itself from the matter, and the Board may, in its discretion, appoint special counsel at its expense.

If you have any questions about the terms of our agreement as set forth in this letter, please call me to discuss them. You have the right to consult another attorney to advise you concerning your agreement with us, and we encourage you to do so if you think that would be helpful to you.

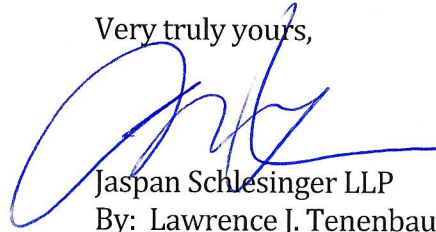
After you have reviewed this letter and satisfied yourself that you understand its provisions, please confirm your agreement by signing the enclosed copy of this letter at the place provided, and return it to me.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



We are pleased to have the opportunity to be of service to you.

Very truly yours,



Jaspan Schlesinger LLP  
By: Lawrence J. Tenenbaum, Esq.

Dated: \_\_\_\_\_, 2025

**Acknowledged and Agreed:**

---

Hicksville Public Library  
President, Board of Trustees

**Jaspan Schlesinger LLP**  
**Statement of Client's Rights and Responsibilities**

Your attorney is providing you with this document to inform you of what you, as a client, are entitled to by law or by custom. To help prevent any misunderstanding between you and your attorney, please read this document carefully. If you ever have any questions about these rights, or about the way your case is being handled, do not hesitate to ask your attorney. He or she should be readily available to represent your best interests and keep you informed about your case.

You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and personnel in your lawyer's office.

You are entitled to an attorney capable of handling your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to withdraw from the attorney-client relationship at any time (court approval may be required in some matters and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge).

You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.

You are entitled to be charged a reasonable fee and to have your lawyer explain at the outset how the fee will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any fee arrangement that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration; your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.

You are entitled to have your questions and concerns addressed in a prompt manner and to have your telephone calls returned promptly.

You are entitled to be kept informed as to the status of your matter and to request and receive copies of papers. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter.

You are entitled to have your legitimate objectives respected by your attorney, including whether or not to settle your matter (court approval of a settlement is required in some matters).

You have the right to privacy in your dealings with your lawyer and to have your secrets and confidences preserved to the extent permitted by law.

You are entitled to have your attorney conduct himself or herself ethically in accordance with the Code of Professional Responsibility.

You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.

You are expected to treat the lawyer and the lawyer's staff with courtesy and consideration.

Your relationship with your lawyer must be one of complete candor and the lawyer must be apprised of all facts or circumstances of the matter being handled by the lawyer even if you believe that those facts may be detrimental to the client's cause or unflattering to you.

You must honor the fee arrangement as agreed to with your lawyer, in accordance with law.

All bills for services rendered which are tendered to you pursuant to the agreed upon fee arrangement should be paid promptly.

You may withdraw from the attorney-client relationship, subject to financial commitments under the agreed to fee arrangement, and, in certain circumstances, subject to court approval.

Although you should expect that your correspondence, telephone calls and other communications will be answered within a reasonable time frame, you should recognize that your lawyer has other clients equally demanding of the lawyer's time and attention.

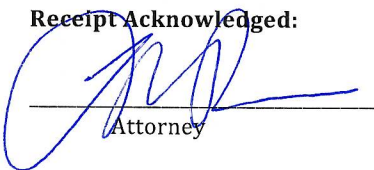
You should maintain contact with your lawyer, promptly notify your lawyer of any change in telephone number or address and respond promptly to a request by your lawyer for information and cooperation.

You must realize that the lawyer need respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions which are unprofessional or contrary to law or the Lawyer's Code of Professional Responsibility.

The lawyer may be unable to accept a case if the lawyer has previous professional commitments which will result in inadequate time being available for the proper representation of a new client.

A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or that a suitable working relationship with the client is not likely.

Receipt Acknowledged:

  
\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

BOARD OF TRUSTEES  
HICKSVILLE PUBLIC LIBRARY  
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, MAY 21, 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 President Joanne Curran Perrucci at 7:31 pm. Those present were: Mrs. D'Antonio, Mrs. Guida, Mrs. Blitz, Mr. Munozospina, Ms. Acosta, Mr. Tenenbaum (counsel), Ms. Pichardo-Lloyd (treasurer), and Mrs. Strazzera (recording secretary). Also present were Mr. Joe Gangemella, Ms. Margaret Breiman. Joining via zoom were Ms. Amanda DeLisi (zoom monitor) and Mrs. Marie Sutton.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Ms. Acosta shared an update on the book sale: it's planned for July and will be held partially indoors and partially outdoors with a tent. Preparations are currently underway.

Ms. Acosta thanked Mrs. Blitz for her assistance in enrolling in the Hicksville Water District Business Program, which recognizes businesses committed to water conservation. Participation in the program is free, and all necessary paperwork has been completed. During a recent program on water and irrigation, Mrs. Blitz also provided informational materials to help inform the community about the services offered by the water district.

As of April 29th, the Librarian I application now includes a residency waiver, allowing anyone in New York State to apply. A bilingual Librarian I title is being considered next, and Civil Service and Judge Foskey are open to adding more titles next year. The advocacy efforts by the Board and the Nassau Library System are greatly appreciated.

Ms. Acosta shared exciting news—civil service now offers electronic canvassing, greatly simplifying and speeding up the process. It eliminates the need for physical mail and allows quick access to uploaded resumes. Currently, canvassing is underway for two positions.

The current Nassau Libraries app will be phased out, with a soft launch of the new app scheduled for June 9th. It will be available in app stores on that date. Due to glitches in the current app, users are being encouraged to wait for the new version.

Mrs. Acosta thanked Mrs. Guida for her suggestion to involve the League of Women Voters in the “Meet the Candidates” night. The event was held on Monday, May 12, with approximately twelve attendees. Several participants found the event helpful in making their voting decisions, and there is interest in continuing this event in the future.

Amanda, the outreach librarian, organized a successful meeting with the Middle School Principal and the Supervisor of English, Reading, and Libraries to plan more school outreach, including a video for students. James also arranged to speak to 6th graders about Hicksville’s history in celebration of the Middle School’s 100-year anniversary. He has historical photos and materials to support the presentation, making it an exciting initiative.

Ms. Acosta provided an update on the booth location, identifying a perfect spot upstairs outside the training room, near the DVDs and Library of Things area. She proposed placing two double-sized, handicap-accessible booths side by side along that wall, which would require removing one bay from the four existing DVD stacks, while still leaving sufficient space for the collection. She also suggested acquiring new stacks, possibly mobile, to better accommodate the DVDs and noted she will work on obtaining quotes. The only immediate cost would be installation of an additional electrical outlet. The location is conveniently situated near the Reference area, which will be responsible for managing appointments and holding the keys.

Ms. Acosta highlighted several successful programs: a popular Mother’s Day event led by Jeannine and Emily; a well-attended job fair organized by Amanda and Jeannine in partnership with the Department of Labor; and the Youth Services’ annual egg hunts. Additionally, service dogs were brought in to help relieve stress for children during test time.

Ms. Acosta discussed the possibility of switching from ADP to Accudata for payroll services due to inefficiencies with ADP’s support. Accudata, a locally based and highly recommended provider and is widely used by libraries. Mr. Munozospina expressed satisfaction with Accudata’s services and noted its cost-effectiveness. A meeting with Accudata is scheduled for the week of May 26, and a proposal is expected for the next board meeting.

## TREASURER’S REPORT

Ms. Acosta raised a concern about the museum budget line being overspent due to increased costs of museum passes. She clarified that budget transfers, which were previously used to balance budget lines, are no longer recommended. Mr. Munozospina and Mrs. Curran Perrucci questioned how the overspending would be managed without transfers. Ms. Pichardo-Lloyd explained that the overspending will be noted in the audit, and next year’s budget will be adjusted to allocate more funds to that line. For the current fiscal year, no transfers will be made to balance the budget.

Mr. Munozospina made the following motion:

BE IT RESOLVED, that the board approves the Treasurer’s Report dated April 30, 2025. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

## LEGAL

An item for executive session.

## APPROVAL OF MINUTES

Mr. Munozospina made the following motion:

BE IT RESOLVED, that the board approves the minutes of the April 9, 2025 regular board meeting as presented. Mrs. D’Antonio seconded the motion and it was carried unanimously.

Mr. Munozospina made the following motion:

BE IT RESOLVED, that the board approves the minutes of the May 6, 2025 special board meeting as presented. Mr. Guida 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 #777 ending April 30, 2025 in the amount of \$169,155.30 including checks numbered 6164 through 6245, Utilities in the amount of \$7,411.60, Petty Cash in the amount of \$92.35 with a total amount of \$176,659.25 from the TD Bank Demand Account and check number 1055 in the amount of \$17,495.00 from First National Bank Capital Account. Mr. Munozospina 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, Trust and Agency account with a monthly gross payroll of \$152,333.02, FICA and Medicare \$11,653.48, for a total of \$163,986.50 for the month ending April 30, 2025. Mr. Munozospina seconded the motion and it was carried unanimously.

## OLD BUSINESS

The board revisited a previously approved proposal from GovConnection for a Lenovo server. Ms. Acosta explained that there were two quotes—one with licensing and one without. When the purchase order was created, GovConnection provided a revised quote that included licensing and additional software for \$14,371.44, which was lower than the previously approved amount of \$15,323.36.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board rescinds the acceptance of GovConnection's proposal on May 6, 2025 for a Lenovo server in the amount of \$15,323.36. Mrs. Blitz seconded the motion and it was carried unanimously

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts GovConnection's proposal for a Lenovo Server with licensing in the amount of \$14,371.44. Mr. Guida seconded the motion and it was carried unanimously

### CORRESPONDENCE

Four incident reports and two suspension letters were included in the board packet and will be discussed in executive session.

### FYI

Slides from the NYS Open Meetings Law and Libraries session were included in the board packet. Mrs. Curran-Perrucci, who attended the Continuing Education session, highlighted a particularly useful slide on how to enter and exit executive sessions. She encouraged everyone to review the attached slides.

Also included in the board packet was an article from the Patch, dated May 5, 2025, that explained the library budget.

### NEW BUSINESS

#### Budget Vote & Election

#### **2025 - 2026 LIBRARY BUDGET VOTE**

<b>SCHOOL</b>	<b>YES</b>	<b>NO</b>	
BURNS	149	51	
DUTCH	159	36	
EAST	357	114	
FORK	234	74	
LEE	309	84	
OCR	206	75	
WOODLAND	198	74	
<b>TOTALS</b>	<b>1612</b>	<b>508</b>	<b>PASSED BY 1104 VOTES</b>

## **CANDIDATE FOR SEAT OF MARY D'ANTONIO**

<b><u>SCHOOL</u></b>	<b><u>MARGARET BREIMAN</u></b>	<b><u>SUSAN SARANDIS</u></b>
BURNS	96	75
DUTCH	82	64
EAST	213	159
FORK	136	117
LEE	171	146
OCR	110	110
WOODLAND	139	79
<b>TOTALS</b>	<b>947</b>	<b>750</b>

## **MARGARET BREIMAN WAS ELECTED**

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accepts the results of the 2025 Hicksville Library budget vote and election. Mrs. Blitz seconded the motion and it was carried unanimously.

### **Baldessari & Coster LLP**

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accepts Baldessari & Coster's proposal for an audit and related services, in accordance with generally accepted accounting principles (not to exceed \$13,600) for the fiscal year ending June 30, 2025. Mrs. Blitz seconded the motion and it was carried unanimously.

### **Hicksville-Jericho Rotary Club Donation**

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts the Hicksville-Jericho Rotary Club Donations. Mrs. Blitz seconded the motion and it was carried unanimously.

### **Summer Reading Donations**

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accepts the list of summer reading donations. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

### **Disposal of Computer Equipment**

The board discussed how to handle old computer equipment. Ms. Acosta initially proposed selling it after determining what still worked, but Mr. Munozospina suggested donation instead, emphasizing that most school districts and libraries donate old equipment to organizations that can repurpose it. He also mentioned removing the memory and the hard drive

from the equipment before donating it. Ultimately, the board agreed to authorize the disposal of the equipment in a way that is appropriate and legal.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board approves that the library authorizes the disposal of computer equipment as appropriate and provided by law. Mr. Munozospina seconded the motion and it was carried unanimously

## COMMUNITY COMMENTS

## PERSONNEL

Tabled for executive session.

## PROGRAM AND STAFF REPORTS

The board appreciated all the staff reports that were received.

## EXECUTIVE SESSION

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

Mrs. Guida made the following motion at 8:01 pm:

BE IT RESOLVED, that the meeting of the Board of Trustees move into executive session to discuss employment history of a particular staff member, personnel points with regards to Assistant Library Director, a job description for a position in the library and four incident reports. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion at 9:09 pm:

BE IT RESOLVED, that the meeting of the Board of Trustees move out of executive session. Mrs. Guida seconded the motion and it was carried unanimously.

## PERSONNEL

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

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts the appointment of Marie Sutton to the position of Assistant Library Director, at a salary of \$100,000 annually effective June 2,



2025 through June 2026, in accordance with the terms of the Collective Bargaining Unit. Mr. Munozospina seconded the motion and it was carried unanimously.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the terms and conditions for Roseann Acosta, effective April 2025 to June 2026. Mr. Munozospina seconded the motion and it was carried unanimously.

4. Terminations: None

#### FUTURE BOARD MEETING

The next meeting of the Board of Trustees will be held on Wednesday, June 11, 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 9:12 pm. Mrs. Blitz seconded the motion and it was carried unanimously.

Respectfully submitted:

Carmela Strazzera

HICKSVILLE PUBLIC LIBRARY  
JUNE 2025  
MAY 2025 PETTY CASH

May 14, 2025	JANET HAGEMANN - NLS HEAD OF CIRCULATION MEETING 17 MILES ROUND TRIP @ \$0.70 PER MILE	\$11.90
May 14, 2025	JEANNINE DILLON - NLS ROUND TABLE SEMINAR ON 4/23/2025 17 MILES ROUND TRIP @ \$0.70 PER MILE	\$11.90
TOTAL:		<u>\$23.80</u>

**WARRANT #778**  
**OUTSTANDING BILLS MAY 31, 2025**

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

I hereby certify that the above claims numbered 6246 through 6359 in the amount of \$223,030.03, Utilities in the amount of \$6,703.23 and Petty Cash in the amount of \$23.80 from TD BANK DEMAND ACCOUNT in the total amount of \$229,757.06 and 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 WEDNESDAY, JUNE 11, 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 #778  
May 2025

4:11 PM  
06/05/2025  
Accrual Basis

General Warrant		
Checks	6246 - 6359	223,030.03
Utilities		6,703.23
Petty Cash		23.80
Total		229,757.06

Capital Warrant		
Checks		-

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

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

Motion Passed to Accept                      Yes                      No

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

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

	Type	Date	Num	Name	Account	Amount
May 25	Check	05/14/2025		JANET HAGEMANN	1089 · Petty Cash Fund	(11.90)
	Check	05/14/2025		Jeannine Dillon	1089 · Petty Cash Fund	(11.90)
	Bill Pmt -Check	05/19/2025		NATIONAL GRID	1051 · TD Bank - Demand 8291	(171.34)
	Bill Pmt -Check	05/21/2025		NATIONAL GRID	1051 · TD Bank - Demand 8291	(1,537.54)
	Bill Pmt -Check	05/21/2025	6246	AUTOMATIC DATA PROCESSING	1051 · TD Bank - Demand 8291	(841.50)
	Bill Pmt -Check	05/21/2025	6247	AUTOMATIC DATA PROCESSING	1051 · TD Bank - Demand 8291	(544.10)
	Bill Pmt -Check	05/21/2025	6248	NYS EMPLOYEES HEALTH INS	1051 · TD Bank - Demand 8291	(78,774.50)
	Bill Pmt -Check	05/24/2025		PSEGLI	1051 · TD Bank - Demand 8291	(4,397.20)
	Bill Pmt -Check	05/24/2025		PSEGLI	1051 · TD Bank - Demand 8291	(597.15)
	Bill Pmt -Check	05/31/2025	6249	DAILY NEWS	1051 · TD Bank - Demand 8291	(76.00)
	Bill Pmt -Check	05/31/2025	6250	T-MOBILE	1051 · TD Bank - Demand 8291	(77.72)
	Bill	05/31/2025	0525	HICKSVILLE PUBLIC LIBRARY	1089 · Petty Cash Fund	23.80
	Bill Pmt -Check	05/31/2025	6251	4 IMPRINT	1051 · TD Bank - Demand 8291	(2,427.55)
	Bill Pmt -Check	05/31/2025	6252	A TIME FOR KIDS, INC.	1051 · TD Bank - Demand 8291	(1,010.00)
	Bill Pmt -Check	05/31/2025	6253	ABOFFS PAINTS-HICKSVILLE	1051 · TD Bank - Demand 8291	(161.44)
	Bill Pmt -Check	05/31/2025	6254	AIMEE PICHARDO-LLOYD	1051 · TD Bank - Demand 8291	(1,350.00)
	Bill Pmt -Check	05/31/2025	6255	AMAZON BUSINESS	1051 · TD Bank - Demand 8291	(2,550.90)
	Bill Pmt -Check	05/31/2025	6256	APRIL L. EARLE	1051 · TD Bank - Demand 8291	(250.00)
	Bill Pmt -Check	05/31/2025	6257	ARROW SECURITY	1051 · TD Bank - Demand 8291	(7,924.80)
	Bill Pmt -Check	05/31/2025	6258	BAKER & TAYLOR BOOKS	1051 · TD Bank - Demand 8291	(6,317.03)
	Bill Pmt -Check	05/31/2025	6259	BQ ELECTRIC, INC.	1051 · TD Bank - Demand 8291	(1,405.00)
	Bill Pmt -Check	05/31/2025	6260	BRADLEY CUEVAS	1051 · TD Bank - Demand 8291	(300.00)
	Bill Pmt -Check	05/31/2025	6261	BUDAPEST TEA HOUSE	1051 · TD Bank - Demand 8291	(750.00)
	Bill Pmt -Check	05/31/2025	6262	CABLEVISION	1051 · TD Bank - Demand 8291	(533.16)
	Bill Pmt -Check	05/31/2025	6263	CABLEVISION	1051 · TD Bank - Demand 8291	(420.00)
	Bill Pmt -Check	05/31/2025	6264	CHECKMATE (MICHAEL CAPUTO)	1051 · TD Bank - Demand 8291	(400.00)
	Bill Pmt -Check	05/31/2025	6265	CREATE PROGRAMS	1051 · TD Bank - Demand 8291	(325.00)
	Bill Pmt -Check	05/31/2025	6266	CSEA EMPLOYEE BENEFIT FUND	1051 · TD Bank - Demand 8291	(5,512.86)
	Bill Pmt -Check	05/31/2025	6267	EDMER SANITARY SUPPLY CO., INC.	1051 · TD Bank - Demand 8291	(1,804.50)
	Bill Pmt -Check	05/31/2025	6268	EMERALD DOCUMENT IMAGING	1051 · TD Bank - Demand 8291	(430.00)
	Bill Pmt -Check	05/31/2025	6269	EMERALD DOCUMENT IMAGING	1051 · TD Bank - Demand 8291	(430.00)
	Bill Pmt -Check	05/31/2025	6270	GOVCONNECTION, INC.	1051 · TD Bank - Demand 8291	(14,371.44)
	Bill Pmt -Check	05/31/2025	6271	GRAINGER	1051 · TD Bank - Demand 8291	(391.18)
	Bill Pmt -Check	05/31/2025	6272	HEATHER WILLIAMS	1051 · TD Bank - Demand 8291	(275.00)
	Bill Pmt -Check	05/31/2025	6273	HICKSVILLE POSTMASTER	1051 · TD Bank - Demand 8291	(500.00)
	Bill Pmt -Check	05/31/2025	6274	HICKSVILLE PUBLIC LIBRARY	1051 · TD Bank - Demand 8291	(23.80)
	Bill Pmt -Check	05/31/2025	6275	HOOPLA	1051 · TD Bank - Demand 8291	(992.63)
	Bill Pmt -Check	05/31/2025	6276	INGRAM LIBRARY SERVICES	1051 · TD Bank - Demand 8291	(4,524.60)

Bill Pmt -Check	05/31/2025	6277	JAMES L. COLL	1051 - TD Bank - Demand 8291	(250.00)
Bill Pmt -Check	05/31/2025	6278	JANWAY COMPANY USA, INC.	1051 - TD Bank - Demand 8291	(1,276.65)
Bill Pmt -Check	05/31/2025	6279	JASPAN SCHLESINGER NARENDRAN LLP	1051 - TD Bank - Demand 8291	(1,000.00)
Bill Pmt -Check	05/31/2025	6280	JESSICA RESSLER	1051 - TD Bank - Demand 8291	(325.00)
Bill Pmt -Check	05/31/2025	6281	JOLENE BARTEN-BOSNJAK	1051 - TD Bank - Demand 8291	(340.00)
Bill Pmt -Check	05/31/2025	6282	JOSEPH CILMI	1051 - TD Bank - Demand 8291	(420.00)
Bill Pmt -Check	05/31/2025	6283	JUMP FOR JOY, INC.	1051 - TD Bank - Demand 8291	(450.00)
Bill Pmt -Check	05/31/2025	6284	JUST A HOBBY INC.	1051 - TD Bank - Demand 8291	(500.00)
Bill Pmt -Check	05/31/2025	6285	KANOPY, INC.	1051 - TD Bank - Demand 8291	(143.00)
Bill Pmt -Check	05/31/2025	6286	KAPCO	1051 - TD Bank - Demand 8291	(525.16)
Bill Pmt -Check	05/31/2025	6287	KL HOME INSPECTION SERVICES LLC	1051 - TD Bank - Demand 8291	(225.00)
Bill Pmt -Check	05/31/2025	6288	KNOCKOUT PEST CONTROL, INC.	1051 - TD Bank - Demand 8291	(125.00)
Bill Pmt -Check	05/31/2025	6289	KNOCKOUT PEST CONTROL, INC.	1051 - TD Bank - Demand 8291	(75.00)
Bill Pmt -Check	05/31/2025	6290	L.I. LOCKSMITH & ALARM CO., INC.	1051 - TD Bank - Demand 8291	(122.76)
Bill Pmt -Check	05/31/2025	6291	LEAF	1051 - TD Bank - Demand 8291	(199.00)
Bill Pmt -Check	05/31/2025	6292	LINDA G. SICILIANO-CAFIERO	1051 - TD Bank - Demand 8291	(160.00)
Bill Pmt -Check	05/31/2025	6293	LONG ISLAND AQUARIUM	1051 - TD Bank - Demand 8291	(1,950.00)
Bill Pmt -Check	05/31/2025	6294	LONG ISLAND VIDEO ENTERPRISES LIVE, INC	1051 - TD Bank - Demand 8291	(1,500.00)
Bill Pmt -Check	05/31/2025	6295	MELINDA SPACE	1051 - TD Bank - Demand 8291	(300.00)
Bill Pmt -Check	05/31/2025	6296	MIDWEST TAPE	1051 - TD Bank - Demand 8291	(1,334.02)
Bill Pmt -Check	05/31/2025	6297	MINDY D. VASTA	1051 - TD Bank - Demand 8291	(440.00)
Bill Pmt -Check	05/31/2025	6298	MORE CONSULTING CORP.	1051 - TD Bank - Demand 8291	(1,241.70)
Bill Pmt -Check	05/31/2025	6299	MULTICULTURAL BOOKS & VIDEOS	1051 - TD Bank - Demand 8291	(5,100.00)
Bill Pmt -Check	05/31/2025	6300	NASSAU LIBRARY SYSTEM GENERAL FUND	1051 - TD Bank - Demand 8291	(4,725.00)
Bill Pmt -Check	05/31/2025	6301	NASSAU LIBRARY SYSTEM ILS SERVICES OP	1051 - TD Bank - Demand 8291	(364.00)
Bill Pmt -Check	05/31/2025	6302	NED STEVENS GUTTER CLEANING OF L.I., IN	1051 - TD Bank - Demand 8291	(622.47)
Bill Pmt -Check	05/31/2025	6303	NED STEVENS GUTTER CLEANING OF L.I., IN	1051 - TD Bank - Demand 8291	(222.47)
Bill Pmt -Check	05/31/2025	6304	NEWSDAY	1051 - TD Bank - Demand 8291	(191.92)
Bill Pmt -Check	05/31/2025	6305	NORTH BELLMORE PUBLIC LIBRARY	1051 - TD Bank - Demand 8291	(50.00)
Bill Pmt -Check	05/31/2025	6306	NORTHEASTERN OFFICE EQUIPMENT	1051 - TD Bank - Demand 8291	(685.50)
Bill Pmt -Check	05/31/2025	6307	OVERDRIVE, INC.	1051 - TD Bank - Demand 8291	(5,434.97)
Bill Pmt -Check	05/31/2025	6308	RAY BLOCK STATIONERY CO., INC.	1051 - TD Bank - Demand 8291	(742.70)
Bill Pmt -Check	05/31/2025	6309	REFLEX OFFSET, INC.	1051 - TD Bank - Demand 8291	(2,225.00)
Bill Pmt -Check	05/31/2025	6310	ROBERT G. SCOTT	1051 - TD Bank - Demand 8291	(565.00)
Bill Pmt -Check	05/31/2025	6311	SAV MOR MECHANICAL SERVICES, INC.	1051 - TD Bank - Demand 8291	(4,584.78)
Bill Pmt -Check	05/31/2025	6312	STEFANIE PERRETTA	1051 - TD Bank - Demand 8291	(450.00)
Bill Pmt -Check	05/31/2025	6313	TD CARD SERVICES	1051 - TD Bank - Demand 8291	(416.02)
Bill Pmt -Check	05/31/2025	6314	THERAPY DOGS OF LONG ISLAND, INC.	1051 - TD Bank - Demand 8291	(80.00)
Bill Pmt -Check	05/31/2025	6315	VIANNA S. CALDERON LOPEZ	1051 - TD Bank - Demand 8291	(200.00)
Bill Pmt -Check	05/31/2025	6316	WELLS FARGO FINANCIAL LEASING, INC.	1051 - TD Bank - Demand 8291	(322.00)
Bill Pmt -Check	05/31/2025	6317	ZAINA SHTAIWI	1051 - TD Bank - Demand 8291	(300.00)
Bill Pmt -Check	05/31/2025	6318	PATRICIA ABBONDONDOLO	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6319	JAMES ABBONDONDOLO	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6320	CAROL L. AHRENS	1051 - TD Bank - Demand 8291	(2,220.00)
Bill Pmt -Check	05/31/2025	6321	ROGER AHRENS	1051 - TD Bank - Demand 8291	(2,220.00)
Bill Pmt -Check	05/31/2025	6322	JOYCE CATANIA	1051 - TD Bank - Demand 8291	(555.00)
Bill Pmt -Check	05/31/2025	6323	SUSAN CHAN.	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6324	MARGARET CHATTERTON	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6325	MARGARET CROWLEY	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6326	JOAN DIAMOND	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6327	ALLEN PANETZ	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6328	RACHEL DILBERT	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6329	EDWARD ESCOFFIER	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6330	ELIZABETH GOLDFRANK	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6331	JOANNE GRAMAGLIA.	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6332	GEORGE GRAMAGLIA	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6333	MAUREEN HANSEN	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6334	SHARON HOLZAPPLE.	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6335	LOUIS HOLZAPPLE	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6336	DEBORAH A. KWAS	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6337	RICHARD KWAS	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6338	DEBORAH LEIN	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6339	TERENCE LEIN	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6340	KAREN MALETZ	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6341	HERBERT MALETZ	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025	6342	PATRICIA MASTERSON	1051 - TD Bank - Demand 8291	(555.00)
Bill Pmt -Check	05/31/2025	6343	LORETTA MCNIERNEY	1051 - TD Bank - Demand 8291	(555.00)

Bill Pmt -Check	05/31/2025 6344	JUDITH MESSLER	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6345	MAUREEN MOLONEY	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6346	MARY MORRISSEY	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6347	MICHAEL MORRISSEY	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6348	HELEN NOTO	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6349	SALVATORE NOTO	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6350	ANTHONY PASSANTINO	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6351	EVELYN M. PUSINELLI	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6352	MARGARET SHIN	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6353	KYUNG O. SONE	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6354	SUSAN SWORDS	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6355	SHIRLEY SZABO	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6356	MARIE A. TOTH	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6357	ROBERT TOTH	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6358	SUZANNE WALSH	1051 - TD Bank - Demand 8291	(1,110.00)
Bill Pmt -Check	05/31/2025 6359	JOANN WOODARD.	1051 - TD Bank - Demand 8291	(1,110.00)
				<u>(229,757.06)</u>

May 25

**HICKSVILLE PUBLIC  
LIBRARY**PAYROLL WARRANT FOR MONTH  
ENDING

5/31/2025

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, Trust and Agency account was issued for a monthly  
gross payroll of \$147,975.40  
and employers share of FICA &  
MEDICARE \$11,320.11

TOTAL \$159,295.51

Secretary \_\_\_\_\_

Date 6/11/2025



**Proposed NLS Memorandum of Organization Amendments  
Ballot Vote**

The \_\_\_\_\_ Board of Trustees has reviewed the proposed amendments to the NLS Memorandum of Organization. At a meeting held on \_\_\_\_\_, 2025, the Board voted to:

\_\_\_\_\_ Approve the document as submitted

- or -

\_\_\_\_\_ Disapprove the document as submitted

\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Comments (optional):

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**Please return your vote form via NLS Delivery or by email to [gstaffa@nassaulibrary.org](mailto:gstaffa@nassaulibrary.org) by September 1, 2025.**



## **Proposed NLS Memorandum of Organization Amendments**

NLS' Memorandum of Organization, an attachment to our By-Laws, outlines the means for cooperation and participation of Member Library Trustees in System meetings and the election of NLS trustees. It was last updated in 1999 and changes are recommended at this time. The proposed amendments attached include:

### **1. Clearer Procedures for Filling NLS Board Vacancies**

- Clarifies how mid-term replacements are nominated or appointed, including new timelines and processes.

### **2. Voting Flexibility**

- Adds the option for digital or paper ballots for area nominations of NLS Trustees and future amendments and allows absentee voting or proxies if a library cannot attend a meeting at which a vote is held.

### **3. Meeting Provisions and Communication**

- Expansion of the purpose of the Annual Meeting of Member Library Trustees to include continuing education and networking.
- New language throughout allows for meetings to be held virtually or in person, aligning with modern practices and legal requirements.
- New language about coordinating meetings at the request of areas or Member Library Directors.

### **4. Amendment and Voting Process Clarified**

- Redefines timelines for distributing ballots and reviewing proposed changes.

We hope the amendments will enable Member Libraries and NLS to work together more efficiently. These proposed changes were approved by the NLS Board of Trustees at their May 19, 2025 meeting and in order to become effective they must be adopted by a majority of Member Library Boards of Trustees. If a simple majority of Boards vote yes, the amendments go into effect immediately.

**Please review the proposed amendments at your next Board meeting and return your ballot on the last page to NLS by September 1, 2025.** If you have any questions or concerns or would like clarification about this process, please contact NLS Director Caroline Ashby at 516-292-8920 x220 or [cashby@nassaulibrary.org](mailto:cashby@nassaulibrary.org).

# **NASSAU LIBRARY SYSTEM**

## ***Board of Trustees***

### **MEMORANDUM OF ORGANIZATION**

*(Attachment to By-Laws)*

#### **I. BACKGROUND**

The Nassau Library System is a cooperative library system chartered under Educational Law 255. It is composed of 54 autonomous member libraries in Nassau County which are governed by their respective Boards of Trustees and which participate on a voluntary basis in the System's service program. The Nassau Library System is governed by a Board of Trustees elected pursuant to the requirements of Education Law and the By-Laws of the Nassau Library System. The member library trustees nominate and elect trustees to govern the System but do not have the right of removal.

The Nassau Library System operates a service center which is under the direction and guidance of a Director appointed by the Board of Trustees of the Nassau Library System. The Director functions within guidelines established by the Board and those of the New York State Division of Library Development which are designed to serve the library needs of the member libraries.

#### **II. OBJECTIVE**

The Nassau Library System was created to foster quality library service in Nassau County, to increase the library resources and services available in the local community, to stimulate development of service in unserved areas, to effect economies in operations, and to provide training and continuing education opportunities. The autonomy of each library in the system is preserved. The local community retains responsibility for the financial support of its own library program, facilities and services.

The purpose of this memorandum is to provide a means for the cooperation and participation of the member library trustees in development of the objectives of the System.

#### **III. ORGANIZATION AND ADMINISTRATION**

##### **A. Board of Trustees (see Education law 255 para.2.c.)**

The Nassau Library System is governed by a nine member Board of Trustees each representing the libraries in a given geographic area of the County. Each trustee is nominated by the boards of trustees of member libraries in that area and is elected at the Annual Meeting of the Member Library Trustees of the Nassau Library System for a term of five years. Two trustees are elected each year during a four-year period and one is elected in the fifth year. A trustee may serve two full five-year terms. A trustee who has been appointed to fill an unexpired term of less than 2.5 years may be re-elected also to serve two full five-year terms ~~if appointed from the area which had the vacancy.~~ A trustee who has been appointed to fill an unexpired term greater than 2.5 years may be re-elected to serve one full five-year term.

Legal responsibility for the System's business is vested in the Board of Trustees of the Nassau Library System. The Board's responsibilities include selection and appointment of the Director;

promotion of library interests; securing of funds adequate for a progressive, expanding program; adoption of an annual budget and control of system funds, property and equipment and others normally within the province of such a board.

The general conduct of business by the Board of Trustees is governed by the By-Laws of the Nassau Library System as adopted April 20, 1959 and subsequently revised and amended. Candidates for the office of Trustee shall be residents of Nassau County, over 18 years of age. If a trustee's domicile is no longer in Nassau County, the trustee shall vacate the office of trustee within 30 days of the date of the change of domicile. Employees of the Board and employees of member libraries may not serve on the Board.

## **B. Area Nominations**

The trustees of the member libraries at the Annual Meeting of the Nassau Library System shall elect trustees to vacancies on the Board of Trustees of the Nassau Library System, which is composed of one trustee from each of the nine geographic areas listed below:

<b><u>Area I</u></b>	Baldwin Freeport Island Park	Lakeview Long Beach	Oceanside Rockville Centre
<b><u>Area II</u></b>	East Rockaway Hewlett-Woodmere	Lynbrook Malverne	Peninsula Valley Stream
<b><u>Area III</u></b>	Bellmore Merrick	North Bellmore North Merrick	Roosevelt Uniondale
<b><u>Area IV</u></b>	Island Trees Levittown	Massapequa Plainedge	Seaford Wantagh
<b><u>Area V</u></b>	Elmont Hillside	Franklin Square West Hempstead	Floral Park
<b><u>Area VI</u></b>	East Meadow East Williston	Garden City Hempstead	Mineola Williston Park
<b><u>Area VII</u></b>	Great Neck Manhasset	Port Washington Roslyn	Shelter Rock
<b><u>Area VIII</u></b>	Bayville Locust Valley Sea Cliff	Glen Cove East Norwich-Oyster Bay Syosset	Gold Coast Jericho
<b><u>Area IX</u></b>	Bethpage Farmingdale	Hicksville Plainview	Westbury

Newly formed libraries will be assigned to an appropriate area by the Nassau Library System Board of Trustees. The intention of the foregoing is to permit adequate representation to each of the participating communities.

## **IV. ELECTION OF TRUSTEES**

## A. Regular Vacancy Due to Expiration of Term

Six months before the expiration of the regular term of office of a trustee of the Nassau Library System, the Secretary of the System Board or their designee shall notify in writing all the area trustees concerned of the pending vacancy and call for candidates to express their interest in the position.

1. If desired, The area trustees shall meet in person or virtually (in accordance with applicable law and member library policy) no later than 90 days before the expiration of said term upon call of the president of the library board in the district from which the incumbent comes or their designee, to nominate a successor. Notice of the final nomination of said successor shall be sent to the President or Secretary of the Board or the NLS Director at least 30-45 days prior to the annual meeting of the Nassau Library System.
2. Trustees of the several libraries present comprising an area grouping shall vote on a library unit basis when selecting a nominee. In the event of a tie vote, the nominees receiving such tie vote shall stand for election by all the member library trustees attending the annual meeting of the System. In the event more than one nominee is designated by the area member library trustees, biographical data relating to each of the nominees shall be sent to all member library trustees in advance of the annual meeting of the System.
- 2.3. If no area meeting is held, the boards of the area may conduct the nomination by ballot referendum as described in Article VI.A.
- 3.4. In the event an area fails to nominate a person to fill a vacancy on the Board of Trustees of the Nassau Library System, the member library trustees attending the annual meeting shall nominate and elect the trustee to fill said vacancy and in that event the trustee may be chosen without regard to place of residence in the County.

## B. Vacancy Caused by Resignation ~~of~~ or Other Contingency

Whenever there is a vacancy on the System Board of Trustees before the expiration of that position's term of office (whether due to a resignation or other any reason) Upon the resignation of a trustee from the System Board of Trustees before the term of office expires or for other reasons, the Secretary of the System Board or their designee shall notify in writing all area trustees that a vacancy exists or is about to occur and call for candidates to express their interest in the position.

1. The president of the board of trustees of the member library in the district from which the incumbent comes or their designee shall offer to call an in person or virtual meeting (in accordance with applicable law and member library policy) of all of the area trustees concerned within 30 days of receiving notification of the vacancy to nominate a replacement to complete the unexpired term. The same procedure shall be used to select a replacement as to fill a regular vacancy on the Nassau Library System Board of Trustees.
2. If a nomination for a replacement is made by the area trustees within 90 days of notification of vacancy, the System Board of Trustees shall have the power to appoint the nominee for the remainder of that calendar year, and the election to fulfil the unexpired term will be conducted at the next Annual Meeting after the nomination.

~~2.3.~~ If no recommendation for a replacement is made by the area trustees within ~~90~~60 days of notification of vacancy, the System Board of Trustees shall have the power to appoint a replacement, who may be chosen at the discretion of the board from any area in the County.

~~3.4.~~ Trustees elected under this provision shall serve for the remainder of the term of office vacated and may stand for election to at two full five-year terms of representative representation of the area involved if their partial term is less than 2.5 years if appointed from the area which had the vacancy. They may stand for election to one full five-year term of representation of the area involved if their partial term is greater than 2.5 years.

## V. MEETINGS

### A. Annual Meeting

An annual meeting of the trustees of all member libraries shall be held on call by the System Board for one or more of the following ~~the~~ purposes ~~of~~: (1) electing trustees of the System who shall assume office in the January immediately following the election, ~~and~~ (2) for conducting other such business as that Board shall deem appropriate, and (3) providing trustee education and/or an opportunity to strengthen relationships among member library boards. This meeting shall be conducted by the Board president in accordance with Robert's Rules of Order.

### B. Budget ~~Meeting~~Hearing

Prior to the adoption of the annual operating budget the System Board shall ~~invite call a meeting planned for the fall to which~~ all member library trustees ~~are invited to a Budget Hearing.~~ At that meeting the proposed budget shall be presented. ~~together with o~~Other matters may also be discussed, as appropriate. ~~matters for discussion by the member library trustees.~~

### C. Area Meetings

The System trustee representing a given area or their designee shall call an area meeting of all the member library trustees in the trustee's assigned area to discuss problems of mutual concern as the need may arise or if requested by the area trustees of three libraries of the area. At least annually the System trustee or their designee shall contact the member library trustees in that assigned area to offer to announce a scheduled an area meeting and to check on the availability of area trustees to attend.

### D. Special Meetings

Special meetings may be called at any time by the Nassau Library System Board of Trustees. The Board of Trustees will call special meetings upon the request of any five member library boards of trustees. The transaction of business at special meetings will be limited to those items stated in the call.

### E. Meetings with Member Library Directors

~~Informal m~~System trustees shall meet with Member Library Directors ("MLD") upon request by the MLD Executive Board or any 5 member library directors, or at any other mutually agreeable time. Directors are also encouraged to attend the monthly meetings of the NLS Board of Trustees. ~~eetings between MLD and system trustees should be held at least quarterly. The~~

~~Directors to attend would be chosen by the area MLD—one from each of 9 areas on a rotating basis.~~

## **F. Meeting Venue**

All meeting types included in this section may be held virtually (in accordance with applicable law and member library policy) or in person.

# **VI. CONDUCT OF BUSINESS**

## **A. Voting**

All member libraries shall vote on a unit basis, each member library being entitled to only one vote. Voting to nominate an area representative may be conducted during an Area meeting or by paper or digital ballot referendum, so long as boards are given at least 30 days to return their ballot. Voting to elect representatives to the Nassau Library System Board of Trustees shall occur at the Annual Meeting of Member Library Trustees. When voting is to be conducted during a meeting and no one from a particular board is able to attend, boards may designate a proxy or submit an absentee vote. Documentation of such proxy designation or absentee vote shall be sent to the NLS Board President, Secretary, or Director in advance of the meeting.

## **B. Quorum**

For purposes of annual, budget, or special meetings of the Member Library Trustees, a quorum shall consist of the representatives of at least 19 Member Libraries; a majority of those present shall be necessary to carry a motion.

## **C. Agenda**

The Nassau Library System Board of Trustees shall be responsible for preparing and distributing an agenda at least ~~10-7~~ days prior to all ~~trustee~~ meetings listed in Section V.

## **D. Minutes**

Minutes of the meetings noted above shall be prepared and distributed by the System Secretary or their designee within one month after the meeting.

# **VII. AMENDMENTS**

This Memorandum may be amended by majority vote of the boards of trustees of the member libraries at an annual or special meeting, provided that a copy of the proposed changes has been ~~mailed or faxed distributed~~ to each Member Library trustee at least ~~forty-five~~30 days prior to the meeting at which the vote is to be taken. A ~~mail~~paper or digital ballot referendum may be used in lieu of a meeting provided the ballot is ~~mailed distributed 90-60~~ days before the final balloting is to take place, allowing sufficient time for review and return of ballot.

# **VIII. EFFECTIVITY**

This Memorandum shall be effective upon approval by a majority of all member library boards of trustees.

*Last amended at the July 12, 1999 meeting of the NLS Board of Trustees, following the approval of the amendments proposed by the NLS Board by a majority of Member Library Boards of Trustees between April and July 12, 1999.*

*Gold Coast Public Library added to list of Area VIII libraries in this document at the time they became a full member of NLS. Since membership in NLS is not subject to approval by the member libraries, adding a new member to an existing NLS Area does not require amendment of this document. Gold Coast's full membership was approved by the NLS Board on July 25, 2005.*

**Donations**

**Summer Reading Donations**

**Company**

Marion Eve Apothecary

**Donation**

Raffle Basket

**Community Garden Donations**

**Company**

Hicks Nursery

**Donation**

\$200 Gift Card



Kiran Garg

**E-Mail**

[kiran.garg@ingka.ikea.com](mailto:kiran.garg@ingka.ikea.com)

**Department**

Reference

**Subject**

Nissan Quest 2004 - IKEA Hicksville

**Message**

hope this message finds you well! My name is Kiran Garg, and I'm the new Marketing Specialist at IKEA Long Island. I'm excited about the opportunity to collaborate with your organization and continue building a strong partnership.

We have a 2004 Nissan Quest Van that, while currently not in operation, has great potential to be restored with an estimated investment of \$2,000–\$4,000. We'd love to explore the possibility of donating it to your nonprofit, where it could be put to meaningful use.

Please let us know if this opportunity is of interest to you!

## **Disposal of Equipment**

Resolution to declare surplus property obsolete and authorize the disposal of such property.

BE IT RESOLVED that the Board of Trustees of the Hicksville Public Library is in possession of the following property, which is obsolete and of no value and/or use to the Library and hereby declared surplus:

The following property needs to be declared obsolete:

### **Computer Equipment**

HP LaserJet Pro M404dw	PHDGB17028
LG Chrome PC	509NTGY9G511
Lenovo Idea Center	PD23000TR10

### **Fixtures**

Book Stacks - 10 sections of 90" high stacks with accompanying adjustable shelving and canopy tops.

Book Stacks - 2 sections of 82" high stacks with accompanying adjustable shelving and canopy tops.

BE IT RESOLVED that the Board of Trustees of the Hicksville Public Library hereby authorizes the disposal of such property, as appropriate and provided by law.

## MAINTENANCE AGREEMENT



COOLING &amp; HEATING

MECHANICAL SERVICES Inc.

30-D HOWARD PLACE RONKONKOMA, NEW YORK 11779

TEL: (631) 467-8585 - FAX: (631) 467-8684

SUBMITTED TO <b>Hicksville Public Library</b>	PHONE <b>516-931-1417</b>	DATE <b>July 1, 2025</b>
STREET <b>169 Jerusalem Avenue</b>	JOB NAME <b>Hicksville Public Library- 169 Jerusalem Avenue &amp;</b>	
CITY, STATE AND ZIP CODE <b>Hicksville, New York 11801</b>	JOB LOCATION <b>120 2nd Street, Hicksville, New York</b>	
Contract SMM 7891 Rev A	Attn: Roseann Acosta	JOB PHONE

## EQUIPMENT SCHEDULE

	MANUFACTURER	GENERAL INFORMATION
1	York	Air cooled chiller, Model #YCAL0060S17K/Serial #60AA
2	Haakon	3 zone air handler, Model #Airkpak/Serial #8902
3	Haakon	Single zone air handler, Model #Airkpak/Serial #8901
4	Slant Fin	Gas fired boiler, Model #CG300C/Serial #6094
5	Slant Fin	Gas fired boiler, Model #CG300C/Serial #6095
6	State	Gas fired water heater, Model #SR850N0RT/Serial #7280
7	B & G	Hot water circulator pumps, fractional HP
8	Taco	Domestic water circulator pump, Model #008
9	Slant Fin	Microprocessor boiler control panel, Model #S1000
10	Trane	Microprocessor HVAC control panel, Model #MP581
11	Weil McLain	Gas fired boiler, Model #LGB-7
12	York	Package unit, Model #D2CE060A/Serial #9082
13	Trane	Package unit, Model #SFCBB856LA/Serial #6257
14	Carrier	Package unit, Model #48HH006560/Serial #8696
15	Luxaire	Split system, Model #HBBAF036/Serial #5656
16	Carrier	Microprocessor HVAC control panel, Model #VVT
17	B & G (3)	Hot/condenser water circulator pumps, fractional HP
18	Johnson	Air handler unit, Model #N/A/Serial #N/A
19	Johnson	Air handler unit, Model #N/A/Serial #N/A
20	Johnson	Condensing unit, Model #N/A/Serial #N/A

MAINTENANCE PLUS PRIORITY EMERGENCY SERVICE

**MAINTENANCE AGREEMENT**

COOLING &amp; HEATING

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Contract SMM 7891 Rev A	Attn: Roseann Acosta	JOB PHONE

**EQUIPMENT SCHEDULE**

	MANUFACTURER	GENERAL INFORMATION
1	Johnson	Condensing unit, Model #N/A/Serial #N/A
2	Mitsubishi	Split system, Model #MSY-A15
3		*** 120 2nd Street ***
4	Trane	Split system, Model #4TTR5061
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**MAINTENANCE PLUS PRIORITY EMERGENCY SERVICE**

**SERVICES TO BE RENDERED BY SAV- MOR MECHANICAL SERVICES INC.**

1. FALL START UP AND INSPECTION
2. WINTER INSPECTION
3. SPRING START UP AND INSPECTION
4. SUMMER INSPECTION
5. SERVICE CALLS AVAILABLE 24 HRS/7 DAYS PER WEEK ON A PRIORITY BASIS
6. DISPOSABLE FILTERS TO BE CHANGED DURING THE FOUR (4) LIST INSPECTIONS (LABOR ONLY)
7. BELT ADJUSTMENT OR REPLACEMENT - ONE (1) ANNUALLY - DURING WINTER INSPECTION (LABOR ONLY)
8. LUBRICATE PUMPS, MOTORS, BEARINGS - AS NEEDED
9. CHECK CONTROLS FOR SIGN OF WEAR OR DAMAGE
10. CHECK REFRIGERANT CHARGE AND OPERATION PRESSURES SEASONALLY
11. CHECK COMBUSTION EFFICIENCY OF HEAT SEASONALLY (AS REQUIRED)
12. CHECK OPERATION OF FRESH AIR ECONOMIZER - IF APPLICABLE
13. PARTS AND MATERIAL INVOICED ON A PREFERENTIAL BASIS
14. CHECK POWER SUPPLY FOR PROPER VOLTAGE TO DEVICES
15. CHECK LED INDICATORS TO VERIFY PROPER OPERATION OF CONTROLLERS
16. VERIFY PROPER OPERATION OF CRITICAL CONTROL PROCESSES AND MAKE ADJUSTMENTS - IF NECESSARY
17. VERIFY THAT EQUIPMENT IS BEING CONTROLLED AT THE APPROPRIATE VALUES
18. VIEW THE INPUT/OUTPUT POINTS FOR ANY UNUSUAL STATUS
19. MINOR REPAIRS FOR PARTS REPLACEMENT OR SERVICES (LABOR ONLY)

**\*\*\* OVERTIME EMERGENCY SERVICE RATE FOR WORK COVERED BY CONTRACT \*\*\***

4:30 p.m. to 8:00 a.m. - Monday thru Friday and all day Saturday - \$105.00 per hour; Sunday and Holidays - \$140.00 per hour

☒ **MAINTENANCE PLUS PRIORITY EMERGENCY SERVICE**

**CONTRACT PRICE** \$6,715.00

**APPLICABLE TAX** Tax Exempt

**TOTAL** - \$6,715.00

**FIRST YEAR** \$6,715.00 plus tax of \$0.00 = \$6,715.00

**SECOND YEAR**

**THIRD YEAR**

**TERMS:** \$6,715.00 to be paid annually in advance.

# General - Provisions

## Conditions

1. Customer agrees to promptly notify us of any unusual operating conditions of the subject equipment.
2. Customer agrees not to move or relocate equipment from location listed on reverse side without written consent of SAV-MOR MECHANICAL SERVICES INC. (Seller). In the event customer fails to obtain such consent, Seller at its' option may cancel this entire agreement or refuse to service the equipment moved or relocated.
3. Customer agrees to permit our personnel the use of your common building ladders, lifts, etc. Customer agrees to provide clear access to equipment in order for service to be rendered.
4. The Customer agrees, any unpaid Invoices representing the sale of goods and services shall be conclusive evidence of the items listed therein, the price thereon and the delivery and acceptance thereof unless the Customer shall, within five (5) days from receipt of said invoice have made a valid objection in writing by certified mail to SAV-MOR MECHANICAL SERVICES INC., 30-D Howard Place, Ronkonkoma, New York 11779.
5. If the equipment requires the use of water, either recirculated or otherwise, the water thus used may be or may become contaminated, or cause corrosion. As neither the extent or nature of such contamination or corrosion can be predicted in advance, the Customer hereby releases SAV-MOR MECHANICAL SERVICES INC. from any liability on account of such contamination or corrosion. The use of water treatment is strongly recommended to inhibit contamination and corrosion.
6. This contract shall not be valid unless duly executed by an officer or authorized representative of SAV-MOR MECHANICAL SERVICES INC.
7. The Customer cannot assign or transfer this contract without the prior written consent of SAV-MOR MECHANICAL SERVICES INC. and no modifications, additions or changes may be made to this agreement except in writing, signed by the parties. This Instrument contains the entire agreement between the parties hereto.
8. All work will be performed during Sav-Mor Mechanical's normal business hours. If work is to be performed outside the scope of the contract, then such work will be billed at our normal rate schedule. Any changes, adjustments, or work made by others, unless authorized or approved by SAV-MOR MECHANICAL SERVICES INC. in writing, shall terminate its obligation hereunder with respect to specified equipment.
9. The Seller has the sole option of eliminating from the contract at any time, any piece of equipment it finds to be economically unsound for further servicing or repairs.
10. The Seller shall not be required to furnish any items of equipment, labor, or make special tests as are recommended or required by insurance companies, Federal Government, State, Municipal or other authorities.
11. The Seller will retain title to any equipment and/or material that has been furnished until final payment is made. If payment is not made as agreed, the seller shall have the right to remove said equipment or material and the customer shall be responsible for any and all costs and expenses incurred in such removal; also the seller will be held harmless for any damages resulting from the removal thereof.
12. All material except expendable items such as, but not limited to, filters, oil, belts, etc., are warranted for a period of 30 days or in accordance with the manufacturer's or other specific warranties. All work to be completed in workmanlike manner according to standard practices. Our workers are fully covered by Compensation Insurance.
14. This agreement applies to the equipment enumerated on the equipment list and not to fixtures in which they are contained, nor to fire/smoke items, hardware, drain pans, cabinetry, casings, ducts, grills, components enclosures, nor to deterioration of housings, castings, frames or other items due to corrosion. This agreement does not include repairs and services made necessary as a result of fire, water, ruptures, accidents, negligence, parts are obsolete, or no longer available design problems, pre-existing conditions, rebalancing of air, acts of God, labor disputes, freeze ups of any kind or to any repairs caused by the negligence or want of care of the Customer in maintaining of equipment. SAV-MOR MECHANICAL SERVICES INC. assumes no liability for delays or failures hereunder whatsoever for damage resulting from delays in performing the service hereunder or for any consequential damage performing the service hereunder or for any consequential damage whatsoever. If repairs or adjustments require any alterations or additions to structure or property, the Customer will obtain written consent of the owner thereof prior to the performance of such work.
15. SAV-MOR MECHANICAL SERVICES INC. shall not be liable for any loss, damage, contingent liability or consequential damage due to non-operation of equipment, or damage to property or personal injury caused by the equipment.
16. Excluded from service, repair and maintenance are the following: Plumbing lines, drain lines, chilled water lines, hot water/steam lines, and electrical service beyond the subject equipment, disconnect switches, cleaning of coils and cells, cleaning of boilers, cleaning of exchangers indoor blower overhauls, compressor replacement, heat exchanger, coil replacement, crane/rigging services, equipment rental fees, oil lines, painting, smells/odors, work made necessary by the enforcement of Government codes, building and union regulations.
17. The Seller shall not be responsible for any delay or failure to render the services or to make delivery of any merchandise as set forth herein due to Federal, State or Municipal actions or regulations; strikes or other labor troubles; fires, embargoes, accidents, war, or any other causes, contingent to or circumstances beyond the control of the Seller and/or which make the fulfillment of this agreement impractical. On removal of the cause of such failure or interruption, performance shall be resumed pursuant to the terms as set forth herein.

## Terms

18. The full contract price shall be due and payable immediately upon execution of the contract and no pro rata refunds upon cancellation. Where monthly or less than annual payments have been arranged for the convenience of the Customer, no pro rata refunds shall be made if the contract is canceled nor abatement of liability for balance of payments due for any reason prior to expiration since this is an accommodation and SAV-MOR MECHANICAL SERVICES INC. shall be entitled to the entire contract price. The Customer agrees to make all payments prescribed herein promptly when due. At the option of SAV-MOR MECHANICAL SERVICES INC. no services shall be rendered to any subscriber in default of payments.
19. To insure no lapse of service; this agreement shall renew automatically at the end of each period for the same terms and at current pricing levels if and only if the customer requests and/or accepts services after the renewal date.
20. The Customer agrees to pay as an addition to the price herein above set forth, the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to the transfer, use, ownership or possession of the equipment to which this agreement relates.
21. The Customer agrees that a service charge of 2% of any unpaid balance be added each month. In the event any amounts hereunder are due and payable and referred to any attorney for collection, the Customer agrees and shall pay, in addition to the amount remaining to be paid hereunder, an amount of thirty-three and one-third (33 1/3%) percent of that amount as and for reasonable attorney's fees. It is further agreed that in no event shall such fee be less \$350.00 and that the customer shall also be responsible for any and all costs incurred as a result of this collection.

## Exclusions

13. Calls resulting from failure to operate the system in accordance with recommended procedures, electrical failures, power outages, low voltage, low water pressure, adverse weather conditions, and customers negligence shall be paid for in accordance with our normal rate schedule.

**AGREEMENT ACCEPTANCE**  
**COMPANY**

SAV-MOR MECHANICAL SERVICES INC.

Authorized Signature

Date June 2, 2025

Effective Start: July 1, 2025

Hicksville Public Library:

169 Jerusalem Avenue & 120 2nd Street, Hicksville, New York

Contract SMM 7891 Rev A

Authorized Signature

Date

Effective Start: July 1, 2025

## Hicksville Public Library



Susan Accardo  
VP Sales & Marketing  
+15169356767  
[susan@workforcesolutions.com](mailto:susan@workforcesolutions.com)



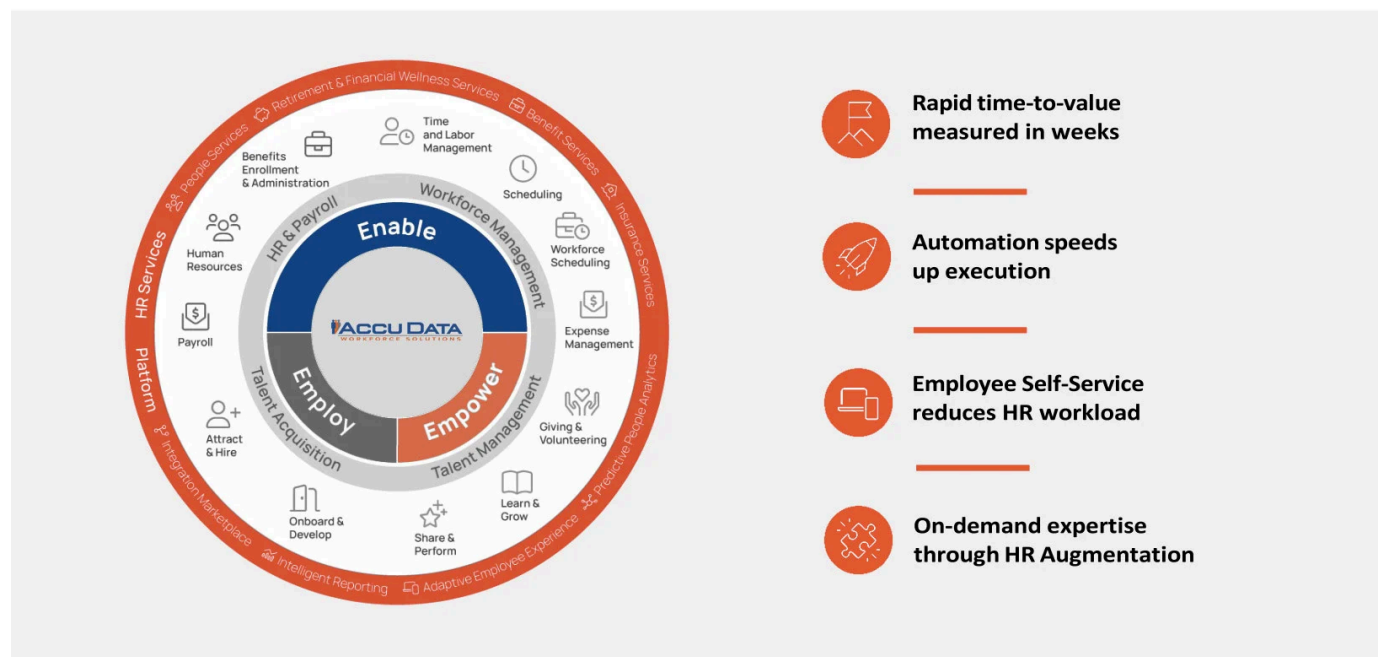
# Accu Data delivers **agility**

Accu Data People Cloud presents businesses with a single, consistent source of truth for all employees, throughout the entire employee lifecycle. Integrated technology means HR and business leaders can make informed people decisions with real-time data.

Workflows are connected and automated, enabling faster, error-free responses to operational needs, and freeing HR teams to focus on strategic business objectives.

With rapid deployment and time-to-value, your business never has to slow down or compromise in risk management or employee experience.

Beyond technology, Accu Data's Services can be deployed to quickly close operational or strategic gaps in HR processes and teams to enable the business to move swiftly and stay compliant





**Hicksville Public Library**

169 Jerusalem Avenue

Hicksville, NY 11801

United States

**Roseann Acosta**

racosta@hicksvillelibrary.org

+15169311417 ext 105

**Bi-Weekly Processing Frequency****Products & Services**

Line Items	Units	Rate / Unit	Total
Base Charge	1	\$52.95 / Per Processing	\$52.95
Active Employee Charge	40	\$1.15 / Per Processing	\$46.00
Tax Pay & File Service	1	\$18.00 / Per Processing	\$18.00
Direct Deposit Fee	1	\$12.00 / Per Processing	\$12.00
Time and Attendance Tracking with PTO Accruals	40	\$2.25 / Per Processing	\$90.00
HR with New Hire Onboarding	40	\$0.50 / Per Processing	\$20.00
NYS Retirement Enhanced Reporting	1	\$15.00 / Per Processing	\$15.00
New Hire Reporting	1	\$0.00 / Per Processing	\$0.00
In-house Check Printing	1	\$0.00 / Per Processing	\$0.00
Online Payroll Processing Portal	1	\$0.00 / Per Processing	\$0.00
Custom Report Portal	1	\$0.00 / Per Processing	\$0.00

Line Items	Units	Rate / Unit	Total
Quarterly Payroll Tax Reporting	1	\$0.00 / Per Processing	\$0.00

Per Processing Total ----- **\$253.95**

This quote expires on August 28, 2025

**Additional Items**

- One Time Implementation Fee: \$250.00
- Prior Year(s) Payroll Data Conversion from ADP: \$250.00 per year
- Next Day Delivery Fee (if needed): \$25.00
- Proximity Badge Time Clock: \$1,695.00 per clock
- Proximity Badges: \$8.00 per badge
- Year-End W-2 Base Charge \$80.00 and \$8.25 Per W-2

**Questions? Contact me**



Susan Accardo  
VP Sales & Marketing  
+15169356767  
susan@workforcesolutions.com

**Accu Data Workforce Solutions**  
95 W. Old Country Road  
Hicksville NY 11801  
United States

## Privacy Booth Policy

### Purpose:

The Library provides privacy booths to support quiet, private spaces for patrons to study, video conference, or other tasks requiring a focused environment. Booths may not be used for commercial purposes, defined to include any paid service.

Patrons who reserve a privacy booth agree to abide by the guidelines below.

### Eligibility:

A valid Hicksville Public Library card in good standing is required.

### Usage Guidelines

- Booths are intended for 1 - 2 person use.
- No more than one room can be used by a single person or group at a given time.
- The booking period is between 30 minutes and 2 hours. 1 additional hour may be added after the first 2 hours are completed only if there are no other reservations.
- Booths may be reserved up to 7 days in advance.
- Booths will be held for 10 minutes past the start time before the reservation will be cancelled.
- Users must check in at the Reference Desk with their library card or ID before using a reserved booth where they will receive a key to unlock the booth.
- Keys must be returned to the Reference Desk upon the expiration of the time allotted. A fine of \$10.00 will be charged for a lost key.

### Code of Conduct

While using the privacy booths, patrons must follow the Library's Code of Conduct. This includes, but is not limited to, the following:

- Keep noise to a reasonable level, including during phone or video calls.
- Maintain cleanliness and remove all personal items at the end of your session.
- Refrain from any illegal or inappropriate activities.
- Respect time limits and vacate the booth promptly when your session ends.

### Prohibited Uses

- Sleeping or loitering
- Eating (covered drinks permitted)
- Activities that disturb others or damage library property

- Belongings must not be left unattended

### **Responsibility and Damages**

Users are responsible for any damage to equipment or furnishings during their reservation. Report any issues to library staff immediately.

### **Staff Discretion**

Library staff reserve the right to:

- End use early if rules are violated
- Refuse future bookings due to repeated misuse
- Modify the procedure as needed based on demand or operational needs