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Monday July 14, 2025

BOARD OF TRUSTEES REORGANIZATION MEETING

Agenda for Fiscal Year 2026 Reorganization

FY 2026 – July 1, 2025 thru June 30, 2026

Please note, the FY 2026 Reorganization Meeting will be immediately followed by the July 14, 2025 Regular Board meeting.

I. Call to Order by President Gemma Tansey

II. Roll Call

III. Pledge of Allegiance

IV. Board By-Laws and Policies Review
   - a. Revised By-Laws (Vote Needed) **P. 3-12**
   - b. Trustee Code of Conduct (Signatures Needed) **P. 13-18**
   - **c.** Conflict of Interest and Ethics (Signatures Needed) **P. 19-23**
   - **d.** Trustee Education (Informational) **P. 24-26**
   - **e.** Open Meetings (Informational) **P. 27**
   - **f.** Open Meetings Videoconferencing (Informational) **P. 28-29**

V. Nomination & Election of Officers for FY 2025
   - a. President of the Board of Trustees (Vote Needed)
     - *i. The meeting will be turned over to the new President*
   - b. Vice President of the Board of Trustees (Vote Needed)
   - c. Secretary of the Board of Trustees (Vote Needed)

VI. Reorganization for FY 2024 (Vote Needed)
   - a. Designation of the third Monday of every month at 7 PM for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts
     - i. FY 2026 Meeting Schedule **P. 30**
   - b. Authorization for Trustees to duly audit all monthly bills
   - **c.** Appointment of Kyle Zaharatos of Nawrocki Smith as Library Treasurer **P. 31-34**
   - d. Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney **P. 35-37**
   - e. Appointment of Baldessari & Coster as external auditor **P. 38-43**
   - f. Designation of Jakea Williamson as Secretary to the Board and Records Management Officer
   - g. Designation of Connect One Bank (formerly First National Bank of Long Island) as the Library's bank
     - i. Approval to close the Library's Capital One accounts and transfer balances to the Library's operating account at Connect One Bank **P. 44**
     - ii. Approval to remove former Trustee Donovan as a signatory on the Library's accounts
     - iii. Approval to add new Trustee Schmidt-Muskin as a signatory on the Library's accounts
   - h. Designation of Long Beach Herald as the Library's Official Newspaper
   - i. Designation of the Long Beach Civil Service Commission as the Payroll Certifying Officer
   - j. Designation of Library Treasurer as Investment Officer
   - k. Designation of Salerno Insurance as Insurance Broker
   - l. Designation of Utica Insurance Company as the Library's worker's compensation administrator

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BOARD OF TRUSTEES REORGANIZATION MEETING

Agenda for Fiscal Year 2026 Reorganization

FY 2026 – July 1, 2025 thru June 30, 2026

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m. Designation of Preferred Group Plan as the Library's Administrator for flexible benefits
n. Designation of OMNI as the Library's administrator for employees' 403B plan
o. Designation of Tara Lannen-Stanton as the Nassau Library System voting representative
p. Designation of Tara Lannen-Stanton, Jakea Williamson, Jennifer Firth, and Russell Stein as the Library employees responsible for purchasing
q. Authorization of all Trustees and the Library Treasurer as signatories for financial transactions
r. Authorization of the following payments in advance of the monthly claims' audits
    i. Utilities, lease payments, postage, freight and express charges
    ii. Payroll and bills associated with payroll
s. Establishment of petty cash fund
    i. $240 total
        1. $200 – Main Library
        2. $20 – Point Lookout Branch
        3. $20 – West End Branch
t. Re-adoption of all policies in effect as of June 30, 2025

VII. Adjournment of FY 2026 Reorganization Meeting (Vote Needed)

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By-Laws of the Long Beach Public Library

Article I – Name

This organization is and shall be known as the Long Beach Public Library also known as the Allard K. Lowenstein Public Library existing by virtue of the provisions of Charter Number 3772 granted by the Regents of the University of the State of New York on May 7, 1928 and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II – Management

1. The business affairs of the Long Beach Public Library shall be managed and conducted by a Board of Trustees who shall have all the powers of Trustees of other educational institutions of the University of the State of New York as defined but not limited to, Section 226 of the Education Law.
2. The Board shall establish the goals and objectives of the Library. Pursuant to these goals and objectives, the Board shall adopt policies and procedures to implement same.
3. The Board shall endeavor to provide the funds necessary to operate the Library within the goals and objectives specified. Upon receiving recommendations from the Director, in consultation with the staff, the Board shall submit an annual budget to the qualified voters of the Long Beach School District.
4. The Board shall appoint a Director in accordance with Civil Service regulations.

Article III – Membership

1. The Board of Trustees shall consist of five members nominated in accordance with the Education Law of the State of New York and elected by the qualified voters of the Long Beach school district for a term of five years commencing July 1. ~~At least o~~One Trustee is elected each year unless there is a mid-term vacancy. Upon election, the new Board Member shall be required to
   a. Take an oath of office (Addendum 1)
   b. Review and sign the Board Member Code of Conduct
   c. Review and sign the Conflict of Interest Policy
   d. Provide a copy of their ID to the Business Office
   e. Sign all necessary banking documents
2. Eligibility for office shall be limited to adults, 18 years or older, residing within the geographical limits of the Library district (Long Beach, Lido Beach, Pt. Lookout and East Atlantic Beach)
3. Members of the Board serve without financial compensation. Members of the Board must pay all incurred Library fines and fees.

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4. Vacancies, defined in the Public Officers Law, article 3, occurring between annual elections shall be filled by appointment of the Board of Trustees as expeditiously as possible, until the next Trustee election.
5. In the case of multiple vacancies at a Trustee election, the candidate receiving the greatest number of votes shall receive the longest term, the candidate receiving the second greatest number of votes shall receive the next longest term and so on.
6. Any Trustee who fails to attend three consecutive regular meetings of the Board without satisfactory notice shall be deemed to have resigned pursuant to Section 226.4 of the Education Law of New York State. Said Trustee shall be removed at the next regular meeting by a majority vote of those present unless the absences are deemed excusable by a majority.
7. Trustees shall be required to complete at least two hours of professional development each ~~fiscal~~ calendar year (~~July 1st thru June 30th~~January 1st through December 31st) submitting certificate(s) of completion or self-attestation to the Board President.
8. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226; subdivision 8.
9. A Trustee must be present at a meeting to have his/her vote counted. In the case of virtual meetings, a Trustee must be live on camera to have his/her vote counted.
10. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.
11. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

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Article IV – Officers

1. Officers of the Board (President, Vice President and Secretary) shall be elected by majority vote of Board of Trustee Members at the reorganization meeting in July of each year.
    a. Board members in their first year of their first term shall not be eligible to run.
2. The Officers shall be President, Vice President and Secretary.
3. A Trustee may nominate themselves or another Trustee with a seconding motion by another Trustee needed for a full vote.
4. The term of office for each officer shall be one year with consecutive terms limited to two years.
5. If any office should become vacant, the Trustees shall fill such vacancy by election from amongst the members until the Board's annual elections.

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The Board will appoint (hire) an independent Treasurer who is not a member of the Board. The Treasurer shall be the disbursing officer of the Board and perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

Article V – Duties of Officers

1. The President shall preside at all meetings of the Board, authorize calls for special and/or emergency meetings, execute all documents authorized by the Board and generally perform all duties associated with that office.
2. The Vice President of the Board shall assume the duties of the President in the case of the absence or disability of the President. In the case of the absence or disability of both the President and the Vice President the remaining three Trustees may elect one of their number to perform temporarily all the duties of the President. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
3. The Secretary shall submit a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings and perform such other duties as are generally associated with that office. Duties of the Secretary may be delegated to someone other than a trustee, who is designated as the Recording Secretary. The Board officer designated as the Secretary shall sign the approved minutes of all Board meetings.

Article VI – Meetings

1. Regular meetings of the Board shall be held at the Main Library on the third Monday of each month at 7 PM or as scheduled by a majority of the Trustees present at the preceding meeting. August and December have no regularly scheduled meetings.
2. Trustees shall be emailed a reminder of the time and place of each meeting as well as the Board Packet not less than five days before the meetings. Notice, including time and place of such meetings, shall be given to the public and the news media at least one week prior to such meeting. Public notice of the meetings shall be conspicuously posted in one or more designated locations at least three days before such meeting. Notice shall also be posted on the Library's website and online event calendar.
   The Public Board Packet shall be posted on the website to the extent practicable at least twenty-four hours prior to the meeting.
3. The Board of Trustees shall meet no less than four times each year as stipulated by Section 260.5of the Education Law of New York State.
4. Special meetings may be called by the Secretary at the direction of the President or at the request of at least two Trustees for the transaction of business as stated in the call

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for the special meeting. Public notice of the time and place of such meetings shall be given to the extent practicable to the news media and shall be conspicuously posted in one or more public locations at a reasonable time prior thereto.

5. The public notice provided by the above two sections shall not be construed to require publication as a legal notice. (Public Officers Law S99).
6. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board (three) and no less than three (3) votes are necessary to perform and exercise the Board's power, authority or duty pursuant to New York General Construction Law Section 41. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees.
7. The Director shall prepare an Agenda of Business for each regular meeting of the Library Board.
8. The Agenda of Business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, as far as circumstances permit:

    - Call to order
    - Roll call
    - Pledge of allegiance
    - Approval of minutes of previous meeting
    - Approval of bills and schedules
    - Public comment on agenda items
    - Monthly Reports
    - Old business
    - New business
    - Public comment – all other items
    - Union
    - Personnel
    - ~~Good & Welfare~~
    - Date and time of next meeting
    - Adjournment

9. The Board of Trustees may hold executive sessions in accordance with Public Officers Law. Such a session can only be called pursuant to formal motion identifying the general area(s) of the subject(s) to be considered and approved by a majority vote of said motion. Executive sessions may be called for specified purposes only, and

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provided, however, that no action by formal vote shall be taken to appropriate public monies. (Addendum 2).

10. The Director shall attend all meetings, may participate in the discussion and offer professional advice but has no vote upon any question.

Article VII – Conduct at Meetings

Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised.

Article VIII – Committees

1. The President may appoint committees as the business of the Library requires. These committees shall consist of one or more Board members and shall be considered discharged upon completion of the specific assignment.
2. Any such committee shall make regular reports to the Board.
3. The President of the Board shall be an ex-officio member of all Board committees.
4. Committee recommendations shall be advisory in nature. A majority vote of the Board shall be required for any and all actions.
5. The entire Library Board may serve in lieu of specific standing committees.

Article IX – Director

The Director shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction and have, but not limited to, the following duties:

- Plans and coordinates the operations and administration of the Library.
- Recommends Library goals and objectives.
- Develops and recommends library policies, procedures, and programs.
- Prepares and administers annual budget.
- Supervises the selection, training and evaluation of staff.
- Supervises maintenance of buildings and grounds.
- Determines program priorities.
- Represents the Library to the community.
- Attends professional conferences.
- Conducts staff meetings.
- Supervises a public relations program which increases the community's awareness of the Library and encourages the use of Library resources.
- Assists the Board in contract negotiations.
- Promotes the well-being of the staff.
- Plans and coordinates the Library's capital improvement program.

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Article X – Indemnification

In the absence of legislation to the contrary, the Long Beach Public Library shall indemnify its Trustees and save them harmless from any and all claims of negligence in the performance of their duties as Trustees except in case of gross negligence. Such indemnification shall include their reasonable attorney's fees.

Article XI – Conflict of Interest

1. Library Trustees shall not be employees of the Library.
2. Trustees shall abstain from decisions which benefit immediate members of said Trustees' family. Immediate family shall include, but not be limited to, spouse, children, parents, grandchildren and their spouses, brothers, sisters, in-laws and any other who is a member of the household.
3. Conflicts of Interest Laws contained in McKinney's Consolidated Laws of New York shall be adopted by reference and incorporated herein.

Article XII – Amendments

The Bylaws of the Long Beach Public Library may be amended by a majority of the entire Board at any regular meeting provided written notice of proposed amendment is given to each Trustee at least 10 days prior to such meeting.

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Addendum 1

Constitutional Oath of Office

State of New York – County of Nassau: SS

I, ______________________________, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York; and that I will faithfully discharge the duties of the office of ____________________, of the County of Nassau to the best of my ability.

Subscribed and sworn to before me this _______ day of __________, 20___.

(Notary Affix Stamp & Sig.)
To be filed in Nassau County
Clerk's Office.

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Addendum 2

A public body may conduct executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken appropriate public monies:

1. Matters which will imperil the public safety if disclosed;
2. Any matter which may disclose the identity of a law enforcement officer;
3. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed.
4. Discussions regarding proposed, pending or current litigation
5. Collective negotiations pursuant to…civil service law;
6. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. The preparation, grading or administration of examination;
8. The proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.

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~~Addendum 3~~

~~Rotation of Board Officers~~

~~The following shall be the rotation of Board Officers:~~

~~Office~~	~~Order~~
~~President~~	~~Fifth year in office~~
~~Vice-President~~	~~Fourth year in office~~
~~Secretary~~	~~Third year in office~~
~~Treasurer~~	~~Second year in office~~
~~Trustee~~	~~First year in office~~

~~A Trustee elected to fill an unexpired term is deemed to be newly elected and consequently designated for the office of Trustee. In such event, incumbent Trustees move up in the rotation. Further, if there are two (2) newly elected trustees, the one with the higher vote shall have the higher office.~~

~~Adopted: January 2008~~

Eliminated: August 2014—Addendum 3 was stricken from the By-Laws at the August 2014 Library Board meeting.
Updated: 2022 – Instituted new voting procedure

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Addendum 4

The annual Reorganizational Meeting shall be held during the first 15 days of July of each year. The business transacted at this meeting shall include, but not be limited to, the reorganization of the Long Beach Library Board, the election of officers, when necessary, annual appointments and the annual review of policies and these By-Laws.

Adopted: , 2022

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Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

I. Introduction:

The purpose of this Long Beach Public Library Code of Conduct is to clearly define the expectation and responsibility of how a Board Trustee is to comport and conduct themselves on behalf of the Long Beach Public Library (LBPL), the Board of Trustees as a whole, and all staff, volunteers, and community. This policy shall be reviewed and signed by each Trustee annually at the reorganization meeting.

Members of the LBPL Board of Trustees have the legal authority for the conduct of the Library only when acting as a body in a properly convened session. Individual Trustees have no authority over library personnel or daily operations. They shall neither direct nor request that employees and/or the Library Director perform their jobs or other tasks, either in oral or written communications, unless a duly approved resolution of the Board of Trustees directs them to do so.

Members of the Board are free to speak to individuals on Library issues outside of Board meetings, but such public expression is not to be construed as Board policy. Information from Executive Sessions must remain confidential at all times, unless release is appropriately authorized. The Board will not be bound in any way by any individual Trustee's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member. When exercising their authority and individual rights, Members of the Board are asked to be mindful of the impact their actions may have upon the mission of the Board and the operation of the LBPL.

II. Trustee Code of Conduct

As a Trustee, I understand that I have duties of care, loyalty, and obedience to the LBPL as set forth in *Statement on the Governance Role of a Trustee or Board Member, New York State Board of Regents, May 2010*

- **Duty of Care:** A trustee or board member must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position. To conform with this standard, trustees and board members should:
  - Regularly attend and participate in board meetings and committee meetings where applicable;

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Library Trustee Code of Conduct

  - Read, review, and inquire about materials that involve the institution, especially board minutes, annual reports, other reports, plans, policies, and any literature that involves the institution;
  - Have a fiduciary responsibility for the assets, finances, and investments of the institution and exercise due diligence, care, and caution as if handling one's own personal finances; and
  - Use one's own judgment in analyzing matters that have an impact on the institution.
- **Duty of Loyalty:** Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind.
  - The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests.
  - Consequently, trustees/board members should not have any personal or business interest that may conflict with their responsibilities to the institution.
  - A trustee/board member should avoid even the appearance of impropriety when conducting the institution's business.
  - Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.
- **Duty of Obedience:** A trustee/board member has a responsibility to ensure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

<u>As a Long Beach Public Library Trustee, I agree to</u>:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the Board of Trustees even when I am in a minority position on such actions.
- Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive methods
- Participate in Board self-evaluation programs, and Trustee development workshops, seminars, and other educational events that enhance my skills as a Trustee, as they become available
- Participate in annual sexual harassment prevention training. Training videos and literature will be provided by the Library Director for all Trustees.
- Keep confidential information confidential

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Library Trustee Code of Conduct

- Exercise my authority as a Trustee only when acting in a meeting with the full Board or when a duly approved resolution of the Board of Trustees allows them to do so as an individual.
- To be held to the same standards, rules, and procedures as all Library patrons when visiting the Library.
- Represent the LBPL, its staff, its services, and its programs in a positive and supportive manner.
- Address any concerns or opinions as a visiting Trustee related to Library staff, operations or programs to the Library Director and Assistant Director in writing via email so that the Director and/or Assistant Director can address the issue as they see fit as the supervisors of all library staff and chief administrators of all daily library operations. Not to engage in prolonged conversations which keep staff preoccupied and away from regular duties when visiting the Library.
    - **Note:** employees have been instructed to immediately notify the Director and Assistant if individual Trustees give them directives, criticize library personnel, interfere or disrupt library operations, attempt to undermine established authority or chain of command or communication procedures, or otherwise engage in behavior outside the authority of any other individual citizen. In the event that a Board member is a parent, they are entitled to exercise all of the prerogatives of a parent in accessing library programs and personnel, but should be clear in their statements and representations to employees and Director when they are speaking in the capacity of parent and when they are speaking in the capacity of a Board Member.
- Work with and respect the opinions of my peers who serve this Board and leave my personal prejudices out of all Board discussions.
- Always act for the good of the Library and represent the interests of all people served by it.
- Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor results.
- Accept my responsibility for providing oversight of the financial condition of the LBPL
- Avoid acting in a way that represents a conflict of interest between my position as a Trustee and my personal or professional life, even if those actions appear to provide a benefit for the Library. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.

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Library Trustee Code of Conduct

III. Corrective Action/Removal/Suspensions

Should the Board of Trustees have reasonable cause to believe that a Trustee has violated this Code of Conduct based upon an examination and due proof of the veracity of a written complaint submitted to the Board by any Trustee of the misconduct, neglect of any duty set forth above, or refusal to carry into effect the provisions of this Code of Conduct, it may remove or suspend from office any Trustee in accordance with Education Law, section 226(8).

In accordance with Education Law, section 226(8), notice of the proposed action must be given to the accused Trustee and all other Trustees at least one week before the proposed action is taken and removal or suspension shall require a majority vote of the entire Board of Trustees.

Nothing in this section shall preclude the Library Board from performing any other actions against the offending trustee as provided for by law, in consultation with legal counsel.

IV. Addressing complaints about Trustees

It is the full Board of Trustees' obligation to look into any matters or complaints about an individual Trustee.

- By an employee about a Trustee
    - Employees wishing to make a complaint about a Trustee must do so in writing via email to the Director and Assistant Director;
    - The Director (or Assistant Director if the Director is unavailable) shall forward that email to the Board President;
    - If the complaint is against the Board President, the Director shall forward that email to the Board Vice President.
    - The Board President (or Vice President, as appropriate) shall bring the complaint to the full Board for discussion in Executive Session and to vote on any further action;
    - Employees will suffer no retaliation for having made a bona-fide complaint against a Trustee.
- By a member of the public about a Trustee
    - Members of the public wishing to make a complaint about a Trustee will be encouraged to do so in writing via email to the Board President.
    - If the complaint is against the Board President, the email shall be addressed to the Board Vice President.

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Adopted by the Board of Trustees: 4/2021
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Library Trustee Code of Conduct

- The Board President (or Vice President, as appropriate) shall bring the complaint to the full Board for discussion in Executive Session and to vote on any further action.

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Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

TRUSTEE ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received a copy of the Long Beach Public Library ("Library") Trustee Code of Conduct (the "Code") for Fiscal Year____________.

I understand that, as a Trustee, I have a responsibility to adhere to the principles and terms set forth in the Code, which further the effective governance and ethical operation of the Library.

Trustee Name:______________________________

Date: ______________________________

Signature: ______________________________

Please return this signed acknowledgement to the Library Director within ten (10) business days of the Library's annual reorganization meeting.

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Adopted: 7/2013
Revised: 11/2014
Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

To ensure that Library Staff and Trustees do not benefit from their employment or relationship to the Library, it shall be the policy of the Library to comply with New York State's Public Officers Law §73 and §74, Code of Ethics, and 19NYCRR Part 930, Honoria and Reimbursement for travel expenses. Further, the purpose of this Policy is to protect the Library's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Library or might result in a possible excess benefit transaction.

Interested Person:
Any Trustee or Director who has a direct or indirect financial interest, as defined below, is an interested party.

Financial Interest:
A person has a financial interest if the person has, directly or indirectly, through business investment or family:

- An ownership or investment interest in an entity with which the Library has a transaction or arrangement,
- A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement, or,
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Duty to Disclose:
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Trustees considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists:

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Adopted: 7/2013
Revised: 11/2014
Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

After disclosure of the financial interest and all material facts and after any discussion with the interested person, they shall leave the Trustees' meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Trustees shall decide if a conflict of interest exists.

Procedure:
An interested person may make a presentation to the Board of Trustees but after the presentation, they shall leave the meeting during the discussion of, and the vote upon, the transaction or arrangement in question. The chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board of Trustees shall determine whether the Library can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict, the Board can determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's best interest, and whether it is fair and reasonable.

Violations of the Conflict of Interest Policy:
If the Board of Trustees has a reasonable cause to believe a Trustee or Director has failed to disclose actual or possible conflicts, it shall inform the party of the basis for such belief and afford the party an opportunity to explain the alleged failure to disclose. If, after hearing the party's response and making further investigation as warranted by the circumstances, the Board determines the party has failed to disclose an actual or possible conflict, the Board shall take appropriate disciplinary and corrective action up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226.

Records of the Proceeding:

The minutes of the proceeding shall contain the following:

- The name(s) of the persons who disclose or were otherwise found to have a financial interest in connection with the actual or possible conflict, the nature of the financial interest, any action taken to determine if the conflict exists and the Board's decision as to whether a conflict actually existed.

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Conflict of Interest and Ethics Policy

- The names of the Trustees who were present for the discussion and vote relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement and a record of the votes taken.

Ethics:

No officer or employee of the Library shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest.

No officer or employee of the Library shall accept employment or engage in any business or professional activity, which will require them to disclose confidential information, which they have gained by reason of his official position or authority nor shall they disclose confidential information acquired by them in the course of their official duties nor use such information to further their personal interests.

No officer or employee of the Library shall use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others, including but not limited to, the misappropriation to themselves or to others of the property, services or other resources of the Library for private business or other compensated services or other resources of the Library for private business or other compensated non-governmental purposes.

An officer or employee of the Library shall not by their conduct give reasonable impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties, or that they is affected by the kinship, rank, position or influence of any party or person.

An officer or employee of the Library shall endeavor to pursue a course of conduct, which will not raise suspicion among the public that they are likely to be engaged in actions that are in violation of their trust.

Any officer or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

Further, Library Trustees shall not be employees of the Library.

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Adopted: 7/2013
Revised: 11/2014
Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

Periodic Reviews:
To ensure the Library operates in a manner that is consistent with the Policy, this policy shall be reviewed and signed by each Trustee annually at the reorganization meeting.

TRUSTEE ACKNOWLEDGEMENT FORM

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Adopted: 7/2013
Revised: 11/2014
Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

I hereby acknowledge that I have received a copy of the Long Beach Public Library ("Library") Conflict of Interest and Ethics Policy (the "Policy") for Fiscal Year____________.

I understand that, as a Trustee, I have a responsibility to adhere to the principles and terms set forth in the Policy, which further the effective governance and ethical operation of the Library.

Trustee Name:______________________________

Date: ______________________________

Signature: ______________________________

Please return this signed acknowledgement to the Library Director within ten (10) business days of the Library's annual reorganization meeting.

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Adopted: 1/2023

Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D] which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President and Business Office annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
    a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

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Adopted: 1/2023

Trustee Education Policy

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

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Adopted: 1/2023

Trustee Education Policy

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: ____

Approved Provider: ____

Title of Activity: ____

Topic/Content: ____

Format (e.g. workshop, webinar, online course): ____________________________________

Date of Activity: __________________________

Contact Hours: ___________________________

____

Trustee Signature/Date

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Approved by Board: 11/2021

Open Meetings Policy

The Long Beach Public Library Board of Trustees adheres to New York State's Open Meetings Law found in the Public Officers Law, Article 7, as well as Education Law Title 1, Article 5, Section 260a.

Among other things, these laws require that board meetings must be properly posted, advertised, open to the public, and that the minutes of the open meeting are compiled and distributed to members of the Board of Trustees and are also made available upon request to the Library's Business Office. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings must be sent to the news media and posted in a public place such as the library's website.

The Open Meetings Law also provides that a public body may conduct executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public monies:

- Matters which will imperil the public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- Collective negotiations pursuant to Article 14 of the Civil Service Law;
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The preparation, grading or administration of examinations; and
- The proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.

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Approved by the Board of Trustees: 5/2022

Policy on Use of Videoconferencing for Open Public Meetings

In accordance with the provisions of Section 103-a of the Public Officers Law, the Board of Trustees of the Long Beach Public Library has passed a resolution authorizing the use of videoconferencing to conduct its public meetings. As required, this policy shall serve to establish the written procedures governing the use of videoconferencing and member attendance at public meetings of the Board.

The Board of Trustees may utilize videoconferencing as provided for in the Open Meetings Law subject to the following:

1. the Library's Board meeting may be called to order only if at least three Trustees are present at the Library meeting location and the public are able to attend at that location;
2. the Board of Trustees must establish procedures governing Trustees and public attendance at the Board meeting site, and such procedures must be posted conspicuously on the Library's website;
3. Except where excluded by Section 103-a.3, all Trustees must be present in-person at the public meeting unless a Trustee, "is unable to be physically present at such meeting location due to extraordinary circumstances", such as
    a. disability;
    b. illness;
    c. care-giving responsibilities; or
    d. any other significant or unexpected factor or event which precludes the Trustee's in-person attendance at such meeting;

4. except for Executive Sessions, the Board must ensure that all members of the Board of Trustees can be heard, seen and identified during the meeting, including all motions, proposals, resolutions and any other matter formally discussed or voted upon;
5. the minutes of such meeting must include which, if any, Trustee participated remotely, and such minutes must be made available to the public;
6. if videoconferencing is utilized to conduct a meeting, the public notice must inform the public, together with notice as to the location where the public can view and/or participate in such meeting, where required documents and records will be posted or available and identify the physical location where the public can attend;
7. if videoconferencing is utilized, it must be recorded and be available on the Library's website within five business days of the meeting, and must remain available for a period of five years;
8. if videoconferencing is utilized to conduct a meeting, members of the public must be able to view and participate in such meeting via video where public comment or

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participation is authorized and that videoconferencing ensures that public participation or testimony will be authorized as if delivered in person; and

9. if video-conferencing is utilized to conduct a meeting, the Board must ensure that the video-conferencing utilizes technology to permit access by members of the public with disabilities consistence with ADA.

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FY 2026 (July 1, 2025-June 30, 2026)
Board of Trustees Information

FY 2026 Board of Trustees Meeting Schedule

All meetings are on the 3rd Monday of the month and begin at 7pm with Public Session, *unless otherwise noted*

- Monday, July 14, 2025 *(FY 2026 Reorganization Meeting)*
- Monday, September 15, 2025
- Monday, October 20, 2025
- Monday, November 17, 2025
- Monday, January 26, 2026, 2pm
- Monday, February 23, 2026, 2pm *(Preliminary FY 2027 Budget)*
- Monday, March 16, 2026 *(Board Approval of FY 2027 Budget)*
- Monday, April 20, 2026
- Monday, May 18, 2026
- Monday, June 15, 2026
- Monday July 13, 2026 *(FY 2027 Reorganization Meeting)*

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FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 14, 2025

SUBJECT: FY 2026 Treasurer

As per the attached FY 2026 Retainer Letter from Nawrocki Smith for Treasurer services, the hourly fee for monthly services will remain the same as will the costs for annual and as needed services.

In FY 2025, the total paid to Nawrocki Smith was $23,952. However, this amount was significantly increased by having staff from Nawrocki Smith fill in on Business Manager duties starting in November 2024.

Once a PT Bookkeeper is hired to take over some of the accounts payable responsibilities, I anticipate the overall amount spend in FY 2026 to go down.

It is my recommendation that the Board approve the retention of Nawrocki Smith as Library Treasurer for FY 2026.

Ernest Patrick Smith
Lauren M. Agunzo
John K. Hoffman
Michael E. Nawrocki

Darin V. Iacobelli
David M. Tellier
Christopher Angotta

NawrockiSmith
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

June 26, 2025

VIA E-MAIL

Board of Trustees
Long Beach Public Library
111 W. Park Avenue
Long Beach, NY 11561

Dear Trustees:

We are pleased to confirm our understanding of the terms and conditions of our engagement and the nature and limitations of the services we will provide to the Long Beach Public (the "Library") for the fiscal year ended June 30, 2026.

We will apply certain procedures to selected records and transactions of the Library for the objective of carrying out the duties and responsibilities of the Treasurer as outlined in the supplement to this letter. The Administration of the Library is ultimately responsible for the sufficiency of the procedures to be performed. We will perform this engagement following the standards established by the American Institute of Certified Public Accountants.

Our engagement will not include a detailed examination of all transactions and cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform you of any such matters that come to our attention.

We direct your attention to the fact that the Administration has the responsibility for the proper recording of the transactions in the accounting records and for preparation of financial statements in conformity with U.S. generally accepted accounting principles.

The billing rates applied to the work performed as part of this engagement are outlined within the supplement to this letter. We will invoice the Library on a monthly basis and fees are payable on presentation. In the event services are requested that are outside the scope of this agreement we will enter into a separate agreement for the specific request for which different staffing rates may apply.

Nawrocki Smith, LLP agrees that all information obtained in connection with the services provided for in this Letter of Engagement is deemed confidential information. Nawrocki Smith, its employees, and agents shall not use, publish, discuss or communicate the contents of such information, directly or indirectly, with third parties, except as required under the terms of engagement or as otherwise required by law.

The Library reserves the right to terminate this Agreement for any reason whatsoever upon thirty (30) days prior written notice. In the event of such termination, Nawrocki Smith will undertake no additional services for the Library, and the Library will remain liable for payment of all amounts due for the period through the effective date of such termination.

Nawrocki Smith shall provide Worker's Compensation, automobile, comprehensive general liability and professional liability (Errors and Omission) insurance. As necessary or requested, Nawrocki Smith shall provide the Library with proof of the required insurance coverage. Nawrocki Smith shall deliver insurance policies and certificates to the Library, which will provide at least a 30-day notice of cancellation or amendment. Nawrocki Smith shall maintain professional liability insurance in an amount no less than $1,000,000, workers compensation in amounts required by law and general liability insurance (Including owned, non-owned and hired motor vehicles) in a single limit amount of no less than $1,000,000.

Nawrocki Smith will act at all times as an independent contractor hereunder, and nothing contained herein will be construed to create a partnership or joint venture or a relationship of principal and agent or employer and employee between the Library and Nawrocki Smith.

We will be pleased to discuss this letter with you at any time. If the foregoing is in accordance with your understanding, please sign the enclosed copy and return it to us.

We appreciate the opportunity to be of professional service.

Very truly yours
NAWROCKI SMITH LLP

Darin Iacobelli
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Long Beach Public Library

By: _________________________

Title: _______________________

Date: _______________________

NAWROCKI SMITH LLP

SCOPE OF SERVICES & FEE SCHEDULE FOR ON-SITE & REMOTE TREASURY SERVICES

Monthly Services - Fee $130/Hour for each item listed

- Reviews monthly financial statements prepared by the Business Office
  - Revenues, expenditures, and balances
  - Reconciliation of all library accounts, including checking and investment accounts
  - Cash flow statements
- Check payroll registers against timesheets (randomly on a selective basis)

Annual Services - Fee: See each item below

- Prepare financial report as part of the Library's Annual Report to the New York State Library.
  - Fee: $750
- Prepare Annual Update Document (AUD) for the Office of the State Comptroller
  - Fee: $1,000
- Act as a liaison to the Library's financial service providers including the independent auditing firm, responding to inquiries, attending any auditing conferences, and approving draft financial statements
  - Fee: $130/Hour
- Assist the Director with the development of an annual budget
  - Fee: $130/Hour

Only as needed/requested – Fee $130/Hour for each item listed

- Meet with Business Office staff to prepare entries for the general ledger to balance all library accounts.
- Meet with the Director, Business Office staff, or representatives from the Library Board to review the Library's cash flow, investments, and/or accounting and fiscal management policies and procedures.
- Attend regularly scheduled and special meetings of the Board of Trustees
- Assist with drafting financial policies
- Assist with other accounting and consulting functions upon request

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FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 14, 2025

SUBJECT: FY 2026 Library Attorney

As per the attached FY 2026 Retainer Letter from Andrew K. Martingale of Quatela Chimeri, the hourly fee will remain the same. Since the Board has indicated potentially wanting to go to an annual retainer rather than hourly, information on previous years' legal costs is provided below.

For FY 2022, the total annual retainer paid to the previous Library Attorney was $18,000. For projects outside the scope of his annual retainer, Mr. Madalena was paid $7,556.

For FY 2023, the total paid to Mr. Martingale was $15,425 including $15,050 in general legal expenses and $375 in special projects.

For FY 2024, the total paid to Mr. Martingale was $19,025 which included $17,900 in general legal expenses and $1,025 in special projects.

For FY 2025, the total paid to Mr. Martingale was $17,639 which included $12,095 in general legal expenses and $5,564 in special projects.

Special projects are anything that would typically be outside the scope of an annual retainer. This includes contract negotiations, arbitration, investigations, anything related to construction projects, etc.

It's hard to say whether the Library would be better served with an annual retainer as the need for general legal services can vary tremendously and is unpredictable but in FY 2025, general legal expenses were lower than in previous fiscal years despite two unexpectedly high monthly totals. With contract negotiations and the renovation of Main Library upcoming, there are certain to be significant special projects costs (outside the scope of an annual fee retainer) in FY 2026 and the next few fiscal years after that.

Fiscally, I believe the Library is currently well-served with sticking to an hourly rate for legal services rather than a retainer. It is my recommendation that the Board approve the retention of Mr. Martingale as Library Attorney for FY 2026 at an hourly rate.

FY 2025 Andrew Martingale

Type of Legal Service	Date	Memo	Amount	
General Legal Services	07/31/2024	Payment for services through 7/31/2024	$ 391.00	
	08/31/2024	Payment for services through 8/31/2024	$ 260.00	
	09/30/2024	Payment for services through 9/30/2024	$ 832.00	
	10/31/2024	Payment for services through 10/31/2024	$ 2,340.00	
	11/30/2024	Payment for services through 11/30/2024	$ 4,619.91	
	12/31/2024	Payment for services through 12/31/2024	$ 364.00	
	01/31/2025	Payment for services through 1/31/2025	$ 1,196.00	
	02/28/2025	Payment for services through 2/28/2025	$ 286.00	
	03/31/2025	Payment for services through 3/31/2025	$ 728.00	**Monthly average**
	04/30/2025	Payment for services through 4/30/2025	$ 286.00	$ 1,006.24
	05/31/2025	Payment for services through 5/31/2025	$ 130.00	**General Legal Services**
	06/30/2025	Payment for services through 6/30/2025	$ 642.00	$ 12,075
Special Projects	07/31/2024	Grievance 7/1-7/31/2024	$ 4,940.00	
	08/31/2024	Grievance 8/1-8/31/2024	$ 364.00	
	09/30/2024	September 2024	$ -	
	10/31/2024	CBA rollover agreement 10/2024	$ 78.00	
	11/30/2024	CBA rollover agreement 11/2024	$ 182.00	
	12/31/2024	12/2024	$ -	
	01/31/2025	1/2025	$ -	
	02/28/2025	2/2025	$ -	
	03/31/2025	3/2025	$ -	
	04/30/2025	4/2025	$ -	
	05/31/2025	5/2025	$ -	**Construction/Special Projects**
	06/30/2025	6/2025	$ -	$ 5,564
		TOTAL PAID FY 2025		**$ 17,639**

Andrew K Martingale, Esq.
Partner
Direct Dial 631.517.3754
akm@qclaw.com

QUATELA | CHIMERI PLLC

July 9, 2025

VIA E-MAIL
director@longbeachlibrary.org

Tara Lannen Stanton, Director
Long Beach Public Library
111 West Park Avenue
Long Beach, New York 11561

Re: Long Beach Public Library
Annual Retainer

Dear Ms. Lannen- Stanton:

Our firm would be honored to continue to serve as General Counsel to the Board of Trustees during the 2025 – 2026 fiscal year. Our rates will remain the same at $260. As with our past retention, the Library would be responsible for all costs and disbursements, which include photocopies, postage, Federal Express, court fees, service of process, messenger, etc. The Library will be billed monthly.

I would like to thank the Board and administration for their continued confidence. I very much look forward to continuing to work with you.

Very truly yours,

Andrew K. Martingale

Attorneys and Counsellors at Law
888 Veterans Memorial Highway, Suite 530 • Hauppauge, New York 11788
t. 631.482.9700 | f. 631.482.9707

320 Old Country Road, Suite 102 • Garden City, New York 11530
t. 516.444.4200 | f. 516.4444201

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FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 14, 2025

SUBJECT: FY 2025 and FY 2026 Auditor

As per the attached engagement letter from Baldessari & Coster for the Library's annual independent financial audits the proposed fee for FY 2025 (the recently ended fiscal year) is $13,100 and for FY 2026 will be $13,400.

As the Board is aware, the Library was behind on its annual financial audits until retaining Baldessari & Coster last year. It cannot be overstated how much diligent work was put in by the Baldessari & Coster team to get the Library caught up to FY 2024 since they started in December 2024. Furthermore, their knowledge and advice has been invaluable as Library Administration overhauls Business Office procedures such as accounts payable and procurement.

It is my recommendation that the Board approve the retention of Baldessari & Coster as Library Auditor for FY 2025 and FY 2026.

BALDESSARI & COSTER LLP
Certified Public Accountants
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MEMBERS OF
THE AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

THE NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

July 8, 2025

Board of Trustees and the Director
Long Beach Public Library
111 West Park Avenue
Long Beach, N.Y. 11561

Dear Members of the Board of Trustees and the Director:

We are pleased to confirm our understanding of the services we are to provide Long Beach Public Library for the years ended June 30, 2025 and 2026

Audit Scope and Objectives

We will audit the primary government financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Long Beach Public Library as of and for the years ended June 30, 2025 and 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Long Beach Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Long Beach Public Library's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Budgetary comparison schedules.
3) Schedule of proportionate share of the net pension liability.
4) Schedule of Library pension contributions.
5) Schedule of changes in the Library's total OPEB liability and related ratios.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements
We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Audit Procedures—Internal Control
We will obtain an understanding of the entity and its environment, including the system of internal, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance
As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Long Beach Public Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Responsibilities of Management for the Financial Statements
Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the next 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will prepare; 1) the NYS Uniform Annual Financial Report, and 2) the financial statements of Long Beach Public Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare any confirmations we request and will locate any documents selected by us for testing.

In addition to the audit services mentioned above, we will:

1. Be available for consultation and advice to your Director and financial staff.

2. Be available for meetings with Board of Trustees or designated committees of the board to discuss our annual audit or any other financial system problems.

Albert Coster, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the annual audit and related services for the years ending June 30th will be as follows:

2025	**$13,100**
2026	**$13,400**

Any additional services that you may require will be based on the standard hourly rates of:

Partner	$220 to $265 per hour
Staff	$75 to $215 per hour

Reporting
We will issue a written report upon completion of our audit of Long Beach Public Library's financial statements. Our report will be addressed to the Board of Trustees and the Director of Long Beach Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Long Beach Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Baldessari & Coster LLP

Baldessari & Coster, LLP

RESPONSE:
This letter correctly sets forth the understanding of Long Beach Public Library.

By: ______________________________________

Title: ____________________________________

Date: ____________________________________

ACCOUNT CLOSING NOTICE

[Date] 7/14/2025

Capital One, N.A.____

Attention:

This notice, submitted in accordance with our account closure request, between Capital One, N.A. ("Bank") and Long Beach Public Library ("Customer"), serves as Bank's authorization to close the following Account effective as of the date of this notice:If multiple Accounts are being closed, Customer has indicated "See Attached List" on the Account Holder/account number lines below and affixed a signed, dated document with the following information for each Account: Account holder (Customer or Affiliate) and Account Number.

Accountholder (Customer or Affiliate): Long Beach Public Library

Account Number: REDACTED

Taxpayer Identification Number: 116001028

Remove this account from Analysis

Yes ☐ No ☐

Discontinue all TM Services linked to this account

Yes ☐ No ☐

Issue Cashier Check for remaining funds

Yes ☒ No ☐

By:____________________________
Signature of Authorized Representative
Name: Gemma Tansey
Title: Library Trustee

CapitalOne