

**GARDEN CITY PUBLIC LIBRARY
AGENDA
REGULAR MEETING OF
THE LIBRARY BOARD OF TRUSTEES
JANUARY 12, 2026
7:30 PM
LIBRARY LARGE MEETING ROOM**

1. Welcome by Chair to attendees
2. Call to Order
3. Board approval and recognition: Library Trustee Appointee
4. Brief update from the Village Trustee and/or Friends of the Library
5. Other Business
 - A. H2M Lower Level Presentation
 - B. Budget Worksession
6. Approval of Minutes
7. Comments by Administrators on Agenda items
8. Chair/Trustees/Comments/Announcements
9. Citizen Comments on Agenda Items
10. New Business
 - A. Formal Agenda
 - B. Consent Calendar
 - 1) Approval of the Abstract of Claims
The abstract of claims presented #26-01 includes an itemized list of claims totaling \$417,733.04 for approval for the month of December. The summary list is accompanied by the individual claims for reference and review by the Board. Board approval of claims for payment is requested.
 - 2) Review of Fiscal Year 2026 Financials
Board approval of Library financials for September 2025 is requested. Library financials October through December of fiscal year 2026 are preliminary and have been provided for review.
 - 3) Conference – Administration Team to attend PLA conference in April in Minneapolis
The Library Administration Team requests the Board's approvals to send Library Director Malagon and Operations Director Rosenblatt to the Public Library Association Conference in Minneapolis, MN, March 31, 2026 – April 3, 2026.
 - 4) Approval of Extended Paid Sick Leave
Board approval of extended paid sick leave for employee personal medical leave is requested through February 9, 2026. Leave began on November 20, 2025.

- 5) Accept Donations
Board acceptance of Friend's donation for programs of \$12,000 and from Ms. Sarah DiPippo of \$100 is requested.
- 6) Approval of Friends' Book and Plant Sale for May 2-3, 2026
Approval of a Spring Book and Plant Sale to be held by the Friends on May 2-3, 2026.
- 7) Temporary Suspended Patron
Board review of temporary suspended patron.

11. Other Business
12. Public Comments on non-Agenda items (Limited to Four Minutes Each)
13. Adjournment

**GARDEN CITY PUBLIC LIBRARY
REGULAR AND REORGANIZATION MEETING
OF THE LIBRARY BOARD OF TRUSTEES
DECEMBER 8, 2025
7:30 P.M.
LIBRARY LARGE MEETING ROOM
DRAFT MINUTES**

A Meeting of the Board of Library Trustees was held at the Library on Monday, December 8, 2025 at 7:30 p.m.

Present:

Mary Maguire, Vice Chair
J. Randolph Colahan, Trustee
Linda Ryan, Trustee
Paul O'Grady, Trustee

Also Present:

Marianne Malagon, Library Director
Courtney Rutt Rosenblatt, Operations Director
Margaret Zulkofske, Senior Typist Clerk
Bruce A. Torino, Village Trustee, Representative of the Village Board
Evelyn Fasano, Representative of the Friends

Absent with Notice:

Colleen Foley, Chair

1. Welcome by Chair to Attendees

Vice Chair Maguire welcomed the attendees and announced that Chair Colleen Foley will not be able to attend the meeting.

2. Call to Order

Vice Chair Maguire called the meeting to order at 7:30 p.m. followed by the Pledge of Allegiance.

3. Board Approval and Recognition: Outgoing Trustee J. Randolph Colahan

Vice Chair Mary Maguire made brief remarks recognizing and thanking Trustee J. Randolph Colahan for his efforts during 23 years of service on the library board, of which 18 were served as Chair. Garden City Village Mayor Ed Finneran presented Trustee Colahan with a proclamation from the Village as well as proclamations from local and state government officials, US Senator Charles Schumer, NY State Senator Siela A. Bynoe, NY State Assembly Edward P. Ra, Laura Gillen, Member of Congress US House of Representatives, Nassau County Legislator John J. Giuffré, Town of Hempstead Supervisor John Ferretti and Staff. Director Malagon and Operations Director Rosenblatt on behalf of the Library, presented Trustee Colahan with an engraved gavel set.

4. Election of Officers, Appointment of Committees

BYLAWS ARTICLE IV: Officers of the Board of Trustees shall be elected annually at the December meeting and shall be as follows: Chairperson, Vice-Chairperson, and Secretary. The officers of the Board shall remain in office for one year or until their successors are elected. The Chairperson and Vice-Chairperson shall be elected from among the members of the Board, but the Secretary need not be a Board member.

Vice Chair Maguire moved that Chair Foley serve as Chair of the Library Board of Trustees for calendar year 2026; Trustee Ryan seconded and the motion was approved unanimously.

Trustee Colahan moved that Trustee Maguire be appointed as Vice Chair of the Library Board of Trustees for calendar year 2026. Trustee Ryan seconded and the motion was approved unanimously.

Trustee Colahan moved that Library Director, Marianne Malagon, continue as Secretary to the Library Board of Trustees for calendar year 2026. Trustee Ryan seconded and the motion was approved unanimously.

Appointment of Committees:

Upon their consent Vice Chair Maguire appointed Vice Chair Maguire and Trustee Paul O'Grady co-Chairs of the Budget Committee.

Upon their consent Vice Chair Maguire appointed Chair Foley and a newly sworn in Trustee to be appointed by the Village Co-Chairs to the Audit Committee.

Upon their consent Vice Chair Maguire appointed Vice Chair Maguire and Trustee Paul O'Grady co-Chairs of the Building Committee.

Upon her consent Vice Chair Maguire appointed Trustee Linda Ryan Chair of the Community Relations Committee.

Upon her consent Vice Chair Maguire appointed Chair Colleen Foley Chair of the Personnel Committee.

Upon their consent Vice Chair Maguire appointed Trustee Linda Ryan and a newly sworn in Trustee to be appointed by the Village co-Chairs of the Policy Committee.

The Board voted unanimously to approve the appointments.

5. **Brief Update from the Village Trustee and/or Friends of the Library**

Village Trustee Bruce Torino reported that due to the current winter weather conditions, construction around the library has slowed down. He reminded the board and administration of the upcoming budget.

Friends Secretary Evelyn Fasano reported that the book sales are going well and the donation bin is now available to receive books.

6. **Other Business**

A. H2M Lower Level Presentation

Katie Stone and Amanda Seidel of H2M architects + engineers, presented an overview of the proposed lower level renovation.

B. IT Team Presentation

Joseph Agolia, Keith Murdock and Matt Strigaro, Library IT Specialist, presented an overview of their operations, upgrades and recommended equipment upgrades and projects throughout the library, as well as part of the lower level renovation.

7. Approval of the Minutes

Trustee Ryan moved approval of the Minutes of the Regular Meeting of the Library Board of Trustees for November 10, 2025. Vice Chair Maguire seconded and the motion was approved unanimously.

8. Comments by Administrators on Agenda Items:

Vice Chair Maguire called upon the administration team who addressed the agenda items.

9. Chair/Trustees/Comments/Announcements

Trustee J. Randolph thanked the board for everything, it was a pleasure to serve and is confident that he's leaving the board in good hands.

10. Citizen Comments on Agenda Items

Steve Illardi

11. New Business

A. New Business

B. Citizen Comments on Agenda Items

1) Approval of the Abstract of Claims

Trustee Ryan moved to approve the Abstract of Claims, List No. 25-12 (December) in the amount of \$281,190.56. Trustee Colahan seconded and the motion was approved unanimously.

2) Review of Fiscal Years 2026 Financials

Operations Director Rosenblatt reported that the 2026 financials for June, July and August are final. September, October and November are still preliminary and not ready for approval. Trustee Ryan moved to approve the 2026 final financials for June, July and August. Trustee Colahan seconded and the motion was approved unanimously.

3) Transfer: \$5,000 from Maintenance of Equipment (OL-7410-4020) and \$10,000 from Library Materials (OL-7410-4270) to Natural Gas (OL-7410-4510):

Trustee Ryan moved to approve the transfer of \$5,000 from Maintenance of Equipment (OL-7410-4020) and \$10,000 from Library Materials (OL-7410-4270) to Natural Gas (OL-7410-4510). Trustee Colahan seconded and the motion was approved unanimously.

4) Resolution of Confidential Principal Account Clerk Compensation

Trustee Ryan moved to acknowledge and approve resolution of benefits and terms of employment for the Library's Principal Account Clerk position, Patricia Marson, which is identified as a Confidential employee in Article I: Recognition clause of the CSEA Rank and File collective bargaining agreement. The benefits and terms of employment are identified as being defined by the CSEA Supervisors' Unit collective bargaining agreement. The CSEA Supervisors' Unit CBA includes a bonus payment of \$1,000. Trustee Colahan seconded, and the motion was approved unanimously.

5) **Approval of Extended Paid Sick Leave**
Trustee Ryan moved approval to pay Linda DaSilva, Account Clerk, through January 12, 2026, or such earlier date as she may be able to return to work pursuant to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2021. Trustee Colahan seconded and the motion was approved unanimously.

6) **NYLA Developing Leaders Program**
Trustee Ryan moved to approve two librarians to participate in the NYLA Developing Leaders Program at a cost of \$650 per librarian to attend 2 in-person and 12 live-in virtual sessions as well as two days in Albany at a cost of approximately \$800 per attendee. Trustee Colahan seconded and the motion was approved unanimously.

12 **Public Comments on non-Agenda items (Limited to Four Minutes Each)**
Steve Illardi

13. **Adjournment:**
The next Regular Meeting of the Library Board of Trustees is scheduled for January 12, 2026 7:30 p.m., in the Library Large Meeting Room.

There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:00 p.m. Trustee Ryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:



Library Administrators Report, December 2025 (through 01/07/2026)

Programs, Publicity and Services –

- The Administration team continues to focus on Library Board priorities. This month the primary focus has been the Thirdway Space project and developing the new website -- each of which is at a pivotal step -- while maintaining high numbers of library programs and increased social media activity.
- We have added a librarian on the website project to move the project through the final phases of development. The computer deployment project has caused the IT staff to have dual priorities, and we are picking up speed with the additional librarian on the website team. We are still targeting a January launch.
- Social media is continuing to be a focus, with holiday characters such as “Jingle” the elf and Kugel and Latke the Hanukah gnomes being featured around the Library. We continue to develop other publicity-oriented posts as well as other content to engage followers.
- The Library had two snow-related schedule changes: December 14 (closed) and 27 (delayed opening). These announcements were made on the Library’s website, social media, email blast and the Village app.

Collections & Acquisitions –

- Acquisitions for Library collections are still being actively managed, by maintaining book ordering with Barnes & Noble while resuming and setting up new accounts with the major national book vendors. Once the new vendors are in place, more aggressive attention will be paid to setting up special collections, staff training on ordering and other initiatives to improve reading experience.
- The Thirdway project has been focused on the data and reporting, by adding “iCode1’s” to the records for books in the test groups. This week January themes have been deployed and signage is expected to be ordered and installed shortly. Expected date all should be live, by January 15.

Human Resources –

- Scheduling continues to be extended further in advance, for both f/t and p/t employees.
- The Administration Team continues to meet regularly with staff to accelerate priority projects and encourage initiative and collaboration resolving problems.

Facilities –

- Parking lot and grounds construction continue. The crews completed concrete work, the walkways and benches. The crew will return in the Spring to inspect the work again and to complete the finishing work. The parking lot milling, pitching and paving has been put on hold until the Spring.
- Continual monitoring of the HVAC system is ongoing. Village Engineers and the vendor, Intricate, are involved and onsite as necessary. Analysis of the increased usage of natural gas and electricity as it relates to the system is ongoing.

- The roll-out of the thirty-eight replacement computers began in late December and continue with a hopeful completion of the third week of January.

Financial -

- While we do not have a transfer for is one transfer to provide additional funding for natural gas on this agenda we are continually monitoring the spend. It is likely that our current funding for natural gas is adequate to cover the December and January usage, but additional funding will be requested from the Village. We are also evaluating the electricity usage as it has also increased due to the new HVAC system.
- We are monitoring the expenditure levels of accounts and fulfilling budget initiatives.
- We are in process of preparing and submitting the budget for fiscal year 2027. We are in receipt of the capital portion of the budget templates from the Village. We have a work session tonight to discuss.

GARDEN CITY PUBLIC LIBRARY

Director's Report -- December 2025

Materials Use Statistics

	<u>Dec. 2025</u>	<u>Dec. 2024</u>	<u>Dec. 2023</u>
<u>GENERAL CIRCULATION¹</u>			
Total for Month	13,862	14,167	14,047
Total for Year to Date	188,734	189,876	169,298
<u>PRINT CIRCULATION²</u>			
Total for Month	7,910	8,375	8,471
Total for Year to Date	115,196	117,866	117,984
<u>AUDIO CIRCULATION³</u>			
Total for Month	246	273	279
Total for Year to Date	2,696	2,657	3,562
<u>DOWNLOADABLE AUDIO & EBOOKS</u>			
Total for Month	5,124	4,824	4,511
Total for Year to Date	64,464	61,042	53,990
<u>DVD CIRCULATION⁴</u>			
Total for Month	582	695	786
Total for Year to Date	6,558	8,244	9,428
<u>INTERLIBRARY LOAN</u>			
Total Borrowed for Month	1,244	1,164	1,532
Total Borrowed for Year to Date	18,007	16,491	18,164
Total Loaned for Month	660	807	649
Total Loaned for Year to Date	9,887	8,834	7,912
<u>NLS REPORTING DAYS</u>			
Total for Month	27	27	26.5
Total for Year to Date	320	320.5	312.5
<u>MICROCOMPUTER USE</u>			
No. of Patrons - Total for Month	138	125	112
Total for Year to Date	1,680	1,509	1,332
Hrs. of Microcomputer Use - Total for Month	505.50	493.00	593.00
Total for Year to Date	6,344.25	6,723.50	6,449.75
No. of Patrons - Total for Month - Children's	148	51	23
Total for Year to Date - Children's	1,527	517	83

¹ Includes print, audio and DVD circulation

² Includes books, periodicals

³ Includes books on CD, music CDs, playaways

⁴ Includes DVD and VHS

GARDEN CITY PUBLIC LIBRARY

Director's Report -- December 2025

Library Use Statistics

	<u>Dec. 2025</u>	<u>Dec. 2024</u>	<u>Dec. 2023</u>
<u>Reference Questions</u>			
Adult Total for Month	338	295	315
Adult Total for Year to Date	5,375	5,058	4,664
Young Adult Total for Month	43	367	327
Young Adult Total for Year to Date	2,485	4,921	4,685
Children's Total for Month	375	372	247
Children's Total for Year to Date	6,903	5,861	5,219
Total for Month	756	1,034	889
Total for Year to Date	14,763	15,840	14,568
<u>Visits</u>			
Total for Month	11,219	9,991	8,785
Total for Year to Date	162,039	120,619	79,993
<u>Notary Services</u>			
Total for Month	68	49	
Total for Year to Date	804	623	

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees

From: Marianne Malagon & Courtney Rutt Rosenblatt, Admin Team

Date: January 12, 2026

Subject: Programs December 2025

Highlights of December programs:

One of the highlighted themes was the celebration of the 250th birthday of Jane Austen. The Library invited a lecturer to speak about Jane Austen on the date of her birthday as well as showing a Jane Austen movie marathon and holding a Tea and Stitch movie and activity program for Teens. It was a lot of fun to celebrate this well-loved author.

In addition, the festive holidays of December afforded many other opportunities for a wide range of activities. For Children, the holiday house programs (two ages), and the Welcome Winter party (featuring Princess Elsa) drew great audiences. Teens created their own edible houses and partied on “Noon-Year’s Eve” including refreshments and a balloon drop. They also created DIY candleholders and Marshmallow Snowflakes. Adults created a festive Pinecone Centerpiece craft and sang holiday tunes with the Twin County Chorus. All ages were invited to movies over the holiday vacation – *Ice Age*, *Home Alone*, and *A Muppet Christmas Carol*.

In addition to the theme programs, the popular favorites for each department did not disappoint with large audiences continuing to fill these sessions. Preschoolers enjoyed Storytimes and STEAM activities, Teen Gamers and Dungeons and Dragons, as well as STEAM Workshop: Bread in a Bag and Teen Bag Charms and Keychains, and adults Crocheting and Knitting, Learning Italian, and Adult Bingo continue to please. Featured events and lectures included a talk about Our Solar System, Chef Rob’s Chicken Chasseur and Dubai Chocolate Cheesecake made by Them’s The Breaks satisfied many appetites!

Staff are continuing to listen to feedback from patrons and implement suggested programs and increase sessions of popular offerings.

Library staff are also seeking ways to improve registration, waitlists and attendance. In January, youth services librarians are going to begin to change the policy, allowing only one storytime registration per week per child in order to allow others to get into the program. We are continuing to seek ways to increase and improve offerings. There will be a Mah Jongg section with instruction (which has been requested) coming soon, and two levels of yoga being offered.

Program statistics are provided on the spreadsheet following this memo.

Garden City Public Library Library Programs December 2025

Department	Program	Date	Attendee	(passive)	Who Led Program
Children's Library Programs December 2025					
Childrens	Toddler Storytime	12/1/2025	15	15	Librarian
Childrens	Mixed Age Storytime	12/1/2025	16	15	Librarian
Childrens	Mother Goose Storytime	12/2/2025	15	15	Librarian
Childrens	Preschool Craft	12/2/2025	5	5	Librarian
Childrens	A Time For Kids	12/3/2025	19	21	Programmer
Childrens	Mixed Age Storytime	12/3/2025	13	14	Librarian
Childrens	Steam Fun Club	12/3/2025	5	0	Librarian
Childrens	Mixed Age Storytime	12/4/2025	15	15	Librarian
Childrens	Mother Goose Storytime	12/4/2025	12	12	Librarian
Childrens	Toddler Storytime	12/8/2025	15	15	Librarian
Childrens	Mixed Age Storytime	12/8/2025	17	13	Librarian
Childrens	Mother Goose Storytime	12/9/2025	15	16	Librarian
Childrens	Mixed Age Storytime	12/9/2025	11	11	Librarian
Childrens	STEAM Preschool Building	12/10/2025	26	26	Librarian
Childrens	Mixed Age Storytime	12/11/2025	10	10	Librarian
Childrens	Mother Goose Storytime	12/11/2025	14	14	Librarian
Childrens	Tiny Songbirds	12/11/2025	13	13	Librarian
Childrens	Play Hooray	12/12/2025	13	15	Presenter
Childrens	Family Holiday House Program Preschoolers	12/13/2025	16	17	Librarian
Childrens	Family Holiday House Program Grades K-5	12/13/2025	14	15	Librarian
Childrens	Toddler Storytime	12/15/2025	15	15	Librarian
Childrens	Mixed Age Storytime	12/15/2025	13	11	Librarian
Childrens	Preschool Welcome Winter Party	12/16/2025	29	30	Librarian
Childrens	STEAM Preschool Building	12/17/2025	17	18	Librarian
Childrens	Mixed Age Storytime	12/18/2025	18	19	Librarian
Childrens	Mother Goose Storytime	12/18/2025	14	14	Librarian
Childrens	Books Before Bed	12/18/2025	2	2	Librarian
Childrens	Inclusive storytime Adventure	12/20/2025	5	4	Librarian
Childrens	Toddler Storytime	12/22/2025	15	16	Librarian
Childrens	Mixed-Age Storytime	12/22/2025	17	16	Librarian
Childrens	Preschool Holiday Dance Party	12/23/2025	22	22	Librarian
Childrens	Toddler Storytime	12/29/2025	17	17	Librarian
Childrens	Mixed Age Storytime	12/29/2025	14	14	Librarian
Childrens	Family Movie Matinee Ice age	12/29/2025	6	5	Librarian
Childrens	LI Music for Aardvarks	12/30/2025	22	20	Presenter
Childrens	Total Attendance		505	500	
Childrens	Total programs		35		
Tweens					
Chld/Teen	Tween Thursdays: Model Magic Ornaments	12/11/2025	4	4	Librarian/s
Tweens	Total Attendance		4		
Tweens	Total programs		1		
Teen Library Programs					
Teens	Teen Advisory Board	12/2/2025	4	4	Librarian/s
Teens	Teen Crafternoon: DIY Candle Holders	12/5/2025	9	9	Librarian/s
Teens	Teen Tea and Stitch: A Jane Austen Event	12/9/2025	3	3	Librarian/s
Teens	Teen Art Workshop: Seasonal Watercolors	12/10/2025	6	6	Librarian/s
Teens	Teen Creative Hour	12/12/2025	6	6	Librarian/s
Teens	Teen Edible Holiday House with Chris Buchman	12/13/2025	9	9	Programmer
Teens	VolunTeen Artists: Perler Bead Art for Community Service	12/16/2025	7	7	Librarian/s
Teens	Dungeons and Dragons	12/18/2025	13	13	Librarian/s
Teens	Teen STEAM Wkshop: Bread in a Bag (Chris Buchman)	12/20/2025	9	9	Programmer
Teens	Teen Gamers	12/19/2025	18	18	Librarian/s
Teens	Teen Marshmallow Snowflakes	12/23/2025	16	16	Librarian/s
Teens	Teen Bag Charms and Keychains	12/30/2025	9	9	Librarian/s
Teens	Teen Noon Year's Eve Party	12/31/2025	35	35	Librarian/s
Teens	Total Attendance		144		
Teens	Total programs		13		

Garden City Public Library Library Programs December 2025

Department	Program		Attendee	(passive)	Led
Teen @Home or Service					
Home/Service	Ornaments for Community Service	12/9/25-12/18/25	16		Librarian/s
Home/Service	Tiny Art Show for Community Service	11/25/25-12/18/25	30		Librarian/s
Home/Service	Bookmarks for Community Service	12/31/25	32		Librarian/s
Home/Service	Parent-Teen Cutout Artwork Decorations	12/31/25	46		Librarian/s
Home/Service	Friendship Bracelets	12/31/25	3		Librarian/s
Home/Service	Kindness Cards	12/31/25	23		Librarian/s
Home/Service	Snowmen Scavenger Hunt for Community Service	12/17/25	30		Librarian/s
Home/Service	Program Survey	12/31/25	33		Librarian/s
Home/Service	Recipe Cards	12/19/25	20		Librarian/s
Home/Service	Teen Department Monthly Survey December 2025	12/31/25	12		Librarian/s
Home/Service	Teen Winter-Spring Program 2026 Survey	12/17/25	21		Librarian/s
Teens	Total Participation Home/Service		266		
Teens	Total programs Home/Service		11		
Adult Library Programs November 2025					
Adults	Movie Matinee: First Wives Club	12/1/25	18		Friends Volunteer
Adults	Crochet & Knitting	12/3/25	11		Programmer
Adults	Learn Italian	12/4/25	10		Programmer
Adults	MahJongg	12/4/25	6		Staff Managed
Adults	Pine Cone Centerpiece	12/6/25	20		Programmer
Adults	Movie Matinee: Arabesque	12/8/25	12		Friends Volunteer
Adults	Crafts & Games for Special Needs	12/8/25	0		Staff Managed
Adults	Tom Lynch: Our Solar System	12/9/25	9		Programmer
Adults	Learn Italian	12/11/25	10		Programmer
Adults	Chef Rob: Chicken Chasseur	12/12/25	20		Programmer
Adults	Movie Matinee: Sabrina -- (Cancelled-No Sound)	12/15/25	0		Friends Volunteer
Adults	Learn Italian *make up class	12/15/25	9		Programmer
Adults	Jane Austen Lecture	12/16/25	30		Dr. Minogue
Adults	Crochet & Knitting	12/17/25	8		Programmer
Adults	MahJongg	12/18/25	4		Staff Managed
August	Adult Bingo	12/19/25	15		Staff Managed
Adults	Twin County Chorus	12/20/25	34		Programmer
Adults	Movie Matinee: Christmas in Connecticut	12/22/25	14		Friends Volunteer
Adults	Dubai Chocolate Cheesecake	12/30/25	32		Programmer
Adults	Total Attendance		262		
Adults	Total programs		19		
All Departments - All Ages					
All Ages	Jane Austen Movie Marathon: Pride & Prejudice	12/10/2025	3		Librarian/s
All Ages	Jane Austen Movie Marathon: Sense & Sensibility	12/10/2025	1		Librarian/s
All Ages	Jane Austen Movie Marathon: Emma	12/10/2025	0		Librarian/s
All Ages	Holiday Movie: The Muppet Christmas Carol	12/26/2025	3		Librarian/s
All Ages	Holiday Movie: Home Alone	12/27/2025	7		Librarian/s
All Department	Total Participation		14		
All Department	Total programs		5		
ALL	Total Participation		1195	500	
ALL	Total programs		84		
Community Group Programs December 2025					
Administration	National Charity League	12/7/2025	32		Community Group
Administration	Toastmasters	12/8/2025	4		Community Group
Community	Total Participation		36		Community Group
Community	Total programs		2		Community Group
Library	Total Attendance		1231	500	
Library	Total programs		86		

2025.12

ABSTRACT OF CLAIM VOUCHERS TO BE PAID

January 2026

List No. 26-01

Payroll Disbursement for Prior Calendar Month

No.	Acct. No.	Description	Amount
1-2	OL7410.1010	Personal Services - Regular	Payroll
	1020	Personal Services - Overtime	Payroll
	1030	Personal Services - Stability	Payroll
	1120	Personal Services - Part Time Help	Payroll
	1170	Personal Services - Other Payouts	Payroll
	OL9030.8000	Personal Services - Social Security	Payroll
	OL9060.8000	Personal Services - Health Insurance	Payroll
		Total Personal Services	228,449.55

No.	Acct. No.	Description	Amount			
	4080	Agolia, Joseph - Reimbursement	Cell Phone&PC-to-PC Dialup	50.00	00047	Dec-25
	4400	All Star Specialties	Program Supplies	207.87	16753	12.23.25
	4400	Brunetti, Lea	Programs	150.00	21269	1.22 & 1.29.26
	4070	Canon Financial Services Inc	Printer Lease	337.22	19718	12.12.25
			Copies	109.06		
	4020	CCP	Maintenance Contract	700.00	15272	12.11.2025
	4400	Coll, James	Programs	325.00	20674	1.28.26
	4270	Comps, Inc.	Library Materials	400.00	05047	01.01.26
	4270	Cove Delivery Inc	Newspaper Subscriptions	498.08	12.11.25	11.17-12.14.25
	4010	Dell Marketing	Dell Pro Micro & Mon	25,762.10	10239	11.25.25
	4460	Doyle Security	Security Guard	8,879.72	20837	11.27-12.3
						12.11 - 12.2
	2770.3	Elmont Public Library	Lost Book	19.00	14185	12.22.25
	4400	Fitness Figures NY In.	Programs	150.00	21214	01.21 & 01.28.26
	4400	Fun Express	Program Supplies	686.62	05519	12.2.25, 12.18.25
	4470	Garden City Chamber of Commerce	Membership Dues	60.00	01326	2026
	4010	Garden City Public Library PettyCash	Materials and Supplies		01336	12.30.25
	4280	"	Public Relations			PettyCash12/25
	4400	"	Program Prizes and snacks	266.57		
	4280	Giardino, Carisa	Public Relations		16089	
	4270	Greyhouse Publishing	Library Materials	295.00	13543	11.24.25
0H-7410-2014	H2M Architects & Engineers	Lower Level Renovation	29,133.20	01650	45% schematic design & fees	
4080	ILS Services	Primary Fiber Line Internet	364.00	06469	11892	
4460		Service Fees	12,267.56		Jan - Mar '26	
4400	Just be Yoga LLC	Programs	900.00	20477	Jan '26 Yoga sessions	
4010	Lowe's	Maintenance Supplies	141.43	15570		

4080	Malagon, Marianne	Zoom Reim	16.99	18477	12.24.25	
4270	Midwest Tape	Hoopla	910.57	8481		
		Non-print library materials	15.39			
4400	Minogue, Mary Ellen	Program	250.00	21615	12.16.25	
4400	Mitchell, Tanisha	Program	350.00	16818	1.13.26	
4400	Nash, Christin dba Tout Ruban	Program	600.00	21477	12.6.25	
4400	Nassau Library System	New York Hall of Science	675.00	03623	12.1.25	
4400		Holocaust Museum	225.00			
4270		Master Tax Guide	329.00			
4070		Shipping	2.64			
4270		Databases	35,443.51			
4510	National Grid	Natural Gas	4,760.12	10030	12.4.25	
4400	The New York Historical	Museum Pass	160.00	21610	12.3.25	
4080	Optimum	Internet	304.90	12821.1861	12.8 - 1.7.26	
4400	Organize Me! Of Long Island	Program	325.00	21267	01.16.26	
4270	Overdrive	Library Materials	18,429.00	14324	1.2026	
4070	Pitney Bowes	Postage Meter	356.64	10615	10.26 - 1.25.26	
4060	PSEG LI	Electricity	6,528.17	16009	11.4-12.2.25	
4400	Really Good Stuff	Program Supplies	532.46	09916	12.12.25	9087377
					12.4.25	9079066
4080	Ring Central	Telephone	784.68	20791	12.4.25	
4400	S&S Worldwide	Program Supplies	137.14	09009	12.2.25	
4460	Sourcepass	Professional IT Services	2,300.00	17495	12.1.25	245127
4540	"	Monthly IT Service Fees	3,473.06		12.1.25	245127
4400	Staples Contract & Commercial	Program Supplies	0.00	10774	11.22.25	
4010			71.22		11.15.25	
4070			522.96		11.15.25	
4400	Sweet Adelines International	Program	400.00	21599	12.20.25	
4400	Thems the Breaks Chocolate	Program	500.00	21486	12.30.25	
4540	Untangle	Software Support	1,620.00	16761	11.28.25	
4080	Verizon	Telephone	374.08	02668	11.30.25	
4010	WB Mason	Mat & Supplies	-	11387		
4400		Program Supplies	100.33	11387		
4400	Wolff, Lawrence	Film Lecture	250.00	21120	10.23.25	
		Total Vendor Accounts	<u>162,450.29</u>			
		Total - Personal Services	228,449.55		all p/r	
		Total - Regular Vendor Accounts	<u>160,150.29</u>		all reg vendors-capital vendors	
		Total- Operating Accounts	388,599.84		above 2 added	
		Total- Capital Accounts	29,133.20		only capital vendors add	
		Grand Total	<u>417,733.04</u>			

Garden City Public Library			
Analysis of Disbursements Paid			
<u>November 1 - November 30, 2025</u>			
<u>ACCOUNT/DATE</u>	<u>VENDOR</u>	<u>REF NO.</u>	<u>AMOUNT</u>
1010 Personal Services --Regular	Total for 1010 Personal Services-Regular	\$ <u>197,124.95</u>	
1020 Personal Services--Overtime	Total for 1020 Personal Services-Overtime	\$ <u>1,301.06</u>	
1030 Personal Services - Stability	Total for 1030 Personal Services - Stability	\$ <u> -</u>	
1120 Personal Services - Part Time	Total for 1120 Personal Services-Part Time	\$ <u>35,123.23</u>	
1170 Personal Services -Other Payouts	Total for 1170Personal Services -Other Payouts	\$ <u>300.43</u>	
OL9030.8000 Social Security	Total for OL9030.8000 Social Security	\$ <u>17,332.21</u>	
OL9060.8000 Health Insurance	Total for OL9060.8000 Health Insurance	\$ <u>53,672.32</u>	
OH2020 Technology	SOURCEPASS TOTAL LLC	\$ <u>5,312.50</u>	
OH2070 Library Roof Repair			
4010 Materials and Supplies	GARDEN CITY PUBLIC LIBRARY	\$ <u>34.97</u>	
	Grainger	\$ <u>180.93</u>	
	LOWE'S HOME CENTERS	\$ <u>264.01</u>	
	Total	\$ <u>479.91</u>	
4030 Maintenance of Plant	Intelli-tech	\$ <u>60.00</u>	
4060 Electricity	PSE&G	\$ <u>23,526.91</u>	
4070 Printing,Postage,Stationery	BAKER & TAYLOR	\$ <u>5.39</u>	
	CANON FINANCIAL SERVICES, INC.	\$ <u>616.48</u>	
	DIGITAL GRAPHIC	\$ <u>40.00</u>	
	W.B. MASON CO., INC.	\$ <u>19.95</u>	
	Total	\$ <u>681.82</u>	
4080 Telephone	AGOLIA, JOSEPH R.	\$ <u>50.00</u>	
	ILS SERVICES	\$ <u>364.00</u>	

	OPTIMUM	\$ 304.90
	RINGCENTRAL, INC.	
	VERIZON	\$ 374.24
	VERIZON WIRELESS	\$ 31.27
	Total	\$ <u>1,124.41</u>
4120 Travel and Training	Garden City Library	\$ <u>18.00</u>
4190 Payroll Services	AUTOMATIC DATA PROCESS.	\$ <u>970.29</u>
4270 Library Materials	BAKER & TAYLOR	\$ 269.47
	BARNES & NOBLE BOOKSELLERS, INC	\$ 976.92
	COVE DELIVERY, INC	\$ 498.08
	Garden City News	\$ 120.00
	Grey House Publishing	\$ 295.00
	WT Cox	\$ 23.75
	Total	\$ <u>2,183.22</u>
4280 Public Relations	GIARDINO, CARISA	\$ 500.00
	Digital Graphic Imagery	\$ 194.00
		\$ <u>694.00</u>
4290 Book Processing	BAKER & TAYLOR	\$ <u>16.89</u>
4400 Special Program Services	A TIME FOR KIDS, INC.	\$ 990.00
	BRUNETTI, LEA	\$ 130.00
	BUCHMAN, CHRISTOPHER	\$ 500.00
	CRADLE OF AVIATION MUSEUM	\$ 1,200.00
	CROCKER, KEITH J	\$ 225.00
	EMC CREATIVE ENDEAVORS, LLC	\$ 200.00
	FITNESS FIGURES NY INC.	\$ 75.00
	FUN EXPRESS, LLC	\$ 214.73
	GARDEN CITY PIZZA	\$ 521.68
	GARDEN CITY PUBLIC LIBRARY	\$ 99.98
	LT MICHAEL P. MURPHY NAVY SEAL MUSEUM	\$ 200.00
	OTC BRANDS, INC	\$ 411.11
	ROSENBERG, HOWARD	\$ 250.00
	S & S WORLDWIDE	\$ 108.54
	SOLOMON R. GUGGENHEIM MUSEUM	\$ 500.00
	STAPLES ADVANTAGE	\$ 171.18
	VELASQUEZ, LUPE	\$ 200.00
	W.B. MASON CO., INC.	\$ 794.48
	Total	\$ <u>6,791.70</u>

4460 Contract Services	CINTAS CORP.	\$ 396.55
	DOYLE SECURITY SERVICES, INC	\$ 9,173.33
	ILS	12516.96
	SOURCEPASS TOTAL LLC	\$ 2,300.00
	Total	\$ <u>24,386.84</u>
4470 Association Membership	American Library Associations	\$ <u>585.00</u>
4510 Natural Gas	National Grid	\$ <u>6,923.31</u>
4540 Maintenance of Software	JAMF HOLDINGS, INC. & SUBSIDIARIES	\$ 255.00
	AUTHENTIC CREATIVES LLC	\$ 79.96
	SOURCEPASS TOTAL LLC	\$ 3,448.47
		\$ <u>3,783.43</u>
4990 Prior Year Encumbrances	S & S WORLDWIDE	\$ <u>11.99</u>
	Total Vendors:	\$ 77,356.22
	Total Personal Services:	\$ 304,854.20
a=adp p=prepay	<u>GRAND TOTAL</u>	\$ <u>382,210.42</u>

Garden City Public Library
Analysis of Disbursements Paid
December 1 - December 31, 2025

<u>ACCOUNT/DATE</u>	<u>VENDOR</u>	<u>REF NO.</u>	<u>AMOUNT</u>
1010 Personal Services --Regular	Total for 1010 Personal Services-Regular		<u>\$ 122,306.12</u>
1020 Personal Services--Overtime	Total for 1020 Personal Services-Overtime		<u>\$ 863.52</u>
1030 Personal Services - Stability	Total for 1030 Personal Services - Stability		<u>\$ 15,000.00</u>
1120 Personal Services - Part Time	Total for 1120 Personal Services-Part Time		<u>\$ 20,054.94</u>
1170 Personal Services -Other Payouts	Total for 1170Personal Services -Other Payouts		<u>\$ -</u>
OL9030.8000 Social Security	Total for OL9030.8000 Social Security		<u>\$ 11,947.34</u>
OL9060.8000 Health Insurance	Total for OL9060.8000 Health Insurance		<u>\$ 58,277.63</u>
2770-3000	PETTI, CAROL RUSSO, ANTHONY & JEANNE		<u>\$ 10.89</u> <u>\$ 22.07</u> <u>\$ 32.96</u>
4010 Materials and Supplies	LOWE'S HOME CENTERS MINEOLA TROPHY AND AWARDS STAPLES ADVANTAGE W.B. MASON CO., INC.		<u>\$ 128.69</u> <u>\$ 229.00</u> <u>\$ 499.05</u> <u>\$ 27.79</u> Total <u>\$ 884.53</u>
4020 Maintenance of Equipment	COMPRISE TECHNOLOGIES INC.		<u>\$ 625.00</u>
4030 Maintenance of Plant	Intelli-tech		<u>\$ 60.00</u>
4060 Electricity	PSE&G		<u>\$ 6,528.17</u>
4070 Printing,Postage,Stationery	B & H PHOTO & VIDEO CANON FINANCIAL SERVICES, INC.		<u>\$ 492.88</u> <u>\$ 517.75</u> Total <u>\$ 1,010.63</u>
4080 Telephone	AGOLIA, JOSEPH R. ILS SERVICES MALAGON, MARIANNE OPTIMUM		<u>\$ 50.00</u> <u>\$ 364.00</u> <u>\$ 16.99</u> <u>\$ 304.90</u> p

	RINGCENTRAL, INC.	\$ 784.68
	VERIZON	\$ 374.08 p
	VERIZON WIRELESS	\$ 31.27
	Total	\$ <u>1,925.92</u>
4190 Payroll Services	AUTOMATIC DATA PROCESS.	\$ <u>922.42</u> a
4270 Library Materials	ABDO PUBLISHING CO.	\$ 1,066.90
	BARNES & NOBLE BOOKSELLERS, INC	\$ 5,834.41
	BLACK BOOK	\$ 257.32
	BOOK PAGE	\$ 420.00
	COVE DELIVERY, INC	\$ 498.08
	LONG ISLAND LIBRARY RESOURCES COUNCIL	\$ 1,019.00
	MIDWEST TAPE	\$ 1,598.84
	Total	\$ <u>10,694.55</u>
4280 Public Relations	FUREY, DONNA	\$ 60.00
	GARDEN CITY PUBLIC LIBRARY	\$ 22.00
	GIARDINO, CARISA	\$ 337.50
		\$ <u>419.50</u>
4290 Book Processing	BRODART CO.	\$ 115.50
	DEMCO INC.	\$ 143.66
		\$ <u>259.16</u>
4400 Special Program Services	BUCHMAN, CHRISTOPHER	\$ 550.00
	FACTORY DIRECT CRAFT SUPPLY, INC	\$ 213.96
	GARDEN CITY PUBLIC LIBRARY	\$ 194.41
	HIGH HOPES PRODUCTIONS LLC	\$ 180.00
	NASSAU LIBRARY SYSTEM	\$ 200.00
	REALLY GOOD STUFF INC.	\$ 89.60
	SANDS POINT PRESERVE CONSERVANCY, INC.	\$ 75.00
	SCOTT, ROBERT G	\$ 475.00
	SEVENTH STREET GOURMET DELI & CATERER	\$ 500.00
	STAPLES ADVANTAGE	\$ 202.80
	THE FRICK COLLECTION	\$ 200.00
	THEMS THE BREAKS CHOCOLATE	\$ 1,000.00
	TINY SONGBIRDS LLC	\$ 300.00
	VELASQUEZ, LUPE	\$ 100.00
	W.B. MASON CO., INC.	\$ 184.30
	Total	\$ <u>4,465.07</u>
4460 Contract Services	DOYLE SECURITY SERVICES, INC	\$ 12,207.38
	SOURCEPASS TOTAL LLC	\$ 2,300.00
	Total	\$ <u>14,507.38</u>

4510 Natural Gas	National Grid	\$ <u>4,659.83</u>
4540 Maintenance of Software	COMPRISE TECHNOLOGIES INC.	\$ 3,184.60
	ILS SERVICES	\$ 307.44
	SOURCEPASS TOTAL LLC	\$ 3,471.50
		\$ <u>6,963.54</u>
4990 Prior Year Encumbrances	PKF O'CONNOR DAVIES LLP	\$ <u>3,200.00</u> p

Total Vendors: \$ 57,158.66

Total Personal Services: \$ 363,131.83

GRAND TOTAL \$ 420,290.49

a=adp p=prepay

Garden City Public Library - Expenditure Report

September 30, 2025 - FINAL

GARDEN CITY PUBLIC LIBRARY
SCHEDULE OF CASH RECEIPTS
September 30, 2025 - FINAL

Account #		ORIGINAL					PRIOR			
		BUDGET	ADJUSTMENTS	REVISED BUDGET	PRORATED TO	SEPTEMBER	MONTHS' YTD	YTD	BALANCE	
		2025-2026			SEPTEMBER		RECEIPTS	RECEIPTS	RECEIPTS	
OL.2082.1	Fines	12,000.00		12,000.00	4,000.00	757.30	3,377.11	4,134.41	7,865.59	
OL.2360.1	Service to Other Governments	27,870.00		27,870.00	9,290.00	0.00	0.00	0.00	27,870.00	
OL.2401.2	Interest on Checking	31,000.00		31,000.00	10,333.00	6,915.81	21,728.77	28,644.58	2,355.42	
OL.2401.3	Interest on Special Reserve	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
OL.2401.4	Interest & Profits	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
OL.2410.1	Rental of Real Property	1,200.00		1,200.00	400.00	110.00	115.00	225.00	975.00	
OL.2701.1	Refund Appropriation Expenses	4,200.00		4,200.00	1,400.00	0.00	0.00	0.00	4,200.00	
OL.2705.1	Gifts & Donations	35,500.00	14,641.00	50,141.00	16,714.00	0.00	14,641.00	14,641.00	35,500.00	
OL.2760.1	System Cash Grant	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
OL.2770.3	Lost & Damaged Books	3,500.00		3,500.00	1,167.00	134.73	1,436.10	1,570.83	1,929.17	
OL.2770.4	Other Unclassified Revenue	4,000.00		4,000.00	1,333.00	458.60	1,157.10	1,615.70	2,384.30	
OL.2810.1	Transfer From General	3,858,551.00		3,858,551.00	1,286,184.00	0.00	3,858,551.00	3,858,551.00	0.00	
OL.3089.1	State Grant - Library Grant	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
OL.3840.1	State Aid - Libraries	6,500.00		6,500.00	2,167.00	0.00	6,617.70	6,617.70	(117.70)	
		TOTAL REVENUES	\$ 3,984,321.00	\$ 14,641.00	\$ 3,998,962.00	\$ 1,332,988.00	\$ 8,376.44	\$ 3,907,623.78	\$ 3,916,000.22	\$ 82,961.78

Keystone Rpt Dtd 11/21/2025

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees
From: Marianne Malagon, Library Director
Date: January 12, 2026
Subject: PLA Conference

Board approval is requested to approve Library Director Malagon and Operations Director Rosenblatt to attend the PLA conference in Minneapolis, MN in April 2026. This is one of the top professional conferences presented and is only held bi-annually, the last one being in April 2024, attended by Director Malagon. Approval is also requested to approve the associated expenses as outlined below:

This conference presents outstanding educational and networking opportunities to expand his skillset as an Assistant Director. The conference programs also expose attendees to a broad range of new ideas and trends happening in Libraries around New York. Both of us attending brings two unique points of view to “learn and return” more ideas to develop at the Library.

Below is a list of the related expenses *expected* (as of 1/7/26) to attend the conference. These funds are available in the Travel and Training account:

Conference admission \$414 (based on member rates and purchase before 2/20/26)

Hotel \$229 per night (Hilton Minneapolis, HQ hotel) x 3 nights \$687 + applicable taxes and fees

Airfare \$557* (subject to change; nonstop flights)

Per Diem \$322*

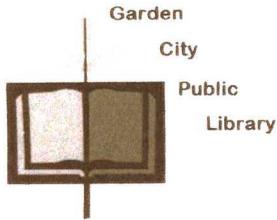
Total \$2,000 estimated per person,

X 2

Total \$4,000 estimated for both M. Malagon and C. Rosenblatt

Thank you in advance for the consideration.

*\$92 per day based on 2026 US Government rates (\$92 per day, \$69 1st/last day/travel).

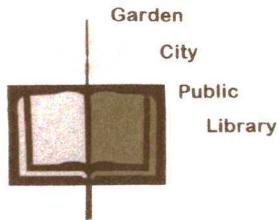


To: Library Board of Trustees
From: Courtney Rutt Rosenblatt
Date: January 12, 2026
Subject: Approval of Extended Paid Sick Leave

Pursuant to the CSEA Rank and File Collective Bargaining Agreement, Board approval of continued extended paid sick leave for an employee recovering from a personal medical procedure is requested. The employee's leave began November 21st and continuation is requested to the next meeting, February 9, 2026.

The employee has submitted a doctor's note supporting her absence. The note dated and inclusive of November 21, 2025, states that a return-to-work date is currently undetermined at this time.

We are requesting the Board's approval of this employee's request for extended paid sick leave. Please let me know if you have any questions. Thank you.



To: Library Board of Trustees
From: Courtney Rutt Rosenblatt
Date: January 12, 2026
Subject: Acceptance of Donations

The Library received two donations in the month of December. Board acceptance of the following donations are requested: Friends of the Garden City Public Library for \$12,000 for programming and Ms. Sarah DiPippo for \$100.

We are very thankful for the generosity of the Friends and of Ms. DiPippo.

Please let me know if you have any questions. Thank you.

6674

FRIENDS OF THE GARDEN CITY
PUBLIC LIBRARY, INC.

DATE Dec 25, 2025 1-2/210PAY
TO THE
ORDER OF

Garden City Public Library \$ 12,000 00
Twelve Thousand Dollars 00/00 DOLLARS

Security Features
Included.
Details on Back.

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

FOR

Programming

006674 0210000211

Maureen Fuller

40102252611

MP

SARAH A. DIPIPPO
108 ARTHUR ST.
GARDEN CITY, NY 11530-3002

29-1310/213

186

PAY TO THE
ORDER OF

Garden City Public Library DATE 12/29/2025
One hundred — \$ 100 -

Citizens

DOLLARS

Security Features
Included.
Details on Back.

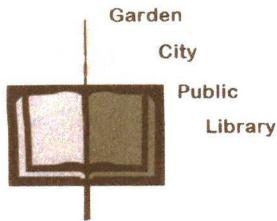
MEMO

0213131031 402450366811

0186

Sarah Dipippo

MP



To: Library Board of Trustees
From: Courtney Rutt Rosenblatt
Date: January 12, 2026
Subject: Approval for Friends' Book Sales

The Friends are requesting approval of its annual Spring book sale to be held on May 2nd and 3rd. They are also considering pairing the book sale with the sale of plants.

The Boards consideration and approval of this sale is requested.

Please let me know if you have any questions. Thank you.