

MEETING OF THE BOARD OF TRUSTEES

OF THE

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

February 27, 2012

7:00 PM

AGENDA

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

II. PROCEDURE FOR PUBLIC COMMENT

Period for Public Expression – Revised Procedure

III. APPROVAL OF MINUTES

IV. SCHEDULE OF CLAIMS

1. OPERATING FUND

V. FINANCIAL REPORTS

VI. DIRECTOR'S REPORT

VII. ASSISTANT DIRECTOR'S REPORT

VIII. BUSINESS MANAGER'S REPORT

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

AGENDA

FEBRUARY 27, 2012

- A. DEPARTMENT REPORTS
- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. CORRESPONDENCE
- D. NYS ANNUAL REPORT
- E. CONTRACT RENEWALS
- F. BY-LAW REVISION
- G. COLLECTION DEVELOPMENT REPORT
STAFF PRESENTATION

Period for Public Expression

XI. EXECUTIVE SESSION

XII. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for:

MARCH 26, 2012

BUDGET HEARING at 7:00PM

REGULAR BOARD MEETING IMMEDIATELY FOLLOWING

PROCEDURES FOR PUBLIC COMMENT - Revised

- I. Unless otherwise provided herein, the Board will provide for public comment at each of its regular meetings. The agenda for each regular meeting will include a period for public comment
 - A. The President of the Board or person conducting the meeting has the authority to exclude comments at his discretion and prohibit further comment by any speaker who violates these rules, and, if necessary, call for the removal of any person for misconduct or refusal to obey reasonable orders from the meeting.
 - B. The President of the Board or person conducting the meeting has the authority to end the period for public comment after thirty (30) minutes.

- II. Persons wishing to comment must be in attendance at the meeting and shall:
 - A. Speak only when recognized by the President of the Board or person conducting the meeting.
 - B. Speak only on an item included on the meeting agenda
 - C. Direct all comments to the President of the Board or person conducting the meeting.
 - D. There is an absolute prohibition on personal attacks on Board members or others, comments considered profane, frivolous, harassing, and repetitive or are not appropriate for comment.
 - E. Questions which will require in-depth discussion or written answers are best directed to the Library Board and/or Director in writing, for follow-up after the Board meeting.

Requests for access to Library Documents and information should be submitted utilizing the Library FOIL Request Form.

Complaints or suggestions for improvement of Library procedures and services are important to us. Please submit them in writing to the Library Board or Director so we can take them under advisement.

- III. If speaking on behalf of a group, provide documentation for approval by the Board President or person conducting the meeting that their presented views are those of the organization. A resolution or official minutes from the organization are acceptable forms of documentation.

- IV. Speak only once and limit comments to (3) minutes or less

DRAFT - UNAPPROVED

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

MINUTES OF JANUARY 23, 2012 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:00 pm.

Present were Trustees Maiorana, Mazzarella, Raineri, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, Secretary Prevete, and community residents.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Mazzarella, second by Raineri to accept the minutes of the December 19, 2011 meeting of the Board of Trustees. Carried 3-0.

MINUTES

Motion by Mazzarella, second by Raineri to approve the Operating Fund schedule of claims dated 1/23/12; Prepay Payables Warrant #1 \$22,369.68; Payables Warrant #2 \$149,831.40; Payroll Warrant W.E. 12/23/2011 \$182,247.19; Payroll Benefits Warrant \$63,646.21; Payroll Warrant W.E. 12/09/2011 \$169,865.28; Payroll Benefits Warrant \$4,852.30.

**SCHEDULE
OF CLAIMS**

Motion by Raineri, second by Mazzarella to approve the December 2011 Operating Fund Report. Carried 3-0.

**FINANCIAL
REPORTS**

Motion by Mazzarella, second by Raineri to approve the Capital Reserve Report for December 2011. Carried 3-0.

The Director added to her written report that due to the release of census figures & reflected population growth, the Eastport-South Manor School District residents will vote on a 17% tax levy increase in May 2012. Should the residents reject the budget the library would realize a decrease in revenue. Contracts for library service are exempt from the 2% tax cap. The Director also clarified for the Board that the attendance of two

**DIRECTOR'S
REPORT**

DRAFT - UNAPPROVED

employees at the National Conference on Family Literacy, where our employees are making a presentation, will be paid for by the Family Literacy Project. The proposed date for the Ad Hoc Facility Committee to meet is Monday, February 6, 2012, pending the receipt of all the reports. The meeting will begin at 8 pm to accommodate residents attending a Mastic Beach Village Meeting on the same evening.

Assistant Director reported that Dr. Casciano and 8 students read essays on courage in honor of William Floyd's birthday at the library. The library will be offering an children's acting workshop in conjunction with the upcoming community production of Seussical the library Friends of the Arts contributed the funds to purchase the performance rights to the musical, partnering with WFSD & the Community Summit. Co-ordinating legal notices for the Budget & Trustee Vote and reported on mandatory training for staff on workplace violence.

The Business Manager discussed a 1/2 million dollar retirement bill, that the actual recognition of such is this month.

Trustee Mazzarella said the Board Finance subcommittee will earmark any increase up to the 2% cap for facility repairs.

Motion by Raineri, second by Mazzarella to accept the Director's recommended personnel changes. Carried 3-0.

Director noted that due to new tax cap legislation, the Board did not receive a required form from NY State to adopt a budget for January's meeting.

Motion by Mazzarella, second by Raineri to hold a Special Board Meeting on February 7, 2012 for the purpose of adopting an operating budget to put forth for vote on April 3, 2012. Carried 3-0.

Motion by Raineri, second by Mazzarella to accept the Friends of the Arts, Inc. Quarterly Financial Report as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 3-0.

Motion by Raineri, second by Mazzarella to accept the Family Literacy Project, Inc. Quarterly Financial Report as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 3-0.

ASS'T DIRECTOR'S REPORT

BUSINESS MNGR'S REPORT

FINANCE COMMITTEE REPORT

RECOMMENDED PERSONNEL CHANGES

BUDGET PLANS FISCAL YEAR

FRIENDS OF THE ARTS

FAMILY LITERACY PROJECT, INC.

DRAFT - UNAPPROVED

Motion by Mazzarella, second by Raineri to approve Board Members, Director, Assistant Director, and/or Department Heads to attend the Skillpath Seminar "How to Become a Better Communicator" on March 15, 2012 at a cost not to exceed \$250.00 per person. Carried 3-0.

**CONTINUING
EDUCATION**

Motion by Mazzarella, second by Raineri to allocate an additional \$643,000.00 to the Capital Repair Fund. Carried 3-0

**CAPITAL FUND
DESIGNATION**

Motion by Mazzarella, second by Raineri to accept the proposal from We Comply, Inc., for an annual subscription priced at \$3,780.00 so our staff can access mandatory training modules on workplace violence and safety, fiscal responsibility, and discrimination in the workplace. Annual staff training on workplace violence is required by NYS Law. Carried 3-0.

STAFF TRAINING

The Tax Cap Resolution was tabled pending the release of additional information from New York State. Carried 3-0.

**TAX CAP
RESOLUTION**

Motion by Mazzarella, second by Raineri to approve the proposed Structural Engineering Analysis by TDM Consulting Engineer, P.C. in the amount of \$900.00. Carried 3-0.

**TDM STRUCTURAL
ENGINEER
PROPOSAL**

Motion by Mazzarella, second by Raineri to authorize the Director to place an ad in the Rotary Club journal at a cost of \$100.00. Carried 3-0.

**ROTARY CLUB OF
SHIRLEY AND THE
MASTICS**

Motion by Raineri, second by Mazzarella to approve attendance of the Board of Trustees, Director, Assistant Director, Department Heads and/or Designated staff at the Rotary Club of Shirley and the Mastics 2012 Man of The Year event on February 4, 2012 at Sunset Harbor, Patchogue, NY at a Cost of \$75.00 per person. Carried 3-0.

Moton by Mazzarella, second by Raineri to authorize payment of membership dues in the Suffolk County Library Association for the Board of Trustees, Director, Assistant Director and Department Heads, at a cost not to Exceed \$50.00 per person. Carried 3-0.

**PROFESSIONAL
MEMBERSHIPS**

Motion by Mazzarella, second by Raineri to designate an additional \$643, 000.00 to the Capital Repair Fund. Carried 3-0.

**CAPITAL FUND
DESIGNATION**

DRAFT - UNAPPROVED

Motion by Raineri, second by Mazzarella to approve library staff participation in Library Advocacy Day on March 6, 2012. Designated staff will attend as part of their normally scheduled work day. There will be no additional cost/reimbursement for participation. Carried 3-0.

LIBRARY ADVOCACY DAY

Motion by Saggio, second by Mazzarella to enter into executive session at 7:34 pm for discussion of personnel issues. Carried 3-0.

EXECUTIVE SESSION

Motion by Raineri, second by Saggio to leave executive session at 9:48 pm . Carried 3-0.

Motion by Mazzarella, second by Raineri fo appoint Richard Zuckerman as labor counsel to Mastics-Moriches-Shirley Community Library at an annual retainer of \$12,000.00 for representation of the library in additional matters outside the scope of the library, hourly rates will be capped at \$275. an hour. Carried 3-0.

Motion by Mazzarella, second by Maiorana to adjourn at 9:52 pm.
Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

MINUTES OF FEBRUARY 6, 2012 SPECIAL BOARD MEETING

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President Maiorana called the meeting to order at 8:05 pm.

Present were Trustees Maiorana, Simmons, Mazzarella, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, Architect Rick Wiedersum, Victor Conseco and Bob Viola of Sandpebble Builders and members of the Ad-Hoc .

PRESENT

The committee reviewed the reports submitted by the Structural Engineers, (TDM and Maresca) the Mechanical, Electrical and Plumbing Engineer (Strunk-Albert), the Architect (Wiedersum Associates) and the Technology Consultant.(A+ Solutions).

**GENERAL
DISCUSSION**

Architect Rick Wiedersum gave an overview of the facility.

CONCLUSION

The Committee, after much discussion, requested that Rick Wiedersum put together one document to encompass all the information in the individual professional reports. The committee expressed hope that a prioritized list of work could be obtained for the next meeting.

Motion to adjourn the meeting at 9:27 (Maiorana, Mazzarella)

ADJOURNMENT

MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY

MINUTES OF FEBRUARY 7, 2012 BOARD MEETING

President Maiorana called the meeting to order at 8:05 pm.

Present were Trustees Maiorana, Simmons, Mazzarella, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, Secretary Prevete and several Community residents.

PRESENT

Motion by Simmons, second by Mazzarella to approve the Legal Notice for the annual operating budget vote and trustee election as presented. The notice shall run in the legal newspapers of the Mastics - Moriches - Shirley Community Library. Carried 3-0.

LEGAL NOTICE

Motion by Mazzarella, second by Simmons to authorize the Business Manager and Director to submit the New York State Tax Cap Form as presented. Carried 3-0.

NEW YORK STATE
TAX CAP FORM

3. TAX CAP RESOLUTION

While it is not this Board's intention to exceed the newly enacted New York State Tax Cap we are very concerned with the lack of timely guidance, cooperation, and information coming from the New Your State agencies charged with enforcing this law so we feel it is necessary to enact this **override resolution in order to protect our community's investment in their public library.** This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this new law.

TAX CAP
RESOLUTION

DRAFT - UNAPPROVED

Resolved, that the Board of Trustees of the Mastics - Moriches - Shirley Community Library hereby resolves to override the tax levy limit established in General Municipal Law 3 - c :

Section 1, Legislative Intent

It is the intent of this resolution to override the limit on the amount of real property taxes that may be levied by the Library through the William Floyd UFSD pursuant to General Municipal law § 3-c, and to allow the Library to adopt a budget for library purposes that requires a real property tax levy **in excess of the "tax levy limit" as defined by General Municipal law § 3-c.**

Section 2. Authority

This resolution is adopted pursuant to General Municipal Law § 3] which authorizes the Library board to override the tax levy limit by the adoption of a resolution approved by vote of sixty percent (60%) of the Library board.

Section 3. Tax Levy Limit Override

The Mastics-Moriches-Shirley Community Library is hereby authorized to adopt a budget for the fiscal year 2012/2013 that requires a real property tax levy in excess of the limit specified in General Municipal Law, §3-c.

Section 4. Severability.

If any clause, sentence, paragraph, subdivision, or part of this resolution or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date.

This resolution shall take effect immediately.

law § 3-c.

Motion by Simmons, second by Mazzarella to adopt the Draft Fiscal Year 2012 - 2013 Operating Budget. The total budget put forth to vote is \$9,175,000.00 the requisite portion to be raised by taxes being \$8,690,000.00. Carried 3-0.

FISCAL YEAR
2012 - 2013
PROPOSED
OPERATING
BUDGET

DRAFT - UNAPPROVED

Motion by Mazarella, second by Simmons to adjourn at 8:12pm.
Carried 3-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY
February 23, 2012
MINUTES OF SPECIAL BOARD MEETING**

President Maiorana called the meeting to order at 9:05AM.

Present were Trustees Maiorana, Raineri, Saggio, Director Rosalia, Business Manager Nowak, and one member of the public. Also present was Richard Zuckerman, Esq. Trustee Simmons arrived at 9:15AM.

PRESENT

Motion by Saggio second by Raineri to move into Executive Session at 9:08AM for discussion related to collective bargaining and related legal issues.

**EXECUTIVE
SESSION**

Motion by Raineri, second by Simmons to leave Executive Session at 10:25AM. No Action Taken

The Director discussed the current RFID technology in the library and gave the board a demonstration of the technology as it applies to the circulation of items to members of the public. An overview and demonstration of the procedures staff follow to tag items was given. The Board members present visited the Circulation Desk for a discussion of the shelving and procures currently in place for items on reserve for patrons. Opportunities to fully capitalize on our investment in RFID technology, and how it relates to our current procedures were discussed. No Action Taken.

**TECHNOLOGY
OVERVIEW**

Motion by Raineri second by Saggio to adjourn at 11:25AM.

ADJOURNMENT

Respectfully submitted by, Kerri Rosalia

Kerri Rosalia, Library Director

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

SCHEDULE OF CLAIMS

PRESENTED FEBRUARY 27, 2012

PREPAY PAYABLES WARRANT #1	\$71,423.81
PAYABLES WARRANT #2	\$ 98,689.03
PAYROLL WARRANT W.E. 1/20/2012	\$184,933.83
PAYROLL BENEFITS WARRANT	\$59,103.06
PAYROLL WARRANT W.E. 2/3/2012	\$183,351.18
PAYROLL BENEFITS WARRANT	\$6,675.59
PAYROLL WARRANT W.E. 2/17/2012	\$179,505.29
PAYROLL BENEFITS WARRANT	\$61,981.63
TOTAL	<u>\$845,663.42</u>

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I hereby certify that at a meeting of the board of Trustees, a resolution was adopted for authorized payment of this attached schedule of claims.

Secretary:

Date:

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48124	01/24/2012	AT&T	L0225 - EMPIRE NAT'L - OPERATING	37.05
Bill	*11012	01/23/2012		6431D - TELECOMMUNICATIONS	37.05
TOTAL					37.05
Bill Pmt -Check	48125	01/24/2012	Cablevision	L0225 - EMPIRE NAT'L - OPERATING	597.35
Bill	*01/16-02/15	01/23/2012		6431D - TELECOMMUNICATIONS	589.05
				6439A - EQUIPMENT R & M (ADULT)	4.15
				6439N - EQUIPMENT R & M (TEEN)	4.15
TOTAL					597.35
Bill Pmt -Check	48126	01/24/2012	Sam's Club	L0225 - EMPIRE NAT'L - OPERATING	2,351.94
Bill	*01082012	01/23/2012		6451G - CUSTODIAL SUPPLIES	491.22
				6437C - PROGRAMS (C&P)	151.26
				6437L - PROGRAMS (LIT)	542.00
				6437A - PROGRAMS (ADULT)	1,005.78
				6430G - OFFICE AND LIBRARY SUPPLIES	161.68
TOTAL					2,351.94
Bill Pmt -Check	48127	01/24/2012	Verizon	L0225 - EMPIRE NAT'L - OPERATING	80.28
Bill	*010712	01/23/2012		6431D - TELECOMMUNICATIONS	80.28
TOTAL					80.28
Bill Pmt -Check	48128	01/25/2012	Postmaster	L0225 - EMPIRE NAT'L - OPERATING	3,030.31

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	*NL 22012	01/24/2012		6433G · POSTAGE	3,030.31
TOTAL					<u>3,030.31</u>
Bill Pmt -Check	48129	01/26/2012	American Express	L0225 · EMPIRE NAT'L - OPERATING	4,981.72
Bill	*011312	01/25/2012		7203C · EQUIPMENT C & P	463.67
				7203N · EQUIPMENT TEEN	214.38
				6430G · OFFICE AND LIBRARY SUPPLIES	226.26
				6431D · TELECOMMUNICATIONS	45.00
				7203A · EQUIPMENT ADULT	10.28
				7203W · EQUIPMENT WIRE	381.04
				6435L · CED, CONF & TRAVEL (LIT)	2,184.10
				6437C · PROGRAMS (C&P)	175.49
				6435A · CED, CONF & TRAVEL (ADULT)	504.50
				6435G · CED, CONF & TRAVEL (GEN)	129.00
				643765 · PROMOTION AND PUBLICITY	504.00
				6435D · CED, CONF & TRAVEL (ADM)	75.00
				6435N · CED, CONF & TRAVEL (TEEN)	34.50
				6435C · CED, CONF & TRAVEL (C&P)	34.50
TOTAL					<u>4,981.72</u>
Bill Pmt -Check	48130	01/26/2012	Long Island Railroad	L0225 · EMPIRE NAT'L - OPERATING	255.00
Bill	*Tickets 1282012	01/26/2012		6437A · PROGRAMS (ADULT)	255.00
TOTAL					<u>255.00</u>
Bill Pmt -Check	48131	01/30/2012	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	1,725.94
Bill	*011012	01/30/2012		6410N · BOOKS (TEEN)	104.30

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
February 27, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
				6429C · REALIA (C&P)	42.90
				6417C · VIDEOS (C&P)	261.39
				6410A · BOOKS (ADULT)	545.10
				6417A · VIDEOS (ADULT)	124.68
				6410C · BOOKS (C&P)	162.77
				6412A · RECORDINGS (ADULT)	77.57
				6417N · VIDEOS (TEEN)	407.23
TOTAL					<u>1,725.94</u>
Bill Pmt -Check	48132	01/30/2012	Utica National Insurance Group	L0225 · EMPIRE NAT'L - OPERATING	55,268.00
Bill	*011212	01/30/2012		9040 · WORKERS' COMPENSATION	55,268.00
TOTAL					<u>55,268.00</u>
Bill Pmt -Check	48133	02/02/2012	Rotary Club of Shirley & the Mastics	L0225 · EMPIRE NAT'L - OPERATING	400.00
Bill	*2042012	02/02/2012		6435D · CED, CONF & TRAVEL (ADM)	400.00
TOTAL					<u>400.00</u>
Bill Pmt -Check	48134	02/03/2012	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	143.30
Bill	*012012	02/02/2012		6451G · CUSTODIAL SUPPLIES	132.32
				6430G · OFFICE AND LIBRARY SUPPLIES	10.98
TOTAL					<u>143.30</u>
Bill Pmt -Check	48135	02/14/2012	McCarney Tours	L0225 · EMPIRE NAT'L - OPERATING	300.00
Bill	*Contract #20928	02/13/2012		6437A · PROGRAMS (ADULT)	300.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					300.00
Bill Pmt -Check	48136	02/14/2012	National Grid	L0225 - EMPIRE NAT'L - OPERATING	926.60
Bill	*02072012	02/13/2012		6450F - FUEL/GAS	926.60
TOTAL					926.60
Bill Pmt -Check	48137	02/14/2012	NYLA YSS	L0225 - EMPIRE NAT'L - OPERATING	140.00
Bill	*Reg 2012EC	02/13/2012		6435C - CED, CONF & TRAVEL (C&P)	140.00
TOTAL					140.00
Bill Pmt -Check	48138	02/14/2012	Suffolk County Water Authority	L0225 - EMPIRE NAT'L - OPERATING	205.57
Bill	*10282011-1302012	02/13/2012		6450W - WATER	205.57
TOTAL					205.57
Bill Pmt -Check	48139	02/14/2012	Cablevision	L0225 - EMPIRE NAT'L - OPERATING	597.35
Bill	*021612-031512	02/14/2012		6431D - TELECOMMUNICATIONS	589.05
				6439A - EQUIPMENT R & M (ADULT)	4.15
				6439N - EQUIPMENT R & M (TEEN)	4.15
TOTAL					597.35
Bill Pmt -Check	48140	02/14/2012	Sam's Club	L0225 - EMPIRE NAT'L - OPERATING	383.40
Bill	*02082012	02/14/2012		6451G - CUSTODIAL SUPPLIES	82.08

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
February 27, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
				6437N · PROGRAMS (TEEN)	301.32
TOTAL					383.40

GRAND TOTAL: \$ 71,423.81

I hereby certify that at a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48141	02/27/2012	All Island Janitorial Supply, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	676212	02/09/2012		6451G · CUSTODIAL SUPPLIES	-238.50
TOTAL					<u>-238.50</u>
Bill Pmt -Check	48142	02/27/2012	American Library Association	L0225 · EMPIRE NAT'L - OPERATING	
Bill	24515244	01/27/2012		6410C · BOOKS (C&P)	-187.50
TOTAL					<u>-187.50</u>
Bill Pmt -Check	48143	02/27/2012	Andresen, Alana	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/12,19,26/2012	02/08/2012		6437C · PROGRAMS (C&P)	-300.00
Bill	1/17,24,31/2012	02/09/2012		6437C · PROGRAMS (C&P)	-500.00
TOTAL					<u>-800.00</u>
Bill Pmt -Check	48144	02/27/2012	Ashton, Lisa	L0225 · EMPIRE NAT'L - OPERATING	
Bill	85072	02/02/2012		6410A · BOOKS (ADULT)	-8.99
TOTAL					<u>-8.99</u>
Bill Pmt -Check	48145	02/27/2012	Audio Editions	L0225 · EMPIRE NAT'L - OPERATING	
Bill	440429	01/26/2012		6412A · RECORDINGS (ADULT)	-8.00
TOTAL					<u>-8.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48146	02/27/2012	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3017629695	01/26/2012		6410C · BOOKS (C&P)	-348.36
Bill	3017640341	01/26/2012		6410C · BOOKS (C&P)	-33.86
Bill	3017652012	01/26/2012		6410A · BOOKS (ADULT)	-150.61
Bill	3017649787	01/26/2012		6410A · BOOKS (ADULT)	-394.91
Bill	3017636575	01/26/2012		6410A · BOOKS (ADULT)	-171.08
Bill	3017647772	01/26/2012		6410A · BOOKS (ADULT)	-32.95
Bill	3017654939	01/26/2012		6410A · BOOKS (ADULT)	-282.12
Bill	3017655987	01/27/2012		6410A · BOOKS (ADULT)	-61.90
Bill	3017662253	01/27/2012		6410A · BOOKS (ADULT)	-477.42
Bill	3017655878	01/27/2012		6410A · BOOKS (ADULT)	-287.12
Bill	3017641940	01/27/2012		6410A · BOOKS (ADULT)	-48.57
Bill	3017641608	01/27/2012		6410C · BOOKS (C&P)	-20.40
Bill	3017664634	01/27/2012		6410C · BOOKS (C&P)	-41.68
Bill	3017661408	01/27/2012		6410C · BOOKS (C&P)	-119.94
Bill	3017660367	01/27/2012		6410C · BOOKS (C&P)	-60.26
Bill	3017639241	01/27/2012		6410C · BOOKS (C&P)	-298.43
Bill	3017666055	02/02/2012		6410C · BOOKS (C&P)	-541.02
Bill	3017672378	02/02/2012		6410C · BOOKS (C&P)	-97.00
Bill	3017658726	02/02/2012		6410C · BOOKS (C&P)	-125.89
Bill	3017667859	02/02/2012		6410C · BOOKS (C&P)	-21.41
Bill	3017667858	02/02/2012		6410C · BOOKS (C&P)	-63.04
Bill	3017665370	02/02/2012		6410C · BOOKS (C&P)	-86.67
Bill	3017662949	02/02/2012		6410C · BOOKS (C&P)	-25.93
Bill	3017658310	02/02/2012		6410C · BOOKS (C&P)	-256.59
Bill	3017650193	02/02/2012		6410C · BOOKS (C&P)	-305.49
Bill	3017663041	02/06/2012		6410A · BOOKS (ADULT)	-14.50
Bill	3017662945	02/06/2012		6410A · BOOKS (ADULT)	-190.32
Bill	3017664803	02/06/2012		6410A · BOOKS (ADULT)	-130.09
Bill	3017653220	02/06/2012		6410N · BOOKS (TEEN)	-159.84
Bill	3017667580	02/06/2012		6410A · BOOKS (ADULT)	-166.94

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Type	Num	Date	Name	Account	Paid Amount
Bill	3017677024	02/08/2012		6410C · BOOKS (C&P)	-140.43
Bill	3017642426	02/08/2012		6410C · BOOKS (C&P)	-898.41
Bill	3017682931	02/09/2012		6410A · BOOKS (ADULT)	-199.22
Bill	3017680914	02/09/2012		6410A · BOOKS (ADULT)	-240.07
Bill	3017662578	02/09/2012		6410A · BOOKS (ADULT)	-1,035.55
Bill	3017666292	02/09/2012		6410A · BOOKS (ADULT)	-59.27
Bill	3017674542	02/09/2012		6410A · BOOKS (ADULT)	-59.43
Bill	3017677036	02/09/2012		6410A · BOOKS (ADULT)	-66.56
Bill	3017673684	02/09/2012		6410A · BOOKS (ADULT)	-214.98
Bill	3017673305	02/09/2012		6410A · BOOKS (ADULT)	-47.45
Bill	3017677737	02/09/2012		6410A · BOOKS (ADULT)	-33.51
Bill	3017670848	02/09/2012		6410A · BOOKS (ADULT)	-316.51
Bill	3017687335	02/09/2012		6410A · BOOKS (ADULT)	-144.43
Bill	3017620408	02/10/2012		6410A · BOOKS (ADULT)	-732.07
Bill	3017692156	02/10/2012		6410A · BOOKS (ADULT)	-171.07
Bill	3017688486	02/10/2012		6410A · BOOKS (ADULT)	-191.29
Bill	3017692557	02/10/2012		6410A · BOOKS (ADULT)	-523.82
Bill	3017693545	02/10/2012		6412A · RECORDINGS (ADULT)	-44.44
Bill	3017695264	02/14/2012		6410A · BOOKS (ADULT)	-271.22
Bill	3017699596	02/14/2012		6410A · BOOKS (ADULT)	-295.43
Bill	3017674746	02/14/2012		6410C · BOOKS (C&P)	-518.30
Bill	3017688863	02/14/2012		6410C · BOOKS (C&P)	-135.32
Bill	3017650552	02/14/2012		6410C · BOOKS (C&P)	-19.39
Bill	3017688048	02/14/2012		6410C · BOOKS (C&P)	-377.20
Bill	3017695474	02/14/2012		6410C · BOOKS (C&P)	-178.94
Bill	3017644341	02/14/2012		6410C · BOOKS (C&P)	-967.85
Bill	3017701919	02/14/2012		6410N · BOOKS (TEEN)	-66.91
Bill	3017689831	02/14/2012		6410N · BOOKS (TEEN)	-307.26
Bill	3017681329	02/14/2012		6410N · BOOKS (TEEN)	-11.30
Bill	3017670727	02/14/2012		6410N · BOOKS (TEEN)	-166.12
Bill	3017648857	02/14/2012		6410N · BOOKS (TEEN)	-6.05
Bill	3017648847	02/14/2012		6410N · BOOKS (TEEN)	-4.82

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Type	Num	Date	Name	Account	Paid Amount
Bill	3017647559	02/14/2012		6410N · BOOKS (TEEN)	-48.61
Bill	3017666635	02/14/2012		6410N · BOOKS (TEEN)	-6.05
Bill	3017663042	02/14/2012		6410N · BOOKS (TEEN)	-16.22
Bill	3017668207	02/14/2012		6410N · BOOKS (TEEN)	-1,280.64
Bill	3017678696	02/14/2012		6410N · BOOKS (TEEN)	-19.78
TOTAL					<u>-14,830.26</u>

Bill Pmt -Check	48147	02/27/2012	Baker & Taylor Entertainment	L0225 · EMPIRE NAT'L - OPERATING	
Bill	V72014140	01/27/2012		6417C · VIDEOS (C&P)	-53.60
Bill	V73201800	02/02/2012		6417C · VIDEOS (C&P)	-117.94
Bill	V72911250	02/06/2012		6412A · RECORDINGS (ADULT)	-92.15
Bill	V72911240	02/09/2012		6412A · RECORDINGS (ADULT)	-12.71
Bill	V73277800	02/09/2012		6417A · VIDEOS (ADULT)	-24.97
Bill	V3335250	02/10/2012		6417A · VIDEOS (ADULT)	-20.00
Bill	V73282290	02/14/2012		6417C · VIDEOS (C&P)	-21.42
Bill	V72911690	02/14/2012		6410N · BOOKS (TEEN)	-21.41
TOTAL					<u>-364.20</u>

Bill Pmt -Check	48148	02/27/2012	Baking Coach, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1162012	01/30/2012		6437A · PROGRAMS (ADULT)	-248.00
Bill	292012	02/14/2012		6437A · PROGRAMS (ADULT)	-550.00
TOTAL					<u>-798.00</u>

Bill Pmt -Check	48149	02/27/2012	Bayport-Blue Point Library	L0225 · EMPIRE NAT'L - OPERATING	
Bill	01262012	02/06/2012		6410A · BOOKS (ADULT)	-22.00
TOTAL					<u>-22.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48150	02/27/2012	Benter, Doris	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1282012	02/08/2012		6437C · PROGRAMS (C&P)	-225.00
TOTAL					<u>-225.00</u>
Bill Pmt -Check	48151	02/27/2012	Bertos, Kathi	L0225 · EMPIRE NAT'L - OPERATING	
Bill	262012	02/14/2012		6437L · PROGRAMS (LIT)	-50.00
TOTAL					<u>-50.00</u>
Bill Pmt -Check	48152	02/27/2012	Blick Art Materials	L0225 · EMPIRE NAT'L - OPERATING	
Bill	440748	02/06/2012		6437N · PROGRAMS (TEEN)	-10.06
Bill	438019	02/06/2012		6437N · PROGRAMS (TEEN)	-181.94
Bill	454869	02/09/2012		6437N · PROGRAMS (TEEN)	-5.03
TOTAL					<u>-197.03</u>
Bill Pmt -Check	48153	02/27/2012	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	225276	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-364.80
Bill	224936	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-543.84
Bill	223712	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-125.52
Bill	227535	01/27/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-65.84
Bill	229158	02/01/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-48.33
Bill	229298	02/01/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-158.31
TOTAL					<u>-1,306.64</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48154	02/27/2012	Burns, Erin M.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1172012	02/08/2012		6437N - PROGRAMS (TEEN)	-80.00
TOTAL					-80.00
Bill Pmt -Check	48155	02/27/2012	BWI	L0225 - EMPIRE NAT'L - OPERATING	
Bill	251128D	02/14/2012		6410N - BOOKS (TEEN)	-71.39
Bill	255133D	02/14/2012		6410N - BOOKS (TEEN)	-19.47
TOTAL					-90.86
Bill Pmt -Check	48156	02/27/2012	Carco Group, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	00754373	02/13/2012		6437P16 - STAFF BACKGROUND SCREEN	-113.61
TOTAL					-113.61
Bill Pmt -Check	48157	02/27/2012	Carter, Kathleen	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1232012	01/30/2012		6437A - PROGRAMS (ADULT)	-200.00
TOTAL					-200.00
Bill Pmt -Check	48158	02/27/2012	Casper, Thomas	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage Dec-Feb	02/14/2012		6435N - CED, CONF & TRAVEL (TEEN)	-51.04
TOTAL					-51.04

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48159	02/27/2012	CDW Government, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	C980521	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-201.92
Bill	C933204	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-4,146.99
TOTAL					<u>-4,348.91</u>
Bill Pmt -Check	48160	02/27/2012	Center Point Large Print	L0225 - EMPIRE NAT'L - OPERATING	
Bill	991089	02/14/2012		6410A · BOOKS (ADULT)	-383.72
TOTAL					<u>-383.72</u>
Bill Pmt -Check	48161	02/27/2012	Cintas	L0225 - EMPIRE NAT'L - OPERATING	
Bill	DJ69093042	01/26/2012		6437P15 · DOCUMENT MANAGEMENT/DESTF	-98.52
TOTAL					<u>-98.52</u>
Bill Pmt -Check	48162	02/27/2012	Cognato, Karen	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1282012	02/09/2012		6437A · PROGRAMS (ADULT)	-325.00
TOTAL					<u>-325.00</u>
Bill Pmt -Check	48163	02/27/2012	Colonial Youth & Family Services	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/17,24/2012	02/08/2012		6437A · PROGRAMS (ADULT)	-90.00
				6437C · PROGRAMS (C&P)	-90.00
TOTAL					<u>-180.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48164	02/27/2012	Cornell Cooperative Extension	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2112012	02/14/2012		6437C · PROGRAMS (C&P)	<u>-120.00</u>
TOTAL					-120.00
Bill Pmt -Check	48165	02/27/2012	Corrigan, Jacqueline	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/19,26 2/2,9/2012	02/14/2012		6437L · PROGRAMS (LIT)	<u>-240.00</u>
TOTAL					-240.00
Bill Pmt -Check	48166	02/27/2012	Costa, Daniel	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage 1192012	02/09/2012		6435W · CED, CONF & TRAVEL (WIRES)	<u>-8.32</u>
TOTAL					-8.32
Bill Pmt -Check	48167	02/27/2012	Currao-McAleavey, Carmella	L0225 - EMPIRE NAT'L - OPERATING	
Bill	242012	02/14/2012		6437N · PROGRAMS (TEEN)	<u>-45.00</u>
TOTAL					-45.00
Bill Pmt -Check	48168	02/27/2012	Davis, Lindsay	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/18,21,23,25,28,30	02/14/2012		6437L · PROGRAMS (LIT)	-350.00
				6437L · PROGRAMS (LIT)	<u>-400.00</u>
TOTAL					-750.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48169	02/27/2012	Demco, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	4467592	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-33.20
Bill	4467855	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-52.00
Bill	4488111	02/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-65.99
TOTAL					<u>-151.19</u>
Bill Pmt -Check	48170	02/27/2012	Detail Carting Co. Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	272747	02/09/2012		6432G · CARTAGE	-590.00
TOTAL					<u>-590.00</u>
Bill Pmt -Check	48171	02/27/2012	Displays2Go	L0225 - EMPIRE NAT'L - OPERATING	
Bill	IN-0425177	01/30/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-81.85
TOTAL					<u>-81.85</u>
Bill Pmt -Check	48172	02/27/2012	East End Driving School, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1212012	02/08/2012		6437N · PROGRAMS (TEEN)	-931.00
TOTAL					<u>-931.00</u>
Bill Pmt -Check	48173	02/27/2012	Eastern Environmental Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	12/143	01/27/2012		6452G · BLDG ALTERATION AND MAINT	-660.00
TOTAL					<u>-660.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48174	02/27/2012	EcoTest Laboratories, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	118734	02/09/2012		6452G · BLDG ALTERATION AND MAINT	-190.00
TOTAL					<u>-190.00</u>
Bill Pmt -Check	48175	02/27/2012	Eichholz, Maureen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	272012	02/09/2012		6437C · PROGRAMS (C&P)	-125.00
TOTAL					<u>-125.00</u>
Bill Pmt -Check	48176	02/27/2012	Emerald Island	L0225 · EMPIRE NAT'L - OPERATING	
Bill	246215	02/02/2012		6451G · CUSTODIAL SUPPLIES	-16.66
Bill	246540	02/09/2012		6451G · CUSTODIAL SUPPLIES	-51.00
TOTAL					<u>-67.66</u>
Bill Pmt -Check	48177	02/27/2012	Filterfresh	L0225 · EMPIRE NAT'L - OPERATING	
Bill	614868	02/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL					<u>-249.00</u>
Bill Pmt -Check	48178	02/27/2012	Flower Barn/IGHL Greenhouses	L0225 · EMPIRE NAT'L - OPERATING	
Bill	B0001576	02/09/2012		643760 · PLANTINGS	-191.53
TOTAL					<u>-191.53</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48179	02/27/2012	Galvez, Viodelda	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/18,23,25,30/12	02/14/2012		6437L · PROGRAMS (LIT)	<u>-350.00</u>
TOTAL					-350.00
Bill Pmt -Check	48180	02/27/2012	Garda CL Atlantic, Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	177-306812	02/09/2012		6437P13 · ARMORED CAR SERVICE	<u>-171.59</u>
TOTAL					-171.59
Bill Pmt -Check	48181	02/27/2012	Gaylord Bros., Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2002906	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	<u>-29.05</u>
TOTAL					-29.05
Bill Pmt -Check	48182	02/27/2012	Glueck, Charles M.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/21,28 2/4,11/12	02/14/2012		6437L · PROGRAMS (LIT)	<u>-450.00</u>
TOTAL					-450.00
Bill Pmt -Check	48183	02/27/2012	Hernandez, Loreta Zuniga	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/17,19,24,26,31/12	02/14/2012		6437L · PROGRAMS (LIT)	<u>-350.00</u>
TOTAL					-350.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48184	02/27/2012	Hurley, Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage/Prog Jan/Feb	02/14/2012		6437N · PROGRAMS (TEEN)	-11.95
				6435N · CED, CONF & TRAVEL (TEEN)	-32.41
TOTAL					<u>-44.36</u>
Bill Pmt -Check	48185	02/27/2012	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12640	02/14/2012		6452G · BLDG ALTERATION AND MAINT	-350.00
TOTAL					<u>-350.00</u>
Bill Pmt -Check	48186	02/27/2012	Island School & Art Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	411866	01/30/2012		6437N · PROGRAMS (TEEN)	-42.35
Bill	412418	02/14/2012		6437N · PROGRAMS (TEEN)	-126.27
TOTAL					<u>-168.62</u>
Bill Pmt -Check	48187	02/27/2012	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1232012	02/08/2012		6437A · PROGRAMS (ADULT)	-270.00
Bill	262012	02/09/2012		6437A · PROGRAMS (ADULT)	-270.00
Bill	1302012	02/09/2012		6437A · PROGRAMS (ADULT)	-280.00
TOTAL					<u>-820.00</u>
Bill Pmt -Check	48188	02/27/2012	Kapdi, Naseem	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/16,17,19,20,24,26	02/14/2012		6437L · PROGRAMS (LIT)	-600.00
TOTAL					<u>-600.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48189	02/27/2012	Keegan, Kerry	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1172012	01/30/2012		6437C · PROGRAMS (C&P)	-140.00
Bill	272012	02/09/2012		6437C · PROGRAMS (C&P)	-105.00
TOTAL					<u>-245.00</u>
Bill Pmt -Check	48190	02/27/2012	Kids Edible Creations	L0225 - EMPIRE NAT'L - OPERATING	
Bill	242012	02/14/2012		6437N · PROGRAMS (TEEN)	-250.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	48191	02/27/2012	King Kullen	L0225 - EMPIRE NAT'L - OPERATING	
Bill	120181348321	01/30/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-9.98
Bill	120191220371	01/30/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-18.14
Bill	120251260191	01/30/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-14.55
Bill	120240559761	01/30/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-11.71
Bill	120190284231	01/30/2012		6437C · PROGRAMS (C&P)	-9.64
Bill	120160536041	01/30/2012		6437C · PROGRAMS (C&P)	-8.31
Bill	120171346741	01/30/2012		6437N · PROGRAMS (TEEN)	-21.96
Bill	120171347051	01/30/2012		6437N · PROGRAMS (TEEN)	-35.24
Bill	120141341361	01/30/2012		6437N · PROGRAMS (TEEN)	-4.49
Bill	120301368151	02/01/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-8.98
Bill	120310574271	02/01/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-8.22
Bill	120231227821	02/01/2012		6437A · PROGRAMS (ADULT)	-16.80
Bill	35584	02/01/2012		6437A · PROGRAMS (ADULT)	-1.99
Bill	120300573711	02/01/2012		6437C · PROGRAMS (C&P)	-26.00
Bill	120370584491	02/07/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-8.97

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Type	Num	Date	Name	Account	Paid Amount
Bill	120331372471	02/07/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-18.94
Bill	120340577811	02/07/2012		6437C · PROGRAMS (C&P)	-1.99
Bill	12037058712	02/08/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-14.97
Bill	120391383581	02/08/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-14.45
Bill	120381383261	02/08/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-5.19
Bill	120181348531	02/09/2012		6437N · PROGRAMS (TEEN)	-31.22
Bill	120240382111	02/09/2012		6437N · PROGRAMS (TEEN)	-80.23
Bill	113391254611	02/13/2012		6437C · PROGRAMS (C&P)	-3.78
Bill	120441394641	02/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-18.36
Bill	120351243351	02/14/2012		6437N · PROGRAMS (TEEN)	-27.99
Bill	120380213241	02/14/2012		6437N · PROGRAMS (TEEN)	-63.48
Bill	120331373971	02/14/2012		6437N · PROGRAMS (TEEN)	-39.96
Bill	120021320531	02/14/2012		6437N · PROGRAMS (TEEN)	-3.29
Bill	113510746521	02/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-32.16
TOTAL					-560.99

Bill Pmt -Check	48192	02/27/2012	Klein, Carol	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2/1,8/2012	02/09/2012		6437A · PROGRAMS (ADULT)	-160.00
TOTAL					-160.00

Bill Pmt -Check	48193	02/27/2012	Language Line Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2889101	02/14/2012		6437P17 · TRANSLATION SERVICES	-14.60
TOTAL					-14.60

Bill Pmt -Check	48194	02/27/2012	LIPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	02072012	02/13/2012		6450E · ELECTRICITY	-7,529.08

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February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-7,529.08
Bill Pmt -Check	48195	02/27/2012	Long Island Aquarium Service LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	15524	01/27/2012		6452G · BLDG ALTERATION AND MAINT	-185.00
TOTAL					-185.00
Bill Pmt -Check	48196	02/27/2012	Long Island Profiles	L0225 · EMPIRE NAT'L - OPERATING	
Bill	21889	02/06/2012		6413A · PERIODICALS (ADULT)	-218.00
TOTAL					-218.00
Bill Pmt -Check	48197	02/27/2012	Lunghi-Mesropian, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/18,23,25,30/12	02/14/2012		6437L · PROGRAMS (LIT)	-350.00
TOTAL					-350.00
Bill Pmt -Check	48198	02/27/2012	Mid-Island Electrical Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	S1612860.002	02/02/2012		6451G · CUSTODIAL SUPPLIES	-25.92
Bill	S1612860.001	02/02/2012		6451G · CUSTODIAL SUPPLIES	-480.18
Bill	S1612860.003	02/09/2012		6451G · CUSTODIAL SUPPLIES	-450.45
TOTAL					-956.55
Bill Pmt -Check	48199	02/27/2012	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
Bill	27230373	01/26/2012		6412A · RECORDINGS (ADULT)	-50.36

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February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	2728477	01/26/2012		6412A · RECORDINGS (ADULT)	-136.96
Bill	2728590	01/26/2012		6412A · RECORDINGS (ADULT)	-10.49
Bill	2728476	01/26/2012		6412A · RECORDINGS (ADULT)	-24.73
Bill	2723074	01/26/2012		6412A · RECORDINGS (ADULT)	-29.99
Bill	6547991	01/26/2012		6417A · VIDEOS (ADULT)	-927.00
Bill	6554800	01/26/2012		6417A · VIDEOS (ADULT)	-668.61
Bill	6546831	01/26/2012		6417A · VIDEOS (ADULT)	-149.94
Bill	6544296	01/26/2012		6417A · VIDEOS (ADULT)	-907.58
Bill	6550347	01/26/2012		6417A · VIDEOS (ADULT)	-198.21
Bill	2728589	01/26/2012		6417A · VIDEOS (ADULT)	-2,144.82
				6417C · VIDEOS (C&P)	-216.91
Bill	2725805	01/26/2012		6417A · VIDEOS (ADULT)	-883.07
				6417C · VIDEOS (C&P)	-20.98
Bill	2723218	01/26/2012		6417A · VIDEOS (ADULT)	-2,164.90
				6417C · VIDEOS (C&P)	-38.47
Bill	6546315	01/26/2012		6417C · VIDEOS (C&P)	-26.08
Bill	6550348	01/27/2012		6417C · VIDEOS (C&P)	-56.02
Bill	6552350	01/27/2012		6417C · VIDEOS (C&P)	-21.44
Bill	6552349	01/27/2012		6417A · VIDEOS (ADULT)	-301.34
Bill	6560492	02/02/2012		6417C · VIDEOS (C&P)	-159.70
Bill	6560491	02/06/2012		6417A · VIDEOS (ADULT)	-36.18
Bill	6557403	02/06/2012		6417A · VIDEOS (ADULT)	-498.54
Bill	2733793	02/06/2012		6412A · RECORDINGS (ADULT)	-122.97
Bill	2736849	02/09/2012		6417A · VIDEOS (ADULT)	-677.59
Bill	2738292	02/09/2012		6417A · VIDEOS (ADULT)	-606.62
				6417C · VIDEOS (C&P)	-186.15
Bill	2733353	02/09/2012		6417A · VIDEOS (ADULT)	-86.76
				6417C · VIDEOS (C&P)	-121.02
Bill	2744888	02/14/2012		6417A · VIDEOS (ADULT)	-875.10
				6417C · VIDEOS (C&P)	-60.85
TOTAL					-12,409.38

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February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48200	02/27/2012	Minuteman Press	L0225 · EMPIRE NAT'L - OPERATING	
Bill	13570	02/02/2012		6430G · OFFICE AND LIBRARY SUPPLIES	<u>-186.45</u>
TOTAL					-186.45
Bill Pmt -Check	48201	02/27/2012	Munzer, Mike	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1152012	01/30/2012		6437A · PROGRAMS (ADULT)	<u>-450.00</u>
TOTAL					-450.00
Bill Pmt -Check	48202	02/27/2012	Muralles, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/21,28 2/11/2012	02/14/2012		6437L · PROGRAMS (LIT)	<u>-187.50</u>
TOTAL					-187.50
Bill Pmt -Check	48203	02/27/2012	National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	0037844	02/10/2012		6410A · BOOKS (ADULT)	<u>-486.62</u>
TOTAL					-486.62
Bill Pmt -Check	48204	02/27/2012	Negron, Senia	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/17,19,21,24,26,28,	02/14/2012		6437L · PROGRAMS (LIT)	-182.00
				6437L · PROGRAMS (LIT)	<u>-260.00</u>
TOTAL					-442.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48205	02/27/2012	New Readers Press	L0225 - EMPIRE NAT'L - OPERATING	
Bill	6494531	02/08/2012		6410L · BOOKS (LIT)	-125.40
Bill	6496746	02/08/2012		6410L · BOOKS (LIT)	-24.50
TOTAL					<u>-149.90</u>
Bill Pmt -Check	48206	02/27/2012	Nowak, Christopher	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage/Lunch	02/09/2012		6435G · CED, CONF & TRAVEL (GEN)	-64.45
TOTAL					<u>-64.45</u>
Bill Pmt -Check	48207	02/27/2012	NYLA	L0225 - EMPIRE NAT'L - OPERATING	
Bill	3265	02/06/2012		6438 · DUES	-25.00
TOTAL					<u>-25.00</u>
Bill Pmt -Check	48208	02/27/2012	NYLA YSS	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Reg Conf 2012 SK	02/14/2012		6435N · CED, CONF & TRAVEL (TEEN)	-115.00
TOTAL					<u>-115.00</u>
Bill Pmt -Check	48209	02/27/2012	O'Brien, Diane	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/17,19,24,26,31/12	02/14/2012		6437L · PROGRAMS (LIT)	-400.00
TOTAL					<u>-400.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48210	02/27/2012	Pace, Giacinta	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1292012	02/14/2012		6437N · PROGRAMS (TEEN)	-120.00
TOTAL					<u>-120.00</u>
Bill Pmt -Check	48211	02/27/2012	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8447135	01/26/2012		6437P12 · PAYROLL SERVICES	-555.75
TOTAL					<u>-555.75</u>
Bill Pmt -Check	48212	02/27/2012	Paychex, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	236689	01/26/2012		6437P12 · PAYROLL SERVICES	-400.01
Bill	238876	02/06/2012		6437P12 · PAYROLL SERVICES	-379.93
TOTAL					<u>-779.94</u>
Bill Pmt -Check	48213	02/27/2012	Pearson Education	L0225 · EMPIRE NAT'L - OPERATING	
Bill	BK 66005986	02/14/2012		6410L · BOOKS (LIT)	-1,109.87
Bill	BK 66093955	02/14/2012		6410L · BOOKS (LIT)	-631.32
TOTAL					<u>-1,741.19</u>
Bill Pmt -Check	48214	02/27/2012	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	PC 22012 RASD	02/14/2012		6437A · PROGRAMS (ADULT)	-22.27
				6435A · CED, CONF & TRAVEL (ADULT)	-15.85

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Type	Num	Date	Name	Account	Paid Amount
				6413A · PERIODICALS (ADULT)	-1.50
Bill	PC 22012 CPSD	02/14/2012		6437C · PROGRAMS (C&P)	-69.95
				6435C · CED, CONF & TRAVEL (C&P)	-2.22
Bill	PC 22012 TEEN	02/14/2012		6437N · PROGRAMS (TEEN)	-46.00
TOTAL					<u>-157.79</u>
Bill Pmt -Check	48215	02/27/2012	Poland Spring	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12A8211383149	02/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-227.33
TOTAL					<u>-227.33</u>
Bill Pmt -Check	48216	02/27/2012	QBI	L0225 · EMPIRE NAT'L - OPERATING	
Bill	158263	02/14/2012		6410N · BOOKS (TEEN)	-276.58
TOTAL					<u>-276.58</u>
Bill Pmt -Check	48217	02/27/2012	Quill	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9300437	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-47.97
Bill	9186451	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-40.10
Bill	9833795	02/08/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-106.30
TOTAL					<u>-194.37</u>
Bill Pmt -Check	48218	02/27/2012	Random House, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1083226233	02/06/2012		6412A · RECORDINGS (ADULT)	-24.00
Bill	1083323825	02/14/2012		6412A · RECORDINGS (ADULT)	-30.00
Bill	1083329273	02/14/2012		6412A · RECORDINGS (ADULT)	-37.50

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February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-91.50
Bill Pmt -Check	48219	02/27/2012	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
Bill	74465781	01/26/2012		6412A · RECORDINGS (ADULT)	-47.47
Bill	74466136	01/27/2012		6412A · RECORDINGS (ADULT)	-59.75
Bill	74476792	02/08/2012		6412C · RECORDINGS (C&P)	-173.60
Bill	74472544	02/09/2012		6417A · VIDEOS (ADULT)	-33.00
Bill	74475824	02/09/2012		6412A · RECORDINGS (ADULT)	-634.60
Bill	74479182	02/09/2012		6412A · RECORDINGS (ADULT)	-64.00
Bill	74482311	02/14/2012		6412A · RECORDINGS (ADULT)	-45.67
TOTAL					<u>-1,058.09</u>
Bill Pmt -Check	48220	02/27/2012	Ricciardi, Michele	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/18,25/2012	01/30/2012		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	48221	02/27/2012	Roye, Sarah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/18,25/2012	01/30/2012		6437A · PROGRAMS (ADULT)	-200.00
Bill	2/1,8/2012	02/09/2012		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	48222	02/27/2012	S&S Worldwide Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	7193054	01/26/2012		6437C · PROGRAMS (C&P)	-30.91
TOTAL					<u>-30.91</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	48223	02/27/2012	Sandpebble Builders Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1302012	02/09/2012		7500 · BUILDING IMPROVEMENTS	<u>-2,995.80</u>
TOTAL					-2,995.80
Bill Pmt -Check	48224	02/27/2012	Scholastic Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	4457709	02/08/2012		6410C · BOOKS (C&P)	<u>-169.00</u>
TOTAL					-169.00
Bill Pmt -Check	48225	02/27/2012	SCLS	L0225 · EMPIRE NAT'L - OPERATING	
Bill	48723	01/26/2012		6437A · PROGRAMS (ADULT)	-17.45
				6437C · PROGRAMS (C&P)	-17.44
				6437N · PROGRAMS (TEEN)	-17.44
Bill	49064	02/09/2012		6439C · EQUIPMENT R & M (C&P)	<u>-118.25</u>
TOTAL					-170.58
Bill Pmt -Check	48226	02/27/2012	SCLS PALS	L0225 · EMPIRE NAT'L - OPERATING	
Bill	48873	02/06/2012		6439R · EQUIPMENT R & M (CIRC)	<u>-10,776.28</u>
TOTAL					-10,776.28
Bill Pmt -Check	48227	02/27/2012	Seaman, Kevin A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	212012	02/09/2012		6437P4 · ATTORNEY	<u>-158.38</u>

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-158.38
Bill Pmt -Check	48228	02/27/2012	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	30359	02/08/2012		6434G · PRINTING (GEN)	-6,581.00
Bill	30385	02/14/2012		6434N · PRINTING (TEEN)	-486.00
TOTAL					<u>-7,067.00</u>
Bill Pmt -Check	48229	02/27/2012	Sferrazza, Nancy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1182012	02/14/2012		6437N · PROGRAMS (TEEN)	-80.00
TOTAL					<u>-80.00</u>
Bill Pmt -Check	48230	02/27/2012	Sharper Training Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1142012 #4765	02/14/2012		6437L · PROGRAMS (LIT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	48231	02/27/2012	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	20805	01/26/2012		643765 · PROMOTION AND PUBLICITY	-500.00
Bill	01182012	02/01/2012		6434G · PRINTING (GEN)	-24.20
TOTAL					<u>-524.20</u>
Bill Pmt -Check	48232	02/27/2012	Stack, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1212012	02/08/2012		6437N · PROGRAMS (TEEN)	-100.00

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Type	Num	Date	Name	Account	Paid Amount
Bill	1/13,20,27/2012	02/14/2012		6437N · PROGRAMS (TEEN)	-360.00
Bill	2112012	02/14/2012		6437N · PROGRAMS (TEEN)	-100.00
TOTAL					-560.00
Bill Pmt -Check	48233	02/27/2012	Syntax Communication	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9169	02/06/2012		643765 · PROMOTION AND PUBLICITY	-833.33
TOTAL					-833.33
Bill Pmt -Check	48234	02/27/2012	TBS Contracting Ltd.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	601	02/02/2012		6452G · BLDG ALTERATION AND MAINT	-1,610.00
TOTAL					-1,610.00
Bill Pmt -Check	48235	02/27/2012	Thermal Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	36471	02/09/2012		6452G · BLDG ALTERATION AND MAINT	-801.00
TOTAL					-801.00
Bill Pmt -Check	48236	02/27/2012	Tonino's Pizza	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/13/12	01/26/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	1/14/12	01/26/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	357416	01/26/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	437388	01/26/2012		6437N · PROGRAMS (TEEN)	-9.50
Bill	1/17/12	01/26/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	1/6/12	01/26/2012		6437A · PROGRAMS (ADULT)	-60.00
Bill	437392	01/30/2012		6437N · PROGRAMS (TEEN)	-47.50

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Type	Num	Date	Name	Account	Paid Amount
Bill	437390	01/30/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	437391	01/30/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	437409	01/30/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	437407	01/30/2012		6437N · PROGRAMS (TEEN)	-9.50
Bill	437394	01/30/2012		6437N · PROGRAMS (TEEN)	-19.00
Bill	437399	01/30/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	437400	02/09/2012		6437A · PROGRAMS (ADULT)	-57.00
Bill	437393	02/09/2012		6437A · PROGRAMS (ADULT)	-60.45
Bill	437414	02/14/2012		6437A · PROGRAMS (ADULT)	-57.00
Bill	437418	02/14/2012		6437A · PROGRAMS (ADULT)	-60.25
Bill	437413	02/14/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	437411	02/14/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	437412	02/14/2012		6437N · PROGRAMS (TEEN)	-19.00
Bill	357421	02/14/2012		6437N · PROGRAMS (TEEN)	-19.00
Bill	357420	02/14/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	437398	02/14/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	437420	02/14/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	357702	02/14/2012		6437N · PROGRAMS (TEEN)	-9.50
Bill	437415	02/14/2012		6437N · PROGRAMS (TEEN)	-19.00
Bill	357701	02/14/2012		6437N · PROGRAMS (TEEN)	-19.00
TOTAL					-969.20

Bill Pmt -Check	48237	02/27/2012	Tumbleweed Press Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	35786	02/08/2012		6411C · MICRO/REF CD (C&P)	-99.00
TOTAL					-99.00

Bill Pmt -Check	48238	02/27/2012	Unique Management Services, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	219228	02/06/2012		6437P7 · COLLECTION AGENCY	-375.90

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-375.90
Bill Pmt -Check	48239	02/27/2012	UPS	L0225 · EMPIRE NAT'L - OPERATING	
Bill	000054YE33042	02/06/2012		6433G · POSTAGE	-53.12
TOTAL					-53.12
Bill Pmt -Check	48240	02/27/2012	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
Bill	020712	02/13/2012		6431D · TELECOMMUNICATIONS	-86.91
TOTAL					-86.91
Bill Pmt -Check	48241	02/27/2012	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	103340570	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-200.82
Bill	103413417	01/26/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-555.85
Bill	103561185	01/30/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-205.95
Bill	103628938	02/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-68.97
Bill	103634009	02/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-89.03
Bill	103744429	02/10/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-48.10
TOTAL					-1,168.72
Bill Pmt -Check	48242	02/27/2012	WeComply, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3610	02/14/2012		6435A · CED, CONF & TRAVEL (ADULT)	-430.56
				6435C · CED, CONF & TRAVEL (C&P)	-430.56
				6435N · CED, CONF & TRAVEL (TEEN)	-430.56
				6435T · CED, CONF & TRAVEL (TECH)	-430.56

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Type	Num	Date	Name	Account	Paid Amount
				6435R · CED, CONF & TRAVEL (CIRC)	-430.56
				6435L · CED, CONF & TRAVEL (LIT)	-430.56
				6435W · CED, CONF & TRAVEL (WIRES)	-430.56
				6435G · CED, CONF & TRAVEL (GEN)	-430.56
				6435D · CED, CONF & TRAVEL (ADM)	-430.52
TOTAL					<u>-3,875.00</u>
Bill Pmt -Check	48243	02/27/2012	Weitzel, Katharine S.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1/23/12 2/6/12	02/14/2012		6437L · PROGRAMS (LIT)	-120.00
TOTAL					<u>-120.00</u>
Bill Pmt -Check	48244	02/27/2012	Wilson, Elida	L0225 · EMPIRE NAT'L - OPERATING	
Bill	969156	02/02/2012		6410A · BOOKS (ADULT)	-25.95
TOTAL					<u>-25.95</u>
Bill Pmt -Check	48245	02/27/2012	Xerox Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	059948614	02/09/2012		6439G · EQUIPMENT R & M (GEN)	-732.35
Bill	059948616	02/09/2012		6439G · EQUIPMENT R & M (GEN)	-520.58
Bill	059948615	02/09/2012		6439G · EQUIPMENT R & M (GEN)	-488.74
Bill	059948613	02/09/2012		6439G · EQUIPMENT R & M (GEN)	-367.07
TOTAL					<u>-2,108.74</u>

GRAND TOTAL: \$ 98,689.03

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Payables Warrant #2

February 27, 2012

Type	Num	Date	Name	Account	Paid Amount
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I hereby certify that at a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
January 20, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt - Bill	EFT 01202012	01/20/2012	1106 NYS Employees' Retirement System	L0226 - EMPIRE NAT'L - PAYROLL	
				L0163 - RC ERS CONTRIBUTIONS	\$ 3,111.44
				L0161 - RL - ERS LOAN	\$ 1,440.00
				L0160 - RA - ERS ARREARS (VOLUNTARY)	\$ 577.06
				L0160.1 - MA - ERS ARREARS (MANDATORY)	\$ 56.94
		TOTAL		\$ 5,185.44	
Bill Pmt -Check Bill	4453 437	01/20/2012	1103 State Of NY Dept. of Civil Service	L0226 - EMPIRE NAT'L - PAYROLL	
				9060 - MEDICAL INSURANCE	\$ 47,749.16
		TOTAL		\$ 47,749.16	
Bill Pmt -Check Bill	4454 01202012	01/20/2012	1109 Prudential	L0226 - EMPIRE NAT'L - PAYROLL	
				L0172 - 403B PRUDENTIAL	\$ 1,220.00
		TOTAL		\$ 1,220.00	
Bill Pmt -Check Bill	4455 165228	01/20/2012	1110 AFLAC	L0226 - EMPIRE NAT'L - PAYROLL	
				L0625 - AFLAC PRE-TAX	\$ 1,724.70
				L0626 - AFLAX POST-TAX	\$ 290.76
		TOTAL		\$ 2,015.46	
Bill Pmt -Check Bill	4456 0847883	01/20/2012	1112 The NYS Deferred Compensation Plan	L0226 - EMPIRE NAT'L - PAYROLL	
				L0173 - 457B NYS DEFERRED COMP	\$ 945.00
		TOTAL		\$ 945.00	

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
January 20, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check Bill	4457 01202012	01/20/2012	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE	\$ 1,988.00
				TOTAL	<u>\$ 1,988.00</u>
				GRAND TOTAL	<u>\$ 59,103.06</u>

I hereby certify that at a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
February 3, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt - EFT Bill	EFT 5751671-8	02/03/2012	Hartford Insurance Co.	L0226 - EMPIRE NAT'L - PAYROLL L0196 · LONG TER 9055 · DISABILTY INSURANCE	\$ 294.36 \$ 1,365.52 TOTAL \$ 1,659.88
Bill Pmt - Check Bill	4458 02032012	02/03/2012	1096 Denise Boinay	L0226 - EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE	\$ 99.90 TOTAL \$ 99.90
Bill Pmt - Check Bill	4459 02032012	02/03/2012	1097 Florence Stonish	L0226 - EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE	\$ 99.90 TOTAL \$ 99.90
Bill Pmt - Check Bill	4460 02032012	02/03/2012	1098 Mary Abruscato	L0226 - EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE	\$ 99.90 TOTAL \$ 99.90
Bill Pmt - Check Bill	4461 02032012	02/03/2012	1100 Madeline Sacco	L0226 - EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE	\$ 99.90 TOTAL \$ 99.90
Bill Pmt - Check Bill	4462 02032012	02/03/2012	1101 Rose Giehl	L0226 - EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE	\$ 99.90 TOTAL \$ 99.90

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
February 3, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt - Check Bill	4463 02032012	02/03/2012	1102 John R Verbese	L0226 - EMPIRE NAT'L - PAYROLL 9060 - MEDICAL INSURANCE	\$ 199.80
				TOTAL	\$ 199.80
Bill Pmt - Check Bill	4464 02032012	02/03/2012	1109 Prudential	L0226 - EMPIRE NAT'L - PAYROLL L0172 - 403B PRUDENTIAL	\$ 1,220.00
				TOTAL	\$ 1,220.00
Bill Pmt - Check Bill	4465 0849834	02/03/2012	1112 The NYS Deferred Compensation Plan	L0226 - EMPIRE NAT'L - PAYROLL L0173 - 457B NYS DEFERRED COMP	\$ 1,108.41
				TOTAL	\$ 1,108.41
Bill Pmt - Check Bill	4466 02032011	02/03/2012	2922 Met Life	L0226 - EMPIRE NAT'L - PAYROLL L0171 - 403B MET LIFE	\$ 1,988.00
					\$ 1,988.00
				GRAND TOTAL	\$ 6,675.59

I hereby certify that at a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
February 17, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt - EFT Bill	EFT 02172012	02/17/2012	1106 NYS Employees' Retirement System	L0226 - EMPIRE NAT'L - PAYROLL L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160 · RA - ERS ARREARS (VOLUNTARY) L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ 3,116.56 \$ 1,890.00 \$ 547.90 \$ 56.94 TOTAL \$ 5,611.40
Bill Pmt -Check Bill	4467 438	02/17/2012	1103 State Of NY Dept. of Civil Service	L0226 - EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE	\$ 49,940.49 TOTAL \$ 49,940.49
Bill Pmt -Check Bill	4468	02/17/2012	1109 Prudential	L0226 - EMPIRE NAT'L - PAYROLL	\$ 1,220.00 TOTAL \$ 1,220.00
Bill Pmt -Check Bill	4469 188052	02/17/2012	1110 AFLAC	L0226 - EMPIRE NAT'L - PAYROLL L0625 · AFLAC PRE-TAX L0626 · AFLAX POST-TAX	\$ 1,642.90 \$ 290.76 TOTAL \$ 1,933.66
Bill Pmt -Check Bill	4470 0851839	02/17/2012	1112 The NYS Deferred Compensation Plan	L0226 - EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP	\$ 1,288.08 TOTAL \$ 1,288.08

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
February 17, 2012

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check Bill	4471 02172012	02/17/2012	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE	\$ 1,988.00
				TOTAL	<u>\$ 1,988.00</u>
				GRAND TOTAL	<u>\$ 61,981.63</u>

I hereby certify that at a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

JANUARY 2012

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

									TOTAL		
	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense											
Income											
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	3,159,732.00	3,159,732.00	8,540,000.00	-5,380,268.00	37.0%
2082 · FINES AND FEES	7,552.77	7,927.21	8,200.12	9,281.53	8,641.70	7,577.57	9,879.80	59,060.70	110,000.00	-50,939.30	53.69%
2360 · CONTRACTS WITH OTHER LIBR.	0.00	599,813.14	0.00	0.00	0.00	0.00	0.00	599,813.14	295,000.00	304,813.14	203.33%
2401 · INTEREST	3,865.39	6,544.13	8,101.23	6,943.74	6,098.68	5,466.73	6,033.79	43,053.69	65,000.00	-21,946.31	66.24%
2650 · SALES OF EXCESS MATERIAL	1.00	19.50	14.00	9.50	10.00	18.00	6.50	78.50			
2670 · SALES OF BOOKS	73.00	487.19	94.70	38.50	689.29	182.18	127.14	1,692.00			
2671 · FEDERAL & STATE GRANTS	0.00	1,731.00	0.00	0.00	0.00	25,487.00	0.00	27,218.00			
2690 · OTHER COMPENSATION	0.00	28.25	0.00	0.00	0.00	0.00	0.00	28.25			
2701 · REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
2760 · SYSTEM & STATE AID	0.00	9,977.00	0.00	0.00	0.00	0.00	0.00	9,977.00	9,000.00	977.00	110.86%
2770 · UNCLASSIFIED REVENUE	0.00	0.00	0.00	0.00	0.55	0.00	0.00	0.55	1,000.00	-999.45	0.06%
2771 · COPIER REVENUE - CONTRACT (R)	102.30	995.36	623.13	456.06	523.85	355.20	513.30	3,569.20	2,500.00	1,069.20	142.77%
2771A · COPIER REVENUE - INHOUSE (N)	0.00	2.00	1.00	0.00	12.00	0.00	0.00	15.00			
2771C · COPIER REVENUE- COLOR	267.60	351.85	368.15	0.00	235.80	0.00	601.85	1,825.25			
2772A · ADULT-ADULT PRINTER	438.55	259.25	496.80	754.90	812.10	272.86	904.90	3,939.36			
2800 · Program Receipts											
2805 · Program Receipts - Adult	1,199.00	1,678.00	646.50	840.00	2,030.00	1,433.50	1,188.00	9,015.00			
2810 · Program Receipts - Teen	147.00	735.00	98.00	588.00	0.00	0.00	833.00	2,401.00			
Total 2800 · Program Receipts	1,346.00	2,413.00	744.50	1,428.00	2,030.00	1,433.50	2,021.00	11,416.00			
2999 · Lost Books	0.00	333.78	0.00	0.00	0.00	0.00	466.63	800.41			
Total Income	13,646.61	630,882.66	18,643.63	18,912.23	19,053.97	40,793.04	3,180,286.91	3,922,219.05	9,025,000.00	-5,102,780.95	43.46%
Gross Profit	13,646.61	630,882.66	18,643.63	18,912.23	19,053.97	40,793.04	3,180,286.91	3,922,219.05	9,025,000.00	-5,102,780.95	43.46%
Expense											
6000 · SALARIES AND WAGES											
6141 · PROFESSIONAL SALARIES											
6141A · PROFESSIONAL (ADULT)	48,173.20	49,630.97	70,792.64	47,961.42	46,846.84	50,405.22	46,401.69	360,211.98	680,099.00	-319,887.02	52.97%
6141C · PROFESSIONAL (C&P)	47,703.89	50,417.89	70,861.21	47,683.41	46,216.26	49,839.83	46,292.61	359,015.10	625,900.00	-266,884.90	57.36%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

									TOTAL		
	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	Budget	\$ Over Budget	% of Budget
6141D · PROFESSIONAL (DIGITAL)	8,649.43	8,885.90	13,328.85	8,965.84	8,965.84	8,965.84	8,965.84	66,727.54	111,555.00	-44,827.46	59.82%
6141N · PROFESSIONAL (TEEN)	30,257.15	33,675.10	48,034.08	32,512.61	32,975.46	34,875.56	31,342.31	243,672.27	430,412.00	-186,739.73	56.61%
6141S · COMM SERV LIBR (SVC)	6,603.85	6,669.24	10,003.86	6,669.24	6,669.24	6,669.24	6,669.24	49,953.91	111,306.00	-61,352.09	44.88%
6141T · PROFESSIONAL (TECH)	14,048.62	13,541.37	19,730.82	13,551.65	13,428.12	13,915.87	13,276.82	101,493.27	193,828.00	-92,334.73	52.36%
Total 6141 · PROFESSIONAL SALARIES	155,436.14	162,820.47	232,751.46	157,344.17	155,101.76	164,671.56	152,948.51	1,181,074.07	2,153,100.00	-972,025.93	54.86%
6142 · CLERICAL SALARIES											
6142A · CLERICAL (ADULT)	25,428.17	25,602.91	36,397.55	25,100.55	24,829.99	26,881.49	24,372.64	188,613.30	347,266.00	-158,652.70	54.31%
6142C · CLERICAL (C&P)	13,446.25	17,188.72	20,177.77	13,594.35	13,002.58	14,816.22	13,037.44	105,263.33	225,568.00	-120,304.67	46.67%
6142D · CLERICAL (ADMIN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142G · CLERICAL (GEN)	9,750.06	10,248.34	15,204.95	10,285.79	9,960.55	9,157.06	9,157.06	73,763.81	128,351.00	-54,587.19	57.47%
6142L · CLERICAL (LIT)	9,972.03	10,103.64	15,841.74	12,298.19	12,082.26	11,697.80	10,565.62	82,561.28	145,903.00	-63,341.72	56.59%
6142N · CLERICAL (TEEN)	3,679.73	3,970.54	5,414.55	3,651.61	3,938.27	4,707.31	3,916.99	29,279.00	53,013.00	-23,734.00	55.23%
6142R · CLERICAL (CIRC)	33,346.26	33,655.01	48,827.51	31,305.31	30,391.52	34,216.01	32,882.78	244,624.40	458,485.00	-213,860.60	53.36%
6142S · CLERICAL (SVC)	1,337.08	1,404.27	2,265.48	1,626.25	1,783.88	2,043.99	1,857.57	12,318.52	0.00	12,318.52	100.0%
6142T · CLERICAL (TECH)	13,564.67	14,807.18	20,666.20	13,279.68	11,294.89	11,828.09	10,164.07	95,604.78	184,358.00	-88,753.22	51.86%
6142X · CLERICAL (COMP)	835.57	776.62	716.37	378.27	287.89	505.35	348.15	3,848.22	11,839.00	-7,990.78	32.51%
Total 6142 · CLERICAL SALARIES	111,359.82	117,757.23	165,512.12	111,520.00	107,571.83	115,853.32	106,302.32	835,876.64	1,554,783.00	-718,906.36	53.76%
6143 · PAGE SALARIES											
6143A · PAGE (ADULT)	9,439.08	10,237.19	14,382.41	10,151.53	9,872.69	13,103.64	9,121.15	76,307.69	143,779.00	-67,471.31	53.07%
6143C · PAGE (C&P)	12,315.12	13,439.44	18,150.22	12,751.69	12,271.09	13,850.52	12,053.41	94,831.49	201,630.00	-106,798.51	47.03%
6143G · PAGE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)	315.29	357.44	826.97	636.62	503.37	554.53	188.24	3,382.46	7,689.00	-4,306.54	43.99%
6143N · PAGE (TEEN)	1,266.50	1,459.37	1,829.48	1,303.91	1,178.06	1,534.36	1,166.44	9,738.12	19,332.00	-9,593.88	50.37%
6143R · PAGE (CIRC)	1,489.61	1,787.18	1,639.13	1,259.49	1,197.09	1,696.24	1,357.84	10,426.58	7,689.00	2,737.58	135.6%
6143T · PAGE (TECH)	3,387.94	3,483.60	5,157.68	3,413.42	3,294.24	3,693.10	3,321.98	25,751.96	55,003.00	-29,251.04	46.82%
Total 6143 · PAGE SALARIES	28,213.54	30,764.22	41,985.89	29,516.66	28,316.54	34,432.39	27,209.06	220,438.30	435,122.00	-214,683.70	50.66%
6144 · CUSTODIAL											
6144G · CUSTODIAL	14,085.63	14,927.80	23,312.92	16,311.72	16,178.30	19,282.50	15,882.58	119,981.45	224,806.00	-104,824.55	53.37%
Total 6144 · CUSTODIAL	14,085.63	14,927.80	23,312.92	16,311.72	16,178.30	19,282.50	15,882.58	119,981.45	224,806.00	-104,824.55	53.37%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	TOTAL		
									Budget	\$ Over Budget	% of Budget
6145 - SECURITY											
6145G - SECURITY	12,683.73	13,758.65	20,196.65	14,530.26	13,683.89	17,182.57	14,316.88	106,352.63	166,029.00	-59,676.37	64.06%
Total 6145 - SECURITY	12,683.73	13,758.65	20,196.65	14,530.26	13,683.89	17,182.57	14,316.88	106,352.63	166,029.00	-59,676.37	64.06%
6146 - TECHNICIAN											
6146W - TECHNICAL (WIRES)	13,176.99	13,404.77	20,010.61	13,252.36	13,684.57	14,406.83	13,451.83	101,387.96	176,761.00	-75,373.04	57.36%
Total 6146 - TECHNICIAN	13,176.99	13,404.77	20,010.61	13,252.36	13,684.57	14,406.83	13,451.83	101,387.96	176,761.00	-75,373.04	57.36%
6147 - ADMINISTRATIVE											
Total 6147 - ADMINISTRATIVE	17,414.87	17,777.70	26,666.55	17,777.70	17,777.70	17,777.70	17,777.70	132,969.92	226,110.00	-93,140.08	58.81%
Total 6000 - SALARIES AND WAGES	352,370.72	371,210.84	530,436.20	360,252.87	352,314.59	383,606.87	347,888.88	2,698,080.97	4,936,711.00	-2,238,630.03	54.65%
6200 - EMPLOYEE BENEFITS											
9010 - RETIREMENT	0.00	0.00	0.00	0.00	0.00	533,037.00	0.00	533,037.00	620,992.00	-87,955.00	85.84%
9030 - SOCIAL SECURITY	26,437.78	27,886.14	39,811.13	26,969.85	25,823.07	28,216.81	26,110.26	201,255.04	360,000.00	-158,744.96	55.9%
9040 - WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	55,268.00	55,268.00	50,000.00	5,268.00	110.54%
9050 - UNEMPLOYMENT INSURANCE	3,753.00	0.00	0.00	2,430.00	0.00	0.00	0.00	6,183.00	10,507.00	-4,324.00	58.85%
9055 - DISABILITY INSURANCE	1,416.85	0.00	2,836.46	1,466.56	1,468.56	1,470.56	0.00	8,658.99	16,800.00	-8,141.01	51.54%
9060 - MEDICAL INSURANCE	44,874.30	45,313.85	44,937.22	42,341.58	45,313.85	48,410.98	44,724.66	315,916.44	585,900.00	-269,983.56	53.92%
9065 - MTA TRANSIT TAX	1,175.01	1,239.38	1,769.39	1,202.12	1,175.14	1,281.53	1,160.45	9,003.02	16,785.00	-7,781.98	53.64%
Total 6200 - EMPLOYEE BENEFITS	77,656.94	74,439.37	89,354.20	74,410.11	73,780.62	612,416.88	127,263.37	1,129,321.49	1,660,984.00	-531,662.51	67.99%
6410A - BOOKS (ADULT)	9,580.04	6,340.33	8,223.00	10,878.04	9,239.10	14,750.84	7,064.19	66,075.54	220,000.00	-153,924.46	30.03%
6410C - BOOKS (C&P)	6,531.82	2,575.48	5,046.82	4,686.73	2,474.12	11,723.38	9,403.05	42,441.40	119,500.00	-77,058.60	35.52%
6410L - BOOKS (LIT)	0.00	0.00	0.00	3,074.25	352.17	1,512.66	0.00	4,939.08			
6410N - BOOKS (TEEN)	407.73	1,451.74	824.00	874.79	1,426.00	1,131.41	1,302.30	7,417.97	30,000.00	-22,582.03	24.73%
6410T - BOOKS (TECH)	1,077.00	0.00	0.00	0.00	0.00	0.00	0.00	1,077.00	900.00	177.00	119.67%
6411A - MICRO/REF CD (ADULT)	150.00	623.35	1,939.00	9,891.68	3,595.00	2,435.00	615.00	19,249.03	45,000.00	-25,750.97	42.78%
6411C - MICRO/REF CD (C&P)	0.00	0.00	0.00	5,766.66	0.00	3,135.00	934.20	9,835.86	18,250.00	-8,414.14	53.9%
6411N - MICRO/REF CD (TEEN)	0.00	0.00	525.00	5,766.66	0.00	2,435.00	615.00	9,341.66	20,000.00	-10,658.34	46.71%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

									TOTAL		
	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	Budget	\$ Over Budget	% of Budget
6412A · RECORDINGS (ADULT)	1,843.93	2,010.61	563.77	2,074.61	1,871.25	2,588.74	596.36	11,549.27	47,200.00	-35,650.73	24.47%
6412C · RECORDINGS (C&P)	255.75	269.55	0.00	293.28	284.75	1,597.92	19.48	2,720.73	10,000.00	-7,279.27	27.21%
6412L · RECORDINGS (LIT)	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00			
6412N · RECORDINGS (TEEN)	45.95	727.60	305.29	98.97	652.31	489.29	196.35	2,515.76	10,000.00	-7,484.24	25.16%
6413A · PERIODICALS (ADULT)	0.00	358.61	35.00	466.43	2,061.52	964.90	0.00	3,886.46	33,000.00	-29,113.54	11.78%
6413C · PERIODICALS (C&P)	3.00	460.99	0.00	24.99	0.00	1.06	0.00	490.04	6,325.00	-5,834.96	7.75%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	50.00	50.00	0.00	100.00	1,000.00	-900.00	10.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	474.15	474.15	1,200.00	-725.85	39.51%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,700.00	-3,700.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	5,306.98	6,977.39	8,977.37	9,965.14	2,017.46	13,607.55	18,404.82	65,256.71	90,000.00	-24,743.29	72.51%
6417C · VIDEOS (C&P)	2,703.89	1,658.04	2,873.73	3,062.64	1,249.39	2,587.36	6,994.78	21,129.83	53,000.00	-31,870.17	39.87%
6417L · VIDEOS (LIT)	46.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00			
6417N · VIDEOS (TEEN)	453.63	413.61	401.99	269.71	0.00	1,330.63	482.23	3,351.80	12,000.00	-8,648.20	27.93%
6419G · SOFTWARE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	1,199.00	0.00	1,199.00	1,500.00	-301.00	79.93%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	0.00	1,208.00	0.00	1,208.00	3,000.00	-1,792.00	40.27%
6419W · SOFTWARE (WIRES)	0.00	3,121.70	0.00	702.96	0.00	0.00	0.00	3,824.66	16,000.00	-12,175.34	23.9%
6428D · MISCELLANEOUS	199.99	0.00	0.00	0.00	0.00	0.00	0.00	199.99	2,500.00	-2,300.01	8.0%
6429C · REALIA (C&P)	278.80	0.00	69.58	80.43	0.00	132.59	42.90	604.30	4,500.00	-3,895.70	13.43%
6430G · OFFICE AND LIBRARY SUPPLIES	3,076.32	5,377.22	7,063.32	8,116.58	1,416.80	8,380.06	10,292.22	43,722.52	95,000.00	-51,277.48	46.02%
6431D · TELECOMMUNICATIONS	954.64	756.75	766.77	796.48	725.11	2,302.08	3,765.27	10,067.10	60,000.00	-49,932.90	16.78%
6432G · CARTAGE	590.00	590.00	590.00	590.00	0.00	1,180.00	590.00	4,130.00	7,500.00	-3,370.00	55.07%
6433G · POSTAGE	3,015.07	5,490.56	2,983.29	4,489.09	4,499.75	4,667.58	3,030.31	28,175.65	60,000.00	-31,824.35	46.96%
6434A · PRINTING (ADULT)	-5.00	-228.25	-5.00	-531.60	-0.25	-5.00	0.00	-775.10	4,275.00	-5,050.10	-18.13%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
6434G · PRINTING (GEN)	105.00	10,072.57	13,352.00	6,702.07	24.80	6,581.00	6,581.00	43,418.44	102,000.00	-58,581.56	42.57%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	196.50	0.00	196.50	5,500.00	-5,303.50	3.57%
6434S · PRINTING (COMM SRV)	0.00	296.50	356.00	0.00	0.00	0.00	0.00	652.50	5,000.00	-4,347.50	13.05%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	0.00	9.18	17.15	0.00	6.11	504.50	536.94	4,000.00	-3,463.06	13.42%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

									TOTAL		
	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	Budget	\$ Over Budget	% of Budget
6435C · CED, CONF & TRAVEL (C&P)	352.07	46.25	38.85	41.07	7.70	40.51	158.37	684.82	5,250.00	-4,565.18	13.04%
6435D · CED, CONF & TRAVEL (ADM)	2,192.38	0.00	202.16	688.00	200.00	8,006.18	75.00	11,363.72	7,500.00	3,863.72	151.52%
6435G · CED, CONF & TRAVEL (GEN)	106.56	88.58	44.93	391.29	47.93	679.67	129.00	1,487.96	3,000.00	-1,512.04	49.6%
6435L · CED, CONF & TRAVEL (LIT)	0.00	0.00	59.06	45.01	0.00	33.49	2,184.10	2,321.66			
6435N · CED, CONF & TRAVEL (TEEN)	903.93	314.07	0.00	186.13	123.62	224.19	34.50	1,786.44	5,000.00	-3,213.56	35.73%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6435S · CED, CONF & TRAV (COMM SRV)	14.93	0.00	122.74	0.00	10.60	233.42	37.03	418.72	3,000.00	-2,581.28	13.96%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,950.00	-2,950.00	0.0%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	85.00	0.00	0.00	0.00	7.93	92.93	4,000.00	-3,907.07	2.32%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	-110,000.00	0.0%
6437A · PROGRAMS (ADULT)	4,884.18	5,832.98	6,007.96	3,463.58	4,224.65	6,409.80	4,212.68	35,035.83	61,120.00	-26,084.17	57.32%
6437C · PROGRAMS (C&P)	2,859.59	7,832.47	4,832.75	2,091.41	950.05	2,833.25	1,339.59	22,739.11	75,000.00	-52,260.89	30.32%
6437L · PROGRAMS (LIT)	550.00	970.00	530.00	5,377.52	4,119.76	3,161.25	4,715.20	19,423.73			
6437N · PROGRAMS (TEEN)	5,459.44	7,349.91	4,874.00	3,370.18	4,966.47	2,928.30	3,856.58	32,804.88	50,000.00	-17,195.12	65.61%
6437P · PROFESSIONAL FEES											
643760 · PLANTINGS	0.00	184.16	184.16	184.16	227.53	191.53	191.53	1,163.07	2,500.00	-1,336.93	46.52%
643765 · PROMOTION AND PUBLICITY	833.33	823.33	833.33	833.33	0.00	1,666.66	2,337.33	7,327.31	30,000.00	-22,672.69	24.42%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	14,750.80	0.00	14,750.80	16,500.00	-1,749.20	89.4%
6437P02 · AUDITOR	0.00	500.00	0.00	1,000.00	0.00	1,000.00	500.00	3,000.00	6,000.00	-3,000.00	50.0%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	-450.00	0.00	-450.00	4,700.00	-5,150.00	-9.57%
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	133.75	133.75	131.50	934.00	1,500.00	-566.00	62.27%
6437P12 · PAYROLL SERVICES	1,163.99	2,312.33	1,667.40	2,058.12	379.62	2,267.16	2,597.71	12,446.33	23,720.00	-11,273.67	52.47%
6437P13 · ARMORED CAR SERVICE	168.23	168.23	171.59	171.59	0.00	343.18	171.59	1,194.41	2,250.00	-1,055.59	53.09%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	98.52	0.00	0.00	98.52	0.00	0.00	98.52	295.56			
6437P16 · STAFF BACKGROUND SCREEN	0.00	0.00	0.00	0.00	0.00	113.61	0.00	113.61	7,500.00	-7,386.39	1.52%
6437P17 · TRANSLATION SERVICES	25.00	17.50	40.00	84.00	11.00	11.00	60.00	248.50	1,000.00	-751.50	24.85%
6437P3 · APPRAISAL SERVICES	0.00	2,200.00	0.00	0.00	0.00	0.00	0.00	2,200.00	500.00	1,700.00	440.0%
6437P4 · ATTORNEY	6,500.00	0.00	0.00	1,620.00	1,381.98	1,765.50	7,575.00	18,842.48	13,000.00	5,842.48	144.94%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

									TOTAL		
	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	Budget	\$ Over Budget	% of Budget
6437P7 · COLLECTION AGENCY	250.60	205.85	232.70	250.60	340.10	402.75	358.00	2,040.60	3,000.00	-959.40	68.02%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	0.00	0.00	0.00	332.72	332.72	750.00	-417.28	44.36%
6437P9 · EAP	0.00	0.00	0.00	6,795.00	0.00	0.00	0.00	6,795.00	6,750.00	45.00	100.67%
Total 6437P · PROFESSIONAL FEES	9,173.42	6,545.15	3,262.93	13,229.07	2,473.98	22,195.94	14,353.90	71,234.39	122,770.00	-51,535.61	58.02%
6438 · DUES	0.00	140.00	1,719.00	132.00	185.00	308.06	687.00	3,171.06	5,000.00	-1,828.94	63.42%
6439A · EQUIPMENT R & M (ADULT)	7.30	7.30	7.30	2.95	4.15	4.15	4.15	37.30	3,500.00	-3,462.70	1.07%
6439C · EQUIPMENT R & M (C&P)	0.00	8.25	0.00	0.00	0.00	0.00	0.00	8.25	3,500.00	-3,491.75	0.24%
6439G · EQUIPMENT R & M (GEN)	2,975.77	4,635.57	1,964.02	2,443.13	0.00	4,456.64	2,804.52	19,279.65	39,015.00	-19,735.35	49.42%
6439N · EQUIPMENT R & M (TEEN)	7.30	7.30	7.30	2.96	4.15	4.15	4.15	37.31	400.00	-362.69	9.33%
6439R · EQUIPMENT R & M (CIRC)	0.00	0.00	10,877.06	1,791.00	0.00	10,877.06	0.00	23,545.12	55,000.00	-31,454.88	42.81%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	378.81	1,057.62	0.00	378.81	0.00	1,995.12	0.00	3,810.36	26,000.00	-22,189.64	14.66%
6450E · ELECTRICITY	0.00	32,016.25	16,401.29	0.00	9,801.72	16,952.18	9,221.88	84,393.32	175,000.00	-90,606.68	48.23%
6450F · FUEL/GAS	104.18	103.41	32.84	3,293.07	189.60	429.25	6,818.85	10,971.20	40,000.00	-29,028.80	27.43%
6450W · WATER	0.00	353.38	0.00	0.00	421.60	0.00	0.00	774.98	1,600.00	-825.02	48.44%
6451G · CUSTODIAL SUPPLIES	2,387.28	1,608.90	2,277.10	1,534.46	809.96	1,679.64	1,872.88	12,170.22	17,500.00	-5,329.78	69.54%
6452G · BLDG ALTERATION AND MAINT	1,422.99	10,281.25	2,984.00	2,383.40	505.00	6,358.20	3,501.90	27,436.74	175,000.00	-147,563.26	15.68%
6454 · INSURANCE	47,504.39	0.00	0.00	0.00	0.00	0.00	0.00	47,504.39	68,250.00	-20,745.61	69.6%
6485G · Bank Fees	238.51	207.48	417.78	306.95	146.46	555.29	166.32	2,038.79	0.00	2,038.79	100.0%
6601 · BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
6701 · BOND INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203 · EQUIPMENT - Capital Purchases											
7203A · EQUIPMENT ADULT	0.00	0.00	0.00	153.98	0.00	25.81	10.28	190.07	3,500.00	-3,309.93	5.43%
7203C · EQUIPMENT C & P	0.00	0.00	0.00	66.96	59.97	0.00	463.67	590.60	3,000.00	-2,409.40	19.69%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	349.64	0.00	0.00	0.00	349.64	2,500.00	-2,150.36	13.99%
7203G · EQUIPMENT BUS OFF	0.00	157.05	0.00	0.00	139.00	0.00	0.00	296.05	4,500.00	-4,203.95	6.58%
7203L · EQUIPMENT LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	390.50	80.49	0.00	216.16	214.38	901.53	1,500.00	-598.47	60.1%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2011 through January 2012

	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Jul '11 - Jan 12	TOTAL		
									Budget	\$ Over Budget	% of Budget
7203W - EQUIPMENT WIRE	0.00	15,356.28	359.97	260.85	0.00	19,632.67	711.76	36,321.53	140,000.00	-103,678.47	25.94%
Total 7203 - EQUIPMENT - Capital Purchases	0.00	15,513.33	750.47	911.92	198.97	19,874.64	1,400.09	38,649.42	158,000.00	-119,350.58	24.46%
Total Expense	548,191.23	589,914.01	732,189.05	554,884.63	487,425.86	1,192,452.79	604,645.98	4,709,703.55	9,025,000.00	-4,315,296.45	52.19%
Net Ordinary Income	-534,544.62	40,968.65	-713,545.42	-535,972.40	-468,371.89	-1,151,659.75	2,575,640.93	-787,484.50	0.00	-787,484.50	100.0%
Other Income/Expense											
Other Expense											
7500 - BUILDING IMPROVEMENTS	14,207.18	38,413.61	20,017.47	6,173.77	0.00	12,333.24	11,218.01	102,363.28			
7900 - TRANSFER TO/(FROM) CAPITAL FUND	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00			
Total Other Expense	1,014,207.18	38,413.61	20,017.47	6,173.77	0.00	12,333.24	11,218.01	1,102,363.28			
Net Other Income	-1,014,207.18	-38,413.61	-20,017.47	-6,173.77	0.00	-12,333.24	-11,218.01	-1,102,363.28	0.00	-1,102,363.28	100.0%
Net Income	-1,548,751.80	2,555.04	-733,562.89	-542,146.17	-468,371.89	-1,163,992.99	2,564,422.92	-1,889,847.78	0.00	-1,889,847.78	100.0%

MMSCL
 Operating Funds Monthly Report
January 2012

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 4,470,129.72	\$ 3,170,408.76	\$ 662,294.28	\$ 5,632.99	\$ 6,983,877.19 *
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 272,973.52	\$ 3,686.97	\$ 282.20	\$ 279.14	\$ 276,657.43 *
Empire Nat'l Bank	OPERATING	\$ 112,826.61	\$ 219,018.31	\$ 140,136.88	\$ 121.66	\$ 191,829.70 *
Empire Nat'l Bank	PAYROLL	\$ 62,810.62	\$ 443,285.97	\$ 473,458.89	\$ -	\$ 32,637.70 *
						\$ 7,485,002.02

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	September 28, 2012	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					\$ 15,000.00
TOTAL CASH & INVESTMENTS:					\$ 7,500,002.02

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

JANUARY 2012

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
<u>Empire Nat'l Bank</u>	230000082				
July-11		\$ 1,838,687.70	\$ 1,002,038.33	\$ -	\$ 2,840,726.03
August-11		\$ 2,840,726.03	\$ 2,895.21		\$ 2,843,621.24
September-11		\$ 2,843,621.24	\$ 2,804.67		\$ 2,846,425.91
October-11		\$ 2,846,425.91	\$ 2,901.01		\$ 2,849,326.92
November-11		\$ 2,849,326.92	\$ 2,810.30		\$ 2,852,137.22
December-11		\$ 2,852,137.22	\$ 2,906.84		\$ 2,855,044.06
January-12		\$ 2,855,044.06	\$ 2,901.85		\$ 2,857,945.91
				Grand Total :	\$ 2,857,945.91

Director's Report

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YTD TOTALS
PATRON VISITS	22,696	24,509	21,672	23,792	25,285	24,353	28,252						170,559
WEB SITE VISITS	41,135	35,940	33,335	34,179	31,564	29,063	34,125	-	-	-	-	-	239,341
Adult	7,860	8,783	8,280	8,619	9,430	8,588	9,339						60,899
CPSD	2,851	2,524	1,743	2,092	1,895	1,517	2,036						14,658
Teen	2,056	1,813	1,627	1,688	1,516	1,121	1,352						11,173
Programs	6,558	3,049	3,728	3,001	2,497	2,552	4,131						25,516
Library Link	504	380	336	310	379	316	402						2,627
Communitylibrary.org	18,825	16,915	15,965	16,202	15,847	14,969	16,865						115,588
Facebook	2,481	2,476	1,656	2,267	5,389								14,269
CIRCULATION	70,460	73,397	65,149	69,985	68,890	63,794	69,812	-	-	-	-	-	481,487
Staff assisted checkouts	39,990	42,592	38,903	42,694	42,577	39,100	42,220						288,076
Checkouts by patrons	23,608	23,921	20,336	20,716	20,130	17,382	19,618						145,711
Digital checkouts	804	806	824	884	932	1,190	1,879						7,319
Renewals	6,058	6,078	5,086	5,691	5,251	6,122	6,095						40,381
ILLs out	3,876	3,926	3,502	3,527	3,246	3,170	3,462						24,709
ILLs in	2,427	2,687	2,625	2,518	2,428	2,461	2,639						17,785
Holds	6,041	6,355	6,472	6,574	6,146	5,688	7,129						44,405
Filled holds	5,926	6,054	5,610	5,838	5,436	5,516	6,251						40,631
New library cards	364	315	303	329	323	203	352						2,189
Contract patrons	1,039	120	72	50	45	32	87						1,445
COMPUTER USAGE	6,981	7,778	7,071	7,592	7,084	6,383	7,192	-	-	-	-	-	50,081
Adult	4,444	5,277	4,862	5,133	4,811	4,589	5,099						34,215
CPSD	1,466	1,382	1,164	1,378	1,216	945	1,154						8,705
Teen	1,071	1,119	1,045	1,081	1,057	849	939						7,161
REFERENCE QUESTIONS	2,324	2,040	2,757	2,484	2,375	2,048	1,758	-	-	-	-	-	15,786
Adult	487	436	533	467	478	292	322						3,015
CPSD	1,496	1,300	1,790	1,674	1,581	1,488	1,317						10,646
Teen	139	162	323	225	227	192							1,268
Chat Reference	202	142	111	118	89	76	119						857
OTHER QUESTIONS	7,749	7,789	7,644	7,347	6,903	6,091	6,112	-	-	-	-	-	49,635
Adult	3,884	4,123	4,336	3,818	3,915	3,286	3,572						26,934
CPSD	2,959	2,978	2,613	2,885	2,381	2,046	2,540						18,402
Teen	906	688	695	644	607	759							4,299
PROGRAMS, IN-HOUSE ATTENDANCE	5,483	5,763	2,010	2,438	2,668	1,973	1,939	-	-	-	-	-	22,274
Adult	1,269	1,543	726	630	593	500	694						5,955
CPSD	2,874	2,985	468	895	1,149	647	541						9,559
Community Service													-
TSD	890	748	430	549	449	408							3,474
Outside organizations	450	487	386	364	477	418	704						3,286
OFFSITE PROGRAM ATTENDANCE	654	432	104	498	382	338	289	-	-	-	-	-	2,697
OFFSITE SESSIONS	23	11	5	18	16	13	13	-	-	-	-	-	99
Adult attendance	137	49	91	46	23	82	42						470
Adult # of sessions	5	2	4	2	1	2	2						18
CPSD attendance	491	237	13	420	348	219	247						1,975
CPSD # of sessions	16	6	1	14	13	9	11						70
Community Service attendance													-
Community Service # of sessions													-
Teen attendance	26	146	-	32	11	37							252
Teen # of sessions	2	3	-	2	2	2							11
LITERACY PROGRAM ATTENDANCE	260	241	830	2,019	1,321	1,033	1,383	-	-	-	-	-	7,087
In-house attendance	260	241	214	902	435	643	522						3,217
in-house children's attendance			89	371	282	140	253						1,135
In-house # of sessions	15	16	10	44	25	17	36						163
Offsite attendance			527	746	604	250	608						2,735
Offsite # of sessions			35	47	39	29	54						204

Board of Trustees Meeting February 27, 2012

- **New York State Annual Library Report**
 - DRAFT of report included in this month's board packet for your approval

- **Continuing Education**
 - Attended online webinar hosted by the New York Library Association about the New York State Tax Cap and how it relates to libraries

- **Meetings**
 - Jeff Metz from *Recorded Books* demonstrated their new partnership with the *Zinio* Digital Newsstand
 - Industrial Coverage Corp. – to discuss renewal of Workers Compensation policy
 - Insurance inspector's annual general liability review tour

- **1099 Statements – CY 2011**
 - Successfully filed the library's 1096 annual filing with the IRS
 - Cost savings by performing this work in-house as opposed to having prepared by a third party

- **William Floyd School District Tax Receipts**
 - Received final wire transfer from the WFSD in the amount of \$196,544

- **QuickBooks Upgrade**

- It has become necessary to upgrade to the latest version of the financial software that is used at the library
- The vendor (Intuit) no longer supports the version we currently use
- Server that hosts the software has become unreliable according to IT staff, and they are taking steps to remedy the situation
- Coordinating with the IT Department to transition at an appropriate time



Children & Parents

Rachel Wyneken
Department Head

February 2012 Board Report

As of today (February 22), 134 children have jumped in to our Ribbit Reads Winter Reading Club. They have until February 29 (It's Leap Year – hence the "froggy" theme) to read 5 books and earn an invitation to see the show *Frogs, Bugs and Animals* on March 3.

This month the library began limiting eating and drinking to areas designated as "Food Friendly," primarily in response to families bringing entire meals in to the Playspace. The sights and smells of the food often detract from the library experience for other patrons in a number of ways. In the children's area, we have designated a table in front of the reference desk for eating, thereby allowing staff to monitor the mess while still giving patrons the freedom to eat.



Since our drop-in Discovery Center workshops have been popular, beginning in March we are offering a drop-in storytime on Thursday mornings. Drop-in programming was a discussion point at a meeting of Suffolk County children's department heads earlier this month. Other libraries reported similar successful forays into drop-in programming.

Even though it's still technically winter, we are talking a lot about the Summer Reading Club. Materials we order ahead of time are starting to come in, and we're brainstorming ideas for promoting to the schools. We have had nothing but positive feedback from the videos we have made the past few years, especially when they star local children, so we're working on coming up with a plot that fits with the 2012 theme: Dream Big.

Last month I reported on staff members' attempts to help find a bone marrow donor match for our young patron Nora Getchell. The good news follows, in her mother's words:

"On February 10th (Nora's brother Arik's birthday) we found out that NORA HAS FOUND A PERFECT MATCH!!! Actually Nora has 32 perfect matches!"

"We had crossed one MAJOR hurdle but it wasn't yet time to celebrate. We want Nora to go to Memorial Sloan Kettering ... "

"Unfortunately Memorial Sloan Kettering is not "in-network."

"We applied for 'out-of-network' approval but Nora was denied. Frustrated and stressed, we called Kate Browning's office to help expedite the appeal at 4pm on Thursday, February 16th. That day her office called the Governor's office and by 9am Friday, February 17th an advocate at the Health Department was helping us put together an appeal. By 4pm on Friday, February 17th (24 hours after our initial call) we had approval in writing that NORA IS GOING TO SLOAN KETTERING and the insurance is paying for her entire treatment! At 4:30pm I had a call from the **governor's** office letting me know that Kate made a compelling case for Nora and let him know that **our entire community** is banding together to pray for her healing. He told us he is so impressed with our community **and our little Nora.**"

The red was added by me for emphasis to explain why I'm including this in my board report. We – the library – are a big part of Nora's community and have made a difference in this family's life. A life-changing difference.

Just for fun, I'm adding this photo of Kerri with Lilly from *Lilly and the Purple Plastic Purse* by Kevin Henkes. One of the perks of being a library director.





Adults

February 2012

Josephine Wuthenow
Department Head

RASD Programs & Services

Our Changing Community: *Then and Now*

This display portraying various changes in our community continues to be a huge success! Photographs were assembled from the MMSH Local History collection as well as, the Shirley Jensen collection (a patron that has lived here since the late 1940s and has documented much of the history of our Community). We gathered many old photos of community enterprises and had a staff member taken photos of what is currently in that location. Many staff members were involved in the successful implementation of this project.

*** Feedback has been excellent, and patrons appear to be enjoying the display.**

Displays

January -- Financial Aid Month
HealthWatch -- Infertility



RASD INVENTORY

Pages have completed 2nd phase of NOS (Not on Shelf) project for Non-Fiction sections 001-999.

After several months, lists were re-checked to confirm NOS (not on shelf) status of materials and therefore will be deleted from OPAC. Librarians receive the deleted item lists and decide to re-order materials if they deem necessary.



Kaloudis, Alexandra
RASD Librarian

**RASD Program Statistics
July – December FY 2011 - 2012**

Program Categories	ADULTS		SENIORS		18 - 24 yr. olds	
	Total Attended	Total Sessions	Total Attended	Total Sessions	Total Attended	Total Sessions
Yoga	610	22	0	0		
Info./Instructional	861	158	552	25	12	2
Entertainment	1982	23	339	39	453	31
Crafts	282	28				
Cooking	237	12				
Book Discussions	83	12				
Bus Trips	45	1				
Career Counseling	48	18				
Computer Classes	161	14				
SCORE (Small Business Counseling)	24	12				
Totals	4,333	300	891	64	465	33
Totals for Adult and Senior Programs	5,689	397				

Computer Usage

Month	Patron Users	Guest Users	Total
July	3931	513	4444
August	4705	572	5277
September	4358	504	4862
October	4657	476	5133
November	4314	497	4811
December	4118	471	4589
January			0
February			0
March			0
April			0
May			0
GRAND TOTAL	26083	3033	29116

Attendance Percentages:

Adult Programs:	
Yoga	14%
Info./Instructional	20%
Entertainment	46%
Crafts	7%
Cooking	5%
Book Discussions	2%
Bus Trips	1%
Career Counseling	1%
Computer Classes	4%
SCORE (Small Business Counseling)	1%
	100%
Senior Programs:	
Info./Instructional	62%
Entertainment	38%
	100%
18 - 24 yr. old Programs:	
Info./Instructional	3%
Entertainment	97%
	100%

Museum Pass Program



Jennifer Matelski,
RASD Librarian

Museum Pass Usage for All Museums

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2011	14	17	19	40	27	24	28	35	21	30	19	26	300
2012	28	0	0	0	0	0	0	0	0	0	0	0	28
Percent change	100												

Pass usage has doubled from last January.
The Museum pass program continues to be a success!

Patrons' Savings provided by Museum Pass Circulation

Museum	# of Uses	Minimum Savings \$	Average Savings \$	Maximum Savings \$
American Museum of Natural History	9	9.00	22.50	36.00
Cold Spring Harbor Whaling Museum	1	6.00	33.50	61.00
Cradle of Aviation	7	63.00	150.50	238.00
Intrepid Air & Space Museum	1	24.00	131.50	239.00
Long Island Children's Museum	5	0.00	0.00	0.00
Long Island Museum of American Art, History & Carriages	0	0.00	0.00	0.00
Museum of Modern Art	5	100.00	210.00	320.00
Mystic Seaport	0	0.00	0.00	0.00
Old Westbury Gardens	0	0.00	0.00	0.00
Total Potential Savings:	28	\$202.00	\$548.00	\$894.00



March Programs



(These programs are intended for adults age 18 and older, unless otherwise specified.)

Programs

Registration Info.

Date/Time

<u>Programs</u>	<u>Registration Info.</u>	<u>Date/Time</u>	
AARP Defensive Driving (#9104)	3/15 (Thu) for MMSCL cardholders; 3/16 (Fri) for non-district patrons (space permitting)	3/27 & 28 (Tue & Wed) 5:30 - 8:30 pm	Seniors
AARP Tax Counseling	Registration is ongoing.	Thursdays, 3/1, 8, 15, 22, 29 4/5 & 12; 10 am - 2 pm	Seniors
Book Discussion of <i>True Grit</i> (#9105) Afternoon discussion	2/29 (Wed)	3/21 (Wed) 2 - 4 pm	Adults
Book Discussion of <i>True Grit</i> (#9106) Evening discussion	2/29 (Wed)	3/21 (Wed) 7 - 9 pm	Adults
Bookkeeping Basics (#9107)	3/27 (Tue)	4/24 (Tue) 7 - 9 pm	Adults
Bunny Easter Egg (#9108)	3/2 (Fri)	3/14 (Wed) 6 - 9 pm	Adults
Colonial Youth Outreach - Social Worker	Call 399-1511, ext. 240 for an appointment	Tuesdays, 3/6, 13, 20 & 27 10 am - 1 pm	Adults
Computer Class: Internet Basics & Email (#9000)	2/22 (Wed)	3/6 (Tue) 10 am - 12 pm	Adults
Computer Class: Introduction to Computers Part 1 (#9001)	2/22 (Wed)	3/15 (Thu) 7 - 9 pm	Adults
Computer Class: Introduction to Computers Part 2 (#9002)	2/22 (Wed)	3/22 (Thu) 7 - 9 pm	Adults
Computer Class: Introduction to the IPAD (#9003)	2/22 (Wed)	3/7 (Wed) 7 - 9 pm	Adults
Defensive Driving (#9130)	2/27 (Mon)	3/5 & 6 (Mon & Tue) 6 - 9 pm	Adults
Ethnic Food Tour Bus Trip (#9109)	3/12 (Mon) for MMSCL cardholders; 3/13 (Tue) for non-district patrons (space permitting)	5/4 (Fri) 7:45 am - 6:30 pm	Adults
Friends of the Arts, Inc. Triskele, An Irish Music Trio	Tickets available at the Adult Information Desk	3/4 (Sun) 2 - 4 pm	Adults
Friday Afternoon at the Movies for Seniors - <i>I Don't Know How She Does It</i> (#9110)	3/10 (Sat)	3/16 (Fri) 1 - 3 pm	Seniors
Game On! Veteran's Edition (#9111)	2/24 (Fri)	Fridays, 3/2, 9, 16 & 30 6 - 7:30 pm	18-24 yr. olds
Irish Soda Bread (#9112)	3/6 (Tue)	3/13 (Tue) 7 - 8 pm	Adults
Job/Career Counseling	Call 399-1511, ext. 240 for an appointment	Mondays, 3/5, 12, 19 & 26 5 - 9 pm	Adults
Knocknagow Concert (#9114)	3/8 (Thu)	3/25 (Sun) 2 - 3:30 pm	Adults
Learn How to Download Library Books to Your eReader	No registration necessary	3/3 (Sat) 2 - 5 pm	Adults
Let's Make Cream Puffs (#9115)	3/1 (Thu)	3/8 (Thu) 7 - 8 pm	Adults
LIRR Discount Train Tickets (#9116)	3/6 (Tue)	3/31 (Sat) 8 am - 11:55 pm	Adults
Long Island Love Stories From Beyond (#9129)	2/29 (Wed)	3/15 (Thu) 7 - 8:30 pm	Adults
Luck of the Irish BINGO (#9117)	3/9 (Fri)	3/19 (Mon) 6:45 - 8:45 pm	Adults
Marketing your own Business (#9118)	3/27 (Tue)	4/17 (Tue) 7 - 9 pm	Adults

<u>Programs</u>	<u>Registration Info.</u>	<u>Date/Time</u>	
Memories of a Child Survivor of the Holocaust (#9119)	3/1 (Thu)	4/1 (Sun) 1 - 3 pm	Adults
Quilting (#9120)	3/3 (Sat)	3/12 (Mon) 7 - 9 pm	Adults
Scrapbooking (#9121) You may only register for one of these classes	3/14 (Wed)	3/22 (Thu) 7 - 9 pm	Adults
Scrapbooking (#9122) You may only register for one of these classes	3/14 (Wed)	3/26 (Mon) 7 - 9 pm	Adults
Senior Game Club	No registration necessary	Fridays, 3/2, 9, 16, 23 & 30 12:30 - 3:30 pm	Seniors
Small Business Counseling	Appointments are necessary. Call 399-1511, ext. 240	Mondays, 3/12 & 26 6 - 9 pm	Adults
Starting and Growing your own Business (#9125)	3/27 (Tue)	4/3 (Tue) 7 - 9 pm	Adults
Stretch & Tone with Pilates (#9126)	2/28 (Tue)	Wednesdays, 3/7, 14, 21 & 28 7:15 - 8:15 pm	Adults
Writing a Business Plan (#9127)	3/27 (Tue)	4/10 (Tue) 7 - 9 pm	Adults
Yoga (#9128)	2/28 (Tue)	Wednesdays, 3/7, 14, 21 & 28 6 - 7 pm	Adults

Program information is subject to change.

Happy St. Patrick's Day



Teen Services Department — February 2012

JANUARY 2012 TEEN DESK QUESTIONS: STATISTICS	
Type of Question	#
Readers Advisory	17
Homework Help	5
Reference	31
Do you have _____ ?	116
Reserve/ILL item(s)	45
Internet Searching/Computer Help	18
ALL REFERENCE QUESTIONS:	232
Program Information	131
Directional ("Where is the program?")	32
Computer Signup/Time	
Extension/Printing/Computer Troubleshooting	465
Retrieve video game(s)	130
Needs supplies/headphones/etc	26
Teen Scavenger Hunt	0
Other	25
ALL OTHER TYPES OF REQUESTS:	809
Total questions:	1041

January 2012 Teen Desk Statistics - by time slots

	Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		# Ref Ques TOTAL	# Other Req TOTAL	TOTAL # of questions per time slot	# of days	Avg # Ref Ques/day	Avg # Other Req/Day	Avg Total Questions/Day	
	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req								
9am - 1pm	6	19	4	10	6	6	9	3	3	5	8	32			36	75	111	26	1.38	2.88	4.27	9am - 1pm
1pm - 5pm*	19	88	24	88	22	87	13	48	14	71	22	68	25	60	139	510	649	30	4.63	17.00	21.63	1pm - 5pm*
5pm - 9pm	23	76	8	51	19	39	7	58	0	0					57	224	281	18	3.17	12.44	15.61	5pm - 9pm
combined	48	183	36	149	47	132	29	109	17	76	30	100	25	60	232	809	1041	30	7.73	26.97	34.70	combined
# of days	5	5	5	5	4	4	4	4	4	4	4	4	4	4								# of days
avg ques/time slot 9a-10	1.20	3.80	0.80	2.00	1.50	1.50	2.25	0.75	0.75	1.25	2.00	8.00	0.00	0.00	Notes:							
avg ques/time slot 1p-5p	3.80	17.60	4.80	17.60	5.50	21.75	3.25	12.00	3.50	17.75	5.50	17.00	6.25	15.00	Reference Questions: Readers Advisory, Homework Help, Reference, Do you have _____ ? (Specific title/author/artist), Reserve/ILL item(s), and Internet Searching/Computer Help							
avg ques/time slot 5p-9p	4.60	15.20	1.60	10.20	4.75	9.75	1.75	14.50	0.00	0.00	0.00	0.00	0.00	Other Requests: Program Signup and Information, Directional ("Where is the program?"), Computer Signup/Time Extension/Printing/Computer Troubleshooting, Retrieve video game(s), Needs supplies/headphones/etc,								
avg ques/day	9.60	36.60	7.20	29.80	11.75	33.00	7.25	27.25	4.25	19.00	7.50	25.00	6.25	15.00	*1pm - 5pm includes 1-7:30pm Fridays and 12-4p Sundays							



Lorraine Squires — Head, Teen Services Department

January 2012 Teen Programs

Program Category	# of programs	Total Attendance
Drop In Programs	10	92
On the Road (off site programs)	2	29
Crafts and Food	5	69
Entertainment	12	143
Reading	6	24
Arts	4	64
Planning Ahead	1	19
Class Visits	5	57
TOTAL PROGRAM ATTENDANCE	46	503



STREET LIT AND URBAN GRIT

Report from Librarian **Kerrilynn Hurley** about her upcoming series of programs:

I decided to start an Urban Fiction book discussion group because so many of our teens are coming in to the library and grabbing these books off of the shelves, to the point where we can't keep up with demand. Our new display is located right as you walk down the stairs and enter the department, and it seems to be catching everyone's eye because every morning we have to refill the empty spaces where a book was checked out.

Tyler Jimmerson, one of our teens, picked up a copy of *Dutch*, the first book to be discussed. The next day he came in and already wanted to discuss it with me. He said "I picked up this book and started reading it in the mall food court and thought this book is crazy! It reminded me of another book we read in English class. I liked how the dude hated everyone but still had respect for one person- his mother!"



Teens! Make and Eat a Healthy Dinner



Report from Librarian **Mary Maggio**:

This program is given once a month and approximately 15 – 19 teens attend each one. The objective is to teach them how to cook healthy meals on their own and what ingredients to look for to make healthy choices. In addition it also teaches them fractions by learning how to measure both liquids and solids. We show them how to read a recipe and demonstrate how to be safe when using the appliances. Very important and basic principles they learn are the rules of sanitation. At the beginning of each program they put on a disposable apron, sanitize their hands and then "glove up". If they touch their face or hair they have to sanitize again and put new gloves on. The best part, is after the kids have prepared all of the food they sit down and have a meal together.



Lorraine Squires — Head, Teen Services Department

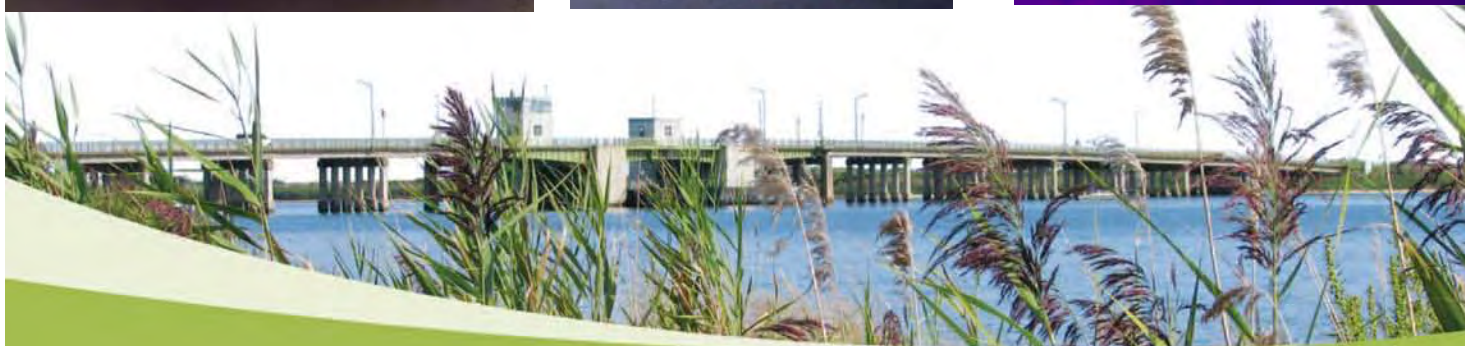
Teen Services Department—February—pg 4

Illustrators Workshop and **Camera Club** are two of our longest-standing and most popular programs. Librarian **Tom Casper** is able to use his experience as an art teacher to help teens develop their artistic skills and visions in a low-pressure, fun environment. Here is his report highlighting two of his outstanding program attendees:

Here are some samples of **Jaida Doll's** last set of photos for Camera Club. Unfortunately we will be losing Jaida and the wonderful pictures she shoots because her family is moving to South Carolina at the end of this month. Jaida has participated in 6 exhibits here at the library. She is always eager to learn new techniques and try different shots to expand on her skills. Not only will I miss teaching her, the library will miss having her beautiful photos hanging on our walls which help make the teen department a much nicer place to visit.



Below are some recent samples of **Kate Gilmore's** illustrations. I have noticed a significant improvement in Kate's work this past year, specifically in these few pieces. Her Photoshop skills have jumped up in recent months. She is currently enrolled at Stonybrook University and is very happy that this semester she can continue attending Illustrator's Workshop.



Lorraine Squires — Head, Teen Services Department

Circulation Stats:

Circulation Activity: 69,812 in total

Staff assisted 42,220—Self Checkouts 19,618

Renewals—6,095—Digital Checkouts 1,879

Physical Visitors: 28,252

CURRENT Card Holders: 43,066

NEW Cards issued: 352

MMSCL District Patrons 265—Out of District Contract Patrons 87

Department News:

January brought more news of a retiring long time 25 hour staff member, Joann Carioto's last day will be Wednesday, February 29th. This will be the second 25 hour clerk in as many months to retire from Circulation Services. Circulation Services has lost 67.5 clerical hours in approximately the past 6 months, making it difficult to function at the current level. I am looking for ways to solve the staffing issues we currently have and will use all resources available to maintain good customer service for our patrons but I find the current shortage to be trying at the very least. The remaining staff is stretched with no allowance for emergency or time off requests.

Department Head Note:

It is my opinion at this time that the Library Board of Trustees adopt the last phase of open holds, doing so will free up staff and reduce patron flow at the circulation desk. This would be one method of helping with the current staffing issues we are experiencing while still maintaining good customer service.

February 2012

Nick Tanzi

In February, Digital Services has been engaged in evaluating new options for digital content for our patrons, specifically in the areas of eBooks and magazines.

eBook Options:

In previous reports, we had cited the potential for Freading to supplement our growing collection of eBooks. Pursuant to this, Digital Services hosted a Freading demonstration for staff, presented by John Alexander from Library Ideas. Staff were given demo accounts by which to use and evaluate the service.

Assessment of Freading:

Freading's collection is strong in the areas of high-interest non-fiction and romance.

- Pricing model is in line with our Overdrive cost per circ & has price controls in place.
- Mobile app is adequate.
- Freading would allow us to double our existing number of titles without purchasing them first.
- Freading is incompatible with Kindle, except for the Kindle Fire—a serious drawback.
- Freading may be adding Scholastic to its list of publishers—this would vastly improve our youth and young adult offerings!



Freading would more than double the size of our eBook collection to over 20,000 titles!

Overall:

Freading is a viable supplementary source of eBooks and should be pursued. By charging per use and allowing simultaneous access, the Community Library can vastly increase the breadth and depth of the collection for our patrons while effectively managing costs.

The Digital Newsstand:

On February 10th, Digital Services hosted a demonstration of Zinio, a digital magazine aggregator, presented by Jeff Metz of Recorded Books. Zinio would allow the library to carry digital subscriptions of popular magazines which our patrons would access on a computer, tablet, or mobile device using their library barcode. Staff is in the process of evaluating this service.



Early Assessment of Zinio

A flawed product, with a lot of potential.

- Price point is very reasonable—digital subscriptions are cheaper than print ones.
- Unlimited simultaneous access—demand not a problem.
- Excellent selection for adults and teens, lighter on children’s titles.
- Library accrues back issues as subscription proceeds.
- Currently offers a poor user experience on tablets—a serious drawback. This may be addressed in an update in March and will impact the final assessment.

Family Literacy Class Visit

Our Lady Queen of Apostles school in Center Moriches contacted the literacy office about highlighting our literacy program for a project their computer class is working on. The class is creating an informative website on literacy to enter into a worldwide contest. Pictured here are students who came to visit our Family Literacy Class. They interviewed students, instructors and children participants. The 7th graders and their teacher were truly amazed and interested in finding a way to start a literacy program in their community.



Conversation Partners Workshop

The literacy office embarked on a new endeavor this month with a new volunteer program. Upper level ESOL students need a way to practice their newly acquired English speaking skills, hence Conversation Partners began. So far 10 community members have been trained as Conversation Partners and the word is getting out. Students are requesting their very

own conversation partner almost daily.

Literacy Applicants

Students and families continue to visit the literacy office requesting literacy services. In January, 38 new applications were logged at the literacy office for patrons requesting literacy assistance. Literacy statistics for the month remained strong despite the (sometimes) cold temperatures. No formal outreach is done to promote our program, word of mouth remains our strongest referral service.

New Staff Member

The literacy office welcomed a new part time staff member, Ellen Bray. Ellen has been a long time community member and is thrilled to be part of the literacy office.



Report to Director, February 2012

CHECKING OUT MATERIALS AT MASTIC:

Circulation Desk Checkout:

Summary:

Until two months ago, circulation staff had to use three different methods to checkout items for patrons. After Mastic started applying RFID tags to inter-library loans, on 12/13/11, only two checkout methods were necessary. When INN Reach (a new electronic regional inter-library loan service) is initiated in April, circulation staff will be able to use one checkout method, RFID, for all checkouts. Circulation of library materials is an integral part of library service and its procedures should be reviewed periodically and adjusted as necessary.

Details:

Mastic applies RFID tags to Mastic items for the purpose of checking out materials, and for security.

Five other libraries in Suffolk County besides Mastic tag their items.

- Middle Country
- Sachem
- Sayville
- South Huntington
- Westhampton

There are two categories of public libraries in Suffolk County, PALS consortium libraries, which share one combined catalog, and non-PALS stand alone libraries. **Mastic is a PALS consortium library.**

Patrons have a choice at Mastic of checking out **Mastic owned items found in the stacks** either at self-check machines, or at the circulation desk.

Currently, **all inter-library loan items and items on hold at Mastic must be checked out at the circulation desk** because these items are shelved behind the circulation desk.

PALS consortium inter-library loan items that do not have RFID tags have to be **scanned one at a time with a barcode reader** by circulation staff.

Currently, items from the following non-PALS Suffolk libraries must be checked out at the circulation desk **manually by typing in the item's accession number.**

- BAITING HOLLOW
- BAY SHORE
- CONNETQUOT
- COPIAGUE
- EMMA S. CLARK
- FISHERS ISLAND
- MIDDLE COUNTRY

Items from PALS libraries that have RFID tags can be **checked out in multiples by placing the stack of items on an RFID pad.**

On 12/13/11, Mastic started “tagging” PALS inter-library loan items not already tagged by another library. In the two month period between 12/13/11 and 2/13/12, 3,957 inter-library loan items were tagged by Mastic staff.

Other libraries that tag PALS inter-library loan items are Sachem, Sayville and Westhampton. Middle Country has plans to start.

Mastic circulation staff may now use RFID pads to checkout all materials except for items from non-PALS libraries.

A **new inter-library loan service** soon to be implemented, called **INN Reach**, will allow non-PALS items to be checked out using RFID tags.

So, within the next few months, Mastic circulation staff will be able to check out all items using **one procedure instead of three.**

Self-Checkout and Public Access to Items on Hold:

Summary:

An alternative to traditional checkout at the circulation desk is self-checkout. Currently, Mastic patrons can only self-checkout Mastic items that are available in the Mastic stacks because inter-library loan items and items on hold are shelved behind the circulation desk. Shelving patron holds where patrons can access them will make it possible for patrons to use Mastic’s RFID technology to self-checkout all materials including inter-library loans and other items on hold.

Details:

Currently, self-checkout machines can be found in most public libraries in Suffolk, including Mastic.

Public access shelving for patron holds is becoming more common. Some libraries providing this service are Hampton Bays, Huntington, Middle Country, Sayville, Riverhead, and Westhampton. Sachem plans to start soon.

Hold slips for items on public access shelves are designed for patron privacy and include only portions of the patron's name and barcode. For example, the first four letters of the patron's last name and the last four digits of the patron's barcode. This hold slip design is already in place at Mastic.

For privacy and convenience, items on public access holds shelves can be kept in folders, wrapped in a paper sleeve, laid on the spine, or some other method that covers the title of the item.

Public access holds shelves should be situated near self-check machines and library greeter or circulation staff.

There are several options for self-checkout machines:

- Separate monitor, keyboard, and barcode scanner, as Mastic currently uses.
- Touchscreen monitor with keyboard on the screen.
- Different combinations of barcode scanner and credit card swipe attached to or built-in to the monitor.

Having a barcode scanner at the self-checkout allows the patron the choice of scanning his or her library card or typing in barcode or username.

RFID tags on all inter-library loan items allows the most ease of use at self-checkouts. Items without tags have to be checked out by barcode scanner instead of RFID pad and would require that the patron examine each item to find the ones without tags.

Mastic currently tags most inter-loan items. INN Reach inter-library loan service, scheduled to begin in April, will allow Mastic to tag all inter-loan items.

The current cost of an RFID tag is 19.5 cents per tag.

DVD PURCHASING AND PROCESSING AT MASTIC:

Summary:

DVDs at Mastic are selected, ordered, processed, displayed with temporary labeling, maintained, (cleaned or repaired), and circulated. Mastic owns approximately 28,000 DVDs which circulated 350,659 times in the last fiscal year. This is approximately half of the total circulation number of all physical library items for the same time period – 792,424. Statistics of this significance demand that the management of DVDs be reviewed from time to time to be sure it is in keeping with changes and trends at Mastic, the library industry, and the DVD industry.

DVD In-house Processing:

Mastic applies various combinations of 40 different kinds of labels to the front, back, spine, inside of the case, and the front of the disc.

Most of the labels have another clear label or piece of tape placed on top to protect the original label.

Most Mastic DVDs have 12 to 15 labels and label covers hand attached by a library clerk.

6,083 DVDs were purchased by Mastic in the last fiscal year, 4,489 for the adult collection and 1,594 for the children's collection.

Manufacturer's cases for children's DVDs are removed and replaced by a more durable case.

Approximately 25 clerical hours per week are spent hand labeling, switching children's DVD cases, and creating DVD item records.

Life of a DVD at Mastic:

Public Services librarian chooses DVD titles for Mastic collection while remaining within space and budget constraints.

In the technical services department, in addition to physical processing and item record creation, DVDs go through more than 20 steps between ordering and arriving on the shelf for the patron, and most steps have multiple parts. See flowchart at end.

DVDs leave technical services department and are scanned and processed for patron holds by inter-library loan staff and circulation staff.

DVDs designated “new” and then “popular” receive special shelving designations and go through several sets of label changes and item record changes before they are eventually shelved in the regular collection.

DVDs are heavily circulated and so the discs are cleaned as needed.

Also because of use, cases, labels and artwork are repaired or changed as needed.

Titles are sometimes weeded because of damage or because they have reached the end of their lifespan for some other reason.

Midwest Processing:

Currently, 17 public libraries in Suffolk County, and 7 in Nassau County have Midwest Tape process audio-visual items purchased from Midwest.

Some libraries have been utilizing Midwest for processing for several years and others have recently started.

The level of processing varies. Some libraries have Midwest process with labels, barcodes, and call numbers, all of the DVDs, books on CD, and music CDs they purchase from Midwest. Others use Midwest for only some processing needs.

The majority of Mastic DVDs are purchased from Midwest. A small percentage are ordered from Amazon and occasionally other vendors.

Currently, Midwest digitally embeds Mastic labels into the DVD artwork and hand applies only one label.

Midwest processing can be changed or stopped at any point – there is no time specified contract.

With Midwest processing, the labeling decisions are made at the time of the order.

With in-house processing, labeling decisions are made after the DVDs arrive at the library.

Valuable clerical staff time not spent hand applying labels to DVDs can be diverted to other clerical tasks in the technical services department or other departments.

Costs:

Cost of DVD labels and label covers in-house is approximately \$1500 per year, not including RFID tags.

Cost of children's durable cases in-house is \$.92 per case. For children's DVDs in the last fiscal year the cost was approximately \$1466.

Approximate clerical time in-house for DVD labeling and item record creation for the last fiscal year was \$25,000.

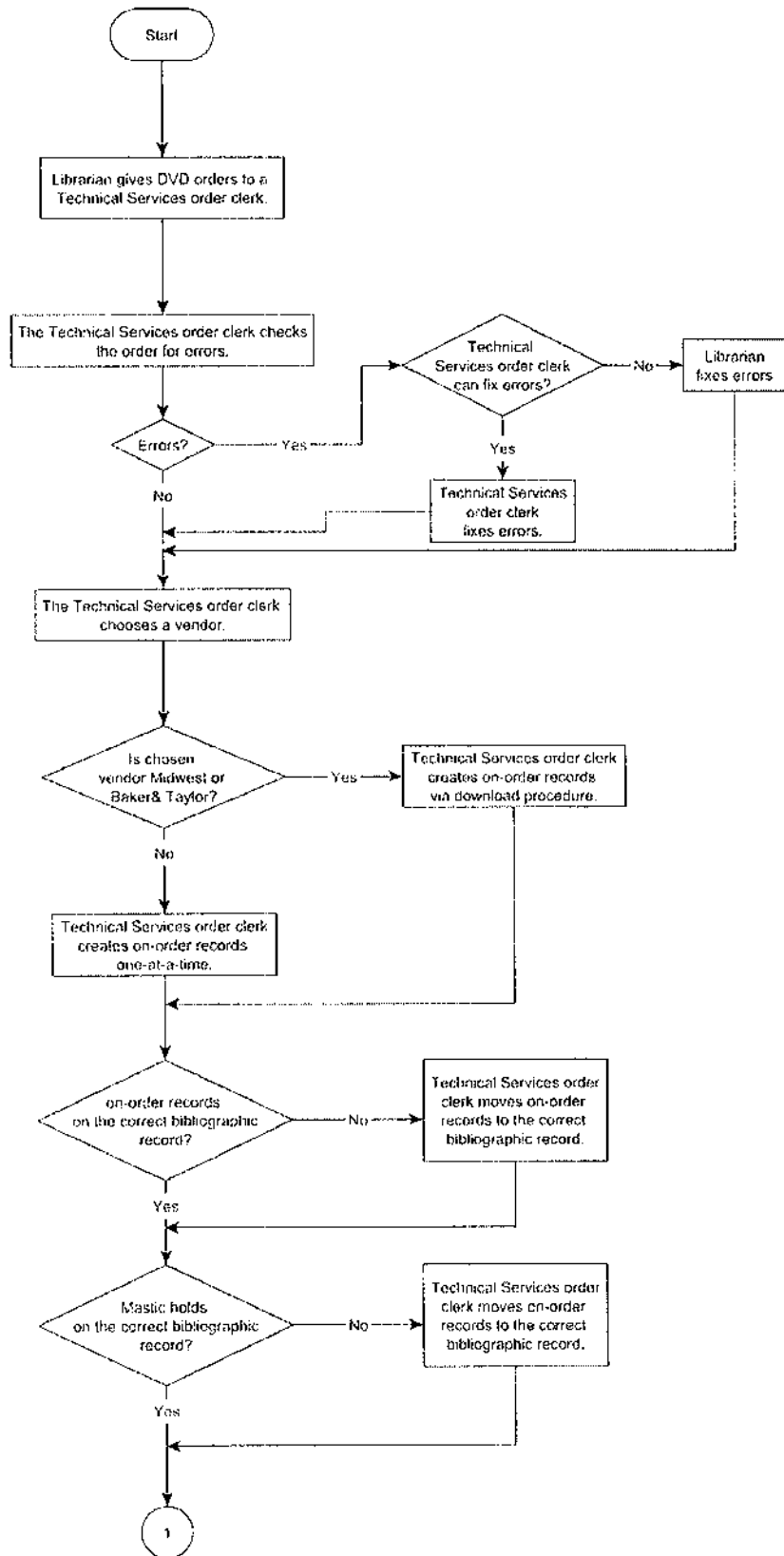
Approximate total cost of cases, labels and time spent to label and create item records for DVDs in the last fiscal year was \$27,966.

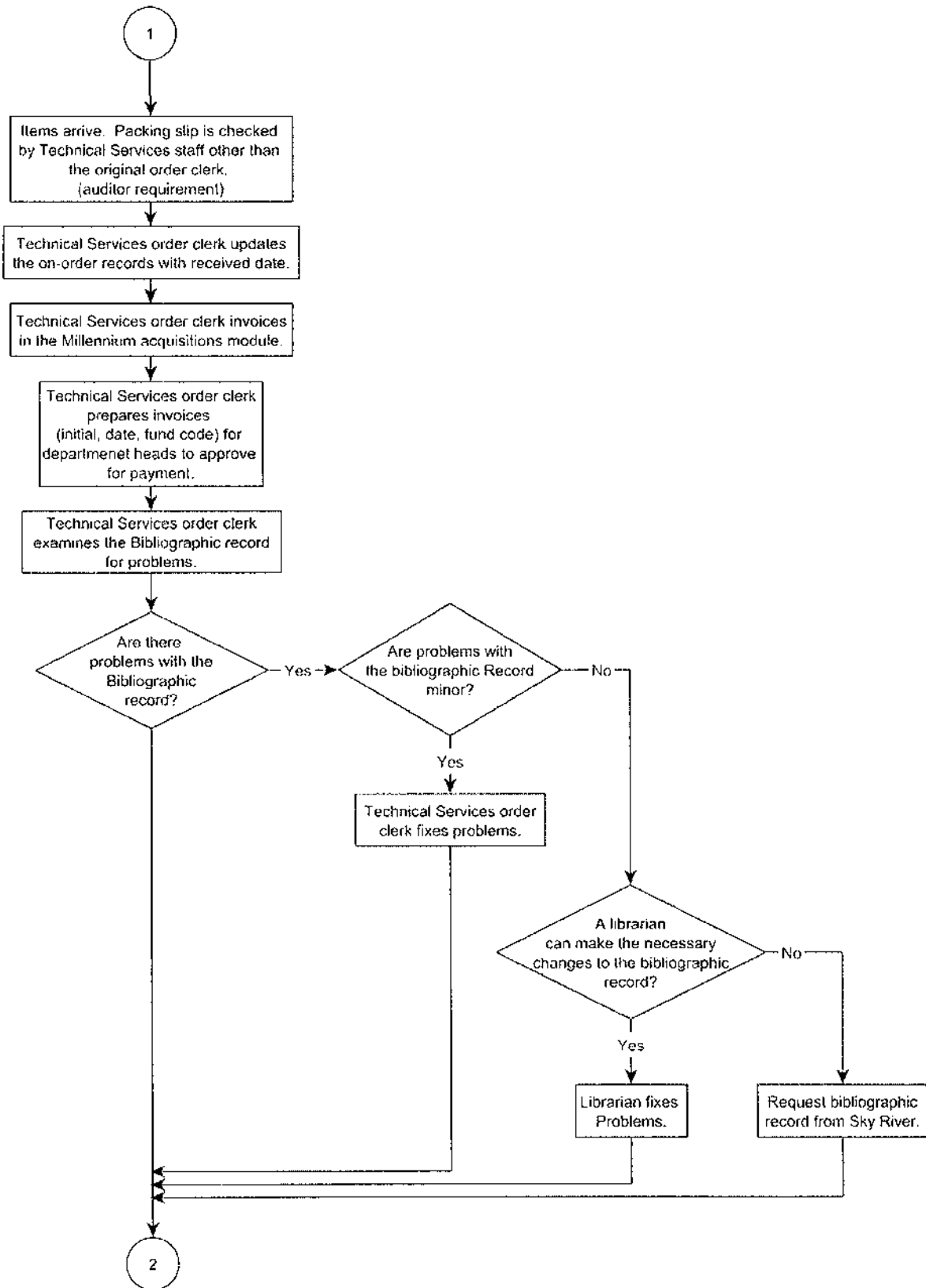
The price per item for Midwest processing in other Suffolk County libraries ranges from \$2 to \$2.90, depending on the level of services Midwest provides.

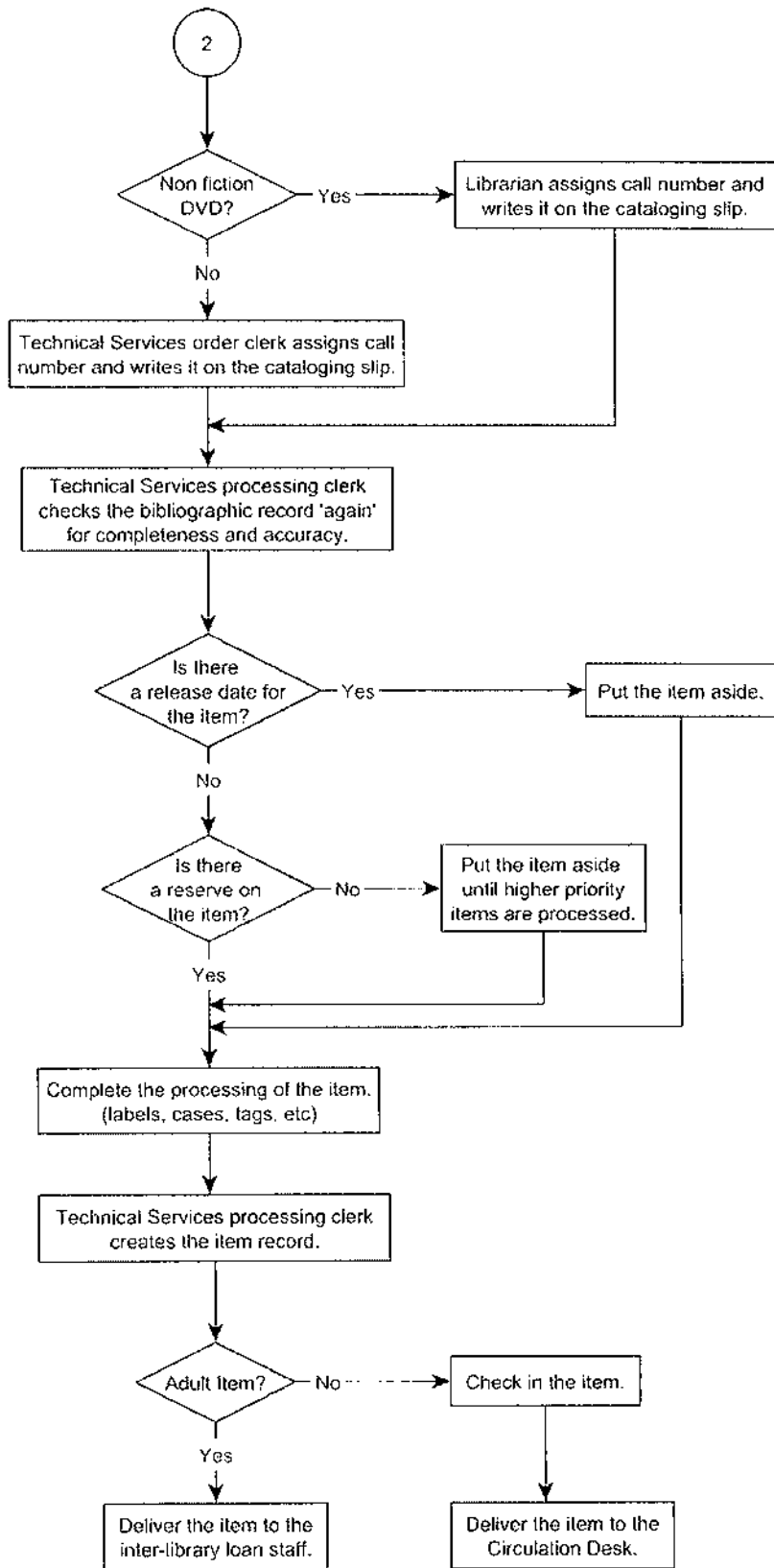
Mastic pays \$2.50 for adult DVDs and \$2.90 for children's DVDs. The additional \$.40 for children's DVDs is for a special durable case.

If Midwest labeled all Mastic DVDs in the last fiscal year, the cost would have been \$15,845.

Cost of RFID tags: Book tags are 19.5 cents per tag, Stingray tags for discs are 65 cents per tag.







**REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

**DATE PREPARED
02/27/12**

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY PAGE 1 OF 1

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF P/T, INCL # OF HRS PER WK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
LA/EXT	Miller, Danielle		Librarian I			03/31/12	
LA/EXT	Landau, Dorothy		Page			03/31/12	
TRT	Muszynski, Margaret		Library Clerk	\$18.11/hr		01/27/12	
APT	Bray, Ellen A.		Library Clerk	\$13.13/hr	Under 17.5	01/30/12	
RL	Giancaspro, Jessica		Page	\$8.46/hr	Under 17.5	01/31/12	
APT	Giancaspro, Jessica		Library Clerk	\$13.13/hr	Under 17.5	02/01/12	
TRS	Bechhofer, Victoria		Library Clerk	\$13.39/hr		02/01/12	
APT	Mester, Dana		Library Clerk - Spanish Speaking	\$13.13/hr	Under 17.5	02/22/12	
LA	Blevins, Jeanne		Page			02/18/12 - 08/18/12	FMLA

DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?
 2. Request and canvass an eligible list for all competitive positions?
 3. Submit Application for Employment (CS-205) on all provisional, temp and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application.
 4. Submit a personnel change on the previous incumbent shown above?

The above changes are hereby certified as being in accordance with Civil Service requirements.

APPROVED DISAPPROVED
 APPROVED AS NOTED

 Signature of Appointing Authority

Mastics-Moriches-Shirley Community Lib

Annual Report For Public And Association Libraries - 2011

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2011, except for questions related to the current library director/manager (questions 1.32 through 1.37).

1.1	Library ID Number	8000586075
1.2	Library Name	Mastics-Moriches-Shirley Community Lib
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Shirley
1.6a	Beginning Fiscal Reporting Year	07/01/2010
1.6b	Beginning <u>Local</u> Fiscal Year	07/01/2010
1.7a	Ending Fiscal Reporting Year	06/30/2011
1.7b	Ending <u>Local</u> Fiscal Year	06/30/2011
1.8	Address Status	00 (for no change from previous year)
1.9	Street Address	407 William Floyd Parkway
1.10	City	Shirley
1.11	Zip Code	11967
1.12	Four-Digit Zip Code Extension	3492
1.13	Mailing Address	407 William Floyd Parkway
1.14	City	Shirley
1.15	Zip Code	11967
1.16	Four-Digit Zip Code Extension	3492
1.17	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 399-1511
1.18	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 281-4442
1.19	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	mmshlib@suffolk.lib.ny.us
1.20	Library Home Page URL (Enter N/A if no home page URL)	www.communitylibrary.org
1.21	Population Chartered to Serve (per 2000 Census)	45,704
1.22	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.23	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.24	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract. Answer Y for Yes, N for No.	N
1.25	Indicate the type of charter the library currently holds (select one):	Absolute
1.26	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	03/22/1979
1.27	Date the library was last registered	12/13/1974

1.28	Federal Employer Identification Number	112343981
1.29	County	Suffolk
1.30	School District	William Floyd
1.31	Library System	Suffolk Cooperative Library System

NOTE: For questions 1.32 through 1.37, report all information for the current library director/manager.

1.32	Title of Library Director/ Manager (select one):	Mrs.
1.33	First Name of Library Director/Manager	Kerri
1.34	Last Name of Library Director/Manager	Rosalia
1.35	NYS Public Librarian Certification Number	16282
1.36	E-mail Address of the Director/Manager	krosalia@gmail.com
1.37	Fax Number of the Director/Manager	(631) 399-1518

1.38	Does the library charge fees for library cards to people residing outside the system's service area?	N
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1.39	For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget subject to a public vote (see instructions)? Enter Y for Yes, N for No. If yes, please complete one record for <u>each</u> vote held. If no, go to question 1.40.	Y
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1.	Name of municipality or district holding the vote	William Floyd UFSD
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A
4.	Dollar amount	\$8,165,000
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	04/13/2010

1.40	For the fiscal year that ended in 2011, indicate the total percentage of the library's local public funding that was either subject to public vote(s) <u>or</u> that came from a previous appropriation(s) approved by public vote(s) still in effect.	100%
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1.41	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <u>each</u> contract. If no, go to question 1.42.	Y
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1.	Name of contracting municipality or district	Eastport South Manor
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	18,927
4.	Dollar amount of contract	\$522,540
5.	Enter the appropriate code for range of services provided (select one):	Full

1.42	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>State</u> note; if no, please go to Part 2, Library Collection.	N
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2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	51,895
2.2	Adult Non-fiction Books	51,767
2.3	Total Adult Books (Total questions 2.1 & 2.2)	103,662
2.4	Children's Fiction Books	39,046
2.5	Children's Non-fiction Books	31,914
2.6	Total Children's Books (Total questions 2.4 & 2.5)	70,960
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	174,622

Other Print Materials

2.8	Total Uncataloged Books	102
2.9	Total Print Serials	3,943
2.10	All Other Print Materials	65
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,110
2.12	Total Print Materials (Total questions 2.7 and 2.11)	178,732

ELECTRONIC MATERIALS

2.13	Electronic Books	12,239
2.14	Local Databases	66
2.15	NOVELNY Databases	9
2.16	Other Databases	0
2.17	Total Databases (Total questions 2.14, 2.15 and 2.16)	75
2.18	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	2,476
2.19	Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)	14,790

ALL OTHER MATERIALS

2.20	Audio - Physical Units	11,844
2.21	Audio - Downloadable Titles	7,579
2.22	Video - Physical Units	29,133
2.23	Video - Downloadable Titles	329
2.24	All Other Materials (includes microform, films, slides, etc.)	218
2.25	Total Other Materials Holdings (Total questions 2.20 through 2.24)	49,103
2.26	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.19 and 2.25)	242,625

CURRENT SERIAL SUBSCRIPTIONS

2.27	Current Print Serial Subscriptions	1,489
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.28	Cataloged Books	21,095
2.29	All Other Print Materials	2,823
2.30	Electronic Materials	595
2.31	All Other Materials	8,087
2.32	Total Additions (Total questions 2.28 through 2.31)	32,600

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.49 through 3.57 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2011 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	837
3.2	Young Adult Program Sessions	591
3.3	Children's Program Sessions	1,111

3.4	All Other Program Sessions	927
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	3,466
3.6	Adult Program Attendance	12,738
3.7	Young Adult Program Attendance	6,823
3.8	Children's Program Attendance	22,951
3.9	All Other Program Attendance	7,512
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	50,024

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2011 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Summer Reading at New York Libraries name and/or logo used	Yes
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	No
e.	N/A	No
3.12	Library outlets offering the summer reading program	1
3.13	Children registered for the library's summer reading program	1,458
3.14	Young adults registered for the library's summer reading program	197
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	1,655
3.16	Children's program sessions - Summer 2011	113
3.17	Young adult program sessions - Summer 2011	162
3.18	Total program sessions - Summer 2011 (total 3.16 + 3.17)	275
3.19	Children's program attendance - Summer 2011	3,522
3.20	Young adult program attendance - Summer 2011	2,123
3.21	Total program attendance - Summer 2011 (total 3.19 + 3.20)	5,645

COLLABORATORS

3.22	Public school district(s) and/or BOCES	2
3.23	Non-public school(s)	2
3.24	Childcare center(s)	4
3.25	Summer camp(s)	2
3.26	Municipality/Municipalities	1
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	1
3.29	Total Collaborators (total 3.22 through 3.28)	12

EARLY LITERACY PROGRAMS

3.30 Did the library offer early literacy programs? (Enter Y for Yes, N for No) N

3.31 Indicate age group(s) (check all that apply):

a.	Birth - school entry	Yes
b.	Parents and Caregivers	Yes
c.	N/A	No
3.32	Ages birth to school entry program sessions	304
3.33	Parent and/or caregiver program sessions	7
3.34	Total program sessions (total 3.32 + 3.33)	311
3.35	Ages birth to school entry program attendance	1,075

3.36	Parent and/or caregiver program attendance	151
3.37	Total program attendance (total 3.35 + 3.36)	1,226
3.38	Collaborators (check all that apply):	
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	No

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.39	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.40	Children's program sessions	240
3.41	Young adult program sessions	0
3.42	Adult program sessions	599
3.43	Total program sessions (total 3.40 + 3.41 + 3.42)	839
3.44	Children's program attendance	2,733
3.45	Young adult program attendance	0
3.46	Adult program attendance	8,352
3.47	Total program attendance (total 3.44 + 3.45 + 3.46)	11,085
3.48	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	Yes
e.	N/A	No

LIBRARY USE

3.49	Library visits (total annual attendance)	331,275
3.50	Registered resident borrowers	37,815
3.51	Registered non-resident borrowers	2,934

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.52	Does the library have an open meeting policy?	Y
3.53	Does the library have a policy protecting the confidentiality of library records?	Y
3.54	Does the library have an Internet use policy?	Y
3.55	Does the library have a disaster policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.56	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.57	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	101,192
4.2	Adult Non-fiction Books	56,471
4.3	Total Adult Books (Total questions 4.1 & 4.2)	157,663

4.4	Children's Fiction Books	131,332
4.5	Children's Non-fiction Books	34,261
4.6	Total Children's Books (Total questions 4.4 & 4.5)	165,593
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	323,256

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	325,675
4.9	Circulation of Children's Other Materials	123,690
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	449,365
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	772,621
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	289,283

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	25,942
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INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	31,035
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	52,137
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5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2011.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	427,181
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	76,828
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	David Belmonte
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 399-1511
5.9	IT contact's email address	belmontedavid@hotmail.com

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	30
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0

6.10	Other Staff	77
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	108.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$51,961
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$135,023
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2011.

7.1	1. Is governed by board-approved written bylaws.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents an annual report to the community.	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8.	Maintains a facility to meet community needs, including adequate:	
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9.	Has the equipment and connections necessary to facilitate access to information:	
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0

8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1
PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	65
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	65.00
8.10	Annual Total Hours - Main Library	3,528
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,528.00

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1.	Outlet Name	Mastics-Moriches-Shirley Community Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	407 William Floyd Parkway
4.	Outlet Street Address Status	00 (for no change)
5.	City	Shirley
6.	Zip Code	11967
7.	Four-Digit Zip Code Extension	3492
8.	Phone (enter 10 digits only)	(631) 399-1511
9.	Fax Number (enter 10 digits only)	(631) 281-4442
10.	E-mail Address	mmslib@suffolk.lib.ny.us
11.	Outlet URL	www.communitylibrary.org
12.	County	Suffolk
13.	Outlet Type Code (select one):	CE
14.	Public Service Hours Per Year for This Outlet	3,528
15.	Number of Weeks This Outlet is Open	52
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
17.	Is the meeting space available for public use even when the outlet is closed?	N
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	927
19.	Enter the appropriate outlet code (select one):	LO
20.	Who owns this outlet building?	School District
21.	Who owns the land on which this outlet is built?	Library Board
22.	Indicate the year this outlet was initially constructed	1982
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1995
24.	Square footage of the outlet	44,000
25.	Total number of Internet terminals at this outlet used by the general public	115

26.	Type of connection on the outlet's public Internet computers	Leased Line
27.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 10 mbps and less than 25 mbps
28.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 10 mbps and less than 25 mbps
29.	Internet Provider	Other (specify using the State note)
30.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access
31.	Does the outlet have interactive videoconferencing capability for public use?	N
32.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
33.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
34.	<i>LIBID</i>	8000586075
35.	<i>FSCSID</i>	NY0687
36.	<i>Metropolitan Status Code</i>	NC
37.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
38.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2011. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2011 to December 31, 2011)	18
10.2	Number of voting library board positions stated in the library's charter.	5
10.3	Number of current <u>voting</u> positions on library board.	5

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members for the **2012 Calendar Year**. Complete one record for *each* board member.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mr.
10.6	First Name	Joseph
10.7	Last Name	Maiorana
10.8	Mailing Address	13 Halewood Drive
10.9	City	Shirley
10.10	Zip Code (5 digits only)	11967
10.11	Phone (enter 10 digits only)	(516) 380-1369
10.12	E-mail Address	jmaioran@suffolk.lib.ny.us
10.13	Term Expires - Month	June
10.14	Term Expires - Year (yyyy)	2014
10.15	The date the Oath of Office was taken (mm/dd/yyyy)	07/25/2011
10.16	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2011

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	James
3.	Last Name of Board Member	Mazzarella
4.	Mailing Address	113 Crystal Beach
5.	City	Moriches
6.	Zip Code (5 digits only)	11955
7.	E-mail address	N/A
8.	Office Held or Trustee	Vice President
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	06/29/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2011

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Joseph
3.	Last Name of Board Member	Simmons
4.	Mailing Address	47 Broadway
5.	City	Mastic
6.	Zip Code (5 digits only)	11950
7.	E-mail address	N/A
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	07/25/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2011

1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Maris
3.	Last Name of Board Member	Raineri
4.	Mailing Address	22 Lexington Road
5.	City	Shirley
6.	Zip Code (5 digits only)	11967
7.	E-mail address	N/A
8.	Office Held or Trustee	Clerk
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2012
11.	The date the Oath of Office (mm/dd/yyyy) was taken	07/25/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2011

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Anthony
3.	Last Name of Board Member	Saggio
4.	Mailing Address	50 Ann Rd
5.	City	Mastic Beach
6.	Zip Code (5 digits only)	11951
7.	E-mail address	N/A
8.	Office Held or Trustee	TRUSTEE
9.	Term Expires	June

10.	Term Expires - Year (yyyy)	2016
11.	The date the Oath of Office (mm/dd/yyyy) was taken	06/29/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2011

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	William Floyd School District
3.	Amount	\$8,165,000
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Eastport South Manor School District
3.	Amount	\$522,540
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$8,687,540

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$11,717
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$11,717

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$7,248
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FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$250
11.15	Fund Raising	\$0
11.16	Income from Investments	\$68,896
11.17	Library Charges	\$113,209
11.18	Other	\$15,602

TOTAL OTHER RECEIPTS

11.19	(Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$197,957
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$8,904,462
11.21	BUDGET LOANS	\$0
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$27,073
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$27,073
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$3,495,188
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)	\$12,426,723

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,963,228
12.2	Other Staff	\$2,659,349
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$4,622,577
12.4	Employee Benefits Expenditures	\$1,319,255
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$5,941,832

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$369,656
12.7	Electronic Materials Expenditures	\$280,913
12.8	Other Materials Expenditures	\$13,822
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$664,391

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$434,360
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$434,360

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$49,107
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$49,107
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$219,711
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$268,818

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$90,301
12.19	Telecommunications	\$28,298
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$54,510
12.22	Other Miscellaneous	\$573,812

12.23	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$746,921
12.24	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$96,932
DEBT SERVICE		
Capital Purposes Loans (Principal and Interest)		
12.25	From Local Public Funds (73PF)	\$0
12.26	From Other Funds (73OF)	\$0
12.27	Total (Add Questions 12.25 and 12.26)	\$0
12.28	Budget Loans (Principal and Interest)	\$48,515
12.29	Short-Term Loans	\$0
12.30	Total Debt Service (Add Questions 12.27, 12.28 and 12.29)	\$48,515
12.31	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)	\$8,201,769
TRANSFERS		
Transfers to Capital Fund		
12.32	From Local Public Funds (76PF)	\$0
12.33	From Other Funds (76OF)	\$0
12.34	Total Transfers to Capital Fund (Add Questions 12.32 and 12.33; same as Question 13.8)	\$0
12.35	Transfer to Other Funds	\$0
12.36	TOTAL TRANSFERS (Add Questions 12.34 and 12.35)	\$0
12.37	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.31 and 12.36)	\$8,201,769
12.38	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2011	\$4,224,954
12.39	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.37 and 12.38; same as Question 11.26)	\$12,426,723

ASSURANCE

12.40	The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/27/2012
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FISCAL AUDIT

12.41	Last audit performed (mm/dd/yyyy)	10/18/2011
12.42	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2010 - 06/30/2011
12.43	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.44	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$22,986

13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$22,986
STATE AID FOR CAPITAL PROJECTS		
13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0
FEDERAL AID FOR CAPITAL PROJECTS		
13.7	TOTAL FEDERAL AID	\$0
INTERFUND REVENUE		
13.8	Transfer from Operating Fund (Same as Question 12.34)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$22,986
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$22,986
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$1,842,775
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,865,761

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$27,073
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$27,073
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2011	\$1,838,688
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$1,865,761

15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	27.13
15.2	Total Librarians	27.13
15.3	All Other Paid Staff	67.38
15.4	Total Paid Employees	94.50
15.5	State Government Revenue	\$18,965
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$197,957

15.8	Total Operating Revenue	\$8,904,462
15.9	Other Operating Expenditures	\$1,161,186
15.10	Total Operating Expenditures	\$7,767,409
15.11	Total Capital Expenditures	\$461,433
15.12	Print Materials	178,667
15.13	Total Registered Borrowers	40,749
15.14	Other Capital Revenue and Receipts	\$0
15.15	Total Number of Internet Terminals Used by the General Public	115

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8000586075
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	LD
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	SD1
16.7	<i>FSCS ID</i>	NY0687

SUGGESTED IMPROVEMENTS

Library Name: Mastics-Moriches-Shirley
Community Lib

Library System: Suffolk Cooperative Library
System

Name of Person Completing Form: Christopher Nowak

Phone Number: (631) 399-1511

Please share with us your suggestions for improving the *Annual Report*
. Thank you!

**BY LAWS
OF THE
MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

Article I – Name

1. This organization is and shall be known as the Mastics-Moriches-Shirley Community Library existing by virtue of the provisions in the Provisional Charter Number 14,012, granted by the Regents of the University of the State of New York on September 19,1974 and the Absolute Charter Number 16,846 granted by the Regents on March 22,1979, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter and applicable State laws.

Article II – Management

1. The business and affairs of the Mastics-Moriches-Shirley Community Library shall be governed by a Board of Trustees that shall be five in number, elected, one each year, by the legal voters of the William Floyd UFSD #32 for a term of five years.

2. The term of members of the Board of Trustees that shall end on June 30 of the fifth year following election unless a Trustee shall have resigned or otherwise terminated membership on the Board.

3. Vacancies that occur for reasons other than the expiration of the term shall be filled by a majority vote of the Board of Trustees. Any person so

appointed shall hold office until the next annual election of the Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board shall be declared to have vacated his or her seat pursuant to Article 226.4 of New York State Education Law unless a majority of Trustees consider his or her absences excusable by ballot cast at the next regular meeting immediately following the third consecutive absence. Such vacancy shall be filled in the manner prescribed above in this section.

Article III --- Officers

1. The Officers of the Mastics-Moriches-Shirley Community Library shall be selected by majority vote at the Annual Meeting, and they shall be a President, a Vice President, a Treasurer, and a Secretary. The Secretary need not be a member of the Board of Trustees. The Treasurer may not be a member of the Board of Trustees. Only duly elected or appointed trustees in attendance at a legal meeting have a right to vote.
2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
4. The Vice President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.

5. The Trustees shall appoint a Clerk who may not be a trustee to be responsible for signing legal documents related to public elections called by the Board of Trustees and adjudicating disagreements that may arrive concerning an election.

6. The Treasurer shall be the disbursing officer of the Board, shall sign all checks and shall perform such duties as are generally associated with that office. An Assistant Treasurer may be selected by the Board to assist the Treasurer in the performance of his or her duties. Should the Treasurer and Assistant Treasurer become incapacitated or be unavailable, the Director will assume the duties of the Treasurer until the next meeting of the Board of Trustees. The Treasurer, Assistant Treasurer, and the Director shall be bonded in any amount as may be required by a resolution of the Board.

7. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all meetings and shall perform such other duties as are generally associated with that office. All correspondence originated by the Board shall be channeled through the Secretary. In addition, the Secretary shall ascertain the agreement of at least three Board Members at a Board Meeting before any such correspondence is forwarded.

Article IV -- Meetings

1. The regular meetings shall be held as established by the Board at the Annual Meeting, and no further notice shall be required thereof.

2. Special meetings may be called by the Director at the direction of the President, or at the request of at least three Trustees, for the transaction of business as stated in the call for the special meeting.

4. A quorum for the transaction of business at any meeting shall consist of

a majority of the entire Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof shall be sent to all Trustees.

5. The order of business at the regular meetings shall be as follows:

1. Call to order and period for public expression
2. Reading and approval of minutes
3. Approval of bills
4. Financial Report
5. Report of Director
6. Unfinished business
7. New business
8. Adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

Article V – Committees

1. The President is authorized to appoint such committees from time to time as he or she may deem necessary or advisable.

2. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has unanimously agreed to delegate specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

Article VI – Not For Profit Corporations

1. The Mastics-Moriches-Shirley Community Library recognizes the importance of the Friends of the Art, Inc. and The Family Literacy Project, Inc., as an asset to the community and an enhancement to library services.
2. The Board of Trustees will, at their Annual Organization meeting, appoint the Executive Director of the Friends of the Arts, Inc., and the Executive Director of the Family Literacy Project, Inc.
3. The Board of Trustees will, at their Annual Organization meeting, appoint the Steering Committee of the Friends of the Arts, Inc. and the Steering Committee of the Family Literacy Project, Inc.
4. The Mastics-Moriches-Shirley Community Library will be responsible for the payment of salaries for the Executive Director of the Friends of the Arts, Inc. and the Executive Director of the Family Literacy Project, Inc. The Community Library will also provide office space, support staff and in-kind services for these Not For Profit Corporations.
5. As an extension of the Community Library, all benefits of Banking, and Postal privileges will be offered to the Friends of the Arts, Inc. and the Family Literacy Project, Inc.

Article VII – Director

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library, acting on behalf of the Board, and under its review and direction.
2. The Director shall recommend to the Board the appointment and specify the duties of the Library's employees and no appointments, promotions, or dismissals shall be made without this recommendation.
3. The Director shall have interim authority to appoint part-time or temporary employees without prior approval of the Board provided such appointments are reported at the next regular Board meeting, at which time such appointments will be subject to Board approval.

4. The Director shall assist the Board in any collective bargaining negotiations with representatives of employees, if so recognized by the Board, and shall recommend the form and substance of agreement for action by the Board.

5. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of service to the public, and for operation within the budgeted appropriation.

Article VIII – Amendments

These Bylaws may be amended by the Board of Trustees in the following manner:

1. By written notice to all Trustees of the proposed amendment at least three days prior to holding of any regular or five days prior to holding of any special meeting, at which time action upon said proposed amendment may be taken.
2. By proposing such amendment at any regular or special meeting, provided all members of the Board are present at such meeting.
3. In either case, a majority of the members of the Board of Trustees must approve such change in Bylaws in order to effectuate the change.

Amended 8/20/01