#### MEETING OF THE BOARD OF TRUSTEES

#### OF THE

#### **MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**September 24, 2012** 

7:00 PM

#### <u>AGENDA</u>

I. CALL TO ORDER
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PLEDGE OF ALLEGIANCE

- II. APPROVAL OF MINUTES
- III. SCHEDULE OF CLAIMS
  - 1. OPERATING FUND
- IV. FINANCIAL REPORTS
- V. DIRECTOR'S REPORT
- VI. ASSISTANT DIRECTOR'S REPORT
- VII. BUSINESS MANAGER'S REPORT
- VIII. UNFINISHED BUSINESS
  - A. COMMUNITY SURVEY PROPOSAL
- IX. NEW BUSINESS
  - A. DEPARTMENT REPORTS

- 1. CIRCULATION DEPARTMENT
- 2. LITERACY SERVICES
- 3. INFORMATION TECHNOLOGY
- 4. DIGITAL SERVICES
- 5. ADULT SERVICES
- 6. TEEN SERVICES
- 7. CHILDREN'S AND PARENT SERVICES
- 8. TECHNICAL SERVICES
- B. PERSONNEL
  - 1. RECOMMENDED CHANGES
- C. CORRESPONDENCE
- D. HVAC POJECT
- E. CONTRACT RENEWAL
- F. NEW CONTRACT
- G. CONTINUING EDUCATION
- H. COMMUNITY EVENT

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- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

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

October 22, 2012, 7:00PM

#### **DRAFT - UNAPPROVED**

#### MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

#### **MINUTES OF AUGUST 27, 2012 BOARD MEETING**

President Mazzarella called the meeting to order at 7:12 pm.

Present were Trustees Gross, Mazzarella, Simmons, Maiorana, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Prevete. Two Associates of SandPebble Builders, Inc. came at 7:40 pm.

**PRESENT** 

Motion by Maiorana, second by Simmons to accept the minutes of the July 23, 2012 meeting of the Board of Trustees. Carried 4-0.

**MINUTES** 

Motion by Maiorana, second by Gross to accept the July 23, 2012 Organizational meeting of the Board of Trustees. Carried 4-0.

Motion by Simmons, second by Maiorana to approve the Operating Fund schedule of claims dated 08/27/12 Prepay Payables Warrant #1 \$89,550.10; Payables Warrant #2 \$120,281.34; Payables Warrant #3 \$1,255.00; Payroll Warrant W.E. 7/20/2012 \$174,301.45; Payroll Benefits Warrant \$61,744.54; Payroll Warrant W.E. 8/3/2012 \$172,955.46; Payroll Benefits Warrant \$7,252.33; Payroll Warrant W.E. 8/17/2012 \$173,465.33; Payroll Benefits Warrant \$4,873.42. Carried 4-0.

SCHEDULE OF CLAIMS

Motion by Maiorana, second by Gross to approve the Operating Fund Financial Report for July 2012. Carried 4-0.

FINANCIAL REPORTS

Motion by Maiorana, second by Simmons to approve the Capital Fund Financial Report for July 2012. Carried 4-0.

Director explained that 4 bids had been submitted for the HVAC with the low bid of \$64,130.00 from Excelsior Plumbing & Heating Inc. . Once the paperwork is filed with Albany, we can apply for a grant. We've received a grant from State Education Bullet \$ which must be used on software or a service; she recommended it be applied toward the renewal of our contract with Boopsie, for our mobile app. SCLS LI Link now enables our residents to borrow items from Nassau & Suffolk Counties. She also mentioned the Patchogue - Medford's Library Board allocated funds to enable SCLS Saturday delivery of interloans beginning in January.

DIRECTOR'S REPORT

#### **DRAFT** - UNAPPROVED

The Assistant Director recounted the Outreach Public Services of the past year, ie: skatepark, Mastic Beach gazebo, etc..., On the Road series of programs (age specific) promoting literacy and the feeling of the library being family friendly. She also mentioned our involvement in Community driven projects such as the Tri-Hamlet Renaissance Day and the play, Suessical which Friends of the Arts helped to get going.

ASS'T DIRECTOR'S REPORT

The Business Manager added to his report saying that he had attended a Webinar offered by the State Comptroller's Office on the New York State Tax Cap. He informed us that Eastport - South Manor (contract patrons) Revenue received \$482,000.00 exceeding the budgeted projection of \$295,000.00.

BUSINESS MNGR.'S REPORT

Motion by Maiorana, second by Gross to accept the Director's recommended personnel changes. Carried 4-0.

RECOMMENDED PERSONNEL CHANGES

Motion by Maiorana, second by Simmons to accept the low bid of Excelsior Plumbing & Heating Inc. in the amount of \$64,130.00, plus anti freeze solution replacement at a cost of \$25.00 per gallon, for the installation of a new boiler at the Mastics-Moriches-Shirley Community Library. Carried 4-0.

BOILER REPLACEMENT PROJECT

Motion by Gross, second by Simmons to approve the budget created by Sandpebble Builders and Wiedersum Associates for the entire Boiler replacement project of a cost not to exceed \$223,000. Carried 4-0.

Motion by Gross, second by Maiorana to adopt the following SEQRA Resolution:

SEQRA DETERMINATION

Whereas, the Matics-Moriches-Shirley Community Library Board of Trustees has assumed the role of lead agency under the State Environmental Quality Review Act (SEQRA) re: capital construction projects undertaken By the Community Library; and

Whereas the Board of Trustees has reviewed the description and scope of work for the proposed capital improvement involving the boiler replacement project at the Library; and

Whereas, the Board of Trustees has reviewed and evaluated the impact of Capital project under consideration, and after review, determined that the capital project under consideration is a routine activity of an education institution, and would have no significant environmental impact.

Now therefore be it **RESOLVED** that upon the recommendation of the Library Director, and Library Architect, and the Construction Management Firm, the proposed Mastics-Moriches-Shirley Community Library capital improvement is determine to be Type II Action pursuant to 6 NYSCRR 617.5 © (8); and therefore, the SEQRA review process is deemed finalized. Carried 4-0.

#### **DRAFT** - UNAPPROVED

Motion by Maiorana, second by Gross to authorize the Director, Department Heads, Board members and/or designated staff to attend NYLA at A cost not to exceed \$1,200.00 per person. Carried 4-0.

CONTINUING EDUCATION

Motion by Maiorana, second by Simmons to authorize the attendance of Kerrilynn Hurley, Teen Services Librarian at the Young Adult Literature Conference in St. Louis, MO at a cost not to exceed 1,020.00. Carried 4-0.

Motion by Simmons, second by Maiorana to approve the renewal with Boopsie Inc. in the amount of \$3,985.00 for a one year term commencing on August 1, 2012. Carried 4-0.

**CONTRACT RENWAL** 

Motion by Maiorana, second by Simmons to move into Executive Session at 9:28PM to discuss a personnel issue related to one employee. Carried 4-0.

**EXECUTIVE SESSION** 

Motion by Mazzarella, second by Gross to leave executive session at 9:50 PM. Carried 4-0.

Motion by Simmons, second by Gross to approve FMLA leave and to grant unpaid leave of absence to staff member Darlene Billows. Carried 4-0.

Motion by Mazzarella, second by Maiorana to adjourn at 9:52 PM. Carried 4-0.

**ADJOURNMENT** 

Respectfully submitted by,

Cecile Prevete, Secretary

#### MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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#### **SCHEDULE OF CLAIMS**

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#### PRESENTED SEPTEMBER 24, 2012

PREPAY PAYABLES WARRANT #1	\$23,833.99
PAYABLES WARRANT #2	\$103,182.17
PAYROLL WARRANT W.E. 8/31/2012	\$171,729.23
PAYROLL BENEFITS WARRANT	\$66,831.17
PAYROLL WARRANT W.E. 9/14/2012	\$161,882.59
PAYROLL BENEFITS WARRANT	\$5,412.30
TOTAL	<u>\$532,871.45</u>

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.

ì	Secretary:	Date:

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49052	08/23/2012 Amazon.com		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*81012	08/22/2012		6410A · BOOKS (ADULT)	1,627.35
				6410C · BOOKS (C&P)	517.28
				6410N · BOOKS (TEEN)	635.02
				6417A · VIDEOS (ADULT)	770.14
				6417N · VIDEOS (TEEN)	140.51
				6411N · MICRO/REF CD (TEEN)	30.52
				6429C · REALIA (C&P)	312.48
				6417C · VIDEOS (C&P)	389.96
				6412A · RECORDINGS (ADULT)	79.76
				6412C · RECORDINGS (C&P)	61.95
TOTAL					4,564.97
Bill Pmt -Check	49053	08/23/2012 AT&T		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*81012	08/22/2012		6431D · TELECOMMUNICATIONS	36.68
TOTAL					36.68
Bill Pmt -Check	49054	08/23/2012 Cablevision		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*081612-091512	08/22/2012		6431D · TELECOMMUNICATIONS	589.05
				6439A · EQUIPMENT R & M (ADULT)	4.15
				6439N · EQUIPMENT R & M (TEEN)	4.15
TOTAL					597.35
Bill Pmt -Check	49055	08/23/2012 Child Care Coun	cil of Suffolk, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Reg PM 9152012	08/22/2012		6435C · CED, CONF & TRAVEL (C&P)	50.00

	Туре	Num	Date	Name	Account	Paid Amount
TO	TAL					50.00
	Bill Pmt -Check	49056	08/23/2012 LIPA		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	*08072012	08/22/2012		6450E · ELECTRICITY	12,155.22
TO	TAL					12,155.22
	Bill Pmt -Check	49057	08/23/2012 National Grid		L0225 · EMPIRE NAT'L - OPERATING	
	Bill Pint -Check	49057	06/23/2012 National Grid		LUZZS - EMPIRE NAT L - OPERATING	
	Bill	*08072012	08/22/2012		6450F · FUEL/GAS	67.01
TO	TAL					67.01
	Bill Pmt -Check	49058	08/23/2012 Sam's Club		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	*08082012	08/22/2012		6437C · PROGRAMS (C&P)	95.95
					6437L · PROGRAMS (LIT)	151.02
					6437N · PROGRAMS (TEEN)	291.43
					6451G · CUSTODIAL SUPPLIES	365.85
					6430G · OFFICE AND LIBRARY SUPPLIES	9.88
					6437A · PROGRAMS (ADULT)	295.84
TO	TAL					1,209.97
	Bill Pmt -Check	49059	08/23/2012 Verizon		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	*080712	08/22/2012		6431D · TELECOMMUNICATIONS	89.68
TO	TAL					89.68

Туре	Num	Date Name	Account	Paid Amount
Bill Pmt -Check	49060	08/23/2012 William Floyd Scholarship Fo	und L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Tee Sign	08/22/2012	6435D · CED, CONF & TRAVEL (ADM)	150.00
Bill	*Reg Dinner for 9	08/22/2012	6435D · CED, CONF & TRAVEL (ADM)	765.00
TOTAL				915.00
Bill Pmt -Check	49067	08/28/2012 American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*082912	08/27/2012	6431D · TELECOMMUNICATIONS	25.00
			6430G · OFFICE AND LIBRARY SUPPLIES	840.97
			6437C ⋅ PROGRAMS (C&P)	496.57
			6437A · PROGRAMS (ADULT)	142.32
			6428D · MISCELLANEOUS	40.00
			7203W · EQUIPMENT WIRE	18.18
			6451G · CUSTODIAL SUPPLIES	81.23
			6439G · EQUIPMENT R & M (GEN)	111.93
			6450F · FUEL/GAS	75.00
			6437N · PROGRAMS (TEEN)	66.34
TOTAL				1,897.54
Bill Pmt -Check	49068	09/06/2012 Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*082012	09/05/2012	6430G · OFFICE AND LIBRARY SUPPLIES	129.67
			6451G · CUSTODIAL SUPPLIES	178.87
TOTAL				308.54
Bill Pmt -Check	49069	09/07/2012 CLASC, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Reg 10192012	09/06/2012	6435C · CED, CONF & TRAVEL (C&P)	425.00

	Туре	Num	Date	Name	Account	Paid Amount
TOTA	L					425.00
E	Bill Pmt -Check	49070	09/13/2012 Long	Island Railroad	L0225 · EMPIRE NAT'L - OPERATING	
			_			
Е	Bill	*Tickets 9292012	09/12/2012		6437A · PROGRAMS (ADULT)	255.00
TOTAL	L					255.00
E	Bill Pmt -Check	49071	09/17/2012 Sam's	Club	L0225 · EMPIRE NAT'L - OPERATING	
E	3ill	*09082012	09/14/2012		6437A · PROGRAMS (ADULT)	522.99
					6437L · PROGRAMS (LIT)	70.75
					6430G · OFFICE AND LIBRARY SUPPLIES	189.32
					6451G · CUSTODIAL SUPPLIES	389.46
TOTAI	L					1,172.52
E	Bill Pmt -Check	49072	09/17/2012 Verizo	on	L0225 · EMPIRE NAT'L - OPERATING	
E	Bill	*090712	09/14/2012		6431D · TELECOMMUNICATIONS	89.51
TOTAI	L					89.51

**GRAND TOTAL:** \$ 23,833.99

Туре	Num	Date	Name	Account	Paid Amount
I hereby certify the	nat at a meeting	of the board on $_{-\!-\!-\!-}$			
the above vouch	ers were approve	ed and authorized.			
			Signed:	·	
			Title:	Secretary	

	Туре	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	49073	09/24/2012 All Isla	nd Janitorial Supply, Inc	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	692660	09/10/2012		6451G · CUSTODIAL SUPPLIES	-198.75
	Bill	692767	09/14/2012		6451G · CUSTODIAL SUPPLIES	-495.94
TO	ΓAL					-694.69
	Bill Pmt -Check	49074	09/24/2012 Americ	an Library Association	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	26765033	09/04/2012		6410C · BOOKS (C&P)	-109.90
	Bill	26635656	09/07/2012		6437N · PROGRAMS (TEEN)	-92.00
	Bill	26984521	09/12/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-57.45
TOT	ΓAL					-259.35
	Bill Pmt -Check	49075	09/24/2012 Andres	en, Alana	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9132012	09/17/2012		6437C · PROGRAMS (C&P)	-36.09
					6435C · CED, CONF & TRAVEL (C&P)	-12.21
TOT	ΓAL				•	-48.30
	Bill Pmt -Check	49076	09/24/2012 Baker 8	& Taylor	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3018116422	08/28/2012		6410A · BOOKS (ADULT)	-391.53
	Bill	3018119577	08/28/2012		6410A · BOOKS (ADULT)	-242.75
	Bill	3018116656	08/28/2012		6410A · BOOKS (ADULT)	-94.30
	Bill	3018116916	08/28/2012		6410C · BOOKS (C&P)	-181.35
	Bill	3018085416	08/28/2012		6410C · BOOKS (C&P)	-77.05
	Bill	3018089540	08/28/2012		6410C · BOOKS (C&P)	-115.87
	Bill	3018089348	08/28/2012		6410C · BOOKS (C&P)	-34.12

Bill       3018089755       08/28/2012       6410C · BOOKS (C&P)         Bill       3018101597       08/28/2012       6410C · BOOKS (C&P)         Bill       3018113165       08/28/2012       6410C · BOOKS (C&P)         Bill       3018100797       08/28/2012       6410C · BOOKS (C&P)         Bill       3018110774       08/28/2012       6410C · BOOKS (C&P)         Bill       3018114051       08/28/2012       6410C · BOOKS (C&P)         Bill       3018127672       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018128654       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018119600       08/30/2012       6410A · BOOKS (ADULT)         Bill       301812121       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139086       08/30/2012       6410A · BOOKS (ADULT)	
Bill       3018113165       08/28/2012       6410C · BOOKS (C&P)         Bill       3018100797       08/28/2012       6410C · BOOKS (C&P)         Bill       3018110774       08/28/2012       6410C · BOOKS (C&P)         Bill       3018114051       08/28/2012       6410C · BOOKS (C&P)         Bill       3018127672       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018128654       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018119600       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018121211       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018334514       08/30/2012       6410A · BOOKS (ADULT)         Bill       30183337310       08/30/2012       6410A · BOOKS (ADULT)         Bill       30181337310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-1,186.55
Bill       3018100797       08/28/2012       6410C · BOOKS (C&P)         Bill       3018110774       08/28/2012       6410C · BOOKS (C&P)         Bill       3018114051       08/28/2012       6410C · BOOKS (C&P)         Bill       3018127672       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018128654       08/30/2012       6410A · BOOKS (ADULT)         Bill       301819600       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-52.60
Bill       3018110774       08/28/2012       6410C · BOOKS (C&P)         Bill       3018114051       08/28/2012       6410C · BOOKS (C&P)         Bill       3018127672       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018128654       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018119600       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018121211       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)	-105.44
Bill       3018114051       08/28/2012       6410C ⋅ BOOKS (C&P)         Bill       3018127672       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018128654       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018119600       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018121211       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A ⋅ BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A ⋅ BOOKS (ADULT)	-256.80
Bill       3018127672       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018128654       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018119600       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018121211       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139035       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-393.81
Bill       3018128654       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018119600       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018121211       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-147.47
Bill       3018119600       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018121211       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-393.66
Bill       3018121211       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-118.82
Bill       3018134918       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-477.35
Bill       3018134514       08/30/2012       6410A · BOOKS (ADULT)         Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-93.67
Bill       3017830385       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-74.31
Bill       3018137310       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-123.39
Bill       3018133152       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-180.38
Bill       3018139085       08/30/2012       6410A · BOOKS (ADULT)         Bill       3018136269       08/30/2012       6410A · BOOKS (ADULT)	-113.35
Bill 3018136269 08/30/2012 6410A · BOOKS (ADULT)	-79.21
·	-41.84
P.II. 00404040 0040400 004000 004000 004000 0040000 00400000 0040000 0040000 00400 00400 00400 00400 00400 00400 00400 00400 00400 00400 004000 00400 00400 00400 00400 00400 00400 00400 00400 00400 004000 004000 004000 004000000	-44.52
Bill 3018121210 09/04/2012 6410C · BOOKS (C&P)	-354.08
Bill 3018116675 09/04/2012 6410C · BOOKS (C&P)	-727.83
Bill 3018136709 09/04/2012 6410C · BOOKS (C&P)	-37.75
Bill 3018130149 09/04/2012 6410C · BOOKS (C&P)	-39.67
Bill 3018135901 09/04/2012 6410C · BOOKS (C&P)	-392.72
Bill 3018133397 09/04/2012 6410C · BOOKS (C&P)	-202.79
Bill 3018137673 09/04/2012 6410C · BOOKS (C&P)	-274.46
Bill 3018108423 09/06/2012 6410N · BOOKS (TEEN)	-29.31
Bill 3018133040 09/10/2012 6410A · BOOKS (ADULT)	-498.06
Bill 3018142164 09/10/2012 6410A · BOOKS (ADULT)	-38.42
Bill 3018142234 09/10/2012 6410A · BOOKS (ADULT)	-38.72
Bill 3018136156 09/10/2012 6410A · BOOKS (ADULT)	-244.40
Bill 3018145506 09/10/2012 6410A · BOOKS (ADULT)	-141.32
Bill 3018148473 09/10/2012 6410A · BOOKS (ADULT)	-138.16
Bill 3018140302 09/10/2012 6410A · BOOKS (ADULT)	-1,004.13

Туре	Num	Date I	Name Account	Paid Amount
Bill	3018144388	09/10/2012	6410A · BOOKS (ADULT)	-13.36
Bill	3018151038	09/10/2012	6410A · BOOKS (ADULT)	-107.11
Bill	3018150367	09/10/2012	6410A · BOOKS (ADULT)	-113.34
Bill	3018144292	09/10/2012	6410A · BOOKS (ADULT)	-122.14
Bill	3018160989	09/10/2012	6410A · BOOKS (ADULT)	-193.00
Bill	3018162933	09/10/2012	6410A · BOOKS (ADULT)	-59.87
Bill	3018130092	09/11/2012	6410N · BOOKS (TEEN)	-32.73
Bill	3018162701	09/11/2012	6410N · BOOKS (TEEN)	-11.27
Bill	3018120901	09/11/2012	6410N · BOOKS (TEEN)	-75.81
Bill	3018153925	09/11/2012	6410N · BOOKS (TEEN)	-10.54
Bill	3018138753	09/11/2012	6410N · BOOKS (TEEN)	-15.66
Bill	3018130321	09/11/2012	6410N · BOOKS (TEEN)	-48.30
Bill	3018157280	09/11/2012	6410N · BOOKS (TEEN)	-75.75
Bill	3018144357	09/14/2012	6410A · BOOKS (ADULT)	-184.21
Bill	3018154286	09/14/2012	6410A · BOOKS (ADULT)	-134.68
Bill	3018158951	09/17/2012	6410A · BOOKS (ADULT)	-240.06
Bill	3018167474	09/17/2012	6410A · BOOKS (ADULT)	-322.76
Bill	3018171311	09/17/2012	6410A · BOOKS (ADULT)	-110.56
Bill	3018180347	09/17/2012	6410A · BOOKS (ADULT)	-273.28
Bill	3018163903	09/17/2012	6410A · BOOKS (ADULT)	-58.70
Bill	3018166181	09/17/2012	6410A · BOOKS (ADULT)	-311.47
Bill	3018169131	09/17/2012	6410A · BOOKS (ADULT)	-15.63
Bill	3018169487	09/17/2012	6410A · BOOKS (ADULT)	-675.12
Bill	3018166853	09/17/2012	6410A · BOOKS (ADULT)	-64.55
Bill	3018167862	09/17/2012	6410A · BOOKS (ADULT)	-108.79
Bill	3018172455	09/17/2012	6410A · BOOKS (ADULT)	-252.78
OTAL				-12,813.43
Bill Pmt -Check	49077	09/24/2012 Baker & Taylor Ente	rtainment L0225 · EMPIRE NAT'L - OPERATING	
Bill	V81410220	08/28/2012	6417C · VIDEOS (C&P)	-25.00

	Туре	Num	Date	Name	Account	Paid Amount
	Bill	V81937980	08/28/2012		6417C · VIDEOS (C&P)	-10.72
	Bill	V82104470	08/28/2012		6417C · VIDEOS (C&P)	-7.14
	Bill	V81310660	08/28/2012		6417C · VIDEOS (C&P)	-25.00
	Bill	V82499860	09/04/2012		6417C · VIDEOS (C&P)	-42.87
	Bill	V82885570	09/11/2012		6417N · VIDEOS (TEEN)	-21.44
					6410N · BOOKS (TEEN)	-10.71
	Bill	V82352560	09/11/2012		6412N · RECORDINGS (TEEN)	-25.26
	Bill	V81930820	09/11/2012		6412N · RECORDINGS (TEEN)	-8.75
тот	AL					-176.89
	Bill Pmt -Check	49078	09/24/2012 Bleidn	er, Gloria	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9102012	09/18/2012		6437A · PROGRAMS (ADULT)	-75.00
ТОТ	AL					-75.00
	Bill Pmt -Check	49079	09/24/2012 Boops	sie, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	23333	09/14/2012		6419G · SOFTWARE (GEN)	-3,985.00
ТОТ	AL					-3,985.00
	Bill Pmt -Check	49080	09/24/2012 Broda	rt Co.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	261328	09/11/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-101.70
ТОТ	AL					-101.70
	Bill Pmt -Check	49081	09/24/2012 Bug F	ree Exterminating Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2338519	09/10/2012		6452G · BLDG ALTERATION AND MAINT	-550.00

Туре	Num	Date	Name	Account	Paid Amount
TOTAL					-550.00
Bill Pmt -Check	49082	09/24/2012 BWI		L0225 · EMPIRE NAT'L - OPERATING	
Bill	166773E	09/11/2012		6410N · BOOKS (TEEN)	-12.98
Bill	178066E	09/11/2012		6410N · BOOKS (TEEN)	-6.49
Bill	173807E	09/11/2012		6410N · BOOKS (TEEN)	-32.45
TOTAL					-51.92
Bill Pmt -Check	49083	09/24/2012 Carter, Kathl	een	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8302012	09/13/2012		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					-200.00
Bill Pmt -Check	49084	09/24/2012 Cedarhurst P	<sup>p</sup> aper	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3615	09/06/2012		6437N · PROGRAMS (TEEN)	-45.96
Bill	3617	09/11/2012		6437N · PROGRAMS (TEEN)	-372.48
TOTAL					-418.44
Bill Pmt -Check	49085	09/24/2012 Center Point	Large Print	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1041192	09/17/2012		6410A · BOOKS (ADULT)	-383.12
TOTAL					-383.12
Bill Pmt -Check	49086	09/24/2012 Colonial You	th & Family Services	L0225 · EMPIRE NAT'L - OPERATING	

Bill   Milesge 9132012   09/13/2012   09/1		Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt - Check   49087   09/24/2012 Currao-McAleavey, Carmella   L0225 - EMPIRE NAT'L - OPERATING		Bill	8/15,22/2012	09/18/2012		6437A · PROGRAMS (ADULT)	-90.00
Bill Pmt - Check   49087   09/24/2012 Currao-McAleavey, Carmella   L0225 - EMPIRE NAT'L - OPERATING						6437C · PROGRAMS (C&P)	-90.00
Bill         8282012         09/13/2012         6437N · PROGRAMS (TEEN)         -45.00           Bill         982012         09/13/2012         6437N · PROGRAMS (TEEN)         -45.00           TOTAL         Bill Pmt · Check         49088         09/24/2012 Curtin, Eileen         L0225 · EMPIRE NAT'L · OPERATING         -7.77           Bill Pmt · Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L · OPERATING         -7.77           Bill Pmt · Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L · OPERATING         -450.00           Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING         -50.51           Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING         -50.51           Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING         -50.51	TOT	AL					-180.00
Bill         8282012         09/13/2012         6437N · PROGRAMS (TEEN)         -45.00           Bill         982012         09/13/2012         6437N · PROGRAMS (TEEN)         -45.00           TOTAL         Bill Pmt · Check         49088         09/24/2012 Curtin, Eileen         L0225 · EMPIRE NAT'L · OPERATING         -7.77           Bill Pmt · Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L · OPERATING         -7.77           Bill Pmt · Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L · OPERATING         -450.00           Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING         -50.51           Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING         -50.51           Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING         -50.51							
Bill Dmt -Check         49088         09/24/2012 Curtin, Eileen         L0225 - EMPIRE NAT'L - OPERATING         -45.00           Bill Pmt -Check         49088         09/24/2012 Curtin, Eileen         L0225 - EMPIRE NAT'L - OPERATING         -7.77           TOTAL         Mileage 9132012         09/17/2012         6435C - CED, CONF & TRAVEL (C&P)         -7.77           Bill Pmt -Check         49089         09/24/2012 Davis, Lindsay         L0225 - EMPIRE NAT'L - OPERATING         -450.00           TOTAL         Bill Pmt -Check         49090         09/13/2012 Demco, Inc.         L0225 - EMPIRE NAT'L - OPERATING         -450.00           Bill Pmt -Check         49090         09/24/2012 Demco, Inc.         L0225 - EMPIRE NAT'L - OPERATING         -50.51           TOTAL         -50.51         -50.51         -50.51         -50.51		Bill Pmt -Check	49087	09/24/2012 Currao-McAle	avey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
Bill Pmt -Check   49088   09/24/2012 Curtin, Eileen   L0225 · EMPIRE NAT'L - OPERATING		Bill	8282012	09/13/2012		6437N · PROGRAMS (TEEN)	-45.00
Bill Pmt -Check         49088         09/24/2012 Curtin, Eileen         L0225 - EMPIRE NAT'L - OPERATING           Bill         Mileage 9132012         09/17/2012         6435C - CED, CONF & TRAVEL (C&P)         -7.77           TOTAL         Fill Pmt -Check         49089         09/24/2012 Davis, Lindsay         L0225 - EMPIRE NAT'L - OPERATING           Bill         8/13,14,15,17,20/12         09/13/2012         6437L - PROGRAMS (LIT)         -450.00           TOTAL         49090         09/24/2012 Demco, Inc.         L0225 - EMPIRE NAT'L - OPERATING         -50.51           Bill         4694083         09/10/2012         6430G - OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51         -50.51		Bill	982012	09/13/2012		6437N · PROGRAMS (TEEN)	-45.00
Bill         Mileage 9132012         09/17/2012         6435C · CED, CONF & TRAVEL (C&P)         7.77           TOTAL         Bill Pmt · Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L · OPERATING         -450.00           Bill         8/13,14,15,17,20/12         09/13/2012         6437L · PROGRAMS (LIT)         -450.00           TOTAL         Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING           Bill         4694083         09/10/2012         6430G · OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51	TOT	AL					-90.00
Bill         Mileage 9132012         09/17/2012         6435C · CED, CONF & TRAVEL (C&P)         7.77           TOTAL         Bill Pmt · Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L · OPERATING         -450.00           Bill         8/13,14,15,17,20/12         09/13/2012         6437L · PROGRAMS (LIT)         -450.00           TOTAL         Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING           Bill         4694083         09/10/2012         6430G · OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51							
Bill Pmt - Check   49089   09/24/2012 Davis, Lindsay   L0225 - EMPIRE NAT'L - OPERATING		Bill Pmt -Check	49088	09/24/2012 Curtin, Eileen		L0225 · EMPIRE NAT'L - OPERATING	
Bill Pmt -Check         49089         09/24/2012 Davis, Lindsay         L0225 · EMPIRE NAT'L - OPERATING           Bill         8/13,14,15,17,20/12         09/13/2012         6437L · PROGRAMS (LIT)         -450.00           TOTAL         -450.00         -450.00         -450.00           Bill Pmt -Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L - OPERATING           Bill         4694083         09/10/2012         6430G · OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51		Bill	Mileage 9132012	09/17/2012		6435C · CED, CONF & TRAVEL (C&P)	-7.77
Bill         8/13,14,15,17,20/12         09/13/2012         6437L · PROGRAMS (LIT)         -450.00           TOTAL         Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING           Bill         4694083         09/10/2012         6430G · OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51	TOT	AL					-7.77
Bill         8/13,14,15,17,20/12         09/13/2012         6437L · PROGRAMS (LIT)         -450.00           TOTAL         Bill Pmt · Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L · OPERATING           Bill         4694083         09/10/2012         6430G · OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51							
## TOTAL   ## 150.00   ## 150.		Bill Pmt -Check	49089	09/24/2012 Davis, Lindsa	у	L0225 · EMPIRE NAT'L - OPERATING	
Bill Pmt -Check         49090         09/24/2012 Demco, Inc.         L0225 · EMPIRE NAT'L - OPERATING           Bill         4694083         09/10/2012         6430G · OFFICE AND LIBRARY SUPPLIES         -50.51           TOTAL         -50.51		Bill	8/13,14,15,17,20/12	09/13/2012		6437L · PROGRAMS (LIT)	-450.00
Bill       4694083       09/10/2012       6430G · OFFICE AND LIBRARY SUPPLIES       -50.51         TOTAL       -50.51	TOT	AL					-450.00
Bill       4694083       09/10/2012       6430G · OFFICE AND LIBRARY SUPPLIES       -50.51         TOTAL       -50.51							
TOTAL -50.51		Bill Pmt -Check	49090	09/24/2012 Demco, Inc.		L0225 · EMPIRE NAT'L - OPERATING	
		Bill	4694083	09/10/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-50.51
Bill Pmt -Check 49091 09/24/2012 Detail Carting Co. Inc. ↓ 0225 . EMPIRE NAT'L - OPERATING	TOT	AL					-50.51
Rill Pmt -Check 49091 09/24/2012 Detail Carting Co. Inc. 10225 - EMPIRE NAT'L - OPERATING							
Diff in Chock 40001 Voleties Detail Carding Co. Inc. LUZZO : Little INC INT I - Of LIVETING		Bill Pmt -Check	49091	09/24/2012 Detail Carting	Co. Inc.	L0225 · EMPIRE NAT'L - OPERATING	

Туре	Num	Date	Name	Account	Paid Amount
Bill	283919	09/11/2012		6432G · CARTAGE	-250.38
TOTAL					-250.38
Bill Pmt -Check	49092	09/24/2012 DJJ Tec	hnologies	L0225 · EMPIRE NAT'L - OPERATING	
Bill	115259	09/17/2012		6439W · EQUIPMENT R & M (WIRES)	-150.00
TOTAL					-150.00
Bill Pmt -Check	49093	09/24/2012 East End	d Driving School, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9152012	09/18/2012		6437N · PROGRAMS (TEEN)	-1,470.00
TOTAL					-1,470.00
Bill Pmt -Check	49094	09/24/2012 Filterfres	sh	L0225 · EMPIRE NAT'L - OPERATING	
Bill	650240	09/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL					-249.00
Bill Pmt -Check	49095	09/24/2012 Fitzwillia	am, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	920724	08/30/2012		6410C · BOOKS (C&P)	-5.20
TOTAL				,	-5.20
Bill Pmt -Check	49096	09/24/2012 Flower E	Barn/IGHL Greenhouses	L0225 · EMPIRE NAT'L - OPERATING	
Bill	B0001688	09/11/2012		643760 ⋅ PLANTINGS	-191.53
TOTAL					-191.53

	Туре	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	49097	09/24/2012 Fred Pryor Semi	nars	L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill <sup>-</sup> AL	12 month renewal	09/14/2012		6435G · CED, CONF & TRAVEL (GEN)	-299.00 -299.00
	Bill Pmt -Check	49098	09/24/2012 Garda CL Atlanti	c, Inc	L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill <sup>-</sup> AL	185-005912	09/14/2012		6437P13 · ARMORED CAR SERVICE	-175.02 -175.02
	Bill Pmt -Check	49099	09/24/2012 Hafener, Cailie		L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill <sup>-</sup> AL	8/13,15,17,20,22	09/13/2012		6437L · PROGRAMS (LIT)	-156.00 -156.00
	Bill Pmt -Check	49100	09/24/2012 High Hopes Prod	ductions	L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill AL	8202012	09/04/2012		6437C · PROGRAMS (C&P)	-290.00 -290.00
	Bill Pmt -Check	49101	09/24/2012 Horbal, Elizabeth	1	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Mileage 8312012	09/07/2012		6435R · CED, CONF & TRAVEL (CIRC)	-20.75
TOT	AL					-20.75

	Туре	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	49102	09/24/2012 Hurley, K	Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Mileage Aug-Sep	09/17/2012		6435N · CED, CONF & TRAVEL (TEEN)	-70.93
TOT	AL					-70.93
	Bill Pmt -Check	49103	09/24/2012 Industria	ıl Appraisal Company	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4699425-2012	09/10/2012		6437P3 · APPRAISAL SERVICES	-205.00
TOT	AL					-205.00
	Bill Pmt -Check	49104	09/24/2012 Island El	oveter Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill Fillt -Check	49104	09/24/2012 ISIANU EI	evalor Services	LUZZS - EIMFIRE NAT L - OFERATING	
	Bill	13405	09/14/2012		6452G · BLDG ALTERATION AND MAINT	-350.00
TOT	AL					-350.00
	Bill Pmt -Check	49105	09/24/2012 Island So	chool & Art Supply	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	420314	09/11/2012		6437N · PROGRAMS (TEEN)	-153.17
	Bill	420317	09/12/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-41.12
	Bill	420646	09/17/2012		6437N · PROGRAMS (TEEN)	-259.90
TOT	AL					-454.19
	Bill Pmt -Check	49106	09/24/2012 J D John	ison Distribution	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	308705	09/14/2012		6451G · CUSTODIAL SUPPLIES	-398.20
ТОТ	-AL					-398.20

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49107	09/24/2012 Joya, Denise		L0225 · EMPIRE NAT'L - OPERATING	
Bill	8/20,21,22,24,29/12	09/13/2012		6437L · PROGRAMS (LIT)	-225.00
TOTAL	0/20,21,22,24,20/12	00/10/2012		OHOTE TROOTS WITE (EIT)	-225.00
TOTAL					-223.00
Bill Pmt -Check	49108	09/24/2012 King Kullen		L0225 · EMPIRE NAT'L - OPERATING	
Bill	122431313171	09/04/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-18.34
Bill	122371304291	09/04/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-15.55
Bill	122361245211	09/04/2012		6437C · PROGRAMS (C&P)	-7.99
Bill	122360299101	09/04/2012		6437C · PROGRAMS (C&P)	-100.22
Bill	122441315441	09/06/2012		6437C · PROGRAMS (C&P)	-44.99
Bill	122280598431	09/06/2012		6437N · PROGRAMS (TEEN)	-168.10
Bill	122231384251	09/06/2012		6437N · PROGRAMS (TEEN)	-119.50
Bill	122340295121	09/06/2012		6437N · PROGRAMS (TEEN)	-18.65
Bill	122431313381	09/07/2012		6437A · PROGRAMS (ADULT)	-33.68
Bill	122541329551	09/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-18.74
Bill	122540630591	09/14/2012		6437C · PROGRAMS (C&P)	-11.40
Bill	122581276321	09/17/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-15.47
Bill	122551272731	09/18/2012		6437N · PROGRAMS (TEEN)	-5.99
Bill	122581335651	09/18/2012		6437N · PROGRAMS (TEEN)	-8.99
TOTAL				•	-587.61
Bill Pmt -Check	49109	09/24/2012 Klein, Carol		L0225 · EMPIRE NAT'L - OPERATING	
Bill	8/22,29/2012	09/07/2012		6437N · PROGRAMS (TEEN)	-160.00
TOTAL					-160.00
Bill Pmt -Check	49110	09/24/2012 Kyle, Stephanie		L0225 · EMPIRE NAT'L - OPERATING	

	Туре	Num	Date	Name	Account	Paid Amount
			00/07/00/0			
	Bill	Program 8162012	09/07/2012		6437N · PROGRAMS (TEEN)	-115.98
<b>TOT</b>	Bill	72912 9712	09/13/2012		6437N · PROGRAMS (TEEN)	-35.79
TOT	AL					-151.77
	Bill Pmt -Check	49111	09/24/2012 Lamb & E	Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
			00/= 1/=0 ·= = = = = = = = = = = = = = = = = =			
	Bill	80742	09/14/2012		6437P4 · ATTORNEY	-1,097.97
TOT	AL					-1,097.97
	Bill Pmt -Check	49112	09/24/2012 Lebron, C	Crystal	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	7/20/12 8/17,31/12	09/13/2012		6437N · PROGRAMS (TEEN)	-240.00
тот		.,,,,			( ==,	-240.00
	Dill Door Observe	40440	00/04/0040   paring		LOGGE EMBIRE MATIL ORERATINO	
	Bill Pmt -Check	49113	09/24/2012 Levine, L	auren	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	8/2,9,16/2012	09/04/2012		6437C · PROGRAMS (C&P)	-375.00
TOT	AL					-375.00
	Bill Pmt -Check	49114	09/24/2012 Long Isla	nd Aquarium Service LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	15854	09/12/2012		6452G · BLDG ALTERATION AND MAI	NT -185.00
	Bill	15621	09/12/2012		6452G · BLDG ALTERATION AND MAI	
тот	AL					-370.00
	Bill Pmt -Check	49115	09/24/2012 Machado	John	L0225 · EMPIRE NAT'L - OPERATING	
	Dan I int -Oneck	73113	USIZAIZUIZ IVIACIIAUU	, •••••	LUZZO - LIMI INE MAI L - OFERATING	

	Туре	Num	Date	- Name	Account	Paid Amount
Bill		9988119235	09/14/2012		6428D · MISCELLANEOUS	-6,000.00
TOTAL		0000110200	00/11/2012		0.235602.222000	-6,000.00
-						-,
Bill	I Pmt -Check	49116	09/24/2012 Maggio	o, Mary	L0225 · EMPIRE NAT'L - OPERATING	
Bill		7/8 8/7/12	09/07/2012		CASTAL DROCDAMS (TEEN)	-545.38
		1/0 0/1/12	09/07/2012		6437N · PROGRAMS (TEEN)	
TOTAL						-545.38
Bill	I Pmt -Check	49117	09/24/2012 McLeo	d, Barbara	L0225 · EMPIRE NAT'L - OPERATING	
Bill		Mileage 9/2012	09/17/2012		6435C · CED, CONF & TRAVEL (C&P)	-18.42
TOTAL						-18.42
Bill	I Pmt -Check	49118	09/24/2012 Midwe	st Tape	L0225 · EMPIRE NAT'L - OPERATING	
Bill		90329169	08/28/2012		6417A · VIDEOS (ADULT)	-89.98
Bill		90327754	08/28/2012		6417A · VIDEOS (ADULT)	-98.67
Bill		90327755	08/28/2012		6417A · VIDEOS (ADULT)	-1,536.43
Bill		90329251	08/28/2012		6417C · VIDEOS (C&P)	-206.28
Bill		90327758	08/28/2012		6417C · VIDEOS (C&P)	-70.08
Bill		90327756	08/28/2012		6417C · VIDEOS (C&P)	-283.64
Bill		90311057	08/28/2012		6410C · BOOKS (C&P)	-78.80
Bill		90316504	08/28/2012		6417C · VIDEOS (C&P)	-158.46
Bill		90293905	08/28/2012		6417C · VIDEOS (C&P)	-55.99
Bill		90299597	08/28/2012		6417C · VIDEOS (C&P)	-231.90
Bill		90279447	08/28/2012		6417C · VIDEOS (C&P)	-132.40
Bill		90337229	08/30/2012		6417A · VIDEOS (ADULT)	-1,004.95
Bill		90337401	08/30/2012		6417A · VIDEOS (ADULT)	-89.67

Туре	Num	Date	Name	Account	Paid Amount
Bill	90340610	08/30/2012		6412A · RECORDINGS (ADULT)	-86.93
Bill	90340558	08/30/2012		6417A · VIDEOS (ADULT)	-41.99
Bill	90341229	08/30/2012		6417A · VIDEOS (ADULT)	-741.14
Bill	90341551	08/30/2012		6417A · VIDEOS (ADULT)	-276.01
Bill	90340611	09/04/2012		6412C · RECORDINGS (C&P)	-17.99
Bill	90337402	09/04/2012		6412C · RECORDINGS (C&P)	-50.80
Bill	90344778	09/04/2012		6417C · VIDEOS (C&P)	-14.44
Bill	90304867	09/04/2012		6417C · VIDEOS (C&P)	-555.46
Bill	90354782	09/10/2012		6412A · RECORDINGS (ADULT)	-65.79
Bill	90344775	09/10/2012		6417A · VIDEOS (ADULT)	-40.17
Bill	90304866	09/10/2012		6417A · VIDEOS (ADULT)	-974.51
Bill	90304864	09/10/2012		6417A · VIDEOS (ADULT)	-117.76
Bill	90344777	09/10/2012		6417A · VIDEOS (ADULT)	-95.18
Bill	90360347	09/10/2012		6417A · VIDEOS (ADULT)	-1,692.41
Bill	90360349	09/10/2012		6417A · VIDEOS (ADULT)	-188.34
Bill	90363212	09/10/2012		6417A · VIDEOS (ADULT)	-442.30
Bill	90363213	09/10/2012		6417A · VIDEOS (ADULT)	-65.78
Bill	90360530	09/11/2012		6417N · VIDEOS (TEEN)	-0.70
Bill	90369169	09/17/2012		6417A · VIDEOS (ADULT)	-666.78
Bill	90379909	09/17/2012		6417A · VIDEOS (ADULT)	-119.45
Bill	90379305	09/17/2012		6417A · VIDEOS (ADULT)	-32.89
Bill	90373363	09/17/2012		6412A · RECORDINGS (ADULT)	-47.81
Bill	90373365	09/17/2012		6417A · VIDEOS (ADULT)	-15.98
Bill	90376930	09/17/2012		6417A · VIDEOS (ADULT)	-98.67
Bill	90372139	09/17/2012		6417A · VIDEOS (ADULT)	-92.67
Bill	90372137	09/17/2012		6417A · VIDEOS (ADULT)	-462.80
OTAL					-11,042.00
Bill Pmt -Check	49119	09/24/2012 Molina, Jose G.		L0225 · EMPIRE NAT'L - OPERATING	
Bill	98384	08/30/2012		6417C · VIDEOS (C&P)	-21.99

	Туре	Num	Date	Name	Account	Paid Amount
TOT	ΓAL					-21.99
	Bill Pmt -Check	49120	09/24/2012 Muralles	, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0/40 45 47 00 00 04	00/40/0040		OAOTI PROGRAMO (LIT)	407.50
TOT		8/13,15,17,20,22,24	09/13/2012		6437L · PROGRAMS (LIT)	-187.50 -187.50
101	TAL .					107.30
	Bill Pmt -Check	49121	09/24/2012 Negron,	Senia	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8/13,15,17,20,22,24	09/13/2012		6437L · PROGRAMS (LIT)	-195.00
TOT	ΓAL					-195.00
	Bill Pmt -Check	49122	09/24/2012 North Sh	ore Library	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Meeting 81712	09/13/2012		6435D · CED, CONF & TRAVEL (ADM)	-32.51
TOT	ΓAL	-				-32.51
	Bill Pmt -Check	49123	09/24/2012 NYLA		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Renew RW 2012	08/28/2012		6438 · DUES	-177.00
TOT			33/23/2012		3.66 2.525	-177.00
	Bill Pmt -Check	49124	09/24/2012 O'Conne	II, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8202012	09/04/2012		6437A · PROGRAMS (ADULT)	-475.00
TOT					- ( - /	-475.00

	Туре	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	49125	09/24/2012 Paychex		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9223201	09/07/2012		6437P12 · PAYROLL SERVICES	-550.05
ТОТ	AL				•	-550.05
	Bill Pmt -Check	49126	09/24/2012 Paychex, Inc		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	272631	09/04/2012		6437P12 · PAYROLL SERVICES	-382.78
	Bill	274822	09/13/2012		6437P12 · PAYROLL SERVICES	-382.70
ТОТ	AL					-765.48
	Bill Pmt -Check	49127	09/24/2012 Petty Cash		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PC CPSD 92012	09/17/2012		6437C · PROGRAMS (C&P)	-96.26
					6430G · OFFICE AND LIBRARY SUPPLIES	-2.15
ТОТ	AL					-98.41
	Bill Pmt -Check	49128	09/24/2012 Peymann, Tracy A	nne	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	8/2,9,16/2012	09/13/2012		6437N · PROGRAMS (TEEN)	-240.00
тот	AL				•	-240.00
	Bill Pmt -Check	49129	09/24/2012 Poland Spring		L0225 · EMPIRE NAT'L - OPERATING	
	Bill	12H8211383149	09/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-333.55
ТОТ			33, 1 W <b>20 -2</b>			-333.55

	Туре	Num	Date Name	Account	Paid Amount
	Bill Pmt -Check	49130	09/24/2012 Pulse Answering Service Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1012012-1212012	09/14/2012	6452G ⋅ BLDG ALTERATION AND MAINT	-87.00
тот	AL			-	-87.00
	Bill Pmt -Check	49131	09/24/2012 QBI	L0225 · EMPIRE NAT'L - OPERATING	
	D::I	400774	00/44/0040	OMON, BOOKO (TEEN)	400.54
тот	Bill	163774	09/11/2012	6410N · BOOKS (TEEN)	-129.54
TOT	AL				-129.54
	Bill Pmt -Check	49132	09/24/2012 Quill	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	5294921	09/11/2012	6430G ⋅ OFFICE AND LIBRARY SUPPLIES	-345.67
	Bill	5300843	09/11/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-64.44
	Bill	5471923	09/11/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-35.07
	Bill	5465259	09/11/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-97.19
	Bill	5460451	09/11/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-68.99
	Bill	5088064	09/11/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-260.16
	Bill	5705194	09/17/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-310.89
	Bill	5709540	09/17/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-19.99
TOT	AL			-	-1,202.40
	Bill Pmt -Check	49133	09/24/2012 Radio Shack Corporation	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	027528	09/14/2012	6437N · PROGRAMS (TEEN)	-49.99
	Bill	034363	09/17/2012	7203W · EQUIPMENT WIRE	-59.37
	Bill	011826	09/17/2012	7203W · EQUIPMENT WIRE	-32.99

Туре	Num	Date	Name	Account	Paid Amount
TOTAL					-142.35
Bill Pmt -Check	49134	09/24/2012 Random	House, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1084832536	08/28/2012		6412A · RECORDINGS (ADULT)	-30.00
Bill	1084930391	08/30/2012		6412A · RECORDINGS (ADULT)	-41.25
TOTAL					-71.25
Bill Pmt -Check	49135	09/24/2012 Recorded	d Books	L0225 · EMPIRE NAT'L - OPERATING	
Bill	74590341	08/28/2012		6412A · RECORDINGS (ADULT)	-29.99
Bill	74589611	08/28/2012		6412A · RECORDINGS (ADULT)	-29.95
Bill	74588600	08/28/2012		6412C · RECORDINGS (C&P)	-111.37
Bill	74596547	09/10/2012		6412A · RECORDINGS (ADULT)	-92.47
Bill	74589935	09/10/2012		6412A · RECORDINGS (ADULT)	-58.20
Bill	74596489	09/10/2012		6412A · RECORDINGS (ADULT)	-111.37
Bill	74595783	09/10/2012		6412A · RECORDINGS (ADULT)	-46.57
Bill	74597409	09/17/2012		6412A · RECORDINGS (ADULT)	-92.47
Bill	74599782	09/17/2012		6412A · RECORDINGS (ADULT)	-14.99
TOTAL					-587.38
Bill Pmt -Check	49136	09/24/2012 Ricciardi	, Michele	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8/22/2012	09/13/2012		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
Bill Pmt -Check	49137	09/24/2012 Roye, Sa	rah	L0225 · EMPIRE NAT'L - OPERATING	

Туре	Num	Date	Name	Account	Paid Amount
Bill	8/22,29/2012	09/13/2012		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					-200.00
Bill Pmt -Check	49138	09/24/2012 Sandpe	ebble Builders Preconstruction Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9102012	09/14/2012		7500 · BUILDING IMPROVEMENTS	-13,248.85
TOTAL					-13,248.85
Bill Pmt -Check	49139	09/24/2012 Sara Jo	ordan Publishing	L0225 · EMPIRE NAT'L - OPERATING	
Bill	US120354	08/28/2012		6410C · BOOKS (C&P)	-53.85
TOTAL					-53.85
Bill Pmt -Check	49140	09/24/2012 Scarpa	ntonio, Josephine	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage 952012	09/07/2012		6435R · CED, CONF & TRAVEL (CIRC)	-7.77
TOTAL					-7.77
Bill Pmt -Check	49141	09/24/2012 SCLS		L0225 · EMPIRE NAT'L - OPERATING	
Bill	50269	09/04/2012		6411C · MICRO/REF CD (C&P)	-2,328.13
Bill	50455	09/06/2012		6411A · MICRO/REF CD (ADULT)	-5,767.00
				6411C · MICRO/REF CD (C&P)	-5,767.00
				6411N · MICRO/REF CD (TEEN)	-5,766.00
TOTAL					-19,628.13
Bill Pmt -Check	49142	09/24/2012 Searles	s Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	

	Туре	Num	Date	Name	Account	Paid Amount
тот	Bill AL	31305	09/11/2012		6434G · PRINTING (GEN)	-6,581.00 -6,581.00
	Bill Pmt -Check	49143	09/24/2012 Sharper Trainin	g Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill AL	962012	09/18/2012		6437A · PROGRAMS (ADULT)	-200.00 -200.00
	Bill Pmt -Check	49144	09/24/2012 Sheppard, Clar	ence	L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill 'AL	7/11,18,25 8/1,15/12	09/07/2012		6437N · PROGRAMS (TEEN)	-400.00 -400.00
	Bill Pmt -Check	49145	09/24/2012 Showcases		L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill AL	267974	09/10/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-816.58 -816.58
	Bill Pmt -Check	49146	09/24/2012 Sievers, Sandra	1	L0225 · EMPIRE NAT'L - OPERATING	
тот	Bill AL	9102012	09/18/2012		6437A · PROGRAMS (ADULT)	-75.00 -75.00
	Bill Pmt -Check	49147	09/24/2012 Small World En	tertainment	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8212012	09/04/2012		6437C · PROGRAMS (C&P)	-399.00

Type	Num	Date	Name	Account	Paid Amount
L					-399.00
Bill Pmt -Check	49148	09/24/2012 South Shore Auto	oworks L(	0225 · EMPIRE NAT'L - OPERATING	
Bill	7443	09/14/2012	64	439G · EQUIPMENT R & M (GEN)	-573.75
L				_	-573.75
Bill Pmt -Check	49149	09/24/2012 South Shore Pres	ss, Inc. L(	0225 · EMPIRE NAT'L - OPERATING	
Bill	L5258	09/17/2012	64	434G · PRINTING (GEN)	-25.30
Bill	L5271	09/17/2012	64	434G · PRINTING (GEN)	-100.65
L					-125.95
Bill Pmt -Check	49150	09/24/2012 Sparling, Nicole	LC	0225 · EMPIRE NAT'L - OPERATING	
Rill	8292012	09/04/2012	6/	437C . PROGRAMS (C&P)	-225.00
L	0202012	00/04/2012	0-	- Trestame (ear)	-225.00
Bill Pmt -Check	49151	09/24/2012 Stack, Kelly	L	0225 · EMPIRE NAT'L - OPERATING	
Rill	8/3 10 17 24 31/12	09/13/2012	64	437N - PROGRAMS (TEEN)	-400.00
L.	0,0,10,11,21,01,12	00/10/2012	· ·		-400.00
Bill Pmt -Check	49152	09/24/2012 Suffolk County Lo	ocksmith, Inc. LO	0225 · EMPIRE NAT'L - OPERATING	
Bill	56025	09/10/2012	64	452G · BLDG ALTERATION AND MAINT	-320.00
.L			· ·	_	-320.00
	Bill Pmt -Check Bill Pmt -Check Bill Pmt -Check Bill Pmt -Check Bill L Bill Pmt -Check Bill L Bill Pmt -Check Bill Pmt -Check Bill Pmt -Check	Bill Pmt -Check 49148  Bill Pmt -Check 49149  Bill L5258  Bill L5271  L  Bill Pmt -Check 49150  Bill 8292012  L  Bill Pmt -Check 49151  Bill Pmt -Check 49151  Bill 8/3,10,17,24,31/12  L  Bill Pmt -Check 49152  Bill Pmt -Check 49152	Bill Pmt -Check 49148 09/24/2012 South Shore Auto Bill Pmt -Check 49149 09/24/2012 South Shore Press Bill L5258 09/17/2012 Bill L5271 09/17/2012 L Bill Pmt -Check 49150 09/24/2012 Sparling, Nicole Bill 8292012 09/04/2012 L Bill Pmt -Check 49151 09/24/2012 Stack, Kelly Bill Pmt -Check 49151 09/13/2012 L	Bill Pmt - Check   49148   09/24/2012   South Shore Autoworks   L	Bill Pmt -Check 49148 09/24/2012 South Shore Autoworks L0225 · EMPIRE NAT'L - OPERATING  Bill 7443 09/14/2012 6439G · EQUIPMENT R & M (GEN)  Bill Pmt -Check 49149 09/24/2012 South Shore Press, Inc. L0225 · EMPIRE NAT'L - OPERATING  Bill L5258 09/17/2012 6434G · PRINTING (GEN)  Bill L5271 09/17/2012 6434G · PRINTING (GEN)  Bill Pmt -Check 49150 09/24/2012 Sparling, Nicole L0225 · EMPIRE NAT'L - OPERATING  Bill 8292012 09/04/2012 6437G · PROGRAMS (C&P)  Bill Pmt -Check 49151 09/24/2012 Stack, Kelly L0225 · EMPIRE NAT'L - OPERATING  Bill 8/3,10,17,24,31/12 09/13/2012 6437N · PROGRAMS (TEEN)  Bill Pmt -Check 49152 09/24/2012 Suffolk County Locksmith, Inc. L0225 · EMPIRE NAT'L - OPERATING  Bill Pmt -Check 49152 09/24/2012 Suffolk County Locksmith, Inc. L0225 · EMPIRE NAT'L - OPERATING  Bill Fmt -Check 49152 09/24/2012 Suffolk County Locksmith, Inc. L0225 · EMPIRE NAT'L - OPERATING  Bill Fmt -Check 49152 09/24/2012 Suffolk County Locksmith, Inc. L0225 · EMPIRE NAT'L - OPERATING

	Type Num		Date	Name	Account	Paid Amount	
	Bill Pmt -Check	49153	09/24/2012 Tag-lt	t Engravings & Signs	L0225 · EMPIRE NAT'L - OPERATING		
	Bill	10301	09/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-35.00	
	Bill	10300	09/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-9.00	
ТОТ	AL					-44.00	
	Bill Pmt -Check	49154	09/24/2012 Thern	nal Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING		
	Bill	37698	09/14/2012		6452G · BLDG ALTERATION AND MAINT	-195.00	
тот	AL				•	-195.00	
	Bill Pmt -Check	49155	09/24/2012 Tonin	no's Pizza	L0225 · EMPIRE NAT'L - OPERATING		
	Bill	323685	09/04/2012		6437A · PROGRAMS (ADULT)	-47.50	
	Bill	508501	09/04/2012		6437A · PROGRAMS (ADULT)	-47.50	
	Bill	323697	09/06/2012		6437N · PROGRAMS (TEEN)	-19.00	
	Bill	323699	09/06/2012		6437N · PROGRAMS (TEEN)	-28.50	
	Bill	323700	09/06/2012		6437N · PROGRAMS (TEEN)	-47.50	
	Bill	508502	09/06/2012		6437N · PROGRAMS (TEEN)	-38.00	
	Bill	508503	09/06/2012		6437N · PROGRAMS (TEEN)	-38.00	
	Bill	508504	09/06/2012		6437N · PROGRAMS (TEEN)	-38.00	
	Bill	508505	09/06/2012		6437N · PROGRAMS (TEEN)	-19.00	
	Bill	508510	09/06/2012		6437N · PROGRAMS (TEEN)	-47.50	
	Bill	508517	09/06/2012		6437N · PROGRAMS (TEEN)	-28.50	
	Bill	508518	09/06/2012		6437N · PROGRAMS (TEEN)	-9.50	
	Bill	508520	09/06/2012		6437N · PROGRAMS (TEEN)	-28.50	
	Bill	508523	09/06/2012		6437N · PROGRAMS (TEEN)	-47.50	
	Bill	508524	09/06/2012		6437N · PROGRAMS (TEEN)	-9.50	

Туре	Num	Date	Name	Account	Paid Amount
Bill	323573	09/11/2012		6437N · PROGRAMS (TEEN)	-19.00
Bill	437416	09/11/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	357407	09/11/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	357411	09/11/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	437401	09/11/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	437434	09/11/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-25.54
Bill	508525	09/11/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	508509	09/11/2012		6437A · PROGRAMS (ADULT)	-47.50
Bill	508522	09/11/2012		6437A · PROGRAMS (ADULT)	-47.50
Bill	508537	09/17/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	508533	09/17/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	508532	09/17/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	508531	09/17/2012		6437N · PROGRAMS (TEEN)	-19.00
Bill	508530	09/17/2012		6437N · PROGRAMS (TEEN)	-38.00
TOTAL					-1,013.54
Bill Pmt -Che	ock 49156	09/24/2012 True Natu	re Landscaping Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10192	09/07/2012		6452G · BLDG ALTERATION AND MAINT	-400.00
TOTAL					-400.00
Bill Pmt -Che	ck 49157	09/24/2012 Unique M	anagement Services, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	227891	09/11/2012		6437P7 · COLLECTION AGENCY	-205.85
TOTAL					-205.85
Bill Pmt -Che	eck 49158	09/24/2012 Upstart		L0225 - EMPIRE NAT'L - OPERATING	
Bill	4701540	08/28/2012		6410C · BOOKS (C&P)	-43.35

	Туре	Num	Date	Name	Account	Paid Amount
TOT	ĀL					-43.35
	Bill Pmt -Check	49159	09/24/2012 Verizor	n Rusiness	L0225 · EMPIRE NAT'L - OPERATING	
	Bill I IIIt -Check	43133	03/24/2012 Verizor	i Dusiliess	LUZZJ - LIMI IKL NAT L - OI LKATING	
	Bill	08390515	09/17/2012		6431D · TELECOMMUNICATIONS	-2,984.69
TOT	AL					-2,984.69
	Bill Pmt -Check	49160	09/24/2012 W. B. N	lason Co Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	107075042	09/12/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-724.75
	Bill	107085196	09/14/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-99.90
TOT	AL					-824.65
	Bill Pmt -Check	49161	09/24/2012 Wischh	usen Will	L0225 · EMPIRE NAT'L - OPERATING	
	Din 1 inc Oncor	45101	03/2-4/2012 W130III	idoon, wiii	EULO E EMINE NATE OF ENAME	
	Bill	8/14,21,28/12	09/13/2012		6437N · PROGRAMS (TEEN)	-240.00
	Bill	8/3,10,17,24/12	09/13/2012		6437N · PROGRAMS (TEEN)	-320.00
TOT	AL					-560.00
	Bill Pmt -Check	49162	09/24/2012 Xerox (	Corporation	L0225 · EMPIRE NAT'L - OPERATING	
				•		
	Bill	063441924	09/07/2012		6439G · EQUIPMENT R & M (GEN)	-805.52
	Bill	063441923	09/07/2012		6439G · EQUIPMENT R & M (GEN)	-364.00
	Bill	063441925	09/07/2012		6439G · EQUIPMENT R & M (GEN)	-487.46
	Bill	063800693	09/12/2012		6439G · EQUIPMENT R & M (GEN)	-518.35
TOT	AL					-2,175.33

**GRAND TOTAL:** \$ 103,182.17

Туре	Num	Date	Name		Account	Paid Amount
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		ed and authorized.				
			<b>c</b> .			
			Sign	ea:		
			Tit	tle:	Secretary	

#### Mastics-Moriches-Shirley Community Library Payroll Benefits Warrant August 31, 2012

Туре	Num	Date	Name	Account	Pa	id Amount
<b>Bill Pmt -</b> Bill	<b>EFT</b> 08312012		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) TOTAL	\$ \$ \$ \$ \$	4,871.01 3,078.12 865.59 85.41 8,900.13
<b>Bill Pmt -</b> Bill	<b>EFT</b> 6011172-		Hartford Insurance Co.	L0226 · EMPIRE NAT'L - PAYROLL L0196 · LONG TER 9055 · DISABILTY INSURANCE TOTAL	\$ \$	185.32 1,738.12 1,923.44
Bill Pmt -Check Bill	<b>4561</b> 446	08/31/2012	1103 State Of NY Dept. of Civil Service	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> 9060 - MEDICAL INSURANCE TOTAL	\$	49,225.71 49,225.71
Bill Pmt -Check Bill	<b>4562</b> 08312012		1109 Prudential	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> L0172 - 403B PRUDENTIAL TOTAL	<u>\$</u>	1,500.00 1,500.00
Bill Pmt -Check Bill	<b>4563</b> 324568	08/31/2012	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL L0625 · AFLAC PRE-TAX L0626 · AFLAX POST-TAX TOTAL	\$ \$	1,456.62 436.14 1,892.76

# Mastics-Moriches-Shirley Community Library Payroll Benefits Warrant August 31, 2012

Туре	Num	Date	Name	Account	Paid Amount			
Bill Pmt -Check Bill	<b>4564</b> 0882718	08/31/2012	1112 The NYS Deferred Compensation Plan	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0173 · 457B NYS DEFERRED COMP TOTAL	\$ \$	1,286.13 1,286.13		
Bill Pmt -Check Bill	<b>4565</b> 08312012		2922 Met Life	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> L0171 - 403B MET LIFE TOTAL	<u>\$</u>	2,103.00 2,103.00		
				GRAND TOTAL	\$	66,831.17		
I hereby certify the		•		Signed: Title: Secretary				

# Mastics-Moriches-Shirley Community Library Payroll Benefits Warrant September 14, 2012

Туре	Num	Date	Name	Account	Paid	d Amount
Bill Pmt -Check Bill	<b>4566</b> 09142012	09/14/2012	1096 Denise Boinay	L0226 - EMPIRE NAT'L - PAYROLL 9060 - MEDICAL INSURANCE TOTAL	<b>\$</b>	99.90
Bill Pmt -Check Bill	<b>4567</b> 09142012	09/14/2012	1097 Florence Stonish	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> 9060 - MEDICAL INSURANCE TOTAL	<u>\$</u> \$	99.90 99.90
Bill Pmt -Check Bill	<b>4568</b> 09142012	09/14/2012	1098 Mary Abruscato	L0226 - EMPIRE NAT'L - PAYROLL 9060 - MEDICAL INSURANCE TOTAL	<u>\$</u> \$	99.90 99.90
Bill Pmt -Check Bill	<b>4569</b> 09142012	09/14/2012	1100 Madeline Sacco	L0226 - EMPIRE NAT'L - PAYROLL 9060 - MEDICAL INSURANCE TOTAL	<u>\$</u> \$	99.90 99.90
Bill Pmt -Check Bill	<b>4570</b> 09142012	09/14/2012	1101 Rose Giehl	L0226 - EMPIRE NAT'L - PAYROLL 9060 - MEDICAL INSURANCE TOTAL	<u>\$</u> \$	99.90 99.90
Bill Pmt -Check Bill	<b>4571</b> 09142012	09/14/2012	1102 John R Verbesey	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> 9060 - MEDICAL INSURANCE TOTAL	<u>\$</u> \$	199.80 199.80

# Mastics-Moriches-Shirley Community Library Payroll Benefits Warrant September 14, 2012

Туре	Type Num Date Name		Account	Paid Amount	
Bill Pmt -Check Bill	<b>4572</b> 09142012	09/14/2012	1109 Prudential	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> L0172 · 403B PRUDENTIAL TOTAL	\$ 1,500.00 \$ 1,500.00
Bill Pmt -Check Bill	<b>4573</b> 0884921	09/14/2012	1112 The NYS Deferred Compensation Plan	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0173 · 457B NYS DEFERRED COMP TOTAL	\$ 1,110.00 \$ 1,110.00
Bill Pmt -Check Bill	<b>4574</b> 09142012	09/14/2012	2922 Met Life	<b>L0226 - EMPIRE NAT'L - PAYROLL</b> L0171 - 403B MET LIFE TOTAL	\$ 2,103.00 \$ 2,103.00
				GRAND TOTAL	\$ 5,412.30
I hereby certify that the above voucher	_			Signed: Title: Secretary	_

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

**AUGUST 2012** 

PREPARED & SUBMITTED BY:

CHRISTOPHER NOWAK BUSINESS MANAGER

July through August 2012

TOTAL

	Jul 12	Aug 12	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	8,690,000.00	-8,690,000.00	0.0%
2082 - FINES AND FEES	10,132.45	8,112.18	18,244.63	110,000.00	-91,755.37	16.59%
2360 · CONTRACTS WITH OTHER LIBR.	482,130.72	0.00	482,130.72	295,000.00	187,130.72	163.43%
2401 · INTEREST	3,669.91	6,787.52	10,457.43	65,000.00	-54,542.57	16.09%
2650 · SALES OF EXCESS MATERIAL	46.40	18.50	64.90			
2670 · SALES OF BOOKS	73.50	0.00	73.50			
2671 · FEDERAL & STATE GRANTS	0.00	22,831.00	22,831.00			
2701 · REFUNDS	0.00	0.00	0.00	0.00	0.00	0.0%
2705 · GIFTS AND DONATIONS	25.00	0.00	25.00			
2760 · SYSTEM & STATE AID	0.00	0.00	0.00	9,000.00	-9,000.00	0.0%
2770 · UNCLASSIFIED REVENUE	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
2771 · COPIER REVENUE - CONTRACT (R)	499.25	524.02	1,023.27	5,000.00	-3,976.73	20.47%
2771A · COPIER REVENUE - INHOUSE (N)	0.00	1.00	1.00			
2771C · COPIER REVENUE- COLOR	277.65	389.91	667.56			
2772A · ADULT-ADULT PRINTER	0.00	405.55	405.55			
2800 · Program Receipts						
2805 · Program Receipts - Adult	1,038.00	623.00	1,661.00			
2810 · Program Receipts - Teen	1,127.00	49.00	1,176.00			
Total 2800 · Program Receipts	2,165.00	672.00	2,837.00			
2999 · Lost Books	41.24	31.99	73.23			
Total Income	499,061.12	39,773.67	538,834.79	9,175,000.00	-8,636,165.21	5.87%
Gross Profit	499,061.12	39,773.67	538,834.79	9,175,000.00	-8,636,165.21	5.87%
Expense						
6000 · SALARIES AND WAGES						
6141 · PROFESSIONAL SALARIES						
6141A · PROFESSIONAL (ADULT)	46,934.42	68,802.14	115,736.56	630,056.00	-514,319.44	18.37%
6141C · PROFESSIONAL (C&P)	47,578.88	72,300.98	119,879.86	627,456.00	-507,576.14	19.11%
6141D · PROFESSIONAL (DIGITAL)	9,343.68	14,088.84	23,432.52	116,556.00	-93,123.48	20.1%
OT Meeting:						

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY Profit & Loss Budget Overview July through August 2012

TOTAL

		JIAL .				
	Jul 12	Aug 12	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
6141N · PROFESSIONAL (TEEN)	31,087.76	47,149.17	78,236.93	430,432.00	-352,195.07	18.18%
6141S · COMM SERV LIBR (SVC)	6,735.93	10,203.93	16,939.86	111,545.00	-94,605.14	15.19%
6141T · PROFESSIONAL (TECH)	13,137.70	20,122.26	33,259.96	201,015.00	-167,755.04	16.55%
Total 6141 · PROFESSIONAL SALARIES	154,818.37	232,667.32	387,485.69	2,117,060.00	-1,729,574.31	18.3%
6142 · CLERICAL SALARIES						
6142A · CLERICAL (ADULT)	24,125.50	37,301.49	61,426.99	315,538.00	-254,111.01	19.47%
6142C · CLERICAL (C&P)	12,379.15	20,345.32	32,724.47	181,427.00	-148,702.53	18.04%
6142G · CLERICAL (GEN)	9,652.83	14,426.51	24,079.34	132,840.00	-108,760.66	18.13%
6142L · CLERICAL (LIT)	10,490.11	16,818.17	27,308.28	168,101.00	-140,792.72	16.25%
6142N · CLERICAL (TEEN)	3,335.17	5,565.59	8,900.76	53,003.00	-44,102.24	16.79%
6142R · CLERICAL (CIRC)	25,171.57	32,905.28	58,076.85	451,350.00	-393,273.15	12.87%
6142S · CLERICAL (SVC)	1,506.72	2,635.45	4,142.17			
6142T · CLERICAL (TECH)	13,580.20	19,697.91	33,278.11	184,620.00	-151,341.89	18.03%
6142X · CLERICAL (WIRES)	830.47	1,217.81	2,048.28	11,828.00	-9,779.72	17.32%
Total 6142 · CLERICAL SALARIES	101,071.72	150,913.53	251,985.25	1,498,707.00	-1,246,721.75	16.81%
6143 · PAGE SALARIES						
6143A · PAGE (ADULT)	8,933.23	13,239.51	22,172.74	120,326.00	-98,153.26	18.43%
6143C · PAGE (C&P)	9,402.13	15,707.99	25,110.12	167,403.00	-142,292.88	15.0%
6143L · PAGE (LIT)	0.00	0.00	0.00	7,692.00	-7,692.00	0.0%
6143N · PAGE (TEEN)	1,569.34	2,863.72	4,433.06	19,244.00	-14,810.94	23.04%
6143R · PAGE (CIRC)	2,021.52	2,883.85	4,905.37			
6143T - PAGE (TECH)	3,255.07	4,788.18	8,043.25	55,007.00	-46,963.75	14.62%
Total 6143 · PAGE SALARIES	25,181.29	39,483.25	64,664.54	369,672.00	-305,007.46	17.49%
6144 - CUSTODIAL						
6144G · CUSTODIAL	15,643.94	23,415.55	39,059.49	225,874.00	-186,814.51	17.29%
Total 6144 · CUSTODIAL	15,643.94	23,415.55	39,059.49	225,874.00	-186,814.51	17.29%
6145 · SECURITY						
6145G · SECURITY	11,704.27	18,488.94	30,193.21	171,294.00	-141,100.79	17.63%
Total 6145 · SECURITY	11,704.27	18,488.94	30,193.21	171,294.00	-141,100.79	17.63%

BOT Meeting: September 24, 2012

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY Profit & Loss Budget Overview July through August 2012

TOTAL

				1,	JIAL	
	Jul 12	Aug 12	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
6146 · TECHNICIAN						
6146W · TECHNICAL (WIRES)	13,351.94	20,127.71	33,479.65	181,995.00	-148,515.35	18.4%
Total 6146 · TECHNICIAN	13,351.94	20,127.71	33,479.65	181,995.00	-148,515.35	18.4%
6147 · ADMINISTRATIVE						
Total 6147 · ADMINISTRATIVE	17,851.62	26,888.31	44,739.93	231,110.00	-186,370.07	19.36%
Total 6000 - SALARIES AND WAGES	339,623.15	511,984.61	851,607.76	4,795,712.00	-3,944,104.24	17.76%
6200 · EMPLOYEE BENEFITS						
9010 · RETIREMENT	0.00	0.00	0.00	664,196.00	-664,196.00	0.0%
9030 · SOCIAL SECURITY	25,474.67	38,407.29	63,881.96	360,000.00	-296,118.04	17.75%
9040 · WORKERS' COMPENSATION	0.00	0.00	0.00	55,000.00	-55,000.00	0.0%
9050 · UNEMPLOYMENT INSURANCE	1,682.23	0.00	1,682.23	9,500.00	-7,817.77	17.71%
9055 · DISABILTY INSURANCE	0.00	3,089.47	3,089.47	17,000.00	-13,910.53	18.17%
9060 · MEDICAL INSURANCE	46,201.21	45,254.83	91,456.04	630,000.00	-538,543.96	14.52%
9065 · MTA TRANSIT TAX	1,132.20	1,706.99	2,839.19	16,305.00	-13,465.81	17.41%
Total 6200 · EMPLOYEE BENEFITS	74,490.31	88,458.58	162,948.89	1,752,001.00	-1,589,052.11	9.3%
6410A · BOOKS (ADULT)	7,834.16	9,699.68	17,533.84	220,000.00	-202,466.16	7.97%
6410C · BOOKS (C&P)	2,939.43	4,890.45	7,829.88	119,500.00	-111,670.12	6.55%
6410L · BOOKS (LIT)	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6410N · BOOKS (TEEN)	1,298.83	1,851.99	3,150.82	30,000.00	-26,849.18	10.5%
6410T · BOOKS (TECH)	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	0.00	606.00	606.00	45,000.00	-44,394.00	1.35%
6411C · MICRO/REF CD (C&P)	0.00	0.00	0.00	18,250.00	-18,250.00	0.0%
6411N · MICRO/REF CD (TEEN)	0.00	30.52	30.52	20,000.00	-19,969.48	0.15%
6412A · RECORDINGS (ADULT)	1,162.17	2,313.93	3,476.10	47,200.00	-43,723.90	7.37%
6412C · RECORDINGS (C&P)	488.84	755.58	1,244.42	10,000.00	-8,755.58	12.44%
6412N · RECORDINGS (TEEN)	10.18	539.10	549.28	10,000.00	-9,450.72	5.49%
6413A · PERIODICALS (ADULT)	32.75	0.00	32.75	33,000.00	-32,967.25	0.1%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	6,325.00	-6,325.00	0.0%

BOT Meeting:

July through August 2012

TOTAL

	Jul 12	Aug 12	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	3,700.00	-3,700.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	5,287.55	8,450.76	13,738.31	100,000.00	-86,261.69	13.74%
6417C · VIDEOS (C&P)	2,549.91	2,547.97	5,097.88	53,000.00	-47,902.12	9.62%
6417L · VIDEOS (LIT)	1,807.00	0.00	1,807.00	500.00	1,307.00	361.4%
6417N · VIDEOS (TEEN)	144.16	348.61	492.77	12,000.00	-11,507.23	4.11%
6419G · SOFTWARE (GEN)	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	0.00	575.00	575.00	3,000.00	-2,425.00	19.17%
6419W · SOFTWARE (WIRES)	0.00	2,424.40	2,424.40	16,000.00	-13,575.60	15.15%
6428D · MISCELLANEOUS	0.00	40.00	40.00	2,500.00	-2,460.00	1.6%
6429C · REALIA (C&P)	24.98	312.48	337.46	4,500.00	-4,162.54	7.5%
6430G · OFFICE AND LIBRARY SUPPLIES	3,309.36	10,633.04	13,942.40	95,000.00	-81,057.60	14.68%
6431D · TELECOMMUNICATIONS	3,723.40	3,725.10	7,448.50	50,000.00	-42,551.50	14.9%
6432G · CARTAGE	250.38	250.38	500.76	7,500.00	-6,999.24	6.68%
6433G · POSTAGE	3,030.31	4,537.92	7,568.23	60,000.00	-52,431.77	12.61%
6434A · PRINTING (ADULT)	-475.00	-112.25	-587.25	4,275.00	-4,862.25	-13.74%
6434C · PRINTING (C&P)	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
6434G · PRINTING (GEN)	6,581.00	6,605.15	13,186.15	102,000.00	-88,813.85	12.93%
6434L · PRINTING (LIT)	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
6435C · CED, CONF & TRAVEL (C&P)	0.00	50.00	50.00	5,250.00	-5,200.00	0.95%
6435D · CED, CONF & TRAVEL (ADM)	329.00	941.19	1,270.19	7,500.00	-6,229.81	16.94%
6435G · CED, CONF & TRAVEL (GEN)	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6435L · CED, CONF & TRAVEL (LIT)	0.00	252.56	252.56	2,500.00	-2,247.44	10.1%
6435N · CED, CONF & TRAVEL (TEEN)	25.52	253.93	279.45	5,000.00	-4,720.55	5.59%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%

BOT Meeting:

July through August 2012

TOTAL

	Jul 12	Aug 12	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
6435S · CED, CONF & TRAV (COMM SRV)	250.00	-250.00	0.00	3,000.00	-3,000.00	0.0%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	2,950.00	-2,950.00	0.0%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
6436 · CONTRACTS	0.00	0.00	0.00	95,000.00	-95,000.00	0.0%
6437A · PROGRAMS (ADULT)	3,414.41	2,736.79	6,151.20	61,120.00	-54,968.80	10.06%
6437C · PROGRAMS (C&P)	4,733.04	4,092.64	8,825.68	75,000.00	-66,174.32	11.77%
6437L · PROGRAMS (LIT)	920.24	2,131.27	3,051.51	35,000.00	-31,948.49	8.72%
6437N · PROGRAMS (TEEN)	6,328.87	5,152.53	11,481.40	50,000.00	-38,518.60	22.96%
6437P · PROFESSIONAL FEES						
643760 · PLANTINGS	0.00	191.53	191.53			
6437P02 · AUDITOR	0.00	1,500.00	1,500.00			
6437P11 · FSA ADMINISTRATION	133.75	133.75	267.50			
6437P12 · PAYROLL SERVICES	1,405.74	789.63	2,195.37			
6437P13 · ARMORED CAR SERVICE	171.59	171.59	343.18			
6437P16 · STAFF BACKGROUND SCREEN	0.00	903.04	903.04			
6437P17 · TRANSLATION SERVICES	37.50	64.30	101.80			
6437P4 · ATTORNEY	6,750.00	2,064.99	8,814.99			
6437P7 · COLLECTION AGENCY	223.75	340.10	563.85			
6437P · PROFESSIONAL FEES - Other	0.00	0.00	0.00	135,250.00	-135,250.00	0.0%
Total 6437P · PROFESSIONAL FEES	8,722.33	6,158.93	14,881.26	135,250.00	-120,368.74	11.0%
6438 · DUES	0.00	177.00	177.00	5,000.00	-4,823.00	3.54%
6439A · EQUIPMENT R & M (ADULT)	4.15	4.15	8.30	3,500.00	-3,491.70	0.24%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6439G · EQUIPMENT R & M (GEN)	1,162.03	2,473.61	3,635.64	39,015.00	-35,379.36	9.32%
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	8.30	400.00	-391.70	2.08%
6439R · EQUIPMENT R & M (CIRC)	0.00	10,884.28	10,884.28	55,000.00	-44,115.72	19.79%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	0.00	1,803.30	1,803.30	26,000.00	-24,196.70	6.94%
6450E · ELECTRICITY	16,666.69	12,155.22	28,821.91	145,000.00	-116,178.09	19.88%
6450F · FUEL/GAS	75.00	142.01	217.01	25,000.00	-24,782.99	0.87%
6450W · WATER	0.00	506.86	506.86	1,500.00	-993.14	33.79%
6451G · CUSTODIAL SUPPLIES	671.78	1,678.25	2,350.03	19,000.00	-16,649.97	12.37%

BOT Meeting:

July through August 2012

TOTAL

	Jul 12	Aug 12	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
6452G · BLDG ALTERATION AND MAINT	2,988.00	4,111.43	7,099.43	435,852.00	-428,752.57	1.63%
6454 · INSURANCE	55,084.37	0.00	55,084.37	50,000.00	5,084.37	110.17%
6485G · Bank Fees	202.78	133.12	335.90			
6700 · TAN INTEREST	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
7203 · EQUIPMENT - Capital Purchases						
7203A · EQUIPMENT ADULT	126.78	0.00	126.78	3,500.00	-3,373.22	3.62%
7203C · EQUIPMENT C & P	761.68	0.00	761.68	3,000.00	-2,238.32	25.39%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
7203N · EQUIPMENT TEEN	111.00	0.00	111.00	1,500.00	-1,389.00	7.4%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	134.55	6,387.14	6,521.69	140,000.00	-133,478.31	4.66%
Total 7203 · EQUIPMENT - Capital Purchases	1,134.01	6,387.14	7,521.15	158,000.00	-150,478.85	4.76%
Total Expense	556,829.24	723,449.36	1,280,278.60	9,175,000.00	-7,894,721.40	13.95%
Net Ordinary Income	-57,768.12	-683,675.69	-741,443.81	0.00	-741,443.81	100.0%
Other Income/Expense						
Other Expense						
7500 · BUILDING IMPROVEMENTS	0.00	12,159.53	12,159.53			
Total Other Expense	0.00	12,159.53	12,159.53			
Net Other Income	0.00	-12,159.53	-12,159.53	0.00	-12,159.53	100.0%
t Income	-57,768.12	-695,835.22	-753,603.34	0.00	-753,603.34	100.0%
		·	·		·	

Net

# MMSCL Operating Funds Monthly Report <u>August 2012</u>

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank Empire Nat'l Bank Empire Nat'l Bank Empire Nat'l Bank	MONEY MARKET CREDIT CARD M.M. OPERATING PAYROLL	\$ 4,031,147.70 \$ 294,567.70 \$ 163,788.75 \$ 19,059.67	\$ 5,275,364.70 \$ 2,285.37 \$ 175,011.62 \$ 597,242.79	\$ 749,311.31 \$ 175.27 \$ 131,447.23 \$ 522,319.42	\$ 6,431.25 \$ 250.32 \$ 105.95 \$ -	\$ 8,563,632.34 \$ 296,928.12 \$ 207,459.09 \$ 93,983.04
						\$ 9,162,002.59
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:	\$ 9,177,002.59

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## CAPITAL FUND FINANCIAL REPORT

**AUGUST 2012** 

**PREPARED & SUBMITTED BY:** 

CHRISTOPHER NOWAK BUSINESS MANAGER

#### MMSCL CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
Empire Nat'l Bank	XXXXXX082				
July-12		\$ 2,870,445.83	\$ 2,431.25	\$ -	\$ 2,872,877.08
August-12		\$ 2,872,877.08	\$ 2,433.31	\$ -	\$ 2,875,310.39
				Grand Total:	\$ 2,875,310.39

#### **September 24, 2012**

**Memo: To the Board of Trustees** 

From: Kerri A. Rosalia

#### **Facility**

- Met with Sandpebble and Wiedersum a number of times during the month regarding demolition of the existing boiler as well as obtaining information for our application for NYS Construction aid.
- We received NYSED approval on our Boiler Replacement project
- We closed for 6 hours on September 18<sup>th</sup> due to a water main break in the area. That event left us without water and functioning toilets for large portion of the day.

#### Staff

- Saying goodbye to Arty Geackel, a part-time custodian who worked almost 5 years with us.
- A number of other staff members left our employ as they were heading off to college.

#### General

- Working on the PLDA Golf outing fundraiser.
- Completed our application for NYS Construction aid on our boiler project.
- I am working with other Rotarians to expand our Rotary Pancake Breakfast fundraiser to make it a more profitable event. The library Family Literacy Project is working in partnership with Rotary on this event. Hope to see you there on October 14<sup>th</sup>, 8AM-1PM. A flyer is attached to this report.
- 5K event was a great success

#### **Library News From Around Suffolk County...**

- SCLS is soliciting for a representative from Library Boards in Brookhaven to serve on the System Board. If you are interested in learning more about this exciting opportunity please let me know. See correspondence.
- The Director of the West Babylon Public Library is retiring.

#### **Meetings/Events Attended**

Rotary club meetings and membership committee meeting

with Dr. Casciano.

William Floyd PTO meeting

PALS board meetings

PLDA zone meetings

Last YTD

Patron Visits	July 23,403	August <b>24,940</b>	September	October	November	December	January	February	March	April	May	June		YTD Total 48,343	Total 47,205
Website Visits	58,621	53,304												111,925	101,017
Adult	9,680	9,329												19,009	16,643
Children's	2,112	1,615												3,727	5,375
Teen	1,113	807												1,920	3,869
Program Calendar	4,666	3,797												8,463	9,607
Library Link CommunityLibrary.org		383 19,799												723 41,273	884 35,740
Facebook		11,750												19,488	4,957
Circulation	72,789	69,937								-	-			142,726	144,183
Staff assisted checkouts & renewals		32,199												66,115	82,582
Express Lane Checkouts & renewals	29,472	28,882												58,354	47,829
Renewals by patrons (web)	7,762	7,218												14,980	12,162
Overdrive Digital Checkouts	1,639	1,638												3,277	1,610
Freegal Downloads		986												1,690	1,662
ILLs out ILLs in	3,237 2,708	3,446 2,949												6,683 5,657	7,820 5,024
Holds		7,231												14,245	12,408
Filled Holds		5,507												10,890	9,189
New Library Cards		275												657	679
New/Renewed Contract Patrons	1,417	98												1,515	1,159
Computer Usage	6,137	6,312	-			-			-	-	-	<u> </u>	-	12,449	14,759
Adult		4,460												8,596	9,721
Children's		1,117												2,310	2,848
Teen	808	735												1,543	2,190
Reference Questions	2,485	2,251	-	-	-	-			•	-	-	-	-	4,736	4,364
Adult	608	1,026												1,634	923
Children's		1,146												2,568	2,796
Teen Chat Reference	360 95	79												360 174	301 344
	6,009	4,818													
Other Questions Adult	2,881	3,295	-	-					-	-	-	-	-	<b>10,827</b> 6,176	15,538 8,007
Children's		1,523												3,801	5,937
Teen		•												850	1,594
Programs, In-House Attendance	4,001	2,590	-	-	-	-			-	-	-	-	-	6,591	11,246
Programs, In-House Sessions	237	175		-	-	-				-	-	-	-	412	141
Adult	•	1,138												2,361	2,812
Adult # of Sessions		60												126	-
Children's Children's # of Sessions	1,594 49	932 28												2,526 77	5,859
Teen	760	28												760	- 1,638
Teen # of Sessions	69													69	-
Community Services														-	-
Community Services # of Sessions														-	-
Outside Organizations		520												944	937
Outside Organizations # of Sessions	53	87												140	141
Programs, Offsite Attendance	574	327	-	-	-	-			-	-	-	-	-	901	1,086
Programs, Offsite Sessions	23	11	-	-	-	-			-	-	-	-	-	34	34
Adult Adult # of Sessions	117 3	123 3												240 6	186 7
Children's		204												580	728
Children's # of Sessions	15	8												23	22
Teen	81													81	172
Teen # of Sessions	5													5	5
Community Services														-	-
Community Services # of Sessions														-	-
Outside Organizations Outside Organizations # of Sessions														-	-
	602													- 603	- E01
Programs, Literacy Attendance Programs, Literacy Sessions	14	<u>-</u>	<u>-</u>		-		•		•	<u>-</u> -	-	-	<u>-</u>	602 14	501 31
In-house Attendance		-	-		-	-	•	•				-		308	501
In-house Children's Attendance														294	-
In-house # of Sessions	14													14	31
Offsite attendance	-													-	-
Offsite Children's Attendance	-													-	-
Offsite # of sessions	-													-	-

Memo: To the Board of Trustees, September 24, 2012

From: Tara D'Amato, Assistant Director

#### Administration

- The LI Cares Summer Meals program wrapped up on August 31. This year, we anticipated less children due to the school district becoming a Summer Meals site and serving hot food through the cafeteria. Their program got certified very late (mid June) and we had already committed to being a meals site by then. There were a lot of challenges with the meals this year, including spoiled food (due to packing issues) and menu choices that were limited. We served on average 87 children each week, for a total of 696 breakfasts. Library staff especially Ellen & Linda from RASD were instrumental in making sure all the food was OK to serve and in dealing with the many logistical issues that came up during the summer. We feel that if the school continues to be a Summer Meals site that there is no need for the Library to continue the servive.
- Coordinated Security Guard licensing/training documentation. Some of our guards are
  active duty police, corrections or court officers, others hold private security licenses. All
  our guards currently meet NYS security license standards and are now in the process of
  completing their annual training requirement.
- Co-authored Best Buy grant for teen technology with Lorraine Squires we did not receive this grant but now have a proposal to shop to other opportunities.
- Wrote & awarded grant to attend Bookmobile & Outreach Services Conference in VA, award total: \$750 (\$250 conference registration and \$500 travel stipend).
- Interviewed CPSD and Literacy position candidates.

#### **Community Service**

• The van was damaged by vandalism twice this summer – a window was broken, and the side passenger mirror was damaged. One incident was covered under our auto insurance. Currently, we park the van in front of the library for added security. A problem is that the outside security cameras are outdated and do not show enough detail for us to be able to identify license plates or facial features. An upgrade to the DVR security system is recommended for the future, with added cameras and additional outside. Another possibility is contracting with a local garage to store the van for us when not in use by outreach.

- Coordinated library booth at MPPOA Blue Claw Crab Festival on Sunday August 26. It was a perfect summer day and we met with over 500 visitors to our children's craft booth. Barbara McCleod of CPSD prepackaged adorable sea-themed crafts for kids including paper plate fish and a "don't be crabby" wall hanging. These imaginative yet inexpensive crafts were enjoyed by many families. 100 donated paperback children's books from the Family Literacy Project were given away.
- Mastic Beach Cultural Arts Guild held their 2<sup>nd</sup> Fine Arts Fair on Saturday September 15. This grassroots arts organization requested our assistance in helping to grow their festival. I coordinated the artist application process with them through our website and we advertised the event on the front page of the library newsletter. 16 local fine artists participated, including RASD clerk Kelly Funari's husband, who is a painter. The Friends of the Arts provided an "Antiques Roadshow" program. 89 evaluations were given, with one over \$10,000 for an oil painting and several \$500 valuations for maps and lithographs. Library staff manned a "Street Art" booth where families could draw scenes on the sidewalk with special chalk.
- Better World Books, our book donation coordinator is launching a Community Drop Box program in our neighborhood. Boxes will be metal weatherproof bins managed and sited at major retailers or commercial properties by BWB, we have no control over where the bins go. We can agree to be a beneficiary of proceeds from books sold through this program, receiving between 5% to %15 of the sales. Bin locations have yet to be determined.

#### **Meetings Attended**

8/21-8/23	New Teacher Institute at WF School District
8/31	Middle Country Public Library Automated Return System &
	Children's Garden Tour
9/11	Moriches Chamber of Commerce
9/14	WFSD Race to the Top federal grant meeting
9/20	WFSD District Wide PTSO Meeting - presentation

## Board of Trustees Meeting September 24, 2012

#### Meetings

Civil Service Employees Association

#### Facilities Update

- Chubb/Red Hawk semiannual fire alarm system inspection
- Assisting in the administration of the boiler replacement project
- North staff entrance remains out of service. Replacement part arrival is imminent
- Staff / Business photocopier presently out of order working to restore service

#### • Audit – FYE June 30, 2012

- Successfully completed annual independent audit
- Working on punch list items at this time
- Will look to schedule auditors at future board meeting to present their report to the Board

#### MTA Payroll Tax – Update

- This tax was recently adjudicated as unconstitutional by the New York Supreme Court
- Both the MTA and New York Governor have announced that this decision will be appealed
- Currently working with our accountants to explore prudent action in light of lack of guidance by New York State Department of Taxation and Finance

#### • New York State Education Department Grant

- Received wire transfer of approximately \$23K from The NYS Department of Education
- o Grant for use by the Literacy Department

# CIRCULATION SERVICES

Board Report Page 1

Circulation Statistics: for August 2012 submitted September 2012

Circulation Activity: 69,937

Staff Assisted Checkouts 32,199

Self Checkouts 28,882

Online Renewals 7,218

Digital Checkouts 1,638

Physical Visitors: 24,940 and Current Card Holders: 44,137

New Library Cards issued: 275

MMSCL District Patrons 177

Out of District Contract Patrons 98

Meeting Room Usage:

Number of rooms booked by district organizations—87 Number of community residents in attendance—520

SMS Alerts (text notifications):

270 patrons currently enrolled

Online Self Registration:

Currently requested 263

# **Department Head Note:**

Please review the following pages for information and incite about some of the changes that occurred in the Circulation Department over the past month. I have provided information about a recent trip to the Middle Country Public Library that the circulation supervisors took part in. I have also made recommendations for near future changes in technology for the circulation department and the consequences that I feel will be necessary if we are unable to acquire and utilize the technology in a timely manner.

# CIRCULATION SERVICES

Board Report Page 2

## **Submitted September 2012**

## **Department News:**

July and August brought with it some changes to the circulation staff:

New hire, Jessica Farmer, left in August for a local teaching position.

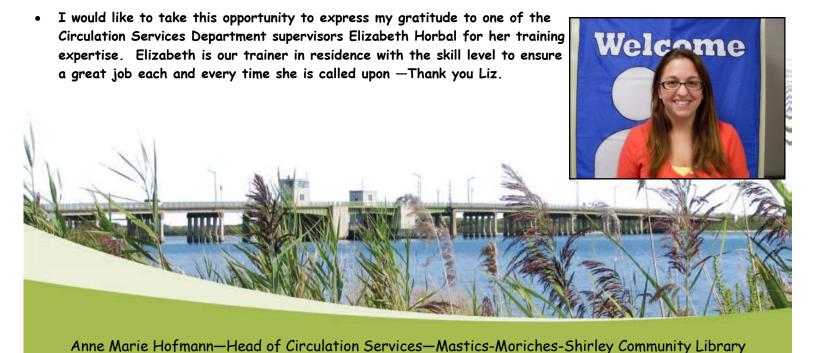
Margie Santiago long time circulation clerk transferred to Adult Department.

A promotion for Circulation Department page Melissa Dueffert to clerk.

A transfer and promotion for page Joe Donohue to clerk from Teen.

New hire Jean Rompf.

- On top of August being a busy month and having to manipulate a short and not fully trained staff we had
  one self check down for most of the month as the Adult Department was waiting for a new Express Lane
  license for the video room and utilized an existing self check license. Shutting down a heavily used and established self check to accommodate a new one in an unfamiliar area during a busy summer month contributed to much longer lines at the circulation desk.
- I have requested that the library revamp the existing phone message (if not the whole system) to offer patrons more direction when they call the library and also alleviate the sometimes overwhelming amount of calls coming into the circulation department. On average half of all calls are transferred by the circulation staff to other departments. Changes to the phone system would greatly enhance the customer service level at the circulation desk and reduce the stress level the staff feels when they are unable to complete a tasks before starting another one.



# CIRCULATION SERVICES

Board Report Page 3

## **Submitted September 2012**

Circulation Department supervisors Josephine Scarpantonio and Elizabeth Horbal had an opportunity to visit the Middle Country Public Library's RFID return system.

During the course of each of their visits the supervisors were able to ask many questions and talk to staff about the system from a staff point of view and experience the process first hand—from actually returning an item through the system to seeing what happens to that item behind the scenes.

Both supervisors were very impressed with the system and are hoping for ways to make it happen here at Mastics-Moriches-Shirley. I am in agreement with them about the return system and I am looking for ways to manage the cost of such a system. Over the past year through attrition and normal turn over and a huge push for efficiency and cross training within the department we have witnessed a reduction in the Circulation Department's staffing budget of 18%. Best calculation is over the course of the next 3 years the system could pay for itself. With that said, if we were not able to move forward with such a system within the very near future I would have no choice but to request to hire a minimum of 2 additional clerks. The additional clerks would help to manage the 1.5 million items processed by the Circulation Department on a yearly basis along with all the other duties the Circulation Department is assigned to complete. An RFID return system should not be viewed as a luxury item, a system similar to the one at MCPL is becoming more and more of an necessity for a library of our size. Middle Country's RFID return system was created to handle volume not unlike our own.

The two pictures displayed below are a partial representation of a holiday weekend early Tuesday morning book drop, one of more to come. Three clerks and a page were scheduled that morning in anticipation and the book drop was still not processed by the time we opened. An RFID return system would mean less scheduled additional staff because the items could have been returned already and the normally scheduled staff could concentrate on getting the items back on shelf for patrons and then be completely available to assist patrons when the doors open.



Anne Marie Hofmann—Head of Circulation Services—Mastics-Moriches-Shirley Community Library

#### **September 2012 Literacy Department Board Report**

#### **Summer Literacy**

Summer Family Literacy came to a close on August 24, 2012 after a successful eight week session. One hundred and three families participated in our English as a Second Language classes that began on July 9<sup>th</sup>. It was certainly busy around the library on Monday, Wednesday and Friday mornings. Attendance was consistent and thanks to some amazing staff members even the school age children looked forward to getting out of bed early to come to the library. Our summer Conversation Group ended on August 28<sup>th</sup>. Nineteen library patrons found practicing English conversation with their peers beneficial and many signed up for conversation classes beginning again on September 24th.



"Making Proud Choices" In partnership with Stony Brook University an eight week workshop for teens was incorporated into our summer family literacy program. "Making Proud Choices" is a program focusing on "a safer-sex approach to HIV/STDS and teen pregnancy prevention". After viewing components of the workshop themselves during a Suffolk County Health Department seminar, Learning English a Family Affair parents petitioned the literacy office to offer the workshop to their children. The course was lead by Maria McCue from Stony

Brook. In her estimation things couldn't have gone better. We will be offering the workshop again in October as part of our family literacy night at William Floyd High School. Of course it will be open to the public and flyers are being distributed to the YMCA and William Floyd High School.



#### **Deferred Action Workshop**

A workshop offered through Immigration Legal Services of Long Island was offered on August 30<sup>th</sup> for community members. New policies were discussed regarding legal status for young immigrants who entered the United States before the age of 16. Government policies were discussed including how to obtain permission to remain in the United States and how to acquire employment authorization. Twenty nine patrons attended the workshop. We are planning on offering the workshop again in the near future.

#### **Hate Crimes Workshop**

On August 17<sup>th</sup>, Suffolk County Police Detective, Lola Quesada, presented a workshop on Hate Crimes to our summer family literacy classes. The workshop provided valuable information regarding community agencies that are available to assist individuals and families who may have experienced a Hate Crime, regardless of their immigration status.

#### **Programs in Spanish for Mastics-Moriches-Shirley Community Library Patrons**

Dear Library Board of Trustees,

September 17, 2012

In putting together a proposal to begin offering programs in Spanish to our library patrons I came upon this policy taken from the American Library Association Bill of Rights. According to Policy # 60:

Patrons have been asking about programs being offered in Spanish for quite some time. My initial response was to try to have our Spanish speaking patrons participate in our regular library programming with a Spanish translator present. For some programs this worked, but for other programs both the English speakers present and the Spanish speakers had a difficult time getting as much out of the program as they expected. As a matter of fact it was so ineffective that for a few years now the bilingual approach to programming has been abandoned.

As the literacy program continues to grow with each passing year more and more students are looking to us to offer programs in their native language of Spanish. I have been approached by a community member to offer *Zumba* in Spanish. In speaking with literacy students who have attended *Zumba* here in English they told me they felt "self-conscious" being in the English *Zumba* class. Just by mentioning the possibility of having *Zumba* in Spanish our patron became alive with anticipation.

Requests we have had for Spanish programs include, Defensive Driving, craft classes, exercise classes, tax counseling, social media information sessions and we were just approached about offering Alcoholics Anonymous in Spanish; a wide array of programs.

According to the 2010 U. S. Census report our library district has an 18.2% population of persons who are of either Latino or Hispanic origin. That's almost 11,000 people who would benefit from programs offered in Spanish.

I would like to begin by offering *Zumba* in Spanish in the near future, with the expectation that it would be a well attended program.

When I plan things for our program I always think about the fast food restaurant's famous saying, "Build it and they will come". So far, this is exactly what has happened.

Thank you for your consideration in the matter.

Sincerely,

Beth Donovan Literacy Coordinator

## 2012 5K Run Profit/Loss Worksheet (As of 9/17/12)

RECEIPTS			
		φ	E 44E 00
Regular Registrations		\$	5,415.00
Activenetwork registrations		\$	702.00
Start-to-finish registrations		\$	2,376.00
Sponsors		\$	8,150.00
TOTAL RECEIPTS		\$	16,643.00
DISBURSEMENTS	Post Date		
Suffolk County Dept. of Parks & Recreation &			
Conservation (application For Parkland Group			
Permit)	12/23/11	\$	225.00
Greater Long Island Running Club - (advertisement			
for 2012 Run)	12/28/11		225.00
USA Track & Field (USATF renewal)	2/24/12	_ '	50.00
USATF (application for Sanction)	2/24/12	\$	185.00
Displays Only (brochure holder)	4/26/12	\$	46.48
GLIRC	6/12/12	\$	375.00
Michaels - for raffles	7/24/12	\$	16.97
Crown Trophy	9/4/12	\$	182.85
PromoSpark - T-shirts	9/4/12	\$	1,917.20
Suzanne Smith - reimbursement for raffle items	9/4/12	\$	108.60
Mr. Party Pooper	9/4/12	\$	400.00
Suzanne Smith - reimbursement for raffle items	9/7/12	\$	17.49
Sam's Club	9/7/12	\$	454.54
Start To Finish Corp.	9/10/12	\$	2,162.45
Start To Finish Corp. (bal due)	9/10/12	\$	250.00
King Kullen - water	9/13/12		35.95
TOTAL DISBURSEMENTS		\$	6,652.53

NET LOSS/ PROFIT

\$ 9,990.47

# 2012 5K Run Sponsors

Organization	Street Address	Town	State	Zip Code	Amount
Astoria Federal Savings	999 Montauk Hwy., Unit 25	Shirley	NY	11967	\$500.00
Dr. Paul Casciano	Wm. Floyd SD, 240 Mastic Beach Rd.	Mastic Beach	NY	11951	\$100.00
Custom Landscape Designs	2603 Susan Drive	East Meadow	NY	11554	\$100.00
East End Sign Design Inc.	1161 Montauk Hwy.	Mastic	NY	11950	\$100.00
Empire National Bank	1707 Veteran's Highway	Islandia	NY	11749	\$3,000.00
Lamb & Barnosky, LLP	534 Broadhollow Road, Ste. 210	Melville	NY	11747	\$100.00
Tony & Barbara Liberti	75 Crystal Beach Blvd.	Moriches	NY	11955	\$100.00
Local 342 Long Island Public Service Employees	501 William Floyd Parkway	Shirley	NY	11967	\$250.00
Long Island Security Service, Inc.	40 Carmen View Drive	Shirley	NY	11967	\$100.00
Steven Pescetti, State Farm Insurance	1120 Montauk Hwy., Suite C	Masic	NY	11950	\$50.00
Provident Fuel Inc.	BO Box 12	Plainview	NY	11803	\$50.00
Rotary Club of Shirley and the Mastics	PO Box 40	Shirley	NY	11967	\$1,000.00
Sandpebble Builders Inc.	PO Box 5060	Southampton	NY	11969	\$100.00
Mary Sanford	17 Otis Lane	Bellport	NY	11713	\$100.00
Kevin A. Seaman, Esq.	Box 580	Stony Brook	NY	11790	\$500.00
"Shipmates"	16 Windus Dr.	Shirley	NY	11967	\$100.00
Syntax Communication	4875 Sunrise Hwy., Suite 301	Bohemia	NY	11716	\$100.00
Thermal Solutions, Inc.	P.O. Box 12066	Hauppauge	NY	11788	\$250.00
Tonino's Pizza	55 Surrey Circle	Shirley	NY	11967	\$1,000.00
Wiedersum Associates Architects	140 Adams Ave., Suite: B14	Hauppauge	NY	11788	\$250.00

Monday, September 17, 2012

	Organization	Street Address	Town	State	Zip Code	Amount	
	William Floyd Community Summit	PO Box191	Mastic	NY	11950	\$100.00	
	William Floyd United Teachers - Retirement C	hapt PO Box 518	Shirley	NY	11967	\$100.00	
Williams-Smith		7 Brewster Ln.	Bellport	NY	11713	\$100.00	
	TOTAL SPONSORS: 23			TOTAL AMOU	JNT:	\$8,150.00	

Monday, September 17, 2012

#### **DIGITAL SERVICES DEPARTMENT**

Compiled by: Nick Tanzi

September 2012

## **Technology Based Programs**

We have begun the **Teen Tech Club**, which will explore topics ranging from digital art (see right) to stop motion animation and game design. We are working to build the audience for this new offering, which may take some time. So far, it has been attended by 10 teens over 2 sessions.

Our established Children's program iPlay has seen excellent attendance. It now averages 14 children per session. Our most recent Digital Art program focused on comic strip design and was attended by 7 kids, who produced some very creative works.



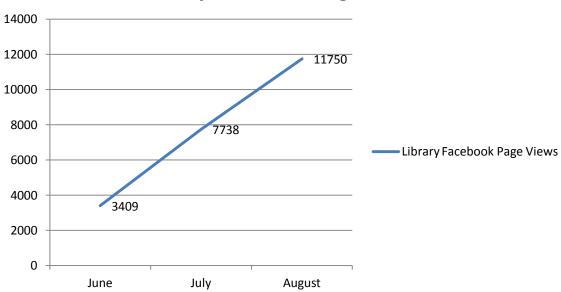


As we continue to grow the audience for technology-based programs, we will explore larger, more ambitious projects. We are currently planning virtual reality game design that we hope to fund through a grant.

#### **Our Social Media Sites**

Starting in July, we committed ourselves to a more visual presentation of library content on our Facebook page, using our Photo a Day initiative. By presenting library news and services through pictures, we **have greatly increased patron interaction with our page**, as demonstrated by the chart below. August's 11,750 views represents the highest level of engagement since our page was created. It should be noted that the Children's & Parents' Services staff have been especially involved in providing content for use.

## **Library Facebook Page Views**





# September 2012

## Josephine Wuthenow Department Head

## Local History Update

The Reference and Adult Service Department has recently been assisting the Mastics Peninsula Historical Society on a Book Project highlighting the history of the Mastic Peninsula area. When completed, the book will become part of the Images of America History Series by Arcadia Publishing.



Brad Shupe, RASD Librarian

# Tach Support Stats 15 Patrons received one-on-one support from our librarians

## Readers' Advisory Update

Last month we began using Google Analytics to track statistics on the Reader's Corner blog. Google Analytics is an open source product used to measure web traffic that has become the industry standard used by small and large companies alike. It will be interesting to see the patterns that emerge as we go forward using it to track stats on the blog!

During August, 387 unique people visited the blog a total of 447 times. Approximately 16% were returning visitors who visited the blog more than once with a 24 hour period in between. During August, page views on the blog decreased to 1,573 mainly due to blocking in house traffic of staff machines. There were no comments on blog posts in August but a patron did submit a book review which is now the featured pick.

#### The top three posts that were viewed during August:

- Dystopian Novels for Grownups
- Memories of Marilyn Monroe
- YA books for adults



# RASD pages helped patrons with the copy/fax machines 1,662 times

#### **COPY & FAX MACHINE STATISTICS** FY 2012-2013 COPY FAX SCANNING/ **GRAND** CALLS **CALLS** E-MAIL **TOTALS** Jul-12 769 426 327 16 Aug-12 893 490 381 22 TOTALS: 916 708 38 1662

#### RASD computers were used 8,596 times

RASD COMPUTER USAGE FY 2012-2013											
MONTH	PATRON USERS	GUEST USERS	TOTAL								
July	3658	478	4136								
August	3934	526	4460								
GRAND TOTAL	7592	1004	8596								

TOTAL # of Program Sessions & Attendance (July - August 2012)													
ADULTS			S	ENIORS		18 - 24 yr. olds							
	Sessions	Attendance		Sess.	Attend.		Sess.	Attend.					
Exercise: Yoga	7		Tai Chi	0									
Zumba	0	0	Movie	2	22								
Pilates	6		Game Club	9	76								
ENTERTAINMENT: Trips	O	0	Wii Bowling	2	5	Game On	7	80					
LIRR Train Tix	2					Trading Card	0						
Concerts	0					Cin. Chill	0						
Bingo	2					Misc.	0	0					
Friends of the Arts	0												
CRAFTS: Quilting	2												
Painting	2												
Scrapbooking	4												
Jewelry HELP: Career Counseling	6												
Tech. Help	38												
Genealogy	6												
Social Worker	3												
SCORE (Small Bus. Counsel)	1	4											
INFO: Lectures	O		AARP Def Dr.	4	134								
Defensive Driving	3		AARP Tax Coun.	0	O								
Computer Classes	3	32	Senior Adv.	1	4								
Cooking/Food/Drinks	3	49	Lecture	0	0								
Book Discussions	4	21	Outreach	2	72								
Outreach	2		Misc.	0	C								
Reading Clubs (raffles)	4	683											
Reading Club registration	O	0											
Totals	98	1,666	Totals	20	313	Totals	7	80					
ALL PROGRAMS	125	2,059											

# Teen Services Department — September 2012

# Teens @ the Library: Summer 2012

Library-going teens had tons of fun, productive, creative, and social programs to choose from this summer. In addition to our regular lineup of Battle of the Books, Summer Reading Club party, crafts, arts and games, we hosted the Economic Opportunity Council's **Teen Engineers**, a 6 week program in which teens programmed Lego Robotics, made 3D glasses, and built bridges out of toothpicks. Our SciFi, Fantasy and Anime convention, MASTIC CON, was well-attended and a great opportunity for teens to share their love of all things gaming, anime, and art. We continued to offer enrichment programs for teens with special needs, drop-in programs for teens hanging out in the area, and plenty of opportunities to discuss life, reading, and more with each other and with our staff and counselors.



# Teen Services Department - September 2012 - page 2

# Teen Library Summer 2012

Teen Services enjoyed a very successful Summer Reading Club:

- 226 teens signed up for DREAM BIG: READ! Teen Summer Reading Club;
- 101 teens read & reported on 2 or more books, making them eligible to attend the end-of-summer party;
- 69 teens read & reported on 4 or more books they won the paperback book of their choice! Some of the books

requested by our SRC winners included:

- ⇒ <u>Catching Fire/Mockingjay</u> (sequels to <u>The Hunger Games</u>)
- $\Rightarrow$  Curly Girl: the Handbook
- ⇒ Good Omens by Neil Gaiman and Terry Pratchett
- ⇒ One Direction: What Makes You Beautiful (picture book about band)
- ⇒ The Mysterious Benedict Society



It's a great feeling to add to a teen's library with a book they've chosen themselves. We love to reward reading with reading! In addition to the paperbacks, one teen won an iPod touch—she was pretty happy too:)

Program Numbers - July and August 2012									
Program Category	# of programs	total attendance							
Drop In Programs	36	220							
On the Road (off site programs)	15	298							
Crafts and Food	24	249							
Entertainment	26	367							
Reading	13	118							
Arts	9	126							
Enrichment	8	57							
Planning Ahead	3	40							
TOTALS	134	1475							

# Teen Services Department - September 2012 - page 3

#### Reference and Directional Requests

Average requests by time of day:

- Mornings (9am-Ipm): an average of 4 REFERENCE questions per morning (1 per hour) and an average of 8 DIRECTIONAL requests per morning (2 per hour)
- Afternoons (Ipm—5pm; Fridays Ipm-7:30pm): an average of 5 REFERENCE questions per morning (slightly over I per hour) and an average of 17 DIRECTIONAL requests per morning (~4 per hour)
- Evenings (5pm—pm): an average of 4 REFERENCE questions per morning (1 per hour) and an average of 14 DIRECTIONAL requests per morning (3.5 per hour)

Due to historically low room numbers in the summer, we continued our trend of lowering staffing levels for Summer evenings and weekends; we also continued to explore alternate venues for Teen Library Services. We staff RASD's AV Room on Monday and Thursday evenings, and this summer we visited Safe Summer Nights every Thursday evening July 5—mid August to promote our services and help out. We also continued our Beach Outreach and our partnership with the William Floyd Project YMCA.

									July and	August	2012									
	Mor	ndays	Tues	sdays	Wedn	esdays	Thur	sdays	Frie	days	Satu	rdays	6 196				,			
	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other	# Ref Ques	# Other	# Ref Ques	# Other	# Ref Ques TOTAL	# Other Req TOTAL	TOTAL # of ques per time slot	# of days	Avg # Ref Ques/ day	Avg # Other Req/Day	Avg Total Ques/ Day	
9am - 1pm	67	54	39	79	26	58	70	58	19	84	11	60	232	393	625	52	4	8	12	9am 1pm
1pm- 5pm*	78	208	50	190	32	117	36	112	21	181	36	63	253	871	1124	52	5	17	22	1pm 5pm
5pm - 9pm	49	114	26	126	36	105	28	144	n/a	n/a	n/a	n/a	139	489	628	35	4	14	18	5pm 9pm
comb.	194	376	115	395	94	280	134	314	40	265	47	123	624	1753	2377	52	12	34	46	com
#of days	9	9	9	9	8	8	9	9	9	9	8	8								
avg 9a- 1p	7	6	4	9	3	7	8	6	2	9	1	8				Notes:				
avg 1p- 5p	9	23	6	21	4	15	4	12	2	20	5	8	Reference Do you h		ons: Readers A		ry, Homew title/autho		eference,	
avg 5p- 9p	5	13	3	14	5	13	3	16	n/a	n/a	n/a	n/a	Other Requests: Program Signup and Information, Directional							
avg Q/day	22	42	13	44	12	35	15	35	4	29	6	15	("Where is the program?"), Computer Signup/Time Extension/Printing/Computer Troubleshooting, Retrieve video game(s), Needs supplies/headphones/etc, Other							
	Mor	ndays		sdays	Wedn	esdays														
	# Ref Ques	# Other Req	*1pm - 5	pm inclu	des 1-7:30pm	Friday	s and 12-4	Sundays												
V	-	1	M										No.			de		N.	-	1

# Teen Services Department - September 2012 - page 4

## Teen Services Librarians - Monthly Reports



#### From Mary Maggio

Every Thursday we have a drop in craft in the afternoon, run by a social worker. She was not able to come one Thursday so I volunteered to replace her. On one of my trips to NYC I saw many young women carrying a decorated tote bag that looked rather simple to make so I decided to try that. I made an exhaustive search and finally found a similar bag. We put the word out that we were making tote bags and the kids started showing up. I used up all the bags I had bought and the teens had a great time decorating them with all the feathers, flowers, stickers etc. that were available. The program was a huge success. What's really great is that I see the kids using the totes all the time.

#### From Stephanie Kyle

The 2012 Battle of the Books was held on Saturday, August 11, 2012 Javits Lecture Center, Stony Brook University. The Suffolk County Battle of the Books program is an inter-library competition between teams of teens focused on 8 young adult novels. Teams can be no larger than 6 players (students entering grades 6-9 in the fall) but have been as small as 2 players. Held in August, the competition is divided into two back-to-back 4-hour Regional Competitions and an Awards Night. At the Regional Competition, each team gets to participate in 4 separate rounds. Each round covers 2 of the 8 books and each team is given 20 questions per round. Titles to be covered in each round are announced in advance but not specifically mentioned in the questions. At the Awards Night, the top 2 scoring teams from each region compete for the County Championship. Our team, Hahawegotpizza (Ha ha we got pizza), did not win but they put up a great fight in the last two rounds. They got 55 out of 80 questions correct. To celebrate we went to Shirley Lanes for bowling and pizza and lots of laughter.

#### Conference Attended:

Think and Do Customer Service Workshop

On September 6th I attended a Think and Do Workshop on Customer Service. It was a very nice refresher course since last taking the course at our library six or seven years ago. Steve Wishnack, Think & Do President and Founder, hosted the three hour interactive workshop. Mr. Wishnack discussed a more positive approach to helping patrons and reminded us of the importance of a smile.

### Teen Services Department - September 2012 - page 5

### **Teen Services Librarians - Monthly Reports**

#### From Kerrilynn Hurley:

I attended the Customer Service Workshop at the Riverhead Library on September 6th. The information was incredibly valuable and though much of the content was a refresher for me, it was still innovative and interesting.

In addition, I met with many local agencies at the Joining Forces Workshop at SCLS. These agencies included The Right Start Foundation, Stony Brook Children's Hopsital, Economic Opportunity Council of Suffolk and LIGALY. Our library was mentioned in many of the presentations because we already offer many of the free services that they provide for youth.

I also visited the William Floyd Middle School with Lorraine Squires for Meet the Teacher Night. We handed out Livebrary flyers and book marks and met with some of the parents.

On Wednesday, August 22nd I visited Stony Brook Hospital's Pediatric Unit, Pediatric Psychiatric Unit and Intensive Care Unit. I handed out Get Well packets that included puzzles, games, coloring books, etc and also age appropriate books. We were even able to have story time and the younger children helped read the book. I met with around 40 patients and learned that a few of them are patrons of our library. They were very thankful for the visit as well as the goodies that were donated courtesy of Suffolk Cooperative Library System.

#### From Tom Casper:

Wednesdays throughout the summer, Lorraine Squires, Tom Casper and Steve Burg worked alongside Helene Purdowski and the teens in the youth group at the YMCA to help produce and Art and Video Showcase which took place August 15th. The teens broke into groups and created several videos which highlighted the Tri-Hamlet area. With laptops which were provided by the library, Clarence Shepard helped the teens shoot and edit their videos.

Local artist Jerry Castillo who received a grant from the Huntington Art Council, worked on a photography project with the teens which allowed them to create photos using objects found in nature in a contemporary setting. The photos are currently on display in the teen department.



Lorraine Squires — Head, Teen Services Department



# Children & Parents

### Rachel Wyneken Department Head

#### September 2012 Board Report

While we just decorated the room for the fall, I have to begin my report with the results of the 2012 Summer Reading Club: Dream Big: Read. Since my annual report covered July 2011-June 2012, it did not include these numbers: 960 children joined Dream Big: Read (4,605 books were read); 426 joined the read-to-me club (they were read to for 2,530 hours).

Kassidy Chamberlain read 72 books over the summer, more than anyone else in the club. She was rewarded with three books and four passes for her family to visit the Long Island Aquarium in Riverhead.



Tangier Smith was the school that won the Summer Reading Plaque for having the largest percentage of their students registered who continued reading until they completed the club (congratulations, Wendy!).

Along with the activity from the summer reading club, we had plenty of program activity over the months of July and August. Librarians read to 444 children at five different summer camps, and we splashed, picnicked and played with 136 children and families at 0n the Road visits to Osprey Park, the gazebo and the skate park.

Twenty-one parents of children who started kindergarten this year attended our program for Getting Ready for Kindergarten in July. We're starting even earlier this year by offering Prepare Your Child for Kindergarten in October for parents of children starting kindergarten next fall.



The best way to prepare all children for kindergarten is by reading to them. The kick-off for our on-going program 1KB4K (read 1,000 books before kindergarten) is this Saturday. This is a program you'll be hearing more about as we get the entire staff of the library poised to explain the importance of reading to children from the time they are born. In time, we hope the school and community will get involved as well. Just imagine if every child in this school district started kindergarten with the HUGE jump start of already having an established love relationship with books!

Our grant-sponsored family book discussion, Together, begins next Friday. So far we have 11 families registered, including a patron who happens to be the director of another Suffolk County library and his son. This program helps kids and parents build their love of reading and discussing big ideas, such as "courage" and "freedom."

All the principals in the school district were sent an email from the superintendent, which included attachments of the library's October newsletter in PDF and a letter asking them to encourage their staff to get a library card from us and to promote the library and its services to their students and parents. Paul Casciano explained to his staff that in future months, the newsletter and other library news that could help either them or their students would be coming directly from me.

# REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 09/24/12

#### JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY PAGE 1 OF 2

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF P/T, INCL # OF HRS PER WK ANI PROJECTED ANNUAL SALARY	D EFFECTIVE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TM	Gioeli III, Thomas		Guard	\$19.29/hr		10/10/11	
TM	Barone, Debra A.		Guard	\$19.29/hr		4/17/12	
TRS	Geackel, Arthur		Custodial Worker I	\$11.72/hr		09/01/12	
RL	Donohue, Joseph A.		Page	\$8.46/hr		08/28/12	
APT	Donohue, Joseph A.		Library Clerk	\$13.13/hr	17.5 hrs	08/29/12	
LA	Billows, Darlene		Senior Library Clerk			08/20/12	
	Dillows, Darielle		Serilor Library Clerk			10/29/12	
APT	Rompf, Jean M.		Library Clerk	\$13.13/hr	17.5 hrs	09/12/12	
APT	Schweimler, Krystal L.		Librarian I	\$24.72/hr	17.5 hrs	09/13/13	
APT	Quintanilla, Marvin M.		Library Clerk - Spanish Speaking	\$13.13/hr	17.5 hrs	09/17/12	
	over five years old?  2. Request and canvass an each of the second secon	eligible list for all conployment (CS-20 risdiction and appose on the previous	5) on all provisional, temp and bintment date at bottom of app s incumbent shown above?	non-competiti	á	as being in acco requirements.	ges are hereby certified ordance with Civil Service
	ROVED ROVED AS NOTED	DISAPPROV	/ED			Signature of	f Appointing Authority

# REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED 09/24/12

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY PAGE 2 OF 2

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
CN	Seeger, Erika		Librarian II				
CN	IRISH, Erika		Librarian II			09/01/12	
LA	Kalmbach, Janet		Library Clerk	\$15.77/hr		09/26/12	
						12/16/12	
AT	Stroh, Karolynn		Library Clerk	\$18.11/hr	25 hours	09/26/12	
TM	Stroh, Karolynn		Library Clerk	\$18.11/hr		12/16/12	
TM	Gully, Daniel		Page	\$8.29/hr		09/19/12	
	4. Submit a personnel change	eligible list for all can aployment (CS-20) isdiction and appo ge on the previous	competitive positions? 5) on all provisional, temp ar bintment date at bottom of a incumbent shown above?	nd non-competitiv	as re	ne above chan being in acco quirements.	ges are hereby certified ordance with Civil Service
	ROVED ROVED AS NOTED	DISAPPROV	ΈD			Signature of	f Appointing Authority

#### RE: TARA D'AMATO, ASSISTANT DIRECTOR - CONFERENCE GRANT

I am writing to inform you that your entry for the Carol Combs Hole Conference Attendance Grant in order to attend the 2012 ABOSConference in Richmond, VA has been received, reviewed and accepted by the ABOS board of directors. Congratulations!

The grant includes free conference registration and a \$500 stipend for travel expenses and/or accommodations for the conference. The stipend will be mailed to you within two weeks after your attendance at the conference. Upon your acceptance of the grant, I will require additional information from you so that I may register you for the conference at no cost. Conference registration DOES NOT INCLUDE hotel reservations or travel expenses. Please contact Marriott Reservations directly at 1-800-228-9290 to reserve your hotel room. Mention ABOS Conference to get the reduced rate. You may contact the hotel directly by clicking on the following link. Richmond Marriott Hotel.

Again, congratulations! We had a remarkable amount of entries this year, and I am proud to announce that we have added additional awards for the 2012 conference (2 more recipients will receive the grant as opposed to 3 winners from the past.)

If you are unable to attend this year's conference – please let me know as soon as possible so that I might consider another participant for the award. In addition – if you ARE able to attend and wish to accept this award, please contact me as soon as possible so that we can get you registered and in the system!

Thank you so much, and I look forward to meeting you at the ABOS conference this October

Brad Thomas
Outreach Services Manager
Tulsa City-County Library
(918) 549-7481
bthomas@tulsalibrary.org

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000 TEL: 631-286-1600 ■ FAX: 631-286-1647

September 7, 2012

Mr. James Mazzarella President, Board of Trustees MMS Community Library

Dear Mr. Mazzarella:

Due to the expiration of the term of Mr. Harold G. Trabold, on December 31, 2012, a vacancy will soon exist on the SCLS Board of Trustees. Mr. Trabold has represented the libraries from the Town of Brookhaven since January 1, 2007 and he is ineligible to serve another term.

In compliance with the Bylaws of the Suffolk Cooperative Library System, a meeting will be held on Tuesday, October 16, 2012 at 5:15 p.m. at the Patchogue-Medford Library, 54-60 Main Street, Patchogue, New York to caucus and nominate a Trustee to serve on the System Board to fill a term which runs from January 1, 2013 through December 31, 2015.

Candidates for the position must meet the requirements in Article VII, Sections 1 and 2, of the System's Bylaws.

Section 1: System Trustee shall reside in a public library district that is in, or partially in, the town or one of the towns they represent.

Section 2: No salaried employee of the system or any of its members nor any elected salaried official of any municipal corporation shall be eligible for election or appointment as System trustee.

Individuals interested in the position should plan to attend the nominating caucus.

Very truly yours,

Kevin Verbesey

Director

cc: Library Director

# Sandpebble Builders Preconstruction PO Box 5060

TRANSMITTAL No. 00132

				110.00	ULJA
Southampton,	NY 11969	Phone: 631-287-6000 Fax: 631-204-1040			
PROJECT:	MMS Community Libra	ıry	DATE	: 9/18/2012	
TO: PHONE:	Mastic Moriches Shirley 407 William Floyd Park Shirley, NY 11967 631-399-1511		ATTN: REF:	Kerri Rosalia  Demolition Work - Leveling She  For Review & Approval	et
FAX:	631-399-1518				
Shoo	ing Sheet  PIES DATE DESC! 9/18/2012 2.050 E  i, ched for your review, please fi	SUBMITTED FOR:  Approval  Your Use  As Requested  Review and Comment  SENT VIA:  Attached  Separate Cover Via:  RIPTION  Demolition Work - Leveling Sheet  and a copy of the Demolition Work L  concerns, please contact our office.	eveling Sh	NE	ATUS

CC:	Signed: Jennifer Briand
Faxed On:// Faxed To:	
Method of Transmission: Fed Ex_ Mail_ E-Mail_ Fax_ Hand Delivered_	Number of Pages-

ALTERNATE PRIGING - ASBESTOS ABATEMENT  TOTAL  \$28,600  HOURLY RATE - APPRENTICE  HOURLY RATE - MECHANIC  HOURLY RATE - FOREMAN  169  BIDDER #2 UNBUILDIT, INC  126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  \$29,815	PREPARED BY: DATE: SEPTEMB DESCRIPTION  BIDDER #1	JENNIFER BRIAND  BER 18, 2012  : 2.050 - DEMOLITION WORK  PIPE PLUMBING CORPORATION  PO Box 51  St. Sinai, NY 11766  (P) 631-445-6459	Ампинт
DATE: SEPTEMBER 18, 2012  DESCRIPTION: 2.050 - DEMOLITION WORK	DATE: SEPTEMB DESCRIPTION BIDDER #1	PIPE PLUMBING CORPORATION PO Box 51 St. Sinai, NY 11766 (P) 631-445-6459	Ампинт
DESCRIPTION: 2.050 - DEMOLITION WORK	BIDDER #1	PIPE PLUMBING CORPORATION PO Box 51 St. Sinal, NY 11766 (P) 631-445-6459	Ампинт
BIDDER #1   PIPE PLUMBING CORPORATION   PD 80x 51   ST. SINAI, NY 11766   ST. SINAI, NY 11766   PO 631-445-6459   BASE BID   3,600   St. SINAI, NY 11766   ST. SINAI, NY 11717	BIDDER #1	PIPE PLUMBING CORPORATION PO Box 51 St. Sinal, NY 11766 (P) 631-445-6459	Ампинт
BIDDER #1 PIPE PLUMBING CORPORATION PO BOX 51 ST. SINAI, NY 11766 (P) 631-445-6459 BASE BID 3,600 ALTERNATE PRICING - ASBESTOS ABATEMENT 25,000 BASE BID 3,600 BASE BID 3,6	1	PD BDX 51 ST. SINAI, NY 11766 (P) 631-445-6459	Ампинт
PIPE PLUMBING CORPORATION   PO Box 51   ST. SINAI, NY 11766   ST	1	PD BDX 51 ST. SINAI, NY 11766 (P) 631-445-6459	Амоинт
PD BOX 51 ST. SINAI, NY 11766 (P) 631-445-6459  BASE BID ALTERNATE PRICING - ASBESTOS ABATEMENT TOTAL BIDDER #2 UNBUILDIT, INC 126 CAIN DRIVE BRENTWOOD, NY 11717 (P) 631-434-6744 (F) 631-434-6792  ALTERNATE PRICING - ASBESTOS ABATEMENT BASE BID ALTERNATE PRICING - ASBESTOS ABATEMENT ALTERNATE PRICING - ASBESTOS ABATEMENT TOTAL BASE BID ALTERNATE PRICING - ASBESTOS ABATEMENT TOTAL \$29,815	1	PD BDX 51 ST. SINAI, NY 11766 (P) 631-445-6459	
ST. SINAI, NY 11766  (P) 631-445-6459  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  HOURLY RATE - APPRENTICE  HOURLY RATE - FOREMAN  HOURLY RATE - FOREMAN  16:  BIDDER #2  UNBUILDIT, INC  126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  ALTERNATE PRICING - ASBESTOS ABATEMENT  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  HOURLY RATE - APPRENTICE  HOURLY RATE - APPRENTICE		ST. SINAI, NY 11766 (P) 631-445-6459	
(P) 631-445-6459  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT TOTAL  HOURLY RATE - APPRENTICE HOURLY RATE - FOREMAN  HOURLY RATE - FOREMAN  169  BIDDER #2 UNBUILDIT, INC 126 CAIN DRIVE BRENTWOOD, NY 11717 (P) 631-434-6744 (F) 631-434-6792  BASE BID ALTERNATE PRICING - ASBESTOS ABATEMENT 11,579  HOURLY RATE - APPRENTICE		(P) 631-445-6459	
BASE BID   3,600		50 (B) 35 (A) (B) 50 (C) (B) 50 (B) 5	
ALTERNATE PRICING - ASBESTOS ABATEMENT TOTAL \$28,600  HOURLY RATE - APPRENTICE HOURLY RATE - MECHANIC HOURLY RATE - FOREMAN  HOURLY RATE - FOREMAN  169  BIDDER #2 UNBUILDIT, INC 126 CAIN DRIVE BRENTWOOD, NY 11717 (P) 631-434-6744 (F) 631-434-6792 BASE BID ALTERNATE PRICING - ASBESTOS ABATEMENT 11,579  HOURLY RATE - APPRENTICE HOURLY RATE - APPRENTICE		BASE BID	
### ### ##############################			3,600.00
HOURLY RATE - APPRENTICE  HOURLY RATE - MECHANIC  HOURLY RATE - FOREMAN  HOURLY RATE - FOREMAN  169  BIDDER #2 UNBUILDIT, INC  126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  HOURLY RATE - APPRENTICE		ALTERNATE PRICING - ASBESTOS ABATEMENT	25,000.00
HOURLY RATE - MECHANIC  HOURLY RATE - FOREMAN  169  BIDDER #2 UNBUILDIT, INC  126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  \$29,815		TOTAL	\$28,600.00
HOURLY RATE - MECHANIC  HOURLY RATE - FOREMAN  169  BIDDER #2 UNBUILDIT, INC  126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  \$29,815		HOURLY RATE - APPRENTICE	65.00
HOURLY RATE - FOREMAN   169			140.00
BIDDER #2 UNBUILDIT, INC  126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  HOURLY RATE - APPRENTICE		7.7.555 SERVICE SERVIC	165.00
126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRIGING - ASBESTOS ABATEMENT  TOTAL  \$29,815		The same street of the same stre	pro-100-100-100-100-100-100-100-100-100-10
126 CAIN DRIVE  BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID  ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  \$29,815			
BRENTWOOD, NY 11717  (P) 631-434-6744  (F) 631-434-6792  BASE BID 18,240  ALTERNATE PRICING - ASBESTOS ABATEMENT 11,575  TOTAL \$29,815	BIDDER #2	UnBuildit, Inc	
(P) 631-434-6744  (F) 631-434-6792  BASE BID 18,240  ALTERNATE PRICING - ASBESTOS ABATEMENT 11,575  TOTAL \$29,815		126 CAIN DRIVE	
(F) 631-434-6792  BASE BID 18,240  ALTERNATE PRICING - ASBESTOS ABATEMENT 11,575  TOTAL \$29,815	ī	BRENTWOOD, NY 11717	
BASE BID 18,240 ALTERNATE PRICING - ASBESTOS ABATEMENT 11,575 TOTAL \$29,815 HOURLY RATE - APPRENTICE	(	(P) 631-434-6744	
ALTERNATE PRICING - ASBESTOS ABATEMENT  TOTAL  HOURLY RATE - APPRENTICE	(	(F) 631-434-6792	
HOURLY RATE - APPRENTICE \$29,81		BASE BID	18,240.00
HOURLY RATE - APPRENTICE		ALTERNATE PRICING - ASBESTOS ABATEMENT	11,575.00
		TOTAL	\$29,815.00
HOURLY RATE - MECHANIC 110		HOURLY RATE - APPRENTICE	N/A
		HOURLY RATE - MECHANIC	110.00
HOURLY RATE - FOREMAN 117		HOURLY RATE - FOREMAN	117.50
			9.2x
SINGE THE APPARENT LOW BIDDER HAD NOT VISITED THE SITE WITH SANDPEBBLE, BEFORE SUBMITTING A BID. AT DUR REQUEST HE MET WITH BOR VIOLA ON 9/17. BOR REVIEWED THE	7000		that former manifelant statisms, and the
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RECUD 9/10/12

## MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY BOILER REPLACEMENT PROJECT

#### **BID FORM:**

#### CONTRACT # 2.050: Demolition Work

The Mastics Moriches Shirley Community Library is requesting proposals for this work. If you are interested in submitting a proposal, please complete the attached form and email krosalia@gmail.com or mail to 407 William Floyd Parkway, Shirley, NY 11967 Attn: Kerri Rosalia, Director, no later than 3:00pm on Tuesday September 04, 2012

#### A copy of this proposal should not be sent to Sandpebble.

Note: A site visit and walk through accompanied by the Project Manager is mandatory before submitting a bid proposal.

If you have questions or need additional information in order to submit a proposal, or schedule a walk through, please call the Owner's Project Manager, Sandpebble Builders Inc. at 631-287-6000. Please ask for Bob Viola or Victor Canseco.

#### **Project Description:**

Note: This is a PREVAILING WAGE RATE project

- This project involves the replacement of an existing oil fired, steam boiler, with a gas fired hot
  water boiler, together with all associated work..
- The Library is exempt from sales tax as per the Laws of NY State..
- All work covered under this contract is to be scheduled for immediate completion.
- The Library will operate under normal hours during the course of this work, and every effort will be made to keep noise and other disturbances to a minimum.

#### **Bid Documents:**

- · This Bid Form and everything attached and referenced in it
- Drawings M-1 M-3 and E-1 and E-2 all dated August 3, 2012.

MMS Community Library	
Contract 2.050: Demolition Work	
Company Name: Pipe Plumbing Corp	
Contractor's Signature: E. A. Plus	

Note: In the event of a conflict between the drawings or specifications and the information listed in this Bid form, the latter shall govern.

#### Scope of Work of Contract:

The work includes (but is not limited to) materials, labor, equipment, insurance, and supervision to complete the following:

- Remove boiler, heat exchangers, piping, oil piping, insulation, valves and associated equipment as shown on the drawings and or marked in the mechanical room.
- Remove all associated and otherwise marked electrical devices, conduit and wiring
- Safe offs and disconnects are by others
- Remove all demolished material from the building and dispose of in a legal manner
- Final clean up of all areas of the building accessed for the performance of this work
- All other work referenced on this bid form

#### Work Not Included:

Removal of oil, oil tank, piping and pumps

#### **Alternate Pricing:**

Given the age of the boiler, it is assumed that there may be asbestos within the boiler. Provide an
alternate bid to perform all abatement work including the costs associated with permitting,
noticing, air monitoring, abatement, and protection for this work. All work under this alternate to
be in full compliance with the requirements of the NYS Department of Labor, OSHA, and any
other entities with jurisdiction.

#### Submittals:

Note: Provide Four (2) copies of all submittals. Submittals include but are not limited to:

- Insurance Certificates, policies, policy declaration and endorsement pages (1 original copy)
- Cell phone numbers of key personnel involved in project
- Alternate: All abatement paperwork

MMS Community Library	
Contract 2.050 - Select Demolition	
Company Name: Pipe Plumbing Kons	
Contractor's Signature: Sin A. Kalago	
	2

#### Work Notes:

- On a daily basis, clean up (broom clean) the work area and access ways to the exterior of the building
- At the completion of the work, thoroughly clean all areas accessed during the performance of the
  work of this contract.

#### **General Notes:**

- This Contractor shall be responsible for compliance with applicable codes and regulations regarding this work. These include but are not limited to New York State, Suffolk County, and OSHA.
- Any change order work must be pre-approved in writing by the Construction Manager.
- This and all SBI jobs are Zero Tolerance job sites where there will be absolutely no consumption of drugs or alcohol at any time. Any person observed to the contrary will be removed from the site. It is the Contractors responsibility to properly man the job and any persons dismissed will be immediately replaced to keep the work force at full strength. Smoking is not permitted within the building except for outdoors at least 25' from any window or door. In addition, all cell phone usage by personnel working on this project (other than designated contractor's supervisor for the job) is strictly prohibited. (Calls during lunch and coffee break periods are exempt from this rule).

#### Preliminary Schedule:

- The Owner must stay on schedule for this work. A Contractor who does not show up on a
  pre-agreed scheduled day or shows up with insufficient manpower and equipment to
  complete the work in the allotted time may be subject to a back charge of \$500 per day for
  each day that he/she does either of the above.
- All work shall be performed according to the schedule prepared and updated by the CM. Bids should include sufficient manpower and equipment to complete each phase in the time periods listed below. Each phase of work to begin within five days of notice to proceed from Construction Manager and be completed in the allotted time listed below.
- All "days" = Business Days. Business Days are Monday Friday between the hours of 7am and 5pm except for holidays. Contractors may be allowed to work on Saturdays provided they request and receive written approval from the Construction Manager at least (1) one week in advance of the requested date.
- Submission of insurance certificates and installer qualification data

3 days after notice of award

· All demolition work

5 days

MMS Community Library	
Contract 2.050 - Select Demolition	
Company Name: Pipe Plumbin (COV)	
Contractor's Signature: Ein A. Kille	

Insurance Requirements:

Work at this project requires certain insurance coverage as described on the attached insurance rider. Please check with your insurance provider on the type of coverage you have before taking the time to prepare a bid. If you are awarded the bid, before your contract is signed, your insurance provider will be required to submit a letter stating that your coverage is in compliance with the requirements on the rider.

#### **Bid Award Process:**

Only the quotes that are returned using this bid form (all pages) will be reviewed. It may be attached to a letter or proposal from the prospective bidders, however, no bids will be awarded if this form is not filled

out or is altered in any way.	
These contracts are to be awarded based upon demonstrated professional services required at fair and reasonable fees.	d competence and qualification for the
Upon award of the bid, the Owner will issue a purchase ord for payment shall be submitted once a month along with co only, no faxes / copies) and shall be processed by the Const checks to the individual Contractor via the Construction Ma	rresponding certified payroll forms (originals
TOTAL LUMP SUM BASE BID	
The Total Bid of this Proposal, including allowances, for all follows:  (Show amount in words and figures. In case of di	Dollars (\$3,600.08
govern.)	
Alternate Pricing:	
Total additional for asbestos abatement	<u>\$75,000.00</u>
Provide hourly rates for any possible additional work preappoverhead and profit.	proved by the Owner. Rates to include all
Hourly rate for change order work for apprentice	s 65.00
Hourly rate for change order work for mechanic	\$ 65.00 \$ 140.00 \$ 165.00
Hourly rate for change order work for foreman	\$165.00
MMS Community Library Contract 2.050 – Select Demolition	
Company Name: Pipe Plumbing	Corp

Contract 2.050 - Select Demolition	MMS Community Library	
Company Name: Pipe Plumbing Corp	Contract 2.050 - Select Demolition	
Company Name: 1100 1 (WV. Carvix Cold)	Complete Corp	
	Company Name: 110 1 100 100 100	
	Contractor's Signature: Zen H. Kolle	
Contractor's Signature:		

The undersigned certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

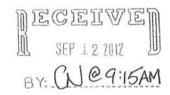
"By submission of a Bid, each Bidder or in the case of a joint Bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

The prices in this Bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor and;

Unless otherwise provided by law, the prices which have been quoted in the Bid have not been knowingly disclosed by the Bidder prior to the opening, directly or indirectly to any other bidder or to any competitor and:

No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition."

Name of General Liability Insurance Carrier:	Merchants	
Name of Umbrella Liability Insurance Carrier	The Hartford	
Contractor Name:	Eric A. Randazzo	
Contractor Address:	Box 51 Mt. Sinai	
	N.S. 11766	
Contractor Telephone:	(631) 445-6459	
Contractor Fax:	(631) 929 - 9294	
Contractor Email	Pipe PLbs Corp CoptonLine	Wet
Signed by:	En A Robe	
Print name:	Eric A. Randazzo	
Date:	9/1/12	
MMS Community Library Contract 2.050 – Select Demoli	tion	
Company Name: Pipe	Planbias Corp	
Contractor's Signature:	in A. Valla	5



## MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY BOILER REPLACEMENT PROJECT

#### **BID FORM:**

#### CONTRACT # 2.050: Demolition Work

The Mastics Moriches Shirley Community Library is requesting proposals for this work. If you are interested in submitting a proposal, please complete the attached form and email krosalia@gmail.com or mail to 407 William Floyd Parkway, Shirley, NY 11967 Attn: Kerri Rosalia, Director, no later than 3:00pm on Tuesday September 04, 2012

#### A copy of this proposal should not be sent to Sandpebble.

Note: A site visit and walk through accompanied by the Project Manager is mandatory before submitting a bid proposal.

If you have questions or need additional information in order to submit a proposal, or schedule a walk through, please call the Owner's Project Manager, Sandpebble Builders Inc. at 631-287-6000. Please ask for Bob Viola or Victor Canseco.

#### **Project Description:**

Note: This is a PREVAILING WAGE RATE project

- This project involves the replacement of an existing oil fired, steam boiler, with a gas fired hot
  water boiler, together with all associated work..
- The Library is exempt from sales tax as per the Laws of NY State..
- All work covered under this contract is to be scheduled for immediate completion.
- The Library will operate under normal hours during the course of this work, and every effort will be made to keep noise and other disturbances to a minimum.

#### **Bid Documents:**

- This Bid Form and everything attached and referenced in it
- Drawings M-1 M-3 and E-1 and E-2 all dated August 3, 2012.

MMS Community Contract 2.050: De		
Company Name: _	UNBURDIT SERVICES LTD	<del>.</del>
Contractor's Signa	ature:	

Note: In the event of a conflict between the drawings or specifications and the information listed in this Bid form, the latter shall govern.

#### Scope of Work of Contract:

The work includes (but is not limited to) materials, labor, equipment, insurance, and supervision to complete the following:

- Remove boiler, heat exchangers, piping, oil piping, insulation, valves and associated equipment as shown on the drawings and or marked in the mechanical room.
- Remove all associated and otherwise marked electrical devices, conduit and wiring
- Safe offs and disconnects are by others
- Remove all demolished material from the building and dispose of in a legal manner
- Final clean up of all areas of the building accessed for the performance of this work
- All other work referenced on this bid form

#### Work Not Included:

· Removal of oil, oil tank, piping and pumps

#### **Alternate Pricing:**

Given the age of the boiler, it is assumed that there may be asbestos within the boiler. Provide an
alternate bid to perform all abatement work including the costs associated with permitting,
noticing, air monitoring, abatement, and protection for this work. All work under this alternate to
be in full compliance with the requirements of the NYS Department of Labor, OSHA, and any
other entities with jurisdiction.

#### Submittals:

Note: Provide Four (2) copies of all submittals. Submittals include but are not limited to:

- Insurance Certificates, policies, policy declaration and endorsement pages (1 original copy)
- · Cell phone numbers of key personnel involved in project
- Alternate: All abatement paperwork

MMS Community Library Contract 2.050 – Select Demolition	
Company Name: UNBULYDIT SKNVICKS LTD	
Contractor's Signature:	2

#### Work Notes:

- On a daily basis, clean up (broom clean) the work area and access ways to the exterior of the building
- At the completion of the work, thoroughly clean all areas accessed during the performance of the work of this contract.

#### **General Notes:**

- This Contractor shall be responsible for compliance with applicable codes and regulations regarding this work. These include but are not limited to New York State, Suffolk County, and OSHA.
- Any change order work must be pre-approved in writing by the Construction Manager.
- This and all SBI jobs are Zero Tolerance job sites where there will be absolutely no consumption of drugs or alcohol at any time. Any person observed to the contrary will be removed from the site. It is the Contractors responsibility to properly man the job and any persons dismissed will be immediately replaced to keep the work force at full strength. Smoking is not permitted within the building except for outdoors at least 25' from any window or door. In addition, all cell phone usage by personnel working on this project (other than designated contractor's supervisor for the job) is strictly prohibited. (Calls during lunch and coffee break periods are exempt from this rule).

#### Preliminary Schedule:

- The Owner must stay on schedule for this work. A Contractor who does not show up on a pre-agreed scheduled day or shows up with insufficient manpower and equipment to complete the work in the allotted time may be subject to a back charge of \$500 per day for each day that he/she does either of the above.
- All work shall be performed according to the schedule prepared and updated by the CM. Bids should include sufficient manpower and equipment to complete each phase in the time periods listed below. Each phase of work to begin within five days of notice to proceed from Construction Manager and be completed in the allotted time listed below.
- All "days" = Business Days. Business Days are Monday Friday between the hours of 7am and 5pm except for holidays. Contractors may be allowed to work on Saturdays provided they request and receive written approval from the Construction Manager at least (1) one week in advance of the requested date.
- Submission of insurance certificates and installer qualification data

3 days after notice of award

All demolition work

5 days

MMS Community Library Contract 2.050 – Select Demolition	
Company Name: UNBHILDIT SKAVICKS LTD	
Contractor's Signature:	7

#### **Insurance Requirements:**

Work at this project requires certain insurance coverage as described on the attached insurance rider. Please check with your insurance provider on the type of coverage you have before taking the time to prepare a bid. If you are awarded the bid, before your contract is signed, your insurance provider will be required to submit a letter stating that your coverage is in compliance with the requirements on the rider.

#### **Bid Award Process:**

Only the quotes that are returned using this bid form (all pages) will be reviewed. It may be attached to a letter or proposal from the prospective bidders, however, no bids will be awarded if this form is not filled out or is altered in any way.

These contracts are to be awarded based upon demonstrated competence and qualification for the professional services required at fair and reasonable fees.

Upon award of the bid, the Owner will issue a purchase order to the selected Contractor. All requisitions for payment shall be submitted once a month along with corresponding certified payroll forms (originals only, no faxes / copies) and shall be processed by the Construction Manager. The Owner will then issue checks to the individual Contractor via the Construction Manager.

#### TOTAL LUMP SUM BASE BID

The Total Bid of this Proposal, including allowances, for all work required by the Contract Documents is as follows:

ElbITTARN THOUSAND TWO HUNDRAN FORTY Dollars (\$ 18,240 00) (Show amount in words and figures. In case of discrepancy, the amount specified in words shall govern.)

#### **Alternate Pricing:**

Total additional for asbestos abatement

s\_11,575 00

Provide hourly rates for any possible additional work preapproved by the Owner. Rates to include all overhead and profit.

Hourly rate for change order work for apprentice

\$ 110 00 \$ 110 00

Hourly rate for change order work for mechanic

Hourly rate for change order work for foreman

MMS Community I Contract 2.050 – Sel		
Company Name:	UNBUILDIT SERVICES LTD	
Contractor's Signat	ure:	4

#### SCHEDULE A

#### CONTRACTOR INSURANCE RIDER

PLEASE NOTE THAT ALL CONTRACTS AND PURCHASE ORDERS ISSUED TO THE CONTRACTOR ARE DEEMED TO INCLUDE THE FOLLOWING INSURANCE REQUIREMENTS AND INDEMNIFICATIONS:

- A. THE INSURANCE CARRIERS MUST BE RATED "A" OR "A+" WITH A.M. BEST.
- B. CONTRACTUAL LIABILITY AND OR PERSONAL INJURY COVERAGE

UNDER NO CIRCUMSTANCES WILL A CONTRACTOR BE AWARDED A CONTRACT IF EITHER OF THESE TWO ITEMS IS EXCLUDED FROM ITS CGL INSURANCE COVERAGE.

- C. PLEASE REVIEW THE TERMS AND CONDITIONS SET FORTH HEREIN WITH YOUR INSURANCE BROKER OR RISK MANAGER AS THERE WILL BE NO EXCEPTIONS TO THESE REQUIREMENTS.
- D. BEFORE COMMENCING WORK, THE CONTRACTOR SHALL PROGURE AND MAINTAIN INSURANCE FROM COMPANIES LICENSED IN THE STATE OF NEW YORK AT ITS SOLE COST AND EXPENSE, UNTIL COMPLETION AND FOR ONE (1) YEAR AFTER THE DATE OF FINAL COMPLETION AND ACCEPTANCE OF THE WORK, WITH NOT LESS THAN THE LIMITS AND COVERAGES LISTED BELOW:
- E. THE CONTRACTOR MUST SUBMIT INSURANCE CERTIFICATES ALONG WITH A COMPLETE COPY OF ITS INSURANCE POLICIES INCLUDING ALL ENDORSEMENTS <u>AND</u> EXCLUSIONS FOR REVIEW BY THE OWNER'S INSURANCE BROKER OR RISK MANAGER.
- F. THE CONTRACTOR SHALL PROVIDE THE FOLLOWING INSURANCE COVERAGE:
  - 1. A COMMERCIAL GENERAL LIABILITY (CGL) POLICY (OCCURRENCE FORM) WITH A COMBINED SINGLE LIMIT FOR BODILY INJURY, PERSONAL INJURY, AND PROPERTY DAMAGE OF \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE; EXCESS LIABILITY UMBRELLA POLICY IN THE AMOUNT OF \$1,000,000. THESE LIMIT REQUIREMENTS MAY BE SATISFIED THROUGH A COMBINATION OF PRIMARY AND UMBRELLA OR EXCESS LIABILITY POLICIES.

SUCH CGL COVERAGE TO INCLUDE THE FOLLOWING:

- PREMISES/OPERATIONS COVERAGE
- INDEPENDENT CONTRACTORS' COVERAGE
- PRODUCTS/COMPLETED OPERATIONS COVERAGE FOR A PERIOD OF TWO YEARS AFTER
   THE COMPLETION OF THE WORK
- BLANKET CONTRACTUAL OR CONTRACTUAL LIABILITY COVERAGE FOR CONSTRUCTION
- BROAD FORM PROPERTY DAMAGE COVERAGE
- PERSONAL INJURY COVERAGE
- CGL TO BE ENDORSED TO NAME THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS INC. (THE OWNER'S CONSTRUCTION MANAGER) AS ADDITIONAL INSUREDS ON A PRIMARY, NON CONTRIBUTORY BASIS
- PER PROJECT AGGREGATE ENDORSEMENT
- ANY SPECIAL EXCLUSION FROM THE STANDARD UNENDORSED ISO PROPERTIES, INC., CGL FORM (CG 00-01-10-01) MUST BE APPROVED BY THE OWNER.
- POLICY MUST CONTAIN PROPERTY DAMAGE LIABILITY COVERAGE FOR EXPLOSION, COLLAPSE, AND UNDERGROUND HAZARDS WHERE APPLICABLE.
- BOTH THE CGL AND WORKER'S COMPENSATION POLICIES MUST CONTAIN A WAIVER OF SUBROGATION RUNNING TO THE BENEFIT OF THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS INC.
- 2. A COMPREHENSIVE AUTOMOBILE LIABILITY POLICY. THIS POLICY SHALL COVER ALL OWNED, NON OWNED, LEASED AND HIRED VEHICLES WITH A COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE OF AT LEAST \$1,000,000. THIS LIMIT

REQUIREMENT MAY BE SATISFIED THROUGH A COMBINATION OF PRIMARY AND UMBRELLA

- 3. Worker's Compensation and Employer's Liability Coverage. A) Statutory Coverage, B) Employer's Liability Insurance with a minimum limit of \$500,000.
- 4. A DISABILITY BENEFITS LIABILITY POLICY COVERING ALL EMPLOYEES.
- G. ALL INSURANCE COVERAGE PROVIDED ABOVE SHALL APPLY EQUALLY TO ALL SUBCONTRACTORS RETAINED BY A CONTRACTOR. IT IS THE OBLIGATION OF EACH CONTRACTOR TO BE CERTAIN THAT ITS SUBCONTRACTORS ARE IN COMPLIANCE.
- AS A CONTRACTUAL OBLIGATION, THE CONTRACTOR AGREES TO HAVE ALL OF ITS INSURANCE CARRIERS PROVIDE POLICY ENDORSEMENTS TO MEET THE REQUIREMENT OF PARAGRAPHS H(A) AND H(B) AND I IN THIS RIDER. TO THE FULLEST EXTENT PERMITTED BY LAW, THE CONTRACTOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION, INC. & SANDPEBBLE BUILDERS INC, THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES AND PARTNERS (HEREAFTER COLLECTIVELY "INDEMNITIES") FROM ANY AND ALL CLAIMS SUITS, DAMAGES, LIABILITIES, PROFESSIONAL FEES, INCLUDING ATTORNEY'S FEES, COSTS, COURT COSTS, POLICY DEDUCTIBLES, EXPENSES AND DISBURSEMENTS RELATED TO DEATH, PERSONAL INJURIES OR PROPERTY DAMAGE (INCLUDING LOSS OF USE THEREOF) BROUGHT OR ASSUMED AGAINST ANY OF THE INDEMNITIES BY ANY PERSON OR FIRM, ARISING OUT OF OR IN CONNECTION WITH OR AS A CONSEQUENCE OF THE PERFORMANCE OF THE WORK OF THE CONTRACTOR UNDER THIS AGREEMENT (CONTRACT), AS WELL AS ANY ADDITIONAL WORK, EXTRA WORK, OR ADD-ON WORK, WHETHER CAUSED IN WHOLE OR PART BY THE CONTRACTOR INCLUDING ANY CONTRACTOR'S SUBCONTRACTORS AND THEIR EMPLOYEES. THE PARTIES EXPRESSLY AGREE THAT THIS INDEMNIFICATION AGREEMENT CONTEMPLATES: 1) FULL INDEMNITY IN THE EVENT LIABILITY IS IMPOSED AGAINST THE INDEMNITIES WITHOUT NEGLIGENCE AND SOLELY BY REASON OF STATUTE, OPERATION OF LAW OR OTHERWISE; AND 2) PARTIAL INDEMNITY IN THE EVENT OF ANY ACTUAL NEGLIGENCE ON THE PART OF THE INDEMNITIES EITHER CAUSING OR CONTRIBUTING TO THE UNDERLYING CLAIM IN WHICH CASE, INDEMNIFICATION WILL BE LIMITED TO ANY LIABILITY IMPOSED OVER AND ABOVE THE PERCENTAGE ATTRIBUTABLE TO ACTUAL FAULT WHETHER BY STATUTE, BY OPERATION OF LAW, OTHERWISE. WHERE PARTIAL INDEMNITY IS PROVIDED UNDER THIS AGREEMENT, COST, PROFESSIONAL FEES, ATTORNEY'S FEES, EXPENSES DISBURSEMENTS, ETC. SHALL BE INDEMNIFIED ON A PRO RATA BASIS. INDEMNIFICATION UNDER THIS PARAGRAPH SHALL OPERATE WHETHER OR NOT CONTRACTOR HAS PLACED AND MAINTAINED THE INSURANCE SPECIFIED. RECOVERY OF ATTORNEY'S FEES, COSTS, COURT COSTS, EXPENSES AND DISBURSEMENTS HEREUNDER SHALL INCLUDE ALL THOSE ATTORNEY'S FEES, COSTS, COURT COSTS, EXPENSES AND DISBURSEMENTS INCURRED IN THE DEFENSE OF THE UNDERLYING CLAIM, IN THE ENFORCEMENT OF THIS AGREEMENT IN THE PROSECUTION OF ANY CLAIM FOR INDEMNIFICATION HEREUNDER, AND IN PURSUIT OF ANY CLAIM FOR INSURANCE COVERAGE REQUIRED.
- H(8) IN CLAIMS AGAINST ANY PERSON OR ENTITY INDEMNIFIED UNDER THIS PARAGRAPH H(8) BY AN EMPLOYEE OF THE CONTRACTOR, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY CONTRACTOR OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, THE INDEMNIFICATION OBLIGATION UNDER THIS PARAGRAPH H(8) SHALL NOT BE LIMITED BY A LIMITATION ON AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE BY, OR FOR, CONTRACTOR UNDER WORKERS' OR WORKMEN'S COMPENSATION ACTS, DISABILITY BENEFITS ACT OR OTHER EMPLOYEE ACTS. IN ADDITION TO THIS AGREEMENT, CONTRACTOR WILL ALSO BE REQUIRED TO COMPLY WITH THE INSURANCE REQUIREMENTS, IF ANY, OF EACH SPECIFIC JOB.

ALL POLICIES SHALL BE EVIDENCED BY A CERTIFICATE OF INSURANCE DESIGNATING THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS INC. AS CERTIFICATE HOLDERS AND REQUIRING 30 DAY PRIOR WRITTEN NOTICE OF CANCELLATION.

I. THE CONTRACTOR RECOGNIZES THE FEDERAL OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA), LABOR LAWS OF THE STATE OF NEW YORK AND REGULATIONS ADOPTED THEREUNDER AND OTHER FEDERAL OR NEW YORK STATUTES AND REGULATIONS PERTAINING TO JOB SAFETY, PLACE UPON THE OWNER, ITS CONSTRUCTION MANAGER, AND CONTRACTOR CERTAIN DUTIES AND OBLIGATIONS, AND THAT LIABILITY FOR FAILURE

TO COMPLY THEREWITH MAY BE IMPOSED ON THE OWNER, ITS CONSTRUCTION MANAGER, AND CONTRACTOR REGARDLESS OF THEIR RESPECTIVE FAULT. CONTRACTOR HEREBY AGREES THAT AS BETWEEN OWNER AND ITS CONSTRUCTION MANAGER ON ONE HAND, AND CONTRACTOR ON THE OTHER HAND, CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLIANCE WITH ALL SUCH LAWS AND REGULATIONS IMPOSED FOR THE PROTECTION OF PERSONS PERFORMING THE WORK UNDER ITS CONTRACT. CONTRACTOR SHALL INDEMNIFY AND HOLD OWNER AND ITS CONSTRUCTION MANAGER HARMLESS FROM ANY AND ALL LIABILITY FOR VIOLATION OF SUCH LAWS AND REGULATIONS BY CONTRACTOR OR ANYONE WORKING UNDER ITS CONTRACT AND SHALL DEFEND ANY CLAIMS AS A RESULT THEREOF. IN THE EVENT THAT CONTRACTOR SHALL FAIL OR REFUSE TO DEFEND ANY SUCH CLAIM OR ACTION, CONTRACTOR SHALL BE LIABLE TO OWNER AND ITS CONSTRUCTION MANAGER FOR ALL COSTS OF OWNER AND ITS CONSTRUCTION MANAGER IN DEFENDING SUCH CLAIM OR ACTION AND ALL COSTS OF OWNER AND ITS CONSTRUCTION MANAGER INCLUDING ATTORNEY'S FEES IN RECOVERING SUCH DEFENSE COSTS FROM CONTRACTOR. SPECIFICALLY, AND BY WAY OF EXAMPLE, IF A FINE OR PENALTY IS IMPOSED BY OSHA (OR ANOTHER GOVERNMENTAL AGENCY) ON THE OWNER OR ITS CONSTRUCTION MANAGER DUE TO THE NEGLIGENCE, OMISSION OR INTENTIONAL ACT OF CONTRACTOR SHALL IMMEDIATELY PAY TO THE OWNER, THE AMOUNT OF ANY SUCH FINE OR PENALTY IMPOSED ON OWNER AND/OR ITS CONSTRUCTION MANAGER. IF THE CONTRACTOR APPEALS ANY SUCH PENALTY (OR DETERMINATION), AND THE APPEAL STAYS THE REQUIREMENT TO PAY SUCH FINE OR PENALTY, THE AMOUNT OF THE FINES OR PENALTIES ON THE OWNER AND ITS CONSTRUCTION MANAGER SHALL NEVERTHELESS BE PAID TO THE OWNER AND ITS CONSTRUCTION MANAGER BEFORE ANY FURTHER APPLICATIONS FOR PAYMENT FROM THE CONTRACTOR ARE PROCESSED.

GENERAL LIABLITY CARRIER: KND	DURANCE AMERICAN SPECIALTY INS.
I HAVE READ THE TERMS OF THIS RIDER	AND I PERSONALLY CERTIFY THAT THE CURRENT
REQUIREMENTS (TRADE CONTRA	
	AGE THROUGHOUT THE TERMS OF THIS CONTRACT. TANCE AND RETURN THIS AGREEMENT FOR OUR
CONTRACTOR: UNBUILDIT SHOVICE	ES LTD
SIGNATURE:	NAME: ROBERT FRUSAR
TITLE: PALSI DANÍ	DATE: SAPT. 10, 2017
ACKNOWLEDEGED BY:	
(Owner)	(SANDPEBBLE)
SIGNATURE:	SIGNATURE:
NAME: ROBIN FAISIN	NAME:
TITLE: PILSIDENT	Tirle:
DATE:	DATE:

The undersigned certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

"By submission of a Bid, each Bidder or in the case of a joint Bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

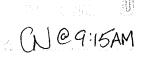
The prices in this Bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor and;

Unless otherwise provided by law, the prices which have been quoted in the Bid have not been knowingly disclosed by the Bidder prior to the opening, directly or indirectly to any other bidder or to any competitor and;

No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition."

The second secon			
Name of General Liability Insurance Carrier:	ENDURANCE AMERICAN SPECIACTY 1.05.		
Name of Umbrella Liability Insurance Carrier	SCOTTS DACK INSURANCE CO.		
Contractor Name:	UNBUILDIT SARVICES LTD		
Contractor Address:	124 CAN DRIVE		
	BARNEWUDD NY. 11717		
Contractor Telephone:	631-434-6744		
Contractor Fax:	631-434-6792		
Contractor Email	REGASAR CHABILLOITSKAVICES, COM		
Signed by:	1		
Print name:	ROBERT FRASHA		
Date:	SLPT. 10, 2012		
MMS Community Library Contract 2.050 – Select Demolitic	on		
Company Name: UNBUILDIT SERVICES LTD			
Contractor's Signature:			





#### **BID FORM:**

#### **CONTRACT # 2.050: Demolition Work**

The Mastics Moriches Shirley Community Library is requesting proposals for this work. If you are interested in submitting a proposal, please complete the attached form and email krosalia@gmail.com or mail to 407 William Floyd Parkway, Shirley, NY 11967 Attn: Kerri Rosalia, Director, no later than 3:00pm on Tuesday September 04, 2012

#### A copy of this proposal should not be sent to Sandpebble.

Note: A site visit and walk through accompanied by the Project Manager is mandatory before submitting a bid proposal.

If you have questions or need additional information in order to submit a proposal, or schedule a walk through, please call the Owner's Project Manager, Sandpebble Builders Inc. at 631-287-6000. Please ask for Bob Viola or Victor Canseco.

#### **Project Description:**

Note: This is a PREVAILING WAGE RATE project

- This project involves the replacement of an existing oil fired, steam boiler, with a gas fired hot water boiler, together with all associated work..
- The Library is exempt from sales tax as per the Laws of NY State..
- All work covered under this contract is to be scheduled for immediate completion.
- The Library will operate under normal hours during the course of this work, and every effort will be made to keep noise and other disturbances to a minimum.

#### **Bid Documents:**

- This Bid Form and everything attached and referenced in it
- Drawings M-1 M-3 and E-1 and E-2 all dated August 3, 2012.

MMS Community Library Contract 2.050: Demolition Work
Company Name: UNBUYEDIT SHAVICES LTD
Contractor's Signature:
Contractor s Signature.

Note: In the event of a conflict between the drawings or specifications and the information listed in this Bid form, the latter shall govern.

#### **Scope of Work of Contract:**

The work includes (but is not limited to) materials, labor, equipment, insurance, and supervision to complete the following:

- Remove boiler, heat exchangers, piping, oil piping, insulation, valves and associated equipment as shown on the drawings and or marked in the mechanical room.
- Remove all associated and otherwise marked electrical devices, conduit and wiring
- Safe offs and disconnects are by others
- Remove all demolished material from the building and dispose of in a legal manner
- Final clean up of all areas of the building accessed for the performance of this work
- All other work referenced on this bid form

#### Work Not Included:

Removal of oil, oil tank, piping and pumps

#### **Alternate Pricing:**

Given the age of the boiler, it is assumed that there may be asbestos within the boiler. Provide an
alternate bid to perform all abatement work including the costs associated with permitting,
noticing, air monitoring, abatement, and protection for this work. All work under this alternate to
be in full compliance with the requirements of the NYS Department of Labor, OSHA, and any
other entities with jurisdiction.

#### **Submittals:**

Note: Provide Four (2) copies of all submittals. Submittals include but are not limited to:

- Insurance Certificates, policies, policy declaration and endorsement pages (1 original copy)
- Cell phone numbers of key personnel involved in project
- Alternate: All abatement paperwork

MMS Community Library Contract 2.050 – Select Demolition	
Company Name: UNBULLANT SKAUICKS LTD	
Contractor's Signature:	2

#### **Work Notes:**

- On a daily basis, clean up (broom clean) the work area and access ways to the exterior of the building
- At the completion of the work, thoroughly clean all areas accessed during the performance of the work of this contract.

#### **General Notes:**

- This Contractor shall be responsible for compliance with applicable codes and regulations regarding this work. These include but are not limited to New York State, Suffolk County, and OSHA.
- Any change order work must be pre-approved in writing by the Construction Manager.
- This and all SBI jobs are Zero Tolerance job sites where there will be absolutely no consumption of drugs or alcohol at any time. Any person observed to the contrary will be removed from the site. It is the Contractors responsibility to properly man the job and any persons dismissed will be immediately replaced to keep the work force at full strength. Smoking is not permitted within the building except for outdoors at least 25' from any window or door. In addition, all cell phone usage by personnel working on this project (other than designated contractor's supervisor for the job) is strictly prohibited. (Calls during lunch and coffee break periods are exempt from this rule).

#### **Preliminary Schedule:**

- The Owner must stay on schedule for this work. A Contractor who does not show up on a
  pre-agreed scheduled day or shows up with insufficient manpower and equipment to
  complete the work in the allotted time may be subject to a back charge of \$500 per day for
  each day that he/she does either of the above.
- All work shall be performed according to the schedule prepared and updated by the CM. Bids should include sufficient manpower and equipment to complete each phase in the time periods listed below. Each phase of work to begin within five days of notice to proceed from Construction Manager and be completed in the allotted time listed below.
- All "days" = Business Days. Business Days are Monday Friday between the hours of 7am and 5pm except for holidays. Contractors may be allowed to work on Saturdays provided they request and receive written approval from the Construction Manager at least (1) one week in advance of the requested date.

•	Submission of insurance certificates and
	installer qualification data

3 days after notice of award

All demolition work

5 days

MMS Community Library Contract 2.050 – Select Demolition	
Company Name: UNBALLDIT SHAVICKS LTD	
Contractor's Signature:	3

#### **Insurance Requirements:**

Work at this project requires certain insurance coverage as described on the attached insurance rider. Please check with your insurance provider on the type of coverage you have before taking the time to prepare a bid. If you are awarded the bid, before your contract is signed, your insurance provider will be required to submit a letter stating that your coverage is in compliance with the requirements on the rider.

#### **Bid Award Process:**

Only the quotes that are returned using this bid form (all pages) will be reviewed. It may be attached to a letter or proposal from the prospective bidders, however, no bids will be awarded if this form is not filled out or is altered in any way.

These contracts are to be awarded based upon demonstrated competence and qualification for the professional services required at fair and reasonable fees.

Upon award of the bid, the Owner will issue a purchase order to the selected Contractor. All requisitions for payment shall be submitted once a month along with corresponding certified payroll forms (originals only, no faxes / copies) and shall be processed by the Construction Manager. The Owner will then issue checks to the individual Contractor via the Construction Manager.

#### TOTAL LUMP SUM BASE BID

The Total Bid of this Proposal, including allowances, for all work required by the Contract Documents is as follows:

(Show amount in words and figures. In case of discrepancy, the amount specified in words shall govern.)

#### **Alternate Pricing:**

Total additional for asbestos abatement

s 11,575 w

Provide hourly rates for any possible additional work preapproved by the Owner. Rates to include all overhead and profit.

Hourly rate for change order work for apprentice

MU/BID

Hourly rate for change order work for mechanic

s 110 a

Hourly rate for change order work for foreman

\$ 117.50

MMS Community Library Contract 2.050 – Select Dem	olition		4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4	
Company Name: U N	BUILDIT	Shaulers	LTD	
Contractor's Signature:	$\mathcal{M}$			
	/4/			

#### SCHEDULE A

#### CONTRACTOR INSURANCE RIDER

PLEASE NOTE THAT ALL CONTRACTS AND PURCHASE ORDERS ISSUED TO THE CONTRACTOR ARE DEEMED TO INCLUDE THE FOLLOWING INSURANCE REQUIREMENTS AND INDEMNIFICATIONS:

- A. THE INSURANCE CARRIERS MUST BE RATED "A" OR "A+" WITH A.M. BEST.
- B. CONTRACTUAL LIABILITY AND OR PERSONAL INJURY COVERAGE

UNDER NO CIRCUMSTANCES WILL A CONTRACTOR BE AWARDED A CONTRACT IF EITHER OF THESE TWO ITEMS IS EXCLUDED FROM ITS CGL INSURANCE COVERAGE.

- C. PLEASE REVIEW THE TERMS AND CONDITIONS SET FORTH HEREIN WITH YOUR INSURANCE BROKER OR RISK MANAGER AS THERE WILL BE NO EXCEPTIONS TO THESE REQUIREMENTS.
- D. BEFORE COMMENCING WORK, THE CONTRACTOR SHALL PROCURE AND MAINTAIN INSURANCE FROM COMPANIES LICENSED IN THE STATE OF NEW YORK AT ITS SOLE COST AND EXPENSE, UNTIL COMPLETION AND FOR ONE (1) YEAR AFTER THE DATE OF FINAL COMPLETION AND ACCEPTANCE OF THE WORK, WITH NOT LESS THAN THE LIMITS AND COVERAGES LISTED BELOW:
- E. THE CONTRACTOR MUST SUBMIT INSURANCE CERTIFICATES ALONG WITH A COMPLETE COPY OF ITS INSURANCE POLICIES INCLUDING ALL ENDORSEMENTS <u>AND</u> EXCLUSIONS FOR REVIEW BY THE OWNER'S INSURANCE BROKER OR RISK MANAGER.
- F. THE CONTRACTOR SHALL PROVIDE THE FOLLOWING INSURANCE COVERAGE:
  - 1. A COMMERCIAL GENERAL LIABILITY (CGL) POLICY (OCCURRENCE FORM) WITH A COMBINED SINGLE LIMIT FOR BODILY INJURY, PERSONAL INJURY, AND PROPERTY DAMAGE OF \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE; EXCESS LIABILITY UMBRELLA POLICY IN THE AMOUNT OF \$1,000,000. THESE LIMIT REQUIREMENTS MAY BE SATISFIED THROUGH A COMBINATION OF PRIMARY AND UMBRELLA OR EXCESS LIABILITY POLICIES.

SUCH CGL COVERAGE TO INCLUDE THE FOLLOWING:

- PREMISES/OPERATIONS COVERAGE
- INDEPENDENT CONTRACTORS' COVERAGE
- PRODUCTS/COMPLETED OPERATIONS COVERAGE FOR A PERIOD OF TWO YEARS AFTER
   THE COMPLETION OF THE WORK
- BLANKET CONTRACTUAL OR CONTRACTUAL LIABILITY COVERAGE FOR CONSTRUCTION
- BROAD FORM PROPERTY DAMAGE COVERAGE
- PERSONAL INJURY COVERAGE
- CGL TO BE ENDORSED TO NAME THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS INC. (THE OWNER'S CONSTRUCTION MANAGER) AS ADDITIONAL INSUREDS ON A PRIMARY, NON CONTRIBUTORY BASIS
- PER PROJECT AGGREGATE ENDORSEMENT
- ANY SPECIAL EXCLUSION FROM THE STANDARD UNENDORSED ISO PROPERTIES, INC.,
   CGL FORM (CG 00-01-10-01) MUST BE APPROVED BY THE OWNER.
- POLICY MUST CONTAIN PROPERTY DAMAGE LIABILITY COVERAGE FOR EXPLOSION,
   COLLAPSE, AND UNDERGROUND HAZARDS WHERE APPLICABLE.
- BOTH THE CGL AND WORKER'S COMPENSATION POLICIES MUST CONTAIN A WAIVER OF SUBROGATION RUNNING TO THE BENEFIT OF THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS INC.
- 2. A COMPREHENSIVE AUTOMOBILE LIABILITY POLICY. THIS POLICY SHALL COVER ALL OWNED, NON OWNED, LEASED AND HIRED VEHICLES WITH A COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE OF AT LEAST \$1,000,000. THIS LIMIT

REQUIREMENT MAY BE SATISFIED THROUGH A COMBINATION OF PRIMARY AND UMBRELLA POLICIES.

- 3. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY COVERAGE. A) STATUTORY COVERAGE, B) EMPLOYER'S LIABILITY INSURANCE WITH A MINIMUM LIMIT OF \$500,000.
- 4. A DISABILITY BENEFITS LIABILITY POLICY COVERING ALL EMPLOYEES.
- G. ALL INSURANCE COVERAGE PROVIDED ABOVE SHALL APPLY EQUALLY TO ALL SUBCONTRACTORS RETAINED BY A CONTRACTOR. IT IS THE OBLIGATION OF EACH CONTRACTOR TO BE CERTAIN THAT ITS SUBCONTRACTORS ARE IN COMPLIANCE.
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- H(B) IN CLAIMS AGAINST ANY PERSON OR ENTITY INDEMNIFIED UNDER THIS PARAGRAPH H(B) BY AN EMPLOYEE OF THE CONTRACTOR, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY CONTRACTOR OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, THE INDEMNIFICATION OBLIGATION UNDER THIS PARAGRAPH H(B) SHALL NOT BE LIMITED BY A LIMITATION ON AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE BY, OR FOR, CONTRACTOR UNDER WORKERS' OR WORKMEN'S COMPENSATION ACTS, DISABILITY BENEFITS ACT OR OTHER EMPLOYEE ACTS. IN ADDITION TO THIS AGREEMENT, CONTRACTOR WILL ALSO BE REQUIRED TO COMPLY WITH THE INSURANCE REQUIREMENTS, IF ANY, OF EACH SPECIFIC JOB.

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TO COMPLY THEREWITH MAY BE IMPOSED ON THE OWNER, ITS CONSTRUCTION MANAGER, AND CONTRACTOR REGARDLESS OF THEIR RESPECTIVE FAULT. CONTRACTOR HEREBY AGREES THAT AS BETWEEN OWNER AND ITS CONSTRUCTION MANAGER ON ONE HAND, AND CONTRACTOR ON THE OTHER HAND, CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLIANCE WITH ALL SUCH LAWS AND REGULATIONS IMPOSED FOR THE PROTECTION OF PERSONS PERFORMING THE WORK UNDER ITS CONTRACT. CONTRACTOR SHALL INDEMNIFY AND HOLD OWNER AND ITS CONSTRUCTION MANAGER HARMLESS FROM ANY AND ALL LIABILITY FOR VIOLATION OF SUCH LAWS AND REGULATIONS BY CONTRACTOR OR ANYONE WORKING UNDER ITS CONTRACT AND SHALL DEFEND ANY CLAIMS AS A RESULT THEREOF. IN THE EVENT THAT CONTRACTOR SHALL FAIL OR REFUSE TO DEFEND ANY SUCH CLAIM OR ACTION, CONTRACTOR SHALL BE LIABLE TO OWNER AND ITS CONSTRUCTION MANAGER FOR ALL COSTS OF OWNER AND ITS CONSTRUCTION MANAGER IN DEFENDING SUCH CLAIM OR ACTION AND ALL COSTS OF OWNER AND ITS CONSTRUCTION MANAGER INCLUDING ATTORNEY'S FEES IN RECOVERING SUCH DEFENSE COSTS FROM CONTRACTOR. SPECIFICALLY, AND BY WAY OF EXAMPLE, IF A FINE OR PENALTY IS IMPOSED BY OSHA (OR ANOTHER GOVERNMENTAL AGENCY) ON THE OWNER OR ITS CONSTRUCTION MANAGER DUE TO THE NEGLIGENCE, OMISSION OR INTENTIONAL ACT OF CONTRACTOR SHALL IMMEDIATELY PAY TO THE OWNER, THE AMOUNT OF ANY SUCH FINE OR PENALTY IMPOSED ON OWNER AND/OR ITS CONSTRUCTION MANAGER. IF THE CONTRACTOR APPEALS ANY SUCH PENALTY (OR DETERMINATION), AND THE APPEAL STAYS THE REQUIREMENT TO PAY SUCH FINE OR PENALTY, THE AMOUNT OF THE FINES OR PENALTIES ON THE OWNER AND ITS CONSTRUCTION MANAGER SHALL NEVERTHELESS BE PAID TO THE OWNER AND ITS CONSTRUCTION MANAGER BEFORE ANY FURTHER APPLICATIONS FOR PAYMENT FROM THE CONTRACTOR ARE PROCESSED.

GENERAL LIABLITY CARRIER: KNDURANCE AMERICAN SPECIALTY INS.

INSURANCE COVERAGE OF <u>UNBULLDIT SELVICES</u> TO CONFORMS TO ALL OF ITS REQUIREMENTS (TRADE CONTRACTOR NAME)

CONTRACTOR: UNBUILDIT SHAVICES LTD

I ALSO AGREE TO MAINTAIN THIS COVERAGE THROUGHOUT THE TERMS OF THIS CONTRACT. PLEASE SIGN TO INDICATE YOUR ACCEPTANCE AND RETURN THIS AGREEMENT FOR OUR RECORDS

SIGNATURE:	NAME: RUBART FRASAR
TITLE: PALSI PLNÍ	DATE: SKPT. 10, 2017
ACKNOWLEDEGED BY:	
(Dwyler)	(SANDPEBBLE)
SIGNATURE:	SIGNATURE:
NAME: ROBIN FAISAN  TITLE: PRESIDENT	NAME:
TITLE: PRISIDENT	TITLE:
DATE:	DATE:

The undersigned certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

"By submission of a Bid, each Bidder or in the case of a joint Bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

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Unless otherwise provided by law, the prices which have been quoted in the Bid have not been knowingly disclosed by the Bidder prior to the opening, directly or indirectly to any other bidder or to any competitor and;

No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition."

Name of General Liability Insurance Carrier:	ENDURANCE AMERICAN SPECIALTY 124.	
Name of Umbrella Liability Insurance Carrier	SCOTTSDACK INSURANCE CO.	
Contractor Name:	UNBUILDIT SKRVICES LTD	
Contractor Address:	124 CAN DRIVE	
	Bacu-wood N.Y. 11717	
Contractor Telephone:	631-434-6744	
Contractor Fax:	631-434-6792	
Contractor Email	REGASIA CHUBUNDITSHAWIES, COM	
Signed by:	A	
Print name:	ROBERT FRASIER	
Date:	SEPT. 10, 2012	
MMS Community Library Contract 2.050 – Select Demolition		
Company Name: UNBGILDIT SERVICES LTD		
Contractor's Signature:		