

MEETING OF THE BOARD OF TRUSTEES
OF THE
MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

December 17, 2012

7:00 PM

AGENDA

- I. CALL TO ORDER**
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**
- IX. NEW BUSINESS**

AGENDA

December 17, 2012

- 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. SCLS BUDGET
- D. TAX CAP RESOLUTION
- E. CONTRACTS
- F. LIBRARY HOLIDAYS - 2013

PERIOD FOR PUBLIC EXPRESSION

- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

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

January 28, 2013, 7:00PM

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY

COMMUNITY LIBRARY

MINUTES OF NOVEMBER 26, 2012 BOARD MEETING

President Mazzarella called the meeting to order at 7:06 pm.

Present were Trustees Mazzarella, Maiorana, Saggio, Gross, Simmons (excused), Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Prevete.

PRESENT

Motion by Maiorana, second by Gross to accept the minutes of the October 22, 2012 meeting of the Board of Trustees. Carried 4-0.

MINUTES

Motion by Gross, second by Saggio to approve the Operating Fund schedule of claims dated 11/26/12 Prepay Payables Warrant #1 \$17,749.47; Payables Warrant #2 \$180,668.05; Payroll Warrant W.E. 10/26/2012 \$173,106.96; Payroll Benefits Warrant \$63,756.16; Payroll Warrant W.E. 11/09/2012 \$174,158.91; Payroll Benefits Warrant \$5,701.98. Carried 4-0.

**SCHEDULE
OF CLAIMS**

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

**FINANCIAL
REPORTS**

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

The Director spoke on our involvement in the community with regard to Post Hurricane Sandy. We created a website to organize and update information for our residents, hosted 5 Leader's Council meetings (all well attended), helped to establish a PayPal account for donations to relief victims, we became a charging and warming station for residents as well as offering movies, crafts, hot beverages & snacks. We received many grateful thanks through hundreds of facebook comments. The New York State Comptroller's Office will audit all New York State libraries to make sure they are in compliance with the tax cap. Last year our library paid \$15,000.00 to Overdrive for E-books, our costs will double (\$30,000.00) next year due to the usage (cost effective @ \$2.00 per E-book download.

**DIRECTOR'S
REPORT**

DRAFT - UNAPPROVED

On Sat., Nov. 10th, the library held its 2nd Annual Gaming Day. Nearly 300 residents came together to experience games in all forms; including board & video games. There were additional related activities including cooking and crafts.

The Assistant Director re-affirmed the involvement of the library in stepping up with accurate information for both hurricane victims & relief efforts. The library worked with the Community Summit to establish a PayPal account which allowed for online donations to be made to the Hurricane Relief effort. The library took part in the Wm. Floyd Elementary Fall Festival. Staff offered the “tools” to construct scarecrows. The library partnered with the H.S. Interact Club to bring “life-sized” book characters to the Mastic Beach Property Owner’s Children’s Halloween Party. The Family Literacy Project donated 100 themed paperbacks as party favors.

ASS’T DIRECTOR’S REPORT

The Business Manager said that we received the final invoicing from the NYS Retirement System; this year’s contribution is \$230,000.00 greater than last year, representing a 43% increase. He went on to say this may have to be addressed in future budgets due to the 2% tax cap in place.

BUSINESS MNGR.’S REPORT

Motion by Maiorana, second by Saggio to approve the revised Collection Development Policy and adopt the ALA Library Bill of Rights, Freedom to Read and Freedom to View Statements as part of official collection development policy. Carried 4-0.

COLLECTION DEVELOPMENT POLICY

BE IT RESOLVED, that upon the recommendation of the Library Director, the Board of Trustees approves the following leave(s):

RECOMMENDED PERSONNEL

<u>Name</u>	<u>Dept./Title</u>	<u>Leave of Absence</u>	<u>Reason</u>
Hopkins, Claire	p/t Computer Tech.	9/30/12 - 2/3/12	CB

Motion by Saggio, second by Maiorana to approve the Director’s recommended personnel actions. Carried 4-0.

PERIOD FOR PUBLIC EXPRESSION

DRAFT - UNAPPROVED

Motion by Maiorana, second by Gross to move into Executive Session at 7:51 pm to discuss an action related to one employee. Carried 4-0.

EXECUTIVE SESSION

Motion by Mazzearella, second by Saggio to come out of executive session at 8:10 pm. Carried 4-0.

Motion by Saggio, second by Maiorana to adjourn at 812 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

SCHEDULE OF CLAIMS

PRESENTED DECEMBER 17, 2012

PREPAY PAYABLES WARRANT #1	\$18,845.74
PAYABLES WARRANT #2	\$95,347.58
PAYROLL WARRANT W.E. 11/23/2012	\$169,528.84
PAYROLL BENEFITS WARRANT	\$63,949.50
PAYROLL WARRANT W.E. 12/7/2012	\$202,241.13
PAYROLL BENEFITS WARRANT	\$5,552.79
TOTAL	<u>\$555,465.58</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.

Secretary:

Date:

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49448	11/28/2012	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*111312	11/28/2012		6437A · PROGRAMS (ADULT)	166.19
				7203A · EQUIPMENT ADULT	534.99
				6417N · VIDEOS (TEEN)	281.40
				6410A · BOOKS (ADULT)	990.76
				6430G · OFFICE AND LIBRARY SUPPLIES	36.82
				6437N · PROGRAMS (TEEN)	281.18
				6419W · SOFTWARE (WIRES)	44.95
				6435D · CED, CONF & TRAVEL (ADM)	552.82
				6435T · CED, CONF & TRAVEL (TECH)	763.88
				6435L · CED, CONF & TRAVEL (LIT)	507.00
				6435C · CED, CONF & TRAVEL (C&P)	763.88
				6435A · CED, CONF & TRAVEL (ADULT)	572.91
				6437L · PROGRAMS (LIT)	111.99
				6431D · TELECOMMUNICATIONS	25.00
				6435S · CED, CONF & TRAV (COMM SRV)	135.00
				6437C · PROGRAMS (C&P)	35.00
				6450F · FUEL/GAS	99.00
				6435N · CED, CONF & TRAVEL (TEEN)	367.77
				6430G · OFFICE AND LIBRARY SUPPLIES	111.98
TOTAL					6,382.52
Bill Pmt -Check	49449	11/29/2012	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*11082012	11/29/2012		6430G · OFFICE AND LIBRARY SUPPLIES	885.29
				6437A · PROGRAMS (ADULT)	386.99
				6437L · PROGRAMS (LIT)	315.62
				6451G · CUSTODIAL SUPPLIES	51.16
				6437L · PROGRAMS (LIT)	695.88
TOTAL					2,334.94

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49450	12/05/2012	Long Island Railroad	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Tickets 12152012	12/04/2012		6437A · PROGRAMS (ADULT)	569.50
TOTAL					<u>569.50</u>
Bill Pmt -Check	49451	12/06/2012	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*111912	12/05/2012		6451G · CUSTODIAL SUPPLIES	82.89
				6437L · PROGRAMS (LIT)	67.80
				6430G · OFFICE AND LIBRARY SUPPLIES	13.97
TOTAL					<u>164.66</u>
Bill Pmt -Check	49453	12/10/2012	LIPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*11132012	12/10/2012		6450E · ELECTRICITY	9,394.12
TOTAL					<u>9,394.12</u>

GRAND TOTAL: \$18,845.74

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

Sign: _____
Title: Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49454	12/17/2012	All Island Janitorial Supply, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	697478	12/06/2012		6451G · CUSTODIAL SUPPLIES	-89.50
Bill	698948	12/06/2012		6451G · CUSTODIAL SUPPLIES	-267.75
TOTAL					-357.25
Bill Pmt -Check	49455	12/17/2012	Andresen, Alana (staff)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1232012	12/11/2012		6437C · PROGRAMS (C&P)	-60.20
				6435C · CED, CONF & TRAVEL (C&P)	-10.43
TOTAL					-70.63
Bill Pmt -Check	49456	12/17/2012	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/17 12/1,8/2012	12/11/2012		6437L · PROGRAMS (LIT)	-337.50
TOTAL					-337.50
Bill Pmt -Check	49457	12/17/2012	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3018324541	11/29/2012		6410C · BOOKS (C&P)	-65.64
Bill	3018326859	11/29/2012		6410A · BOOKS (ADULT)	-258.90
Bill	3018326296	11/29/2012		6410A · BOOKS (ADULT)	-167.06
Bill	3018314267	11/29/2012		6410C · BOOKS (C&P)	-853.84
Bill	3018343331	11/29/2012		6410C · BOOKS (C&P)	-13.12
Bill	3018335778	11/29/2012		6410C · BOOKS (C&P)	-15.26
Bill	3018325074	11/29/2012		6410C · BOOKS (C&P)	-37.24
Bill	3018309070	11/29/2012		6410C · BOOKS (C&P)	-18.72
Bill	3018308435	11/29/2012		6410C · BOOKS (C&P)	-1,326.27

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	3018320429	11/29/2012		6410C - BOOKS (C&P)	-23.66
Bill	3018341652	11/30/2012		6410C - BOOKS (C&P)	-99.84
Bill	3018341653	11/30/2012		6410C - BOOKS (C&P)	-11.90
Bill	3018329150	12/05/2012		6410A - BOOKS (ADULT)	-231.43
Bill	3018334426	12/05/2012		6410A - BOOKS (ADULT)	-316.59
Bill	3018341437	12/05/2012		6410A - BOOKS (ADULT)	-333.26
Bill	3018316109	12/05/2012		6410A - BOOKS (ADULT)	-350.71
Bill	3018337574	12/05/2012		6410A - BOOKS (ADULT)	-139.00
Bill	3018337037	12/05/2012		6410A - BOOKS (ADULT)	-201.76
Bill	3018330470	12/05/2012		6410A - BOOKS (ADULT)	-78.10
Bill	3018314056	12/05/2012		6410A - BOOKS (ADULT)	-123.32
Bill	3018339006	12/05/2012		6410A - BOOKS (ADULT)	-498.55
Bill	3018332586	12/05/2012		6410A - BOOKS (ADULT)	-150.06
Bill	3018343659	12/05/2012		6410A - BOOKS (ADULT)	-456.05
Bill	3018350275	12/05/2012		6410A - BOOKS (ADULT)	-184.71
Bill	3018348234	12/05/2012		6410A - BOOKS (ADULT)	-297.65
Bill	3018353052	12/05/2012		6410A - BOOKS (ADULT)	-90.05
Bill	3018353552	12/05/2012		6410A - BOOKS (ADULT)	-245.42
Bill	3018346031	12/05/2012		6410A - BOOKS (ADULT)	-50.27
Bill	3018342176	12/05/2012		6410A - BOOKS (ADULT)	-170.78
Bill	3018356446	12/05/2012		6410A - BOOKS (ADULT)	-109.14
Bill	3018354335	12/05/2012		6410A - BOOKS (ADULT)	-499.40
Bill	3018322045	12/05/2012		6412A - RECORDINGS (ADULT)	-33.31
Bill	3018333195	12/05/2012		6412A - RECORDINGS (ADULT)	-13.88
Bill	3018325075	12/06/2012		6410C - BOOKS (C&P)	-11.90
Bill	3018332101	12/06/2012		6410C - BOOKS (C&P)	-218.79
Bill	3018354593	12/06/2012		6410C - BOOKS (C&P)	-103.47
Bill	3018361564	12/06/2012		6410C - BOOKS (C&P)	-30.60
Bill	3018364322	12/07/2012		6410A - BOOKS (ADULT)	-50.41
Bill	3018363781	12/07/2012		6410A - BOOKS (ADULT)	-29.71
Bill	3018360317	12/07/2012		6410A - BOOKS (ADULT)	-502.98
Bill	3018366355	12/07/2012		6410A - BOOKS (ADULT)	-75.13

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	3018309058	12/10/2012		6410N - BOOKS (TEEN)	-19.83
Bill	3018314054	12/10/2012		6410N - BOOKS (TEEN)	-93.30
Bill	3018302300	12/10/2012		6410N - BOOKS (TEEN)	-16.95
Bill	3018338471	12/10/2012		6410N - BOOKS (TEEN)	-74.36
Bill	3018347066	12/10/2012		6410N - BOOKS (TEEN)	-21.47
Bill	3018316057	12/10/2012		6410N - BOOKS (TEEN)	-124.35
Bill	3018360219	12/10/2012		6410N - BOOKS (TEEN)	-11.10
Bill	3018363103	12/10/2012		6410N - BOOKS (TEEN)	-33.91
Bill	3018297056	12/10/2012		6410N - BOOKS (TEEN)	-29.72
Bill	3018312436	12/10/2012		6410N - BOOKS (TEEN)	-132.25
Bill	3018317429	12/10/2012		6410N - BOOKS (TEEN)	-61.98
Bill	3018300330	12/10/2012		6410N - BOOKS (TEEN)	-41.04
Bill	3018284712	12/10/2012		6410N - BOOKS (TEEN)	-845.29
Bill	3018365893	12/10/2012		6410N - BOOKS (TEEN)	-25.83
Bill	3018365890	12/10/2012		6410N - BOOKS (TEEN)	-15.61
Bill	3018333835	12/10/2012		6410N - BOOKS (TEEN)	-21.79
Bill	3018371442	12/11/2012		6410C - BOOKS (C&P)	-4.75
Bill	3018357122	12/11/2012		6410C - BOOKS (C&P)	-32.02
Bill	3018351402	12/11/2012		6410C - BOOKS (C&P)	-47.94
Bill	3018355021	12/11/2012		6410C - BOOKS (C&P)	-42.01
TOTAL					-10,183.38

Bill Pmt -Check 49458 12/17/2012 Baker & Taylor Entertainment L0225 - EMPIRE NAT'L - OPERATING

Bill	V86604310	11/29/2012		6417C - VIDEOS (C&P)	-61.44
Bill	V87005310	12/06/2012		6417C - VIDEOS (C&P)	-18.58
Bill	V88306930	12/06/2012		6417C - VIDEOS (C&P)	-12.15
Bill	V85896590	12/10/2012		6417N - VIDEOS (TEEN)	-35.71
Bill	V85896600	12/10/2012		6417N - VIDEOS (TEEN)	-71.42
Bill	V85719050	12/10/2012		6412N - RECORDINGS (TEEN)	-26.86
Bill	V85431550	12/10/2012		6412N - RECORDINGS (TEEN)	-23.56

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	V85960680	12/10/2012		6412N · RECORDINGS (TEEN)	-14.23
Bill	V87836610	12/10/2012		6412N · RECORDINGS (TEEN)	-145.06
Bill	V88172800	12/10/2012		6412N · RECORDINGS (TEEN)	-11.88
				6410N · BOOKS (TEEN)	-16.42
Bill	V88094810	12/11/2012		6417C · VIDEOS (C&P)	-13.80
TOTAL					-451.11
Bill Pmt -Check	49459	12/17/2012	Burnett, Jessica	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/19,20,21,26,27,28	12/11/2012		6437L · PROGRAMS (LIT)	-877.50
TOTAL					-877.50
Bill Pmt -Check	49460	12/17/2012	BWI	L0225 · EMPIRE NAT'L - OPERATING	
Bill	211582E	12/10/2012		6410N · BOOKS (TEEN)	-19.47
Bill	211209E	12/10/2012		6410N · BOOKS (TEEN)	-19.47
TOTAL					-38.94
Bill Pmt -Check	49461	12/17/2012	Capital One N.A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11022012	12/07/2012		6485G · Bank Fees	-400.00
TOTAL					-400.00
Bill Pmt -Check	49462	12/17/2012	Carco Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	00765410	12/10/2012		6437P16 · STAFF BACKGROUND SCREEN	-113.63
TOTAL					-113.63

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49463	12/17/2012	Carr, Linda	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1242012	12/11/2012		6437C - PROGRAMS (C&P)	-95.00
TOTAL					<u>-95.00</u>
Bill Pmt -Check	49464	12/17/2012	Carter, Kathleen	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11282012	12/11/2012		6437A - PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	49465	12/17/2012	Casper, Thomas	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11172012	12/11/2012		6437N - PROGRAMS (TEEN)	-65.16
TOTAL					<u>-65.16</u>
Bill Pmt -Check	49466	12/17/2012	Catanese, Catherine	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11272012	11/29/2012		6437C - PROGRAMS (C&P)	-125.00
TOTAL					<u>-125.00</u>
Bill Pmt -Check	49467	12/17/2012	Chant, Laura	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1252012	12/11/2012		6437N - PROGRAMS (TEEN)	-300.00
TOTAL					<u>-300.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49468	12/17/2012	Children's Plus Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	088639	11/29/2012		6429C · REALIA (C&P)	-270.50
TOTAL					-270.50
Bill Pmt -Check	49469	12/17/2012	Colonial Youth & Family Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/20,27/2012	12/11/2012		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
TOTAL					-90.00
Bill Pmt -Check	49470	12/17/2012	Corrigan, Jacqueline	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/29 12/6,13/12	12/11/2012		6437L · PROGRAMS (LIT)	-180.00
TOTAL					-180.00
Bill Pmt -Check	49471	12/17/2012	Curtin, Eileen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1252012	12/11/2012		6437C · PROGRAMS (C&P)	-65.97
TOTAL					-65.97
Bill Pmt -Check	49472	12/17/2012	Daddino, Joelle	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1252012	12/11/2012		6437C · PROGRAMS (C&P)	-300.00
TOTAL					-300.00
Bill Pmt -Check	49473	12/17/2012	Davis, Lindsay	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	11/17,19,21,26,28	12/11/2012		6437L · PROGRAMS (LIT)	-150.00
				6437L · PROGRAMS (LIT)	-500.00
TOTAL					-650.00
Bill Pmt -Check	49474	12/17/2012	Demco, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	4813212	12/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-298.65
TOTAL					-298.65
Bill Pmt -Check	49475	12/17/2012	Detail Carting Co. Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	288710	12/07/2012		6432G · CARTAGE	-250.38
TOTAL					-250.38
Bill Pmt -Check	49476	12/17/2012	Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	D16841740001	12/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-316.83
TOTAL					-316.83
Bill Pmt -Check	49477	12/17/2012	Dlugolonski, Katherine	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1232012	12/11/2012		6437A · PROGRAMS (ADULT)	-400.00
Bill	11292012	12/11/2012		6437A · PROGRAMS (ADULT)	-400.00
Bill	1172012	12/11/2012		6437A · PROGRAMS (ADULT)	-400.00
TOTAL					-1,200.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49478	12/17/2012	East End Driving School, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11172012	12/11/2012		6437N · PROGRAMS (TEEN)	<u>-931.00</u>
TOTAL					-931.00
Bill Pmt -Check	49479	12/17/2012	Edwards, Lisa	L0225 · EMPIRE NAT'L - OPERATING	
Bill	475423	12/05/2012		6410C · BOOKS (C&P)	<u>-19.99</u>
TOTAL					-19.99
Bill Pmt -Check	49480	12/17/2012	Excelsior Plumbing & Heating Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12635C1	12/10/2012		7500 · BUILDING IMPROVEMENTS	-1,500.00
Bill	AIA #3	12/11/2012		7500 · BUILDING IMPROVEMENTS	<u>-14,917.50</u>
TOTAL					-16,417.50
Bill Pmt -Check	49481	12/17/2012	Filterfresh	L0225 · EMPIRE NAT'L - OPERATING	
Bill	664807	12/07/2012		6430G · OFFICE AND LIBRARY SUPPLIES	<u>-249.00</u>
TOTAL					-249.00
Bill Pmt -Check	49482	12/17/2012	Foerderer, Linda	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1232012	12/11/2012		6437L · PROGRAMS (LIT)	<u>-130.00</u>
TOTAL					-130.00
Bill Pmt -Check	49483	12/17/2012	Galvez, Viodelda	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	11/19,21,26,28	12/11/2012		6437L · PROGRAMS (LIT)	-350.00
TOTAL					-350.00
Bill Pmt -Check	49484	12/17/2012	Garda CL Atlantic, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	191-361012	12/06/2012		6437P13 · ARMORED CAR SERVICE	-175.02
TOTAL					-175.02
Bill Pmt -Check	49485	12/17/2012	George, Ivette	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/17,19,26,29	12/11/2012		6437L · PROGRAMS (LIT)	-195.00
				6437L · PROGRAMS (LIT)	-234.00
TOTAL					-429.00
Bill Pmt -Check	49486	12/17/2012	Greater Mastic Beach Chamber of Commerce	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Member 2012-13	12/11/2012		6438 · DUES	-150.00
TOTAL					-150.00
Bill Pmt -Check	49487	12/17/2012	Hernandez, Loreta Zuniga	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/15,20,27,29	12/11/2012		6437L · PROGRAMS (LIT)	-300.00
TOTAL					-300.00
Bill Pmt -Check	49488	12/17/2012	Hurley, Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	Mileage Nov-Dec	12/11/2012		6435N · CED, CONF & TRAVEL (TEEN)	-50.29
TOTAL					-50.29
Bill Pmt -Check	49489	12/17/2012	Iberger, Deborah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1232012	12/11/2012		6437C · PROGRAMS (C&P)	-63.71
TOTAL					-63.71
Bill Pmt -Check	49490	12/17/2012	Ipanema, Linda	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11182012	11/29/2012		6437A · PROGRAMS (ADULT)	-600.00
TOTAL					-600.00
Bill Pmt -Check	49491	12/17/2012	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	13705	12/03/2012		6452G · BLDG ALTERATION AND MAINT	-350.00
TOTAL					-350.00
Bill Pmt -Check	49492	12/17/2012	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12032012	12/11/2012		6437A · PROGRAMS (ADULT)	-240.00
TOTAL					-240.00
Bill Pmt -Check	49493	12/17/2012	Joya, Denise	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/19,20,21,26,27,28	12/11/2012		6437L · PROGRAMS (LIT)	-150.00
				6437L · PROGRAMS (LIT)	-850.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-1,000.00

Bill Pmt -Check 49494 12/17/2012 Kids Edible Creations L0225 - EMPIRE NAT'L - OPERATING

Bill	11192012	12/11/2012	6437N · PROGRAMS (TEEN)	-185.00
------	----------	------------	-------------------------	---------

TOTAL				-185.00
-------	--	--	--	---------

Bill Pmt -Check 49495 12/17/2012 King Kullen L0225 - EMPIRE NAT'L - OPERATING

Bill	123261334381	11/30/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-79.78
Bill	123320557921	11/30/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-12.76
Bill	123251331061	11/30/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-12.16
Bill	123291337761	11/30/2012	6437L · PROGRAMS (LIT)	-38.26
Bill	123330562461	11/30/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-9.56
Bill	123261334581	11/30/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-4.98
Bill	123320558251	11/30/2012	6437C · PROGRAMS (C&P)	-41.65
Bill	123101310251	11/30/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-47.60
Bill	123351348861	12/06/2012	6437C · PROGRAMS (C&P)	-356.68
Bill	123410703511	12/06/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-10.78
Bill	123380576381	12/06/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-8.67
Bill	123350567961	12/06/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-8.67
Bill	123411294861	12/07/2012	6437L · PROGRAMS (LIT)	-32.86
Bill	123331345191	12/07/2012	6437A · PROGRAMS (ADULT)	-10.76
Bill	123450594531	12/10/2012	6430G · OFFICE AND LIBRARY SUPPLIES	-8.67
Bill	123391356171	12/10/2012	6437N · PROGRAMS (TEEN)	-43.87
Bill	123330388751	12/10/2012	6437N · PROGRAMS (TEEN)	-42.16
Bill	123310649771	12/10/2012	6437N · PROGRAMS (TEEN)	-5.98
Bill	123260414751	12/10/2012	6437N · PROGRAMS (TEEN)	-9.57
Bill	123211263751	12/10/2012	6437N · PROGRAMS (TEEN)	-72.98
Bill	123330421601	12/10/2012	6437N · PROGRAMS (TEEN)	-13.76

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	77559	12/10/2012		6437C · PROGRAMS (C&P)	-99.98
Bill	77566	12/10/2012		6437C · PROGRAMS (C&P)	-17.76
Bill	76571	12/10/2012		6437C · PROGRAMS (C&P)	-158.95
Bill	123071305561	12/10/2012		6437C · PROGRAMS (C&P)	-58.94
Bill	122780679341	12/10/2012		6437C · PROGRAMS (C&P)	-19.43
Bill	123141316501	12/10/2012		6437C · PROGRAMS (C&P)	-70.84
Bill	122720474261	12/10/2012		6437C · PROGRAMS (C&P)	-70.74
Bill	123460598701	12/11/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-17.97
TOTAL					-1,386.77

Bill Pmt -Check	49496	12/17/2012	Klein, Carol	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/21,28/2012	12/11/2012		6437A · PROGRAMS (ADULT)	-160.00
TOTAL					-160.00

Bill Pmt -Check	49497	12/17/2012	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
Bill	82768	12/07/2012		6437P4 · ATTORNEY	-1,093.87
TOTAL					-1,093.87

Bill Pmt -Check	49498	12/17/2012	Language Line Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3062766	12/06/2012		6437P17 · TRANSLATION SERVICES	-11.00
TOTAL					-11.00

Bill Pmt -Check	49499	12/17/2012	Lazio, Emily E.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage May-Nov	11/29/2012		6435C · CED, CONF & TRAVEL (C&P)	-20.69

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	10162012	12/11/2012		6437C · PROGRAMS (C&P)	-35.88
TOTAL					-56.57
Bill Pmt -Check	49500	12/17/2012	Lebron, Crystal	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/8,15,29/2012	12/11/2012		6437N · PROGRAMS (TEEN)	-400.00
Bill	11/16,23,30/2012	12/11/2012		6437N · PROGRAMS (TEEN)	-240.00
TOTAL					-640.00
Bill Pmt -Check	49501	12/17/2012	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12779	12/10/2012		6411N · MICRO/REF CD (TEEN)	-675.00
				6411C · MICRO/REF CD (C&P)	-675.00
				6411A · MICRO/REF CD (ADULT)	-675.00
				6419T · SOFTWARE (TECH)	-675.00
TOTAL					-2,700.00
Bill Pmt -Check	49502	12/17/2012	Lugo, Aricsides	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1272012	12/11/2012		6437P · PROFESSIONAL FEES	-150.00
Bill	12142012	12/11/2012		6437L · PROGRAMS (LIT)	-150.00
TOTAL					-300.00
Bill Pmt -Check	49503	12/17/2012	Lunghi-Mesropian, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/19,21,26,28/12	12/11/2012		6437L · PROGRAMS (LIT)	-350.00
TOTAL					-350.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49504	12/17/2012	Malone, Aidan	L0225 - EMPIRE NAT'L - OPERATING	
Bill	82290	12/05/2012		6417C - VIDEOS (C&P)	<u>-16.99</u>
TOTAL					-16.99
Bill Pmt -Check	49505	12/17/2012	Marshall, Margaret	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1242012	12/11/2012		6437C - PROGRAMS (C&P)	<u>-150.00</u>
TOTAL					-150.00
Bill Pmt -Check	49506	12/17/2012	Marvel Subscriptions	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Renew 2012-2013	12/11/2012		6413C - PERIODICALS (C&P)	<u>-26.99</u>
TOTAL					-26.99
Bill Pmt -Check	49507	12/17/2012	McLeod, Barbara	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage 1262012	12/11/2012		6435C - CED, CONF & TRAVEL (C&P)	<u>-30.52</u>
TOTAL					-30.52
Bill Pmt -Check	49508	12/17/2012	Medco Supply Company/Masune	L0225 - EMPIRE NAT'L - OPERATING	
Bill	41609119	12/11/2012		6430G - OFFICE AND LIBRARY SUPPLIES	<u>-121.50</u>
TOTAL					-121.50

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49509	12/17/2012	Mergent	L0225 - EMPIRE NAT'L - OPERATING	
Bill	109411	12/05/2012		6410A - BOOKS (ADULT)	-845.00
TOTAL					-845.00
Bill Pmt -Check	49510	12/17/2012	Mid-Island Electrical Supply	L0225 - EMPIRE NAT'L - OPERATING	
Bill	S1660582.001	12/06/2012		6451G - CUSTODIAL SUPPLIES	-466.50
Bill	s1660582.002	12/07/2012		6451G - CUSTODIAL SUPPLIES	-157.56
TOTAL					-624.06
Bill Pmt -Check	49511	12/17/2012	Midwest Tape	L0225 - EMPIRE NAT'L - OPERATING	
Bill	90550143	11/29/2012		6417C - VIDEOS (C&P)	-149.64
Bill	90540248	11/29/2012		6417A - VIDEOS (ADULT)	-325.83
Bill	90550142	11/29/2012		6417C - VIDEOS (C&P)	-62.08
Bill	90567659	11/30/2012		6417C - VIDEOS (C&P)	-36.10
Bill	90562581	11/30/2012		6417C - VIDEOS (C&P)	-142.66
Bill	90562583	11/30/2012		6417C - VIDEOS (C&P)	-199.52
Bill	90546321	12/05/2012		6417A - VIDEOS (ADULT)	-574.36
Bill	90546323	12/05/2012		6417A - VIDEOS (ADULT)	-161.45
Bill	90554616	12/05/2012		6417A - VIDEOS (ADULT)	-188.34
Bill	90550140	12/05/2012		6417A - VIDEOS (ADULT)	-131.45
Bill	90549868	12/05/2012		6417A - VIDEOS (ADULT)	-499.59
Bill	90549515	12/05/2012		6412A - RECORDINGS (ADULT)	-108.97
Bill	90549517	12/05/2012		6412A - RECORDINGS (ADULT)	-77.34
Bill	90573432	12/05/2012		6417A - VIDEOS (ADULT)	-641.92
Bill	90577530	12/05/2012		6417A - VIDEOS (ADULT)	-512.73
Bill	90577399	12/05/2012		6417A - VIDEOS (ADULT)	-109.45
Bill	90566158	12/05/2012		6412A - RECORDINGS (ADULT)	-29.99

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	90566320	12/05/2012		6412A · RECORDINGS (ADULT)	-28.93
Bill	90567658	12/05/2012		6417A · VIDEOS (ADULT)	-20.39
Bill	90558922	12/05/2012		6417A · VIDEOS (ADULT)	-127.54
Bill	90554614	12/05/2012		6417A · VIDEOS (ADULT)	-614.75
Bill	90562580	12/05/2012		6417A · VIDEOS (ADULT)	-1,293.86
Bill	90584123	12/06/2012		6412C · RECORDINGS (C&P)	-14.99
Bill	90584583	12/07/2012		6417A · VIDEOS (ADULT)	-1,772.07
Bill	90527565	12/10/2012		6417N · VIDEOS (TEEN)	-46.38
Bill	90577531	12/10/2012		6417N · VIDEOS (TEEN)	-18.99
Bill	90550141	12/10/2012		6417N · VIDEOS (TEEN)	-23.89
Bill	90542173	12/10/2012		6417N · VIDEOS (TEEN)	-18.99
Bill	90584585	12/11/2012		6417C · VIDEOS (C&P)	-514.70
Bill	90594049	12/11/2012		6417C · VIDEOS (C&P)	-234.02
TOTAL					-8,680.92

Bill Pmt -Check	49512	12/17/2012	Murales, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/19,26,29/12	12/11/2012		6437L · PROGRAMS (LIT)	-156.00
TOTAL					-156.00

Bill Pmt -Check	49513	12/17/2012	Negron, Senia	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/13,19,20,26,27,29	12/11/2012		6437L · PROGRAMS (LIT)	-357.50
TOTAL					-357.50

Bill Pmt -Check	49514	12/17/2012	O'Brien, Diane	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/20,27,29/12	12/11/2012		6437L · PROGRAMS (LIT)	-200.00
TOTAL					-200.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49515	12/17/2012	Ortiz, Ada	L0225 · EMPIRE NAT'L - OPERATING	
Bill	315582	11/30/2012		6417A · VIDEOS (ADULT)	-37.99
TOTAL					<u>-37.99</u>
Bill Pmt -Check	49516	12/17/2012	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9558449	12/07/2012		6437P12 · PAYROLL SERVICES	-532.95
TOTAL					<u>-532.95</u>
Bill Pmt -Check	49517	12/17/2012	Paychex, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	286178	11/29/2012		6437P12 · PAYROLL SERVICES	-399.53
Bill	288438	12/06/2012		6437P12 · PAYROLL SERVICES	-389.86
TOTAL					<u>-789.39</u>
Bill Pmt -Check	49518	12/17/2012	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	PC 122012CPSD	12/10/2012		6437C · PROGRAMS (C&P)	-62.00
				6430G · OFFICE AND LIBRARY SUPPLIES	-21.68
TOTAL					<u>-83.68</u>
Bill Pmt -Check	49519	12/17/2012	Peymann, Tracy Anne	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/15,29/2012	12/11/2012		6437N · PROGRAMS (TEEN)	-160.00
TOTAL					<u>-160.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49520	12/17/2012	PLDA of Suffolk County	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Member dues 2013	12/06/2012		6438 · DUES	-40.00
TOTAL					-40.00
Bill Pmt -Check	49521	12/17/2012	Poland Spring	L0225 - EMPIRE NAT'L - OPERATING	
Bill	12K8211383149	12/03/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-222.86
TOTAL					-222.86
Bill Pmt -Check	49522	12/17/2012	Pulse Answering Service Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	112013-312013	12/11/2012		6452G · BLDG ALTERATION AND MAINT	-87.00
TOTAL					-87.00
Bill Pmt -Check	49523	12/17/2012	QBI	L0225 - EMPIRE NAT'L - OPERATING	
Bill	165474	12/10/2012		6410N · BOOKS (TEEN)	-68.22
Bill	166027	12/10/2012		6410N · BOOKS (TEEN)	-221.57
TOTAL					-289.79
Bill Pmt -Check	49524	12/17/2012	Quill	L0225 - EMPIRE NAT'L - OPERATING	
Bill	7509041	12/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-491.01
Bill	7695508	12/11/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-124.95
Bill	7657146	12/11/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-116.62

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-732.58
Bill Pmt -Check	49525	12/17/2012	Quizhpi, Rosa	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/15,17,20,27,29	12/11/2012		6437L · PROGRAMS (LIT)	-195.00
				6437L · PROGRAMS (LIT)	-351.00
TOTAL					<u>-546.00</u>
Bill Pmt -Check	49526	12/17/2012	Radio Shack Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	020378	12/11/2012		7203W · EQUIPMENT WIRE	-199.99
TOTAL					<u>-199.99</u>
Bill Pmt -Check	49527	12/17/2012	Random House, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1085686590	12/05/2012		6412A · RECORDINGS (ADULT)	-26.25
Bill	1085732502	12/05/2012		6412A · RECORDINGS (ADULT)	-24.00
Bill	1085761557	12/05/2012		6412A · RECORDINGS (ADULT)	-22.50
Bill	1085815782	12/10/2012		6412N · RECORDINGS (TEEN)	-41.25
TOTAL					<u>-114.00</u>
Bill Pmt -Check	49528	12/17/2012	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
Bill	74634717	11/29/2012		6412C · RECORDINGS (C&P)	-67.75
Bill	74635478	11/29/2012		6412C · RECORDINGS (C&P)	-20.60
Bill	74636790	12/05/2012		6412A · RECORDINGS (ADULT)	-99.00
Bill	74642479	12/05/2012		6412A · RECORDINGS (ADULT)	-242.18
Bill	74638704	12/05/2012		6412A · RECORDINGS (ADULT)	<u>-57.20</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-486.73
Bill Pmt -Check	49529	12/17/2012	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11202012	11/29/2012		6437C · PROGRAMS (C&P)	-100.00
TOTAL					-100.00
Bill Pmt -Check	49530	12/17/2012	Roller, Jennifer C.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	7202012	12/11/2012		6437N · PROGRAMS (TEEN)	-150.00
TOTAL					-150.00
Bill Pmt -Check	49531	12/17/2012	Romano's Pizza & Pasta Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	509157	12/03/2012		6435R · CED, CONF & TRAVEL (CIRC)	-45.00
Bill	623950	12/06/2012		6437A · PROGRAMS (ADULT)	-47.50
Bill	623930	12/10/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	623932	12/10/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	623935	12/10/2012		6437N · PROGRAMS (TEEN)	-57.00
Bill	623936	12/10/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	623939	12/10/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	623941	12/10/2012		6437N · PROGRAMS (TEEN)	-28.50
Bill	623947	12/10/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	623948	12/10/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	623949	12/10/2012		6437N · PROGRAMS (TEEN)	-47.50
Bill	509159	12/10/2012		6437N · PROGRAMS (TEEN)	-38.00
Bill	509160	12/10/2012		6437N · PROGRAMS (TEEN)	-9.50
Bill	509162	12/10/2012		6437N · PROGRAMS (TEEN)	-47.50
TOTAL					-558.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49532	12/17/2012	Roye, Sarah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/21,28/2012	12/11/2012		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	49533	12/17/2012	Sandpebble Builders Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1272012	12/11/2012		7500 · BUILDING IMPROVEMENTS	-2,789.74
TOTAL					<u>-2,789.74</u>
Bill Pmt -Check	49534	12/17/2012	Sayet, Samantha	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11202012	11/29/2012		6437C · PROGRAMS (C&P)	-250.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	49535	12/17/2012	Schel, Lee	L0225 · EMPIRE NAT'L - OPERATING	
Bill	068	12/03/2012		6437P17 · TRANSLATION SERVICES	-30.00
Bill	069	12/07/2012		6437P17 · TRANSLATION SERVICES	-30.00
TOTAL					<u>-60.00</u>
Bill Pmt -Check	49536	12/17/2012	Scholastic Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	M5018756	12/11/2012		6413C · PERIODICALS (C&P)	-43.89
TOTAL					<u>-43.89</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49537	12/17/2012	SCLS	L0225 - EMPIRE NAT'L - OPERATING	
Bill	51082	12/03/2012		6439R · EQUIPMENT R & M (CIRC)	-342.80
Bill	50987	12/05/2012		6411A · MICRO/REF CD (ADULT)	-1,320.00
TOTAL					<u>-1,662.80</u>
Bill Pmt -Check	49538	12/17/2012	Searles Graphics, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	31722	12/06/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-398.00
Bill	31664	12/07/2012		6434G · PRINTING (GEN)	-6,581.00
TOTAL					<u>-6,979.00</u>
Bill Pmt -Check	49539	12/17/2012	Servpro of Patchogue	L0225 - EMPIRE NAT'L - OPERATING	
Bill	117	12/07/2012		7500 · BUILDING IMPROVEMENTS	-1,472.11
TOTAL					<u>-1,472.11</u>
Bill Pmt -Check	49540	12/17/2012	Sferrazza, Nancy	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11/7,14,21,28/12	12/11/2012		6437N · PROGRAMS (TEEN)	-320.00
TOTAL					<u>-320.00</u>
Bill Pmt -Check	49541	12/17/2012	Sharper Training Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11262012	12/11/2012		6437A · PROGRAMS (ADULT)	-200.00
Bill	11192012	12/11/2012		6437A · PROGRAMS (ADULT)	-200.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill	10232012	12/11/2012		6437L · PROGRAMS (LIT)	-200.00
TOTAL					-600.00
Bill Pmt -Check	49542	12/17/2012	SkillPath Seminars	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Reg 1232013	11/29/2012		6435A · CED, CONF & TRAVEL (ADULT)	-199.00
TOTAL					-199.00
Bill Pmt -Check	49543	12/17/2012	Sparling, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11282012	12/11/2012		6437C · PROGRAMS (C&P)	-225.00
TOTAL					-225.00
Bill Pmt -Check	49544	12/17/2012	Squires, Lorraine	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11272012	12/11/2012		6437N · PROGRAMS (TEEN)	-186.52
TOTAL					-186.52
Bill Pmt -Check	49545	12/17/2012	Stack, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/2,9,16,23,30/12	12/11/2012		6437N · PROGRAMS (TEEN)	-600.00
TOTAL					-600.00
Bill Pmt -Check	49546	12/17/2012	Stumps/ShindigZ	L0225 · EMPIRE NAT'L - OPERATING	
Bill	W20290740001	12/03/2012		6437C · PROGRAMS (C&P)	-183.93
Bill	W10289120001	12/03/2012		6437C · PROGRAMS (C&P)	-14.94

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-198.87
Bill Pmt -Check	49547	12/17/2012	Suffolk County Locksmith, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	57658	12/06/2012		6451G - CUSTODIAL SUPPLIES	-19.80
TOTAL					<u>-19.80</u>
Bill Pmt -Check	49548	12/17/2012	Susinno, Carol-Leigh	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage 11192012	12/11/2012		6435N - CED, CONF & TRAVEL (TEEN)	-7.77
TOTAL					<u>-7.77</u>
Bill Pmt -Check	49549	12/17/2012	Tag-It Engravings & Signs	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10392	11/30/2012		6430G - OFFICE AND LIBRARY SUPPLIES	-35.00
TOTAL					<u>-35.00</u>
Bill Pmt -Check	49550	12/17/2012	TBS Contracting Ltd.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	657	12/11/2012		6452G - BLDG ALTERATION AND MAINT	-525.00
				7500 - BUILDING IMPROVEMENTS	-10,750.00
TOTAL					<u>-11,275.00</u>
Bill Pmt -Check	49551	12/17/2012	Thermal Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	37914	12/11/2012		6452G - BLDG ALTERATION AND MAINT	-1,108.21
TOTAL					<u>-1,108.21</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49552	12/17/2012	True Nature Landscaping Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10556	12/10/2012		6452G · BLDG ALTERATION AND MAINT	-480.00
TOTAL					-480.00
Bill Pmt -Check	49553	12/17/2012	UPS	L0225 - EMPIRE NAT'L - OPERATING	
Bill	000054YE33472	12/03/2012		6433G · POSTAGE	-9.02
Bill	000054YE33482	12/10/2012		6433G · POSTAGE	-45.01
TOTAL					-54.03
Bill Pmt -Check	49554	12/17/2012	Vernon Library Supplies	L0225 - EMPIRE NAT'L - OPERATING	
Bill	0064969-IN	12/07/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-259.54
Bill	0065038-IN	12/07/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-315.00
TOTAL					-574.54
Bill Pmt -Check	49555	12/17/2012	W. B. Mason Co., Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	I08385954	11/29/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-219.00
Bill	I08153153	11/29/2012		6430G · OFFICE AND LIBRARY SUPPLIES	-336.49
TOTAL					-555.49
Bill Pmt -Check	49556	12/17/2012	Weitzel, Katharine S.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11/26/12 12/3,10/12	12/11/2012		6437L · PROGRAMS (LIT)	-180.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

December 17, 2012

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-180.00

Bill Pmt -Check 49557 12/17/2012 Wischhusen, Will L0225 - EMPIRE NAT'L - OPERATING

Bill	11/2,9,16,23,30/12	12/11/2012		6437N - PROGRAMS (TEEN)	-400.00
Bill	11/6,13,20,27/12	12/11/2012		6437N - PROGRAMS (TEEN)	-320.00
Bill	10/2,9,16,23/12	12/11/2012		6437N - PROGRAMS (TEEN)	-320.00

TOTAL -1,040.00

Bill Pmt -Check 49558 12/17/2012 Xerox Corporation L0225 - EMPIRE NAT'L - OPERATING

Bill	065064492	12/07/2012		6439G - EQUIPMENT R & M (GEN)	-486.64
Bill	065064490	12/07/2012		6439G - EQUIPMENT R & M (GEN)	-361.95
Bill	065064491	12/07/2012		6439G - EQUIPMENT R & M (GEN)	-976.00
Bill	065384769	12/07/2012		6439G - EQUIPMENT R & M (GEN)	-489.63

TOTAL -2,314.22

GRAND TOTAL: \$ 95,347.58

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

Sign: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

November 23, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - Bill	EFT 6115883-8	11/23/2012	Hartford Insurance Company	L0226 · EMPIRE NAT'L - PAYROLL L0196 · LONG TER 9055 · DISABILTY INSURANCE TOTAL	 \$ 183.70 \$ 1,712.48 <u>\$ 1,896.18</u>
Bill Pmt - Bill	EFT 11232012	11/23/2012	1106 NYS Employees' Retirement System	L0226 · EMPIRE NAT'L - PAYROLL L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160 · RA - ERS ARREARS (VOLUNTARY) TOTAL	 \$ 3,188.71 \$ 1,998.00 \$ 547.90 <u>\$ 5,734.61</u>
Bill Pmt -Check Bill	4604 449	11/23/2012	1103 State Of NY Dept. of Civil Service	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 49,225.71</u> \$ 49,225.71
Bill Pmt -Check Bill	4605 11232012	11/23/2012	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	 <u>\$ 1,500.00</u> \$ 1,500.00
Bill Pmt -Check Bill	4606 393934	11/23/2012	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL L0625 · AFLAC PRE-TAX L0626 · AFLAX POST-TAX TOTAL	 \$ 1,836.70 \$ 290.76 <u>\$ 2,127.46</u>

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

November 23, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	4607	11/23/2012	1112 The NYS Deferred	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	17796		Compenstation Plan	L0173 · 457B NYS DEFERRED COMP	\$ 1,362.54
				TOTAL	<u>\$ 1,362.54</u>
Bill Pmt -Check	4608	11/23/2012	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11232012			L0171 · 403B MET LIFE	\$ 2,103.00
				TOTAL	<u>\$ 2,103.00</u>
				GRAND TOTAL	<u><u>\$ 63,949.50</u></u>

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

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

December 07, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4609 12072012	12/07/2012	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 99.90 \$ 99.90
Bill Pmt -Check Bill	4610 12072012	12/07/2012	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 99.90 \$ 99.90
Bill Pmt -Check Bill	4611 12072012	12/07/2012	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 99.90 \$ 99.90
Bill Pmt -Check Bill	4612 12072012	12/07/2012	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 99.90 \$ 99.90
Bill Pmt -Check Bill	4613 12072012	12/07/2012	1101 Rose Giehl	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 99.90 \$ 99.90
Bill Pmt -Check Bill	4614 12072012	12/07/2012	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 199.80 \$ 199.80

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

December 07, 2012

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4615 12072012	12/07/2012	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	 \$ 1,500.00 <u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4616 19475	12/07/2012	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	 \$ 1,250.49 <u>\$ 1,250.49</u>
Bill Pmt -Check Bill	4617 12072012	12/07/2012	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	 \$ 2,103.00 <u>\$ 2,103.00</u>
GRAND TOTAL					<u><u>\$ 5,552.79</u></u>

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

Signed: _____
Title: Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

NOVEMBER 2012

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through November 2012

							TOTAL								
							Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
2000 · PROPERTY TAX REVENUES							0.00	0.00	0.00	0.00	0.00	0.00	8,690,000.00	-8,690,000.00	0.0%
2082 · FINES AND FEES							10,132.45	8,112.28	7,969.55	9,705.81	5,042.00	40,962.09	110,000.00	-69,037.91	37.24%
2360 · CONTRACTS WITH OTHER LIBR.							482,130.72	0.00	0.00	0.00	0.00	482,130.72	295,000.00	187,130.72	163.43%
2401 · INTEREST							3,669.91	6,787.52	7,257.94	4,920.48	4,408.49	27,044.34	65,000.00	-37,955.66	41.61%
2650 · SALES OF EXCESS MATERIAL							46.40	18.50	26.70	29.20	20.00	140.80			
2670 · SALES OF BOOKS							73.50	0.00	76.98	0.00	69.13	219.61			
2671 · FEDERAL & STATE GRANTS							0.00	22,831.00	2,832.00	0.00	3,000.00	28,663.00			
2701 · REFUNDS							0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2705 · GIFTS AND DONATIONS							25.00	0.00	0.00	0.00	0.00	25.00			
2760 · SYSTEM & STATE AID							0.00	0.00	11,121.00	0.00	0.00	11,121.00	9,000.00	2,121.00	123.57%
2770 · UNCLASSIFIED REVENUE							0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
2771 · COPIER REVENUE - CONTRACT (R)							499.25	524.02	487.00	349.65	503.05	2,362.97	5,000.00	-2,637.03	47.26%
2771A · COPIER REVENUE - INHOUSE (N)							0.00	1.00	0.40	0.00	0.00	1.40			
2771C · COPIER REVENUE- COLOR							277.65	389.91	238.00	504.20	305.50	1,715.26			
2772A · ADULT-ADULT PRINTER							0.00	405.55	0.00	0.00	0.00	405.55			
2800 · Program Receipts															
2805 · Program Receipts - Adult							1,038.00	589.00	705.00	897.00	651.00	3,880.00			
2810 · Program Receipts - Teen							1,127.00	49.00	1,225.00	196.00	735.00	3,332.00			
Total 2800 · Program Receipts							2,165.00	638.00	1,930.00	1,093.00	1,386.00	7,212.00			
2999 · Lost Books							41.24	31.99	0.00	0.00	0.00	73.23			
Total Income							499,061.12	39,739.77	31,939.57	16,602.34	14,734.17	602,076.97	9,175,000.00	-8,572,923.03	6.56%
Gross Profit							499,061.12	39,739.77	31,939.57	16,602.34	14,734.17	602,076.97	9,175,000.00	-8,572,923.03	6.56%
Expense															
6000 · SALARIES AND WAGES															

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

	TOTAL								
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12	Budget	\$ Over Budget	% of Budget
6141 · PROFESSIONAL SALARIES									
6141A · PROFESSIONAL (ADULT)	46,934.42	68,802.14	46,443.21	48,803.36	47,921.88	258,905.01	630,056.00	-371,150.99	41.09%
6141C · PROFESSIONAL (C&P)	47,578.88	72,300.98	45,464.80	45,548.27	45,567.15	256,460.08	627,456.00	-370,995.92	40.87%
6141D · PROFESSIONAL (DIGITAL)	9,343.68	14,088.84	9,392.56	9,392.56	9,392.56	51,610.20	116,556.00	-64,945.80	44.28%
6141N · PROFESSIONAL (TEEN)	31,087.76	47,149.17	30,802.15	31,993.53	32,860.04	173,892.65	430,432.00	-256,539.35	40.4%
6141S · COMM SERV LIBR (SVC)	6,735.93	10,203.93	6,802.62	6,802.62	6,802.62	37,347.72	111,545.00	-74,197.28	33.48%
6141T · PROFESSIONAL (TECH)	13,137.70	20,122.26	13,375.93	13,604.46	14,151.30	74,391.65	201,015.00	-126,623.35	37.01%
Total 6141 · PROFESSIONAL SALARIES	154,818.37	232,667.32	152,281.27	156,144.80	156,695.55	852,607.31	2,117,060.00	-1,264,452.69	40.27%
6142 · CLERICAL SALARIES									
6142A · CLERICAL (ADULT)	24,125.50	37,301.49	23,219.32	25,257.52	25,919.54	135,823.37	315,538.00	-179,714.63	43.05%
6142C · CLERICAL (C&P)	12,379.15	20,345.32	11,694.72	11,996.50	11,924.96	68,340.65	181,427.00	-113,086.35	37.67%
6142G · CLERICAL (GEN)	9,652.83	14,426.51	9,655.79	9,722.81	9,714.92	53,172.86	132,840.00	-79,667.14	40.03%
6142L · CLERICAL (LIT)	10,490.11	16,818.17	11,866.35	13,175.78	12,973.51	65,323.92	168,101.00	-102,777.08	38.86%
6142N · CLERICAL (TEEN)	3,335.17	5,565.59	3,460.37	3,908.41	3,925.69	20,195.23	53,003.00	-32,807.77	38.1%
6142R · CLERICAL (CIRC)	25,171.57	32,905.28	20,547.04	20,594.30	20,707.15	119,925.34	451,350.00	-331,424.66	26.57%
6142S · CLERICAL (SVC)	1,506.72	2,635.45	1,411.55	1,266.17	1,690.78	8,510.67			
6142T · CLERICAL (TECH)	13,580.20	19,697.91	10,326.03	11,412.35	11,728.34	66,744.83	184,620.00	-117,875.17	36.15%
6142X · CLERICAL (WIRES)	830.47	1,217.81	889.56	853.45	860.02	4,651.31	11,828.00	-7,176.69	39.33%
Total 6142 · CLERICAL SALARIES	101,071.72	150,913.53	93,070.73	98,187.29	99,444.91	542,688.18	1,498,707.00	-956,018.82	36.21%
6143 · PAGE SALARIES									
6143A · PAGE (ADULT)	8,933.23	13,239.51	8,737.68	9,466.82	8,783.65	49,160.89	120,326.00	-71,165.11	40.86%
6143C · PAGE (C&P)	9,402.13	15,707.99	9,045.30	9,286.84	8,801.38	52,243.64	167,403.00	-115,159.36	31.21%
6143L · PAGE (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	7,692.00	-7,692.00	0.0%
6143N · PAGE (TEEN)	1,569.34	2,863.72	1,135.76	1,597.36	1,685.13	8,851.31	19,244.00	-10,392.69	46.0%
6143R · PAGE (CIRC)	2,021.52	2,883.85	1,411.38	1,508.78	1,279.78	9,105.31			
6143T · PAGE (TECH)	3,255.07	4,788.18	3,282.26	3,297.10	3,027.98	17,650.59	55,007.00	-37,356.41	32.09%
Total 6143 · PAGE SALARIES	25,181.29	39,483.25	23,612.38	25,156.90	23,577.92	137,011.74	369,672.00	-232,660.26	37.06%

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

	TOTAL								
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12	Budget	\$ Over Budget	% of Budget
6144 · CUSTODIAL									
6144G · CUSTODIAL	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	89,138.78	225,874.00	-136,735.22	39.46%
Total 6144 · CUSTODIAL	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	89,138.78	225,874.00	-136,735.22	39.46%
6145 · SECURITY									
6145G · SECURITY	11,704.27	18,488.94	12,704.65	13,363.19	13,459.61	69,720.66	171,294.00	-101,573.34	40.7%
Total 6145 · SECURITY	11,704.27	18,488.94	12,704.65	13,363.19	13,459.61	69,720.66	171,294.00	-101,573.34	40.7%
6146 · TECHNICIAN									
6146W · TECHNICAL (WIRES)	13,351.94	20,127.71	13,586.99	13,273.09	13,173.00	73,512.73	181,995.00	-108,482.27	40.39%
Total 6146 · TECHNICIAN	13,351.94	20,127.71	13,586.99	13,273.09	13,173.00	73,512.73	181,995.00	-108,482.27	40.39%
6147 · ADMINISTRATIVE									
Total 6147 · ADMINISTRATIVE	17,851.62	26,888.31	17,925.54	17,925.54	17,925.54	98,516.55	231,110.00	-132,593.45	42.63%
Total 6000 · SALARIES AND WAGES	339,623.15	511,984.61	329,289.04	341,813.09	340,486.06	1,863,195.95	4,795,712.00	-2,932,516.05	38.85%
6200 · EMPLOYEE BENEFITS									
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	664,196.00	-664,196.00	0.0%
9030 · SOCIAL SECURITY	25,474.67	38,407.29	24,684.57	25,526.20	24,894.80	138,987.53	360,000.00	-221,012.47	38.61%
9040 · WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	55,000.00	-55,000.00	0.0%
9050 · UNEMPLOYMENT INSURANCE	1,682.23	0.00	0.00	0.00	0.00	1,682.23	9,500.00	-7,817.77	17.71%
9055 · DISABILTY INSURANCE	0.00	3,089.47	1,641.12	1,706.86	1,712.48	8,149.93	17,000.00	-8,850.07	47.94%
9060 · MEDICAL INSURANCE	46,201.21	45,254.83	43,804.42	45,944.63	46,072.92	227,278.01	630,000.00	-402,721.99	36.08%
9065 · MTA TRANSIT TAX	1,132.20	1,706.99	1,097.09	1,138.92	1,134.42	6,209.62	16,305.00	-10,095.38	38.08%
Total 6200 · EMPLOYEE BENEFITS	74,490.31	88,458.58	71,227.20	74,316.61	73,814.62	382,307.32	1,752,001.00	-1,369,693.68	21.82%

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

							TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12	Budget	\$ Over Budget	% of Budget
6410A · BOOKS (ADULT)	7,834.16	9,699.68	7,406.13	15,733.27	8,988.07	49,661.31	220,000.00	-170,338.69	22.57%
6410C · BOOKS (C&P)	2,939.43	4,890.45	4,136.41	7,705.27	5,351.00	25,022.56	119,500.00	-94,477.44	20.94%
6410L · BOOKS (LIT)	0.00	0.00	4,068.00	32.50	0.00	4,100.50	5,000.00	-899.50	82.01%
6410N · BOOKS (TEEN)	1,298.83	1,851.99	491.54	2,644.79	987.06	7,274.21	30,000.00	-22,725.79	24.25%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	0.00	606.00	5,767.00	2,399.00	1,453.00	10,225.00	45,000.00	-34,775.00	22.72%
6411C · MICRO/REF CD (C&P)	0.00	0.00	8,095.13	1,000.00	0.00	9,095.13	18,250.00	-9,154.87	49.84%
6411N · MICRO/REF CD (TEEN)	0.00	30.52	5,766.00	1,024.44	0.00	6,820.96	20,000.00	-13,179.04	34.11%
6412A · RECORDINGS (ADULT)	1,162.17	2,313.93	617.62	2,779.44	1,488.10	8,361.26	47,200.00	-38,838.74	17.72%
6412C · RECORDINGS (C&P)	488.84	755.58	68.79	972.47	503.50	2,789.18	10,000.00	-7,210.82	27.89%
6412N · RECORDINGS (TEEN)	10.18	539.10	34.01	1,333.08	393.28	2,309.65	10,000.00	-7,690.35	23.1%
6413A · PERIODICALS (ADULT)	32.75	0.00	139.87	3,609.41	79.00	3,861.03	33,000.00	-29,138.97	11.7%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	161.09	0.00	161.09	6,325.00	-6,163.91	2.55%
6413D · PERIODICALS (ADM)	0.00	0.00	79.00	0.00	0.00	79.00	1,000.00	-921.00	7.9%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	55.91	0.00	55.91	3,700.00	-3,644.09	1.51%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	5,287.55	8,450.76	6,800.49	14,621.61	7,712.66	42,873.07	100,000.00	-57,126.93	42.87%
6417C · VIDEOS (C&P)	2,549.91	2,547.97	1,299.29	3,955.34	3,343.71	13,696.22	53,000.00	-39,303.78	25.84%
6417L · VIDEOS (LIT)	1,807.00	0.00	0.00	0.00	0.00	1,807.00	500.00	1,307.00	361.4%
6417N · VIDEOS (TEEN)	144.16	348.61	22.14	1,326.10	669.44	2,510.45	12,000.00	-9,489.55	20.92%
6419G · SOFTWARE (GEN)	0.00	0.00	3,985.00	0.00	0.00	3,985.00	1,200.00	2,785.00	332.08%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	315.00	315.00	1,500.00	-1,185.00	21.0%
6419T · SOFTWARE (TECH)	0.00	575.00	0.00	0.00	0.00	575.00	3,000.00	-2,425.00	19.17%
6419W · SOFTWARE (WIRES)	0.00	2,424.40	0.00	0.00	1,292.95	3,717.35	16,000.00	-12,282.65	23.23%
6428D · MISCELLANEOUS	0.00	40.00	6,152.25	0.00	0.00	6,192.25	2,500.00	3,692.25	247.69%
6429C · REALIA (C&P)	24.98	312.48	0.00	39.99	343.42	720.87	4,500.00	-3,779.13	16.02%

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

							TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12	Budget	\$ Over Budget	% of Budget
6430G · OFFICE AND LIBRARY SUPPLIES	3,309.36	10,633.04	4,536.92	6,539.56	10,128.34	35,147.22	95,000.00	-59,852.78	37.0%
6431D · TELECOMMUNICATIONS	3,723.40	3,725.10	3,724.93	3,736.37	3,785.62	18,695.42	50,000.00	-31,304.58	37.39%
6432G · CARTAGE	250.38	250.38	250.38	250.38	250.38	1,251.90	7,500.00	-6,248.10	16.69%
6433G · POSTAGE	3,030.31	4,537.92	3,030.31	4,530.31	4,545.11	19,673.96	60,000.00	-40,326.04	32.79%
6434A · PRINTING (ADULT)	-475.00	-112.25	-631.10	-602.00	-647.00	-2,467.35	4,275.00	-6,742.35	-57.72%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
6434G · PRINTING (GEN)	6,581.00	6,605.15	6,706.95	6,732.73	6,638.48	33,264.31	102,000.00	-68,735.69	32.61%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	249.90	0.00	249.90	5,500.00	-5,250.10	4.54%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	0.00	7.68	0.00	828.91	836.59	4,000.00	-3,163.41	20.92%
6435C · CED, CONF & TRAVEL (C&P)	0.00	50.00	480.67	1,225.04	1,279.76	3,035.47	5,250.00	-2,214.53	57.82%
6435D · CED, CONF & TRAVEL (ADM)	329.00	941.19	32.51	318.00	725.14	2,345.84	7,500.00	-5,154.16	31.28%
6435G · CED, CONF & TRAVEL (GEN)	0.00	0.00	299.00	0.00	49.93	348.93	3,000.00	-2,651.07	11.63%
6435L · CED, CONF & TRAVEL (LIT)	0.00	252.56	0.00	-64.03	1,013.71	1,202.24	2,500.00	-1,297.76	48.09%
6435N · CED, CONF & TRAVEL (TEEN)	25.52	253.93	700.53	275.62	987.02	2,242.62	5,000.00	-2,757.38	44.85%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	71.83	0.00	0.00	71.83	2,500.00	-2,428.17	2.87%
6435S · CED, CONF & TRAV (COMM SRV)	250.00	-250.00	274.00	-274.00	135.00	135.00	3,000.00	-2,865.00	4.5%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	423.00	1,226.78	1,649.78	2,950.00	-1,300.22	55.93%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	0.00	318.00	0.00	318.00	4,000.00	-3,682.00	7.95%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	95,000.00	-95,000.00	0.0%
6437A · PROGRAMS (ADULT)	3,414.41	2,736.79	2,713.61	4,574.21	6,575.84	20,014.86	61,120.00	-41,105.14	32.75%
6437C · PROGRAMS (C&P)	4,733.04	4,092.64	2,481.68	2,665.71	2,544.62	16,517.69	75,000.00	-58,482.31	22.02%
6437L · PROGRAMS (LIT)	920.24	2,131.27	1,328.05	5,814.14	7,292.30	17,486.00	35,000.00	-17,514.00	49.96%
6437N · PROGRAMS (TEEN)	6,328.87	5,152.53	7,575.70	4,375.44	5,232.64	28,665.18	50,000.00	-21,334.82	57.33%
6437P · PROFESSIONAL FEES									
643760 · PLANTINGS	0.00	191.53	191.53	191.53	191.53	766.12			
6437P02 · AUDITOR	0.00	1,500.00	0.00	0.00	1,000.00	2,500.00			

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

	TOTAL						Budget	\$ Over Budget	% of Budget
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12			
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	133.75	668.75			
6437P12 · PAYROLL SERVICES	1,405.74	789.63	1,698.98	1,879.94	781.56	6,555.85			
6437P13 · ARMORED CAR SERVICE	171.59	171.59	175.02	175.02	175.02	868.24			
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	113.85	0.00	113.85			
6437P16 · STAFF BACKGROUND SCREEN	0.00	903.04	0.00	340.89	325.89	1,569.82			
6437P17 · TRANSLATION SERVICES	37.50	64.30	0.00	110.85	11.00	223.65			
6437P3 · APPRAISAL SERVICES	0.00	0.00	205.00	0.00	0.00	205.00			
6437P4 · ATTORNEY	6,750.00	2,064.99	1,097.97	0.00	2,035.89	11,948.85			
6437P7 · COLLECTION AGENCY	223.75	340.10	205.85	205.85	313.25	1,288.80			
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	300.00	0.00	300.00			
6437P9 · EAP	0.00	0.00	6,930.00	0.00	0.00	6,930.00			
6437P · PROFESSIONAL FEES - Other	0.00	0.00	0.00	0.00	0.00	0.00	135,250.00	-135,250.00	0.0%
Total 6437P · PROFESSIONAL FEES	8,722.33	6,158.93	10,638.10	3,451.68	4,967.89	33,938.93	135,250.00	-101,311.07	25.09%
6438 · DUES	0.00	0.00	658.00	-184.00	1,082.00	1,556.00	5,000.00	-3,444.00	31.12%
6439A · EQUIPMENT R & M (ADULT)	4.15	4.15	4.15	4.15	4.15	20.75	3,500.00	-3,479.25	0.59%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	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	2,749.08	3,374.19	2,863.72	12,622.63	39,015.00	-26,392.37	32.35%
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	4.15	4.15	20.75	400.00	-379.25	5.19%
6439R · EQUIPMENT R & M (CIRC)	0.00	10,884.28	0.00	0.00	16,468.28	27,352.56	55,000.00	-27,647.44	49.73%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	0.00	1,803.30	150.00	2,492.62	2,488.81	6,934.73	26,000.00	-19,065.27	26.67%
6450E · ELECTRICITY	16,666.69	12,155.22	17,454.06	0.00	0.00	46,275.97	145,000.00	-98,724.03	31.91%
6450F · FUEL/GAS	75.00	142.01	0.00	114.43	660.44	991.88	25,000.00	-24,008.12	3.97%
6450W · WATER	0.00	506.86	0.00	0.00	329.56	836.42	1,500.00	-663.58	55.76%
6451G · CUSTODIAL SUPPLIES	671.78	1,678.25	1,661.22	2,120.14	798.88	6,930.27	19,000.00	-12,069.73	36.48%
6452G · BLDG ALTERATION AND MAINT	2,988.00	4,111.43	2,272.00	4,342.99	1,097.59	14,812.01	435,852.00	-421,039.99	3.4%
6454 · INSURANCE	55,084.37	0.00	0.00	100.30	346.00	55,530.67	50,000.00	5,530.67	111.06%
6485G · Bank Fees	202.78	133.12	179.63	198.38	149.88	863.79			

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

							TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Jul - Nov 12	Budget	\$ Over Budget	% of Budget
66900 · Reconciliation Discrepancies	0.00	0.00	0.02	0.00	0.00	0.02			
6700 · TAN INTEREST	0.00	0.00	0.00	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	0.00	585.56	534.99	1,247.33	3,500.00	-2,252.67	35.64%
7203C · EQUIPMENT C & P	761.68	0.00	0.00	171.43	0.00	933.11	3,000.00	-2,066.89	31.1%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	44.98	0.00	44.98	4,500.00	-4,455.02	1.0%
7203N · EQUIPMENT TEEN	111.00	0.00	0.00	172.62	0.00	283.62	1,500.00	-1,216.38	18.91%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	134.55	6,387.14	92.36	0.00	6,869.24	13,483.29	140,000.00	-126,516.71	9.63%
Total 7203 · EQUIPMENT - Capital Purchases	1,134.01	6,387.14	92.36	974.59	7,404.23	15,992.33	158,000.00	-142,007.67	10.12%
Total Expense	556,829.24	723,272.36	524,891.33	533,605.41	538,479.03	2,877,077.37	9,175,000.00	-6,297,922.63	31.36%
Net Ordinary Income	-57,768.12	-683,532.59	-492,951.76	-517,003.07	-523,744.86	-2,275,000.40	0.00	-2,275,000.40	100.0%
Other Income/Expense									
Other Expense									
7500 · BUILDING IMPROVEMENTS	0.00	8,909.53	13,248.85	57,378.88	64,169.46	143,706.72			
Total Other Expense	0.00	8,909.53	13,248.85	57,378.88	64,169.46	143,706.72			
Net Other Income	0.00	-8,909.53	-13,248.85	-57,378.88	-64,169.46	-143,706.72	0.00	-143,706.72	100.0%
Net Income	-57,768.12	-692,442.12	-506,200.61	-574,381.95	-587,914.32	-2,418,707.12	0.00	-2,418,707.12	100.0%

MMSCL
Operating Funds Monthly Report
November 2012

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 7,489,520.95	\$ 12,494.83	\$ 613,390.50	\$ 4,154.15	\$ 6,892,779.43
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 303,396.16	\$ 1,890.23	\$ 150.07	\$ 174.49	\$ 305,310.81
Empire Nat'l Bank	OPERATING	\$ 175,887.97	\$ 199,937.52	\$ 101,678.95	\$ 79.85	\$ 274,226.39
Empire Nat'l Bank	PAYROLL	\$ 69,097.29	\$ 413,472.98	\$ 467,260.84	\$ -	\$ 15,309.43
						\$ 7,487,626.06

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	September 28, 2013	12 Months	0.05%	\$ 15,000.00

TOTAL INVESTMENTS: **\$ 15,000.00**

TOTAL CASH & INVESTMENTS: \$ 7,502,626.06

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

NOVEMBER 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
September-12		\$ 2,875,310.39	\$ 2,356.81	\$ -	\$ 2,877,667.20
October-12		\$ 2,877,667.20	\$ 1,706.16	\$ -	\$ 2,879,373.36
November-12		\$ 2,879,373.36	\$ 1,652.10	\$ -	\$ 2,881,025.46
Grand Total :					\$ 2,881,025.46

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits	23,403	24,940	25,192	21,412	25,285								120,232	117,954
Website Visits	58,621	53,304	50,675	51,437	50,674								264,711	232,441
Adult	9,680	9,329	8,708	8,968	9,695								46,380	42,972
Children's	2,112	1,615	1,097	1,240	1,378								7,442	11,105
Teen	1,113	807	714	800	797								4,231	8,700
Program Calendar	4,666	3,797	3,713	3,851	3,441								19,468	18,833
Library Link	340	383	383	319	289								1,714	1,909
CommunityLibrary.org	21,474	19,799	19,115	18,831	18,097								97,316	83,754
Facebook	7,738	11,750	5,264	7,590	9,802								42,144	14,269
Circulation	72,789	69,937	64,084	68,356	65,053	-	-	-	-	-	-	-	340,219	348,268
Staff assisted checkouts & renewals	33,916	32,199	30,403	33,285	32,004								161,807	206,756
Express Lane Checkouts & renewals	29,472	28,882	26,986	27,537	25,299								138,176	109,011
Renewals by patrons (web)	7,762	7,218	5,090	5,829	6,388								32,287	28,251
Overdrive Digital Checkouts	1,639	1,638	1,605	1,705	1,362								7,949	4,250
Freegal Downloads	704	986	837	701	709								3,937	3,850
ILLs out	3,237	3,446	2,775	2,866	2,681								15,005	18,107
ILLs in	2,708	2,949	2,430	2,374	2,198								12,659	12,422
Holds	7,014	7,231	6,464	5,913	6,038								32,660	31,668
Filled Holds	5,383	5,507	5,086	5,108	4,854								25,938	23,169
New Library Cards	382	275		357	270								1,563	1,634
New/Renewed Contract Patrons	1,417	98	21	11	7								1,554	1,326
Computer Usage	6,137	6,312	5,674	6,208	5,265	-	-	-	-	-	-	-	29,596	36,506
Adult	4,136	4,460	4,090	4,369	3,814								20,869	24,527
Children's	1,193	1,117	744	823	603								4,480	6,606
Teen	808	735	840	1,016	848								4,247	5,373
Reference Questions	2,485	2,515	2,736	2,977	2,480	-	-	-	-	-	-	-	13,193	11,980
Adult	608	1,026	1,066	1,284	1,082								5,066	2,401
Children's	1,422	1,146	1,285	1,254	1,028								6,135	7,841
Teen	360	264	291	314	290								1,519	1,076
Chat Reference	95	79	94	125	80								473	662
Other Questions	6,009	5,721	5,430	5,957	5,814	-	-	-	-	-	-	-	28,931	37,432
Adult	2,881	3,295	2,941	2,851	2,864								14,832	20,076
Children's	2,278	1,523	1,473	1,814	1,953								9,041	13,816
Teen	850	903	1,016	1,292	997								5,058	3,540
Programs, In-House Attendance	4,001	3,007	1,815	2,246	3,729	-	-	-	-	-	-	-	14,798	18,362
Programs, In-House Sessions	237	225	182	256	267	-	-	-	-	-	-	-	1,167	326
Adult	1,223	1,138	627	581	687								4,256	4,761
Adult # of Sessions	66	60	52	49	68								295	-
Children's	1,594	932	303	642	1,691								5,162	8,371
Children's # of Sessions	49	28	15	39	58								189	-
Teen	760	417	340	509	469								2,495	3,066
Teen # of Sessions	69	50	33	51	49								252	-
Community Services													-	-
Community Services # of Sessions													-	-
Outside Organizations	424	520	545	514	882								2,885	2,164
Outside Organizations # of Sessions	53	87	82	117	92								431	326
Programs, Offsite Attendance	574	544	150	424	273	-	-	-	-	-	-	-	1,965	2,070
Programs, Offsite Sessions	23	21	7	17	13	-	-	-	-	-	-	-	81	73
Adult	117	123	60	67	30								397	346
Adult # of Sessions	3	3	2	2	1								11	14
Children's	376	204	70	325	227								1,202	1,509
Children's # of Sessions	15	8	4	12	11								50	50
Teen	81	217	20	32	16								366	215
Teen # of Sessions	5	10	1	3	1								20	9
Community Services													-	-
Community Services # of Sessions													-	-
Outside Organizations													-	-
Outside Organizations # of Sessions													-	-
Programs, Literacy Attendance	602	715	731	2,429	1,538	-	-	-	-	-	-	-	6,015	4,671
Programs, Literacy Sessions	14	17	33	99	87	-	-	-	-	-	-	-	250	231
In-house Attendance	308	330	223	782	467								2,110	2,052
In-house Children's Attendance	294	385	135	459	235								1,508	742
In-house # of Sessions	14	17	13	40	31								115	110
Offsite attendance	-		346	972	699								2,017	1,877
Offsite Children's Attendance	-		27	216	137								380	-
Offsite # of sessions	-		20	59	56								135	121

Memo: To the Board of Trustees, December 17, 2012

From: Tara D'Amato, Assistant Director

Administration

- Continued with assisting in library participation in the Tri-Hamlet Leadership Council, including posting minutes and updating information on website.
- Interviewed Page candidates for the Circulation Department, Children & Parents Services, and Literacy.
- Updating new employee information in staff training database. Working on compiling end of calendar year statistics for various reporting purposes.
- Attended District Wide PTO meeting and WF Birthday coordinating meetings. The WF Birthday event is 4:30 p.m. on Dec. 17th.

Community Service

- Outreach main event was organizing the annual Library Float for the Chamber of Commerce of the Mastics and Shirley Christmas Parade. We again used our Giant Book form and a character costume. Library staff marched in the parade and handed out free book coupons that offered a paperback title to anyone who came back to the library to redeem the coupon.
- A new Chamber of Commerce of Greater Mastic Beach Village has formed; they are an interested group of local business people who are just getting started with organizing as a Chamber. This Chamber is interested in learning more about current business information available at the library. They inquired if we could have a staff member curate a brief "digest" of new business books and articles that we could share with them as a suggested reading list each month. I think it is a great idea and would promote our services and collections. This reading list could be shared among all the Chamber groups we participate in.
- I attended a very pertinent workshop about serving patrons with Behavioral Health Problems held at SCLS. Very practical tips on how to respond to distressing situations in a library setting were discussed, as well as protocols for workplace safety. The presentation was extremely informative and addressed situations we regularly experience here in the library. I would like to bring the speaker in as a workshop on site for more of our staff in the new year.

Friends of the Arts

- Met with Community Summit Theater Committee to discuss planning related to the 2013 Community Musical. The play will be "Bye Bye Birdie". Auditions were held at the High

School the week of December 10. The Library will host a Sign and Set Making workshop for community members to participate in the preparations for the play during the week of Feb 18-22, 2013.

- The Christmas Carol Play scheduled for Friday December 21 is sold out!



The Library Parade float featuring cookie mouse (librarian Emily Lazio), amazing float design by custodian Harry Lugo, and our team of staff marchers. Thanks to trustees Wendy Gross and Jim Mazzarella for joining in the fun!



Cookie Mouse gets a high-five from a pint sized fan.

Board of Trustees Meeting December 17, 2012

- **Workers Compensation Insurance Renewal**

- We just received our renewal quote from the insurance company
- As you know, our claims history in this area has been quite active. This history no doubt resulted in the 28% increase in our quoted renewal premium
- Our insurance broker is currently examining the quote and is in communication with the insurance company to reduce this premium
- Further update to follow

- **Facilities Update**

- Assisting in the administration of the boiler replacement project
- Red Hawk (fire alarm system contractor) visited Library to determine the feasibility of installing a carbon monoxide detector in our new boiler room and wiring it into our existing fire alarm panel

- **NYS Employees Retirement System**

- Successfully wired this year's annual employer contribution of \$763K
- This expense will appear in *next month's* profit and loss statement under the *Employee Benefits* category

- **Meetings**

- Civil Service Employees Association

- **Continuing Education**

- Attended *State Contract Procurement 101* webinar as presented by the Office of Goods and Services and hosted by the New York State Library Association

- **NYSHIP – Empire Health Insurance**

- We received our new health insurance rates for the coming calendar year
- At an increase of 8%, the rates came in on the lower end of the projected range that was supplied to participating agencies in late October of this year

CIRCULATION SERVICES

Board
Report

Circulation Statistics: for November 2012 submitted December 2012

Circulation Activity: 65,053

Staff Assisted Checkouts: 32,004

Self Checkouts: 25,299

Online Renewals: 6,388

Digital Checkouts: 1,362

Physical Visitors: 25,285 and Current Card Holders: 45,671

New Library Cards issued: 270

MMSCL District Patrons 263

Out of District Contract Patrons 7

Meeting Room Usage:

Number of rooms booked by district organizations including tutors — 92

Number of community residents including students in attendance — 882

SMS Alerts (text notifications):

355 patrons currently enrolled

Online Self Registration:

Currently requested 16

Department Head Note:

November brought the start of the holiday season and the circulation staff has once again maintained good customer service to meet patron demand for quick and efficient interaction. Towards the end of the month the Circulation staff enjoyed a long awaited staff meeting in which every Circulation staff member attended. During this staff gathering many duties and functions were reviewed and comments to help make Circulation more efficient were gladly accepted. The Circulation staff will continue to make recommendations to improve efficiency as part of their work routine. November also produced position notices for new hires which will take place mid December.

Literacy

December Board Report 2012

Heritage Day Celebration



Our Annual Heritage Day Event will take place on Friday, December 14, at 7:30p.m. Ten Latino countries will delight the audience with native dress and dance. The groups have been practicing since August and are very enthusiastic about sharing a glimpse of their culture with our community. We decided to combine our annual holiday event with this presentation. Of course, we're expecting a visit from Santa for the youngest members of our audience.

Community Partnerships



In continuing with our community partnerships and health awareness seminars we welcomed a speaker from Brighter Tomorrows who came and spoke to our morning family literacy classes about Domestic Violence. In conjunction with Stony Brook Hospital Division of Adolescent Medicine we just completed our second round of 8 sessions where Stony Brook presented a workshop entitled "Making Proud Choices." The workshop covers everything from self-esteem issues to HIV. On Thursday, December 13th a workshop will

be presented on good communication skills within families for those who participated in either of Stony Brook's two eight week sessions. Stony Brook is providing a delicious healthy dinner for the families in celebration of completion of the workshops. We hope to continue our partnership with both of these agencies in the near future.

WFHS Literacy



Classes at William Floyd High School are going strong. On any given evening we can see up to 85 adults taking advantage of our ESOL classes. Family nights are going well and afford families the ability to come to learn English as a family unit. This speaks volumes to the youngsters in the family about the importance of education. The partnership that has developed in expanding family nights through the Teen Department's Reading Buddies program is a wonderful

component and asset to the program. It's also obvious that the children love the program. Literacy staff tell me that the youngsters get very upset if parents try to "sneak out" to class without them. Who could ask for more?

December 2012

Compiled by: Nick Tanzi

Winter Reading Club Online

With the January newsletter fast approaching, Digital Services has been working to complete the Winter Reading Club websites for CPSD, TSD & RASD. Each department's site has been designed off of a library-wide snowman theme, with a look intended to be appealing to each demographic. Additionally, the pages have been programmed to run according to each department's rules.



Work on the sites should be completed in the coming days. With library-wide promotions planned, it is expected that we will top last year's registration and total books logged.



Offering Innovative Programs

In partnership with the Long Island Science Center, we will be offering a **6 week workshop in virtual reality game design** for our teen patrons. Software and hardware is being provided free of charge, including headsets and game controllers. Over the course of the workshop, teens will work as a team to design 3-D landscapes, characters, sounds and game logic based around a “mission to Mars” theme. At the end of the workshop, they will demo their games to friends and family. A trainer will be at the library on January 23rd to offer instruction on the hardware/software. We’ll then launch the workshop in the beginning of February. Needless to say, we’re excited for this one!



In addition to virtual reality game design, Digital Services will be offering courses in **stop-motion animation** to the Teen Department’s camera club beginning in January. The plan is to have our teen patrons (and eventually children) plan, shoot & edit short film sequences using clay, action figures and other media. Installation of the software was recently completed and our tests went well!

Expanding our Digital Collection

We are in the middle of a 30 day trial of Tumblebook Cloud, a web-based collection of interactive eBooks. This service would represent an enhancement of our present Tumblebook collection—expanding the collection to include chapter books, videos and graphic novels for older readers. Additionally, the platform is set up to allow syncing across multiple devices, such as the iPad and Android tablets. We should complete our evaluation by the end of the month, which (if it goes well) would allow for its introduction during Winter Reading Club.

Preparing for the Holiday Rush

Historically, the month of January is an extremely busy time for Digital Services. Typically a peak number of patrons require instruction on a new gadget they've received as a gift. Additionally, our public is often accessing library digital content for the first time with a new device, or any device at all! In anticipation of this, we have scheduled the following classes in addition to our ongoing one-on-one tech help:

Free Digital Magazines from your Library on Wednesday, January 9, 1:00 p.m. and Thursday, January 10, 6:00 p.m. Our patrons will be shown how to get magazines on their smart phone, tablet, eReader, tablet or computer using our Zinio magazine service.

Free eBooks from Your Library on Thursday, January 3, 6:00 p.m. Our patrons can bring in their new gadget and stop by our eReader table on the main floor for an on-site lesson on borrowing eBooks from their Community Library.

Drop-in sessions like these were used last year to great effect—preventing a backlog in one-on-one instruction.





Adults

December 2012

The Drama of Ellis Island

On November 15th, Barry Moreno from the Ellis Island Museum conducted a talk on the story of Ellis Island, America's first and most important Federal immigration station. Over 30 people attended, and the feedback was excellent.



Josephine Wuthenow
Department Head

Behavioral Health in the Library

I attended a workshop at SCLS on Dec. 1, 2012, regarding "Working with Challenging Patrons with Behavioral Health Problems." The presentation was given by Michael Stolz, LCSW, a mental health professional for 32 years. Mr. Stolz gave an overview of the "do's and don'ts" for sustaining safety in the workplace when confronted by people who present with behavioral problems. He also provided a variety of community emergency resources that library staff can refer people to. It was a highly informative workshop that would be helpful for all public service staff to attend.



Debbi Ward, RASD Librarian

Readers' Advisory Update

30 new posts were published to the Reader's Advisory Blog in November. The blog had 361 unique visitors and 1701 page views. While the top posts last month were genre recommendations, the top posts this month were about single books. This may be because November was a big month for bestsellers from popular fiction authors.

The top three posts viewed during the month of November were:

- 2013 Long Island Reads Selection Announced
- Merry Christmas Alex Cross
- New Danielle Steel: Sins of the Mother



Jessica Oelcher

DEPARTMENTAL SNAPSHOT

PROGRAMS

- **687** patrons attended our in-house programs
- **30** patrons attended our off-site programs

COPIES & FAXES

- We helped patrons **742** times with copies, faxes, and scanning

COMPUTERS

- Patrons used our computers **3,814** times

REFERENCE & INFORMATION

- We answered **3,946** patron questions

COMMUNITY RELATIONS

Tri Hamlet News has published an article announcing the job search packets recently created for our adult patrons.



HAPPY HOLIDAYS FROM: RASD



Teen Services Department — December 2012

READING BUDDIES @ ESOL FAMILY NIGHTS



Volunteer Programs at your Community Library

With the help of the Children's and Literacy Departments, Teen Services has been able to build towards one of our primary goals - creating a sustainable community service program. Using the ongoing ESOL Family Night (held at William Floyd High School) and Literacy Homework Help programs, Teen and Children's librarians developed programs in which teen volunteers would assist the elementary-school-aged children of literacy students with reading, homework, and skill-building. Despite a late start and a hurricane in the way, we drew 5 volunteers for each program (Volunteers must be in High School for Reading Buddies, or in 6-12th grade for Study Buddies). These volunteers were amazing, as were the children they worked with. Staff members watched as the teens and children read together, practiced writing and drawing, played games, and just chatted with each other. Most of our volunteers have committed to continuing to serve in the Winter, even those who have completed their community service requirement. And we will expand Study Buddies in January to offer volunteer Homework Help as a drop-in program on the public floor in the Children's Department. We are all looking forward to another successful session!

STUDY BUDDIES @ LITERACY HOMEWORK HELP



Teen Services Department - December 2012 - page 3

November 2012 Teen Desk Questions Statistics	
01 Readers Advisory	28
02 Homework Help	5
03 Reference	14
04 Do you have ____? (specific book, cd, videogames etc)	152
05 ILL/Reserve Item	69
06 Internet Searching/Computer Help	22
All Reference Requests	290
07 Program Signup and Information	97
08 Directions/Procedures	20
09 Computer Signup/Time Extension/Printing/Computer Troubleshooting	674
10 Retrieve video game(s)	112
11 Needs supplies/headphones/etc	70
Other	24
Directional/Other Requests	997
Total Requests	1287

November 2012 Teen Desk Questions by Time Slot

	Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		# 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	
	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req								
9am - 1pm	27	6	3	6	9	9	7	17	14	22	20	37	n/a	n/a	80	97	177	25	3	4	7	9am - 1pm
1pm - 5pm*	31	115	18	92	15	109	23	86	19	124	26	41	25	60	157	627	784	29	5	22	27	1pm - 5pm*
5pm - 9pm	14	52	20	91	11	63	8	67	n/a	n/a	n/a	n/a	n/a	n/a	53	273	326	16	3	17	20	5pm - 9pm
comb.	72	173	41	189	35	181	38	170	33	146	46	78	25	60	290	997	1287	29	10	34	44	comb.
# of days	4	4	4	4	4	4	4	4	5	5	4	4	4	4								
avg 9a-1p	7	2	1	2	2	2	2	4	3	4	5	9	n/a	n/a	Notes:							
avg 1p-5p	8	29	5	23	4	27	6	22	4	25	7	10	6	15	Reference Questions: Readers Advisory, Homework Help, Reference, Do you have _____? (Specific title/author/artist), Reserve/ILL item(s), and							
avg 5p-9p	4	13	5	23	3	16	2	17	n/a	n/a	n/a	n/a	n/a	n/a	Other Requests: Program Signup and Information, Directional ("Where is the program?"), Computer Signup/Time Extension/Printing/Computer Troubleshooting, Retrieve video game(s), Needs supplies/headphones/etc, Other							
avg Q/day	18	43	10	47	9	45	10	43	7	29	12	20	n/a	n/a								
	Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays									
	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req								
															*1pm - 5pm includes 1-7:30pm Fridays and 12-4p Sundays							

NOVEMBER 2012 TEEN PROGRAMS		
Program Category	# of programs	Total Attendance
Drop In Programs	14	111
On the Road (off site programs)	1	16
Crafts and Food	2	21
Computers and Digital Learning	3	10
Entertainment	14	215
Reading	0	0
Arts	5	29
Enrichment (inclusion programs)	1	9
Planning Ahead	1	20
Class Visits	2	24
Community Service	7	30
TOTAL PROGRAM ATTENDANCE	50	485





Children & Parents

Rachel Wyneken
Department Head

December 2012 Board Report

The CPSD floor is all decked out for winter. We continued our tradition of offering a gathering to CPSD staff that included food, socializing and making decorations that are displayed in the room. This year we decorated mini birdhouses that are part of the display in the back window.

I have met with the principals and librarians of four of the five elementary schools in the district to discuss how we can



collaborate with each other more efficiently. I have only one school left. The results have been positive. One of my concerns has been the drop in visits to the library of classes from the schools over the past five years. As a direct result of my meetings with the principals, we have already hosted eight classes of kindergarten and 2nd graders, connecting with 404 students. Some of these children are getting library cards for the first time! In addition, we already have 13 classes scheduled to come in January.

Another subject we cover during our meetings is how we can work together to get more students involved in the library's reading clubs. We have already scheduled our visits to the some of the schools at the end of June to promote the summer reading club. Best of all, for the first time we're coordinating with some of the elementary schools on promoting the winter reading club. Hobart Elementary is sending its kindergarten and 2nd grade students to the library in January so that they can hear all about the *Snow Better Time to Read* winter reading club, which runs through February, and Tangier Smith is having an evening event for their families specifically to promote the winter reading club at the library.

This year the departments have worked closely to coordinate the time and theme of all three winter reading clubs, with a single kick-off event planned for Friday evening, February 1, for readers of all ages. The *Snow Ball* is something you won't want to miss. There's even going to be "ice skating" in the library!

January and February are bringing some temporary staff changes to the department. We're preparing for the leaves of one full-time librarian and two part-time clerks, all of which involves rearranging responsibilities and asking for extra help. Another thing we're struggling with is how best to house our videogames that are too small to be tagged and are therefore at higher risk of theft. Because of the

high volume of circulation for these collections, the current solution of requiring patrons to pick up the games at the CPSD reference desk has become unwieldy for the staff at the desk. We are considering returning these specific types of videogames to lockboxes.

Because I like to end on a happy note, I will brag about how far-reaching our services can be. Last week Eileen Curtin received a phone call at the reference desk from a college student in Rochester, New York, who was working on a lesson plan. She had been unable to get the help she needed from her local and college libraries. She was our patron, and knew that we would be able to help her. To make a long story short, Eileen was able to provide her with exactly what she needed.

REPORT OF PERSONNEL CHANGES

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
12/17/12

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 AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
LA	Nasta, Joseph		Guard	\$19.29/hr		04/03/12-04/02/13	
RL	Campbell, Ellen		Library Clerk	\$27,403.22		12/04/12	12EL311
A	Campbell, Ellen		Senior Library Clerk	\$30,403.00		12/05/12	
APT	Bruno, Ashley V.		Page	\$8.29/hr	Under 17.5	12/03/12	
APT	Della Rocca Jr., Brian P.		Page	\$8.29/hr	Under 17.5	12/03/12	
APT	Ulrich Christopher S.		Page	\$8.29/hr	Under 17.5	12/03/12	
APT	Mason, Melissa L.		Page	\$8.29/hr	Under 17.5	12/04/12	
APT	Pedersen, Christine E.		Page	\$8.29/hr	Under 17.5	12/04/12	
TM	Landau, Dorothy		Page	\$11.16/hr		12/05/12	
APT	Furnari, Darian E.		Page	\$8.29/hr	Under 17.5	12/13/12	

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

☐ APPROVED
 ☐ DISAPPROVED
☐ APPROVED AS NOTED

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

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED
12/17/12

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
TRS	Owens, Kimberly		Library Clerk	\$13.01/hr		12/14/12	
APT	George, Ivette		Page	\$8.29/hr	Under 17.5	12/18/12	
LA/EXT	Kalmbach, Janet		Library Clerk	\$15.77/hr		12/17/12 - 01/06/13	

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

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

☐ APPROVED ☐ DISAPPROVED
☐ APPROVED AS NOTED

Signature of Appointing Authority



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

November 15, 2012

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2013 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2013 SCLS Operating Budget** for your review and consideration.

At its meeting of November 15, 2012 the SCLS Board of Trustees approved the enclosed SCLS FY 2013 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposal before December 31, 2012.

Attached to this memo are the notes from the first draft budget, the final proposed SCLS 2013 FY Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

There have been a number of changes made from the draft budget dated October 5, 2012 which you received last month. Most of the changes are simply based upon us having more up to date estimates of the income and expenditures that SCLS expects in 2013. The reasons for changes being made from the first draft budget are listed below. By reviewing this entire packet along with the initial draft budget, dated October 5, we hope that you will have a full picture of the SCLS FY 2013 Budget Proposal and its impact on the member libraries as a whole and individually.

Income

- 1) *Mailing Overdues* has decreased based on current estimates.
- 2) *Miscellaneous* has increased based on current estimates.
- 3) *Member Support* has decreased based on current estimates.
- 4) *Downloadable Media* based on conversation with the member library directors. We have lowered the proposed increase from 102% to 87%. We will continue to work with the member library directors to develop a final payment model that best serves the needs of the cooperative service and individual library participants.

Expenditures

- 1) *Salaries* has decreased based on current estimates.
- 2) *Fixed Charges* has decreased based on the lower salary projections.

- 3) *Optical* has increased based on current estimates.
- 4) *Downloadable Media* has decreased as an offset due to the change mentioned above.
- 5) *Telephone Voice* has decreased based on current estimates.
- 6) *Postage Overdues* and *Overdue Supplies* have decreased as an offset due to the change mentioned above.
- 7) *Publicity & Printing* has decreased due to more work in this area being done by SCLS staff rather than outsourced.
- 8) *Vehicle Operations* has been increased due to the rising cost of vehicle fuel.
- 9) *MCTD Tax* decreased based on the lower salary projections.
- 10) *Gas* for heating the building has decreased due to improvements to the physical plant and current estimates.
- 11) *Equipment* has decreased due to current estimates.

The most significant change is that member support is actually proposed to decrease, albeit by a modest \$1,600, in 2013. Every library will see their payment amount decrease from the first estimate though not every library will pay less member support next year than they did this year.

Often we are asked why every library does not have the same percentage change in member support. The reason is that member library financial participation is determined by both population served (which was updated to reflect the 2010 Federal Census for the first time this year) and expenditures for the prior year (2011.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the average or if your population increased more than average due to the updated Census figures then your contribution change will be greater than the average. The proposed member support chart **HAS** changed from the first draft. **The version that is enclosed with this memo is the final chart.**

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2012. Should you have any questions, please feel free to call me.

Thank you for your continued support of our collaborative efforts.

2013 BUDGET INCOME
(Proposed)

SOURCE	2011 Budgeted	2011 Actual	2012 Budgeted	2013 Proposed	\$ Change	% Change
N. Y. State	2,066,955	2,151,514	2,034,004	2,344,754	310,749	15.28%
Local Sponsor Aid	236,475	246,149	230,230	271,445	41,215	17.90%
Outreach	170,979	178,029	166,515	193,396	26,881	16.14%
SCLS: CLA	113,811	117,283	109,698	128,611	18,913	17.24%
SCLS: CBA	13,168	13,148	12,297	13,704	1,407	11.44%
Interest	15,000	14,010	12,500	12,000	(500)	-4.00%
Rental	38,954	40,550	39,613	41,600	1,987	5.02%
Delivery Service	10,000	2,248	3,000	3,000	0	0.00%
Mailing Overdues	142,500	109,867	115,000	87,000	(28,000)	-24.35%
LI Talking Book Library	140,000	140,000	10,000	5,000	(5,000)	-50.00%
Miscellaneous	10,000	98,393	134,000	85,000	(49,000)	-36.57%
Programs	1,000	0	1,000	1,000	0	0.00%
Contributions	4,000	51,844	2,500	5,000	2,500	100.00%
Library Contract Service	235,118	242,082	275,871	210,210	(65,661)	-23.80%
RFID Support	0	0	10,000	10,000	0	0.00%
Member Library Support	2,447,567	2,445,577	2,484,282	2,482,610	(1,672)	-0.07%
PALS Admin. Fee	638,643	535,887	617,068	629,567	12,499	2.03%
Sub-Total	6,284,170	6,386,581	6,257,578	6,523,897	266,318	4.26%
(Operational)						
LLSA Member Libraries	336,744	350,520	327,852	384,044	56,192	17.14%
CLA CBA Central Library	268,205	280,920	262,752	305,728	42,976	16.36%
Suffolk E-Resources	748,825	745,150	748,825	748,825	0	0.00%
Coordinated Orders	470,250	800,496	500,000	600,000	100,000	20.00%
Downloadable Media	177,600	276,300	538,200	1,005,752	467,552	86.87%
<u>Central Library support</u>						
Non-fiction (Overdrive)			12,000	12,000	0	0.00%
Homework Help	45,000	50,000	50,000	55,000	5,000	10.00%
Delivery-Saturday			0	60,000	60,000	100.00%
Sub-Total	2,046,624	2,503,386	2,439,629	3,171,349	731,720	29.99%
(Direct Offset)						
TOTAL INCOME	8,330,794	8,889,967	8,697,207	9,695,246	998,038	11.48%

2013 BUDGET EXPENDITURES

(Proposed)

Acct Code	ACCOUNT TITLE	2011 Budgeted	2011 Actual	2012 Budgeted	2013 Proposed	\$ Change	% Change
	<u>SALARIES</u>						
10 5020	LIBRARIANS	1,128,063	1,043,424	1,157,658	1,267,971	110,313	9.53%
10 5030	CLERICAL	1,299,570	1,285,459	1,323,477	1,276,492	(46,985)	-3.55%
10 5050	Shipping & Maint.	341,892	394,590	181,193	290,035	108,842	60.07%
10 5040	SUBSTITUTES & HOURLY	144,908	168,464	294,876	211,156	(83,720)	-28.39%
	SUB-TOTAL	2,914,433	2,891,937	2,957,204	3,045,654	88,450	2.99%
	<u>FIXED CHARGES & FRINGE BENEFITS</u>						
10 5110	RETIREMENT	320,588	564,078	499,028	561,301	62,273	12.48%
10 5100	SOCIAL SECURITY	222,954	213,438	226,226	232,993	6,767	2.99%
10 5180	WORKER'S COMP.	50,000	32,999	43,827	36,000	(7,827)	-17.86%
10 5125	UNEMPLOYMENT	4,680	0	2,180	2,181	1	0.05%
10 5120	DISABILITY	8,000	6,255	8,000	8,000	0	0.00%
10 5150	HEALTH INSURANCE	435,050	381,539	457,000	450,000	(7,000)	-1.53%
10 5160	HEALTH INS. RETIREES	458,780	403,250	478,000	450,000	(28,000)	-5.86%
10 5130	DENTAL	30,000	29,963	28,000	30,000	2,000	7.14%
10 5140	OPTICAL	6,000	5,388	6,000	6,500	500	8.33%
10 1255	FLEXIBLE SPENDING	1,000	480	1,000	1,000	0	0.00%
10 5190	SICK & VAC. PAYOUTS	70,000	74,197	73,000	75,000	2,000	2.74%
10 5185	LONG TERM CARE INS.	8,000	5,721	7,000	6,000	(1,000)	-14.29%
10 5170	INSURANCE INCENTIVE	14,000	11,658	14,000	5,000	(9,000)	-64.29%
	Empl. Assist. Program	3,000	2,680	3,000	3,000	0	0.00%
	SUB-TOTAL	1,632,052	1,731,646	1,846,261	1,866,975	20,714	1.12%
10 5220	<u>PROFESSIONAL FEES</u>	57,083	60,357	57,083	56,283	(800)	-1.40%
	SUB-TOTAL	57,083	60,357	57,083	56,283	(800)	-1.40%
	<u>LIBRARY MATERIALS</u>						
10 5310	BOOKS	9,500	7,186	5,750	6,750	1,000	17.39%
10 5200	SUFFOLK E-RESOURCES	748,825	735,336	748,825	748,825	0	0.00%
10 5300	CBA MATERIALS	13,168	12,220	12,297	13,704	1,407	11.44%
10 5299	CLA CBA CNTRL LIBRARY	268,205	280,920	262,751	305,728	42,976	16.36%
10 5570	LLSA MEMBER LIBRARIES	336,744	350,520	327,852	384,044	56,192	17.14%
10 5231	HOMEWORK HELP	270,000	270,000	270,000	375,000	105,000	38.89%
10 5307	Downloadable Media	177,600	368,280	538,200	1,005,752	467,552	86.87%
10 5959	COORDINATED ORDERS	470,250	785,322	500,000	600,000	100,000	20.00%
	SUB-TOTAL	2,294,292	2,809,784	2,665,675	3,439,803	774,128	29.04%
Page 2							

2013 BUDGET EXPENDITURES

(Proposed)

Acct Code	ACCOUNT TITLE	2011 Budgeted	2011 Actual	2012 Budgeted	2013 Proposed	\$ CHANGE	% Change
	<u>OPERATIONS</u>						
10 5340	OFFICE & LIB. SUPPLIES	49,000	51,154	42,000	45,500	3,500	8.33%
10 5380	TELEPHONE VOICE	25,200	18,234	25,200	16,440	(8,760)	-34.76%
10 5410	ISP SERVICE	85,200	28,353	60,000	78,000	18,000	30.00%
10 5950	Line of Credit INTEREST	25,000	0	6,500	2,500	(4,000)	-61.54%
10 5470	POSTAGE & FREIGHT SCLS	50,000	38,811	35,000	41,200	6,200	17.71%
10 5470	POSTAGE OVERDUES	110,000	64,006	90,000	67,500	(22,500)	-25.00%
10 5480	PUBLICITY & PRINTING	142,000	144,692	100,000	75,000	(25,000)	-25.00%
10 5490	TRAVEL	16,300	13,175	16,300	16,300	0	0.00%
10 5530	Lost in Transit	10,000	9,758	15,000	10,000	(5,000)	-33.33%
10 5460	OVERDUE SUPPLIES	17,500	11,644	15,000	11,000	(4,000)	-26.67%
10 5520	MEMBERSHIP DUES	8,000	11,244	8,000	8,000	0	0.00%
10 5370	MAINT. - OFFICE EQUIP.	52,068	42,786	35,468	34,820	(648)	-1.83%
10 5540	COMPUTER SERVICES	175,702	205,914	148,016	167,027	19,011	12.84%
5810,20	VEHICLE OPERATION	35,784	44,584	35,784	36,657	873	2.44%
10 5800	VEHICLE MAINTENANCE	10,000	12,225	10,000	20,000	10,000	100.00%
10 5105	MCTD Tax	9,909	9,761	10,054	10,355	301	3.00%
10 5500	TRUSTEE EXPENSE	4,000	2,696	4,000	4,000	0	0.00%
10 5560	PROGRAMS	17,225	25,302	17,225	20,000	2,775	16.11%
10 5510	PROF. DEVELOPMENT	27,575	36,634	25,550	27,575	2,025	7.93%
	SUB-TOTAL	870,463	770,973	699,097	691,874	(7,223)	-1.03%
	<u>BUILDING OPERATIONS</u>						
10 5830	GAS	30,000	21,004	30,000	21,000	(9,000)	-30.00%
10 5840	ELECTRICITY	99,750	104,974	99,750	104,750	5,000	5.01%
10 5850	WATER	1,500	1,138	1,500	1,500	0	0.00%
10 5860	SUPPLIES-JANITORIAL	4,000	3,157	2,000	3,500	1,500	75.00%
10 5870	CONTRACT SERVICES	121,768	188,020	177,684	275,685	98,001	55.15%
10 5880	REPAIR - BLDG. & EQUIP.	32,110	66,583	31,759	50,000	18,241	57.44%
	SUB-TOTAL	289,128	384,876	342,693	456,435	113,742	33.19%
5890,95	INSURANCE	58,150	37,972	44,194	43,222	(972)	-2.20%
10 5900	EQUIPMENT	56,385	59,449	45,000	55,000	10,000	22.22%
10 5920	EQUIPMENT - VEHICLES	58,808	0	0	0	0	0.00%
5940,75	FACILITY RENOVATIONS	100,000	75,454	40,000	40,000	0	0.00%
	SUB-TOTAL	273,343	172,875	129,194	138,222	9,028	6.99%
	TOTAL EXPENSES	8,330,794	8,822,448	8,697,207	9,695,246	998,039	11.48%
	TOTAL INCOME	8,330,794	8,889,967	8,697,207	9,695,246	998,038	11.48%
		0	67,519	0	(0)		

PROPOSED 2013 MEMBER LIBRARY SUPPORT @ 0.07% OVERALL DECREASE
 BASED ON ANNUAL REPORT FINANCIALS: **2011**

New ML Total Funding	SERVICE AREA	SUPPORT	11 AR DISB -	DISBURSMTS	PROP	ACT	INCR	\$ Change
2,482,610	CENSUS POP 2010	BY 2010 POP	12.31-	0.00669790	2013 CAL	2012 CAL	PROP 2013	PROP 2013
1,241,305	w/ CNTRTS 00POP	0.8120321	(11.7+12.12+12.30)		ML SUPP	ML SUPP	FROM 2012 ACT	FROM 2012 ACT
New Minimum Payment								
11,790	5,895	7,259		880,107				
AMAGANSETT	1,365	5,895	646,867	5,895	11,790	11,798	-0.1%	-8
AMITYVILLE	26,210	21,283	2,487,560	16,661	37,945	37,710	0.6%	235
BABYLON	11,797	9,580	1,770,878	11,861	21,441	22,213	-3.5%	-772
BAYPORT-BLUE POINT	13,965	11,340	2,242,318	15,019	26,359	25,466	3.5%	893
BAY SHORE-BRIGHTWATERS	33,374	27,101	2,722,444	18,235	45,335	45,964	-1.4%	-629
BRENTWOOD	87,253	70,852	6,175,239	41,361	112,213	108,562	3.4%	3,651
BROOKHAVEN	9,953 /	8,082	703,461	3,708	11,790	11,798	-0.1%	-8
CENTER MORICHES	24,603 +	19,978	2,268,237	15,192	35,171	31,791	10.6%	3,380
CENTRAL ISLIP	37,383	30,356	2,576,448	17,257	47,613	46,718	1.9%	895
COLD SPRING HARBOR	8,556	6,948	1,692,964	11,339	18,287	18,809	-2.8%	-522
COMMACK	15,349	12,464	3,406,765	22,818	35,282	35,794	-1.4%	-512
COMSEWOGUE	44,686 **	36,286	4,557,378	30,525	66,811	64,514	3.6%	2,297
CONNETQUOT	40,164	32,614	5,635,564	37,746	70,361	72,345	-2.7%	-1,984
COPIAGUE	30,505	24,771	3,005,171	20,128	44,899	45,493	-1.3%	-594
CUTCHOGUE-NEW SUFFOLK	3,698	4,153	1,140,226	7,637	11,790	11,798	-0.1%	-8
DEER PARK	25,760	20,918	2,448,004	16,396	37,314	40,568	-8.0%	-3,254
EAST HAMPTON	15,789	12,821	1,788,688	11,980	24,802	23,551	5.3%	1,251
EAST ISLIP	25,176	20,444	2,989,399	20,023	40,466	41,824	-3.2%	-1,358
ELWOOD	13,353	10,843	1,484,005	9,940	20,783	20,866	-0.4%	-83
EMMA S CLARK	48,424	39,322	4,370,631	29,274	68,596	69,445	-1.2%	-849
FLOYD MEMORIAL	6,089	5,895	810,519	5,895	11,790	11,798	-0.1%	-8
HALF HOLLOW HILLS	48,558	39,431	6,427,796	43,053	82,483	82,188	0.4%	295
HAMPTON BAYS	15,468 +	12,561	1,734,242	11,616	24,176	24,311	-0.6%	-135
HAMPTON	1,827	5,895	871,337	5,895	11,790	11,798	-0.1%	-8
HARBORFIELDS	18,722	15,203	3,913,621	26,213	41,416	41,820	-1.0%	-404
HAUPPAUGE	10,784	8,757	2,132,258	14,282	23,039	22,781	1.1%	258
HUNTINGTON	34,810	28,267	8,009,563	53,647	81,914	80,070	2.3%	1,844
ISLIP	19,401	15,754	2,802,123	18,768	34,523	35,055	-1.5%	-532
JOHN JERMAIN	6,741	5,895	1,041,428	5,895	11,790	11,798	-0.1%	-8
LINDENHURST	42,011	34,114	3,908,624	26,180	60,294	62,016	-2.8%	-1,722
LONGWOOD	65,435	53,135	5,481,618	36,715	89,851	87,031	3.2%	2,820
MASTICS-MORICHES-SHIRLEY	55,159 +	44,791	7,718,894	51,700	96,491	94,522	2.1%	1,969
MATTITUCK	5,844	4,875	1,032,404	6,915	11,790	11,798	-0.1%	-8
MIDDLE COUNTRY	62,562	50,802	12,822,455	85,884	136,686	138,641	-1.4%	-1,955
MONTAUK	3,326	5,895	603,850	5,895	11,790	11,798	-0.1%	-8
NORTH BABYLON	30,052	24,403	2,611,428	17,491	41,894	44,715	-6.3%	-2,821
NORTH SHORE	30,785	24,998	3,377,497	22,622	47,621	47,037	1.2%	584
NORTHPORT-EAST NORTHPORT	36,113	29,325	8,161,320	54,664	83,989	86,569	-3.0%	-2,580
PATCHOGUE-MEDFORD	52,929	42,980	7,690,668	51,511	94,491	94,417	0.1%	74
PORT JEFFERSON	15,480 **	12,570	3,590,848	24,051	36,621	36,371	0.7%	250
QUOGUE	2,095 +	5,895	641,342	5,895	11,790	11,798	-0.1%	-8
RIVERHEAD	40,161 +	32,612	3,200,702	21,438	54,050	49,562	9.1%	4,488
ROGERS MEMORIAL	13,443	10,916	3,562,735	23,863	34,779	35,934	-3.2%	-1,155
SACHEM	83,196	67,558	8,896,157	59,586	127,143	128,580	-1.1%	-1,437
SAYVILLE	18,580	15,088	2,361,451	15,817	30,904	31,380	-1.5%	-476
SHELTER ISLAND	2,392	5,895	513,121	5,895	11,790	11,798	-0.1%	-8
SMITHTOWN	117,801	95,658	9,779,424	65,502	161,160	163,733	-1.6%	-2,573
SOUTH COUNTRY	19,905 /	16,163	2,350,578	15,744	31,907	30,866	3.4%	1,041
SOUTH HUNTINGTON	38,650	31,385	4,421,670	29,616	61,001	61,473	-0.8%	-472
SOUTHOLD	6,332	5,895	768,165	5,895	11,790	11,798	-0.1%	-8
WEST BABYLON	27,918	22,670	2,766,138	18,527	41,198	42,768	-3.7%	-1,570
WEST ISLIP	28,042	22,771	3,163,546	21,189	43,960	45,946	-4.3%	-1,986
WESTHAMPTON	9,481 +	7,699	1,896,640	12,704	20,402	17,974	13.5%	2,428
WYANDANCH	11,702	9,502	1,156,770	7,748	17,249	17,111	0.8%	139
TOTALS:	1,499,157	1,241,305	184,333,179	1,241,305	2,482,610	2,484,282	-0.1%	-1,672

Overall populations increased by the following:
 + = SCLS-brokered contract(s) shared with multiple libraries;

** = Two contract areas contracting with two libraries;
 / = Apportioned population of two libraries serving one district

0



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

October 5, 2012

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: SCLS Draft FY 2013 Budget

Enclosed with this memo is the **Draft SCLS 2013 Operating Budget** for your review and consideration. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated member support chart.

As is SCLS practice, during the month of October we ask you to review the coming year's draft budget proposal and offer your comments and suggestions prior to us presenting a final budget version for a membership vote in November and December.

The FY 2013 budget has been developed to allow us to provide a level of service that is reflective of our Plan of Service. Included in this budget are five key issues; 1) a proposed increase in State Aid for the first time in six years, 2) a proposed increase in member support of 2.5%, 3) maintaining the Homework Help service, 4) starting to deliver materials on Saturdays, and 5) a proposed doubling of purchased materials for the Live-brary.com Free Downloads.

We have developed a spending plan that will allow us to continue to provide our fifty six member libraries the depth and quality of services that you expect from SCLS. Please review this proposal and contact me with any questions or concerns that you may have. I also welcome you to join us at one of our budget hearings that are listed below.

SCLS FY 2013 Budget Hearings:

Tuesday, October 16, 2012, 6:30 p.m.
Elwood Public Library, 1929 Jericho Turnpike, Elwood
SCLS Budget Hearing

Friday, October 19, 2012 10:00 a.m.
Shelter Island Public Library, 30 North Ferry Road, Shelter Island
East End Directors Meeting

Monday, November 5, 2012, 6:30 p.m.
Suffolk Cooperative Library System, 627 North Sunrise Service Road, Bellport
SCLS Board of Trustees Meeting

Proposed SCLS 2013 Operating Budget

Notes on the Attached 2013 Budget:

FORMAT

You will note the income side of the SCLS Proposed Budget sheet has been divided into “operational” and “direct offset” or “pass-through” sections. This has been done to better reflect the nature of how SCLS and the partnership with our member libraries actually work.

The “operational” section includes our staff costs, facilities, supplies, equipment, and the other aspects that make up much of the work that we do.

The “direct offset” includes a number of large shared services and/or coordinated orders that we help maintain. One hundred percent of the income in this section goes out to member libraries or vendors at the exact same levels as what comes in. Not a single cent of it “stays at SCLS.”

We present the budget this way to make it easier for you to review what is happening at SCLS as it relates to our “operations” and the specific coordinated services and/or programs that we work with you on.

REVENUES

Operational

* *State Aid* reflects our anticipated State funding for the next year. On paper we are projecting what may seem to be an extremely large increase in State Aid for 2013. In actuality this year we projected a cut in State Aid but received an increase. When you add the anticipated cut for 2012, the actual increase in 2012, and a modest anticipated 2013 increase (of 2%) you get the large “paper” number that you see. We have yet to receive all of our State Aid for 2012 so projecting this figure and putting a percentage to it is very challenging. In any case this year was much better than we anticipated it would be for State Aid and we are hopeful that trend will continue next year.

* *Interest* revenue has decreased due to historically low interest rates and delays in receiving State funding.

* *Rental* change reflects a scheduled increase in rent charges for our tenants.

* *L.I. Talking Book Library* decrease reflects the fact that the New York Public Library has taken over the Talking Book service for Long Island. The Nassau Library System no longer pays us to serve Nassau program participants however, they do share certain minimal program costs.

* *Miscellaneous* revenues will decrease significantly due to the fact that in 2012 we included a “one-time” transfer of approximately \$70,000 from reserve funds into the SCLS operational budget which is not budgeted for 2013. I am pleased to report that because of the increase in State Aid we did not need to make the budgeted reserve fund transfer in 2012.

* *Library Contract Services* represents SCLS’ administrative fees for coordinating library contracts with “unserved” areas throughout the County. This has decreased for 2013 because of a recalculation of the fee that we charge libraries that serve patrons under these contracts.

* *RFID Support* is revenue that SCLS receives from libraries that choose to participate in the coordinated order for RFID services with Envisionware Inc.

* *Member Library Support* indicates the libraries’ proposed contribution to our cooperative services. We are proposing a total increase of \$62,107 (or 2.5%) in 2013. SCLS recognizes the serious challenges that the member libraries face in preparing their own budget within the rules and regulations of the new “tax-cap” and want to be sure that the level of increase in member support remained commensurate with those State mandated limits.

The increase in member support will primarily go towards helping to pay for the continuation of the Live Study Help program and the start of Saturday Delivery of materials.

* *PALS Revenue* (Partnership of Automated Libraries in Suffolk) represents a direct reimbursement for SCLS staffing and services to the consortium. This amount is subject to adjustment during the PALS budget process. Forty-nine member libraries currently participate in the PALS consortium for an integrated library circulation/inventory management system.

Direct Offset

* *LLSA Member Libraries* is “State Aid” for the member libraries.

* *CLA/CBA Central Library* is “State Aid” for the Central Library.

* *Suffolk e-Resources* is the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection.

* *Coordinated Orders* is income for a variety of coordinated orders for all types of products and services that SCLS manages.

* *Downloadable Media* reflects the increased support by member libraries for our Countywide Free Downloads collection on Live-brary.com. This increased revenue will allow us to keep up with surging demand for downloadable materials that has more than doubled in each of the last four years.

Central Library Support: Patchogue-Medford is the officially designated Central library for Suffolk County and they contribute towards a number of important Countywide initiatives. Those contributions have grown significantly over the last few years and are separated out in the budget proposal to clearly show where their contributions go.

Non-fiction Overdrive reflects the contribution from the Patchogue-Medford Library for non-fiction eBook content on the Countywide Free Downloads service on Live-brary.com.

Homework Help reflects the contribution from the Patchogue-Medford Library for the Countywide Live Study Help service through Live-brary.com

Saturday Delivery is a new line showing a contribution by Patchogue Medford that will enable us to begin delivering materials to member libraries six days a week starting in January 2013.

EXPENDITURES

* *Salaries* show an overall increase of 4.23%. Most of that increase comes due to additional staff costs for the start of Saturday Delivery and the filling of the head of Youth Services position during 2012.

* *Retirement* expenses will increase more than 12% due to newly mandated higher employer contribution rates by the NYSERS.

* *Health Insurance/Health Insurance Retirees* premium show a modest “paper” decrease in rates for current staff and retirees. In actuality the rates went up last year but by less than we had anticipated so the “savings” last year have been applied to this year’s budget therefore showing a decrease on the budget.

* *Insurance Incentive* shows a large percentage (if modest actual) decrease due to the recent rule change by the NYSHIP (Empire Plan) saying that we could not offer incentives to not take our health insurance if the staff member was receiving insurance through a spouse.

* *CBA Materials/CLA/CBA Central Library/LLSA Member Libraries* are all “offset” or “pass through” lines that are increased / decreased as State support is. If State support changes at a rate other than what we have projected these lines will change as well and balance with changes on the income side.

* *Homework Help* is the online Live Study Help service for students on Live-brary.com that is provided through a partnership of SCLS, the member libraries, and the Patchogue-Medford Library (Central Library.) The price on this service had remained steady for a number of years but in 2013 we are seeing an expected increase based on the jump in service usage.

* *Downloadable Media* reflects an increase in the annual cost of our Countywide Free Downloads collection on Live-brary.com. This increase will allow us to keep up with surging demand for downloadable materials that has more than doubled in each of the last three years.

* *Telephone Voice* shows a decrease based on new Verizon contracts.

* *ISP Service* is increasing due to new contracts with Verizon and Sidera Networks (formerly LIFE.) The cost is going up 30% but our bandwidth is going up 10 times over. This additional bandwidth will allow us to keep up with the new demand for bandwidth that newer technologies require.

* *Line of Credit Interest* is the cost of borrowing money to meet cash flow requirements while awaiting State Aid payments.

* *Publicity & Printing* decrease reflects the fact that we have brought all of our shared services under “one electronic roof” and we expect that “maintenance” of the marketing program will be less than its “development.” We will also be looking for ways to spend these funds in a more cost effective way that will allow us to maximize our exposure and the impact of our marketing projects.

* *Lost in Transit* has been increased by a very large percentage (though a small total dollar figure in the scope of the entire budget) to be more reflective of current costs born of the increases in the number of shipped materials over the last five years.

* *Computer Services* increases will be used to continue the INN-Reach ILL service with Nassau if it “tests out” well during our trial period with the service.

* *Vehicles Maintenance* increases significantly by percentage (modest by dollar) to reflect the fact that we now plan to spend more maintaining our smaller fleet of vehicles and less purchasing new vehicles.

* *Contract Services* increases are due primarily to the addition of Saturday delivery of materials.

* *Repair - Building & Equipment* is increasing due to the fact that we plan to spend less renovating our facility and more maintaining all of the improvements that have been made over the past few years.

* *Facilities Renovations* are funds set aside to complete upgrades/repairs to the SCLS building.

Summary

The proposed FY2013 SCLS Operating Budget shows an overall increase in the budget of 13.24%. However, the “operational” side of the budget shows a increase of 5.4%. Our “direct offset” costs increase by more than 33% primarily due to an increase of \$549,000 in the amount of funds that member library’s contribute to the Free Downloads media available on Live-brary.com.

Member Support in 2013 is projected to increase by a total of \$62,107 or 2.5%.

Member Support Note

While overall member support would increase by 2.5% in 2013 many individual member libraries will a different amount based on the formula we use to calculate these payments. Member Support is based on population (**that changes in 2013 – based on the 2010 census – for the first time in ten years**) and the amount of annual expenditures that a library reports on their State Report (which can change significantly each year.) For this budget/member support chart we are using the 2011 State Report figures. Please see the attached chart.



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

BALLOT

2013 SCLS Budget

The Board of Trustees of the _____ Library

☐

Approved

☐

Disapproved

The Proposed 2013 Budget of the Suffolk Cooperative Library System, dated
November 6, 2012 and approved by the SCLS Board of Trustees November 5, 2012.

Signed: _____ Date: _____

Please return to SCLS. Attention Rhonda Carroll no later than
Friday, December 31, 2012

LIBRARY HOLIDAYS - 2013

• NEW YEAR'S DAY	JANUARY 01, 2013	CLOSED
• MARTIN LUTHER KING JR.	JANUARY 21, 2013	HOLIDAY PAY
• PRESIDENTS DAY	FEBRUARY 18, 2013	CLOSED
• EASTER	MARCH 31, 2013	CLOSED
• MOTHER'S DAY	MAY 12, 2013	CLOSED
• MEMORIAL DAY	MAY 27, 2013	CLOSED
• INDEPENDENCE DAY	JULY 04, 2013	CLOSED
• LABOR DAY	SEPTEMBER 02, 2013	CLOSED
• COLUMBUS DAY	OCTOBER 14, 2013	HOLIDAY PAY
• VETERANS DAY	NOVEMBER 11, 2013	HOLIDAY PAY
• THANKSGIVING	NOVEMBER 28, 2013	CLOSED
• CHRISTMAS EVE	DECEMBER 24, 2013	CLOSED
• CHRISTMAS DAY	DECEMBER 25, 2013	CLOSED
• NEW YEARS EVE	DECEMBER 31, 2013	CLOSED

THE LAST SUNDAY WE ARE OPEN BEFORE THE SUMMER IS JUNE 09, 2013

THE FIRST SUNDAY WE ARE OPEN IN THE FALL IS SEPTEMBER 15, 2013