

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

**February 25, 2013**

**7:00 PM**

**AGENDA**

**I. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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***Period for Public Expression***

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**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. COMMITTEE REPORTS**

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

- A. DEPARTMENT REPORTS
  - 1. CHILDREN'S AND PARENTS' SERVICES
  - 2. ADULT SERVICES
  - 3. TEEN SERVICES
  - 4. CIRCULATION SERVICES
  - 5. LITERACY SERVICES
  - 6. DIGITAL SERVICES
  - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
  - 1. RECOMMENDED CHANGES
- C. CORRESPONDENCE
- D. MEMBERSHIP RENEWALS
- E. CONTRACTS
- F. PROPOSALS
- G. CONTINUING EDUCATION
- H. COMMUNITY EVENT
- I. DISPOSAL OF BROKEN FURNISHINGS

**XI. EXECUTIVE SESSION**

**XII. ADJOURNMENT**

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

**MARCH 18, 2013 at 7:00PM**

**DRAFT - UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY**

**COMMUNITY LIBRARY**

**MINUTES OF JANUARY 28, 2012 BOARD MEETING**

President Mazzarella called the meeting to order at 7:04 pm.

Present were Trustees Mazzarella, Maiorana, Saggio, Gross, Simmons, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, Secretary Prevete, Al Coster of Baldessari & Coster and 2 Associates of Sandpebble Builders, Inc.

**PRESENT**

Motion by Maiorana, second by Saggio to accept the minutes of the December 17, 2012 meeting of the Board of Trustees. Carried 5-0.

**MINUTES**

Motion by Saggio, second by Maiorana to approve the Operating Fund schedule of claims dated 1/28/13 Prepay Payables Warrant #1 \$29,843.53; Payables Warrant #2 \$165,959.50; Payroll Warrant W.E. 12/21/2012 \$176,235.65; Payroll Benefits Warrant \$68,087.30; Payroll Warrant W.E. 1/04/2013 \$158,111.58; Payroll Benefits Warrant \$5,447.30; Payroll Warrant W.E. 1/18/13 \$ 170,443.62; Payroll Benefits Warrant \$68,000.19. Carried 5-0.

**SCHEDULE  
OF CLAIMS**

Motion by Gross, second by Maiorana to approve the Operating Fund Financial Report for November 2012. Carried 5-0.

**FINANCIAL  
REPORTS**

Motion by Saggio, second by Simmons to approve the Capital Fund Financial Report for November 2012. Carried 5-0.

The Director spoke of the loss of Librarian, Jenn Matelski and the possibility of doing something in the library in her memory. She said that the 1st Phase of ADHOC recommendations (the boiler replacement) has been completed and under budget. She discussed what might be addressed next: analysis of structural steel, wiring (technology, not electrical), flooring. The Director mentioned the upcoming Advocacy Day to be held in Albany on Tuesday, March 5th. She has begun working on the 2013 - 2014 Budget Plans. In doing so, mentioned that the original Budget hearing was scheduled for March 25th (1st day of School Break) and suggested that the date be changed. It was agreed to change it to Monday, March 18, 2013.

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

The Assistant Director reported that the Wellness Expo, held on January 5th, was well received. Many local businesses and services were represented. The Library is planning a Helping Hands Expo for the Spring which will highlight volunteer services from the area. She also spoke about the need to address security issues (again bringing up the need for updates in the infrastructure of our telecommunications system - phones, security cameras, etc... She'll be developing a staff committee to work on these issues.

### **ASS'T DIRECTOR'S REPORT**

The Business Manager reported that we're halfway through the fiscal year and we're at 48 % of our spending plan.

### **BUSINESS MNGR.'S REPORT**

Motion by Saggio, second by Simmons to approve the Director's recommended personnel actions. Carried 5-0.

### **RECOMMENDED PERSONNEL CHANGES**

Motion by Maiorana, second by Saggio to renew the ALA memberships for the Board of Trustees, Director, Assistant Director, and Department Heads for a one year period. Carried 5-0.

### **ALA MEMBERSHIP RENEWAL**

Motion by Saggio, second by Maiorana to approve the renewal of the annual elevator maintenance contract with **Island Elevator Inc.** at the rate of \$357.00 per month. Carried 5-0.

### **CONTRACT RENEWAL / NEW**

Motion by Gross, second by Saggio to approve the annual photocopier maintenance contract with **Brothers II** at the rate of \$399.00 per annum. Carried 5-0.

Motion by Simmons, second by Saggio to transfer via electronic funds transfer the amount of \$1,000,000.00 from the Empire National Bank 'Money Market' account to the Empire National Bank 'Capital' account. Carried 5-0.

### **FUNDS TRANSFER- CAPITAL RESERVE FUND**

## **DRAFT - UNAPPROVED**

Motion by Maiorana, second by Saggio to commit funds as follows as per the Governmental Accounting Standards Board (GASB) guidance outlined in Statement No. 54:

- \$525,000 for Post Employment Benefits
- \$64,225 for Compensated Absences
- \$450,000 for Capital Repairs

Carried 5-0.

### **DESIGNATION OF FUNDS**

Motion by Saggio, second by Simmons to accept donation of 18 computer Monitors for public use, made by Empire National Bank. Donation is in compliance with Library Conflict of Interest Policy and has been cleared by library attorney. Carried 5-0.

### **ACCEPTANCE OF DONATED GOODS**

Motion by Maiorana, second by Gross to accept the Friends of the Arts, Inc. 2nd Quarter Financial Statement dated 1/31/13 as prepared by FOA Treasurer Toni Witham, presented by Director Rosalia. Carried 5-0.

### **FINANCIAL STATEMENTS**

Motion by Simmons, second by Maiorana to accept the Community Family Literacy Project, Inc. 2nd Quarter Financial Statement dated 1/31/13 as prepared by FOA Treasurer Toni Witham, presented by Director Rosalia. Carried 5-0.

Motion by Saggio, second by Maiorana to approve the attendance of Beth Donovan and Carmen Navarro-Gao at the National Center for Family Literacy Conference. The Conference will be held in Louisville, Kentucky, April 27-30 2013 at a cost not to exceed \$1390.00 per person. Carried 5-0.

### **CONTINUING EDUCATION**

Motion by Gross, second by Simmons to approve the attendance of Assistant Director D'Amato at the SHRM ( Society for Human Resource Management) certificate course to be held 8 Saturday mornings at St. Joseph's College in Patchogue, ending May 4, 2013 at a cost of \$1,050. Carried 5-0.

Motion by Gross, second by Maiorana to approve attendance of the Board of Trustees , Director, Assistant Director, and designated staff to attend the Rotary Person of the Year event on February 9, 2013 at a cost not to exceed \$75.00 per person. Carried 5-0.

### **ROTARY CLUB OF SHIRLEY AND THE MASTICS ANNUAL FUNDRAISER**

Motion by Maiorana, second by Saggio to approve the Library placing an ad In the Rotary Journal in the amount of \$100.00. Carried 5-0.

# **DRAFT - UNAPPROVED**

## **PERIOD FOR PUBLIC EXPRESSION**

Motion by Saggio, second by Simmons to move into Executive Session at 8:33 PM for discussion of a specific personnel issue regarding two individual employees. Carried 5-0.

## **EXECUTIVE SESSION**

Motion by Saggio, second by Gross to leave executive session at 9:48 PM. Carried 5-0.

Motion by Maiorana, second by Simmons to adjourn at 9:50 PM. Carried 5-0.

## **ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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## SCHEDULE OF CLAIMS

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**PRESENTED FEBRUARY 25, 2013**

PREPAY PAYABLES WARRANT #1	\$89,193.25
PAYABLES WARRANT #2	\$97,019.44
PAYROLL WARRANT W.E. 2/1/2013	\$178,588.31
PAYROLL BENEFITS WARRANT	\$9,767.03
PAYROLL WARRANT W.E. 2/15/2013	\$172,066.53
PAYROLL BENEFITS WARRANT	\$66,921.07
 TOTAL	 <b><u>\$613,555.63</u></b>

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

Secretary:

Date:

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Prepay Payables Warrant #1

February 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49720	02/01/2013	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*11013	01/30/2013		6410A · BOOKS (ADULT)	1,218.70
				6410C · BOOKS (C&P)	1,067.49
				6417A · VIDEOS (ADULT)	382.88
				6417C · VIDEOS (C&P)	174.17
				6410N · BOOKS (TEEN)	206.73
				6417N · VIDEOS (TEEN)	274.17
				6429C · REALIA (C&P)	59.49
				6412A · RECORDINGS (ADULT)	123.87
TOTAL					<u>3,507.50</u>
Bill Pmt -Check	49721	02/05/2013	Chivelly, James	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Refund 10184	02/04/2013		6437N · PROGRAMS (TEEN)	50.00
TOTAL					<u>50.00</u>
Bill Pmt -Check	49722	02/06/2013	Utica National Insurance Group	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*011313	02/05/2013		9040 · WORKERS' COMPENSATION	68,349.00
TOTAL					<u>68,349.00</u>
Bill Pmt -Check	49723	02/06/2013	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*12013	02/06/2013		6430G · OFFICE AND LIBRARY SUPPLIES	60.85
				6451G · CUSTODIAL SUPPLIES	89.47
TOTAL					<u>150.32</u>



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49724</b>	<b>02/06/2013</b>	<b>Rotary Club of Shirley &amp; the Mastics</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	*Fundraiser/Journal	02/06/2013		6435D - CED, CONF & TRAVEL (ADM)	325.00
TOTAL					325.00
<b>Bill Pmt -Check</b>	<b>49725</b>	<b>02/06/2013</b>	<b>St. Joseph's College</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	*Registration SHRM	02/06/2013		6435S - CED, CONF & TRAV (COMM SRV)	1,050.00
TOTAL					1,050.00
<b>Bill Pmt -Check</b>	<b>49726</b>	<b>02/15/2013</b>	<b>LIPA</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	*02062013	02/14/2013		6450E - ELECTRICITY	7,708.06
TOTAL					7,708.06
<b>Bill Pmt -Check</b>	<b>49727</b>	<b>02/15/2013</b>	<b>Suffolk County Water Authority</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	*10272012-1292013	02/14/2013		6450W - WATER	187.72
TOTAL					187.72
<b>Bill Pmt -Check</b>	<b>49728</b>	<b>02/15/2013</b>	<b>Verizon</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	*020713	02/14/2013		6431D - TELECOMMUNICATIONS	89.58
TOTAL					89.58
<b>Bill Pmt -Check</b>	<b>49729</b>	<b>02/15/2013</b>	<b>Bob Mitterando Snow Plowing</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Prepay Payables Warrant #1

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	*30	02/15/2013		6452G · BLDG ALTERATION AND MAINT	450.00
TOTAL					<u>450.00</u>
<b>Bill Pmt -Check</b>	<b>49730</b>	<b>02/15/2013</b>	<b>Long Island Railroad</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*Tickets 2232013	02/15/2013		6437A · PROGRAMS (ADULT)	255.00
TOTAL					<u>255.00</u>
<b>Bill Pmt -Check</b>	<b>49731</b>	<b>02/20/2013</b>	<b>Sam's Club</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*2813	02/19/2013		6437L · PROGRAMS (LIT)	137.32
				6437A · PROGRAMS (ADULT)	622.48
				6430G · OFFICE AND LIBRARY SUPPLIES	137.07
				6437N · PROGRAMS (TEEN)	566.96
				6437C · PROGRAMS (C&P)	78.23
				6451G · CUSTODIAL SUPPLIES	363.44
TOTAL					<u>1,905.50</u>
<b>Bill Pmt -Check</b>	<b>49732</b>	<b>02/20/2013</b>	<b>Postmaster</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*NL 32013	02/20/2013		6433G · POSTAGE	3,138.59
TOTAL					<u>3,138.59</u>
<b>Bill Pmt -Check</b>	<b>49733</b>	<b>02/20/2013</b>	<b>American Express</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*021113	02/20/2013		6430G · OFFICE AND LIBRARY SUPPLIES	710.71
				6437A · PROGRAMS (ADULT)	80.55
				6437C · PROGRAMS (C&P)	641.76

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Prepay Payables Warrant #1

February 25, 2013

Type	Num	Date	Name	Account	Paid Amount
				6437N · PROGRAMS (TEEN)	80.54
				6431D · TELECOMMUNICATIONS	24.16
				6450F · FUEL/GAS	72.49
				6435L · CED, CONF & TRAVEL (LIT)	416.77
TOTAL					<u>2,026.98</u>

**GRAND TOTAL: \$ 89,193.25**

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

Signed: \_\_\_\_\_  
Title: Secretary

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

February 25, 2013

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49734</b>	<b>02/25/2013</b>	<b>Abramowitz, Kelly</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1192013	01/30/2013		6437N · PROGRAMS (TEEN)	-100.00
Bill	1/4,11,18,25/13	02/19/2013		6437N · PROGRAMS (TEEN)	-480.00
TOTAL					-580.00
<b>Bill Pmt -Check</b>	<b>49735</b>	<b>02/25/2013</b>	<b>All Island Janitorial Supply, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	704204	02/13/2013		6451G · CUSTODIAL SUPPLIES	-137.76
Bill	704014	02/13/2013		6451G · CUSTODIAL SUPPLIES	-335.15
Bill	705521	02/20/2013		6451G · CUSTODIAL SUPPLIES	-269.25
TOTAL					-742.16
<b>Bill Pmt -Check</b>	<b>49736</b>	<b>02/25/2013</b>	<b>American Library Association</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	29033808	02/01/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-154.00
Bill	29033788	02/06/2013		6410C · BOOKS (C&P)	-100.10
TOTAL					-254.10
<b>Bill Pmt -Check</b>	<b>49737</b>	<b>02/25/2013</b>	<b>Ashton, Ruth</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/19,26 2/2/2013	02/15/2013		6437L · PROGRAMS (LIT)	-360.00
TOTAL					-360.00
<b>Bill Pmt -Check</b>	<b>49738</b>	<b>02/25/2013</b>	<b>AT&amp;T</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	21013	02/20/2013		6431D · TELECOMMUNICATIONS	-36.79



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	3018469279	02/06/2013		6410C · BOOKS (C&P)	-7.34
Bill	3018444517	02/06/2013		6410C · BOOKS (C&P)	-317.88
Bill	3018500308	02/06/2013		6410C · BOOKS (C&P)	-14.33
Bill	3018469278	02/06/2013		6410C · BOOKS (C&P)	-1,621.34
Bill	3018497002	02/13/2013		6410A · BOOKS (ADULT)	-408.02
Bill	3018498716	02/13/2013		6410A · BOOKS (ADULT)	-135.07
Bill	3018501836	02/13/2013		6410A · BOOKS (ADULT)	-102.37
Bill	3018499303	02/13/2013		6410C · BOOKS (C&P)	-28.57
Bill	3018495949	02/13/2013		6410C · BOOKS (C&P)	-169.06
Bill	3018500504	02/13/2013		6410C · BOOKS (C&P)	-430.06
Bill	3018484781	02/13/2013		6410C · BOOKS (C&P)	-144.37
Bill	3018499302	02/13/2013		6410C · BOOKS (C&P)	-76.81
Bill	3018503677	02/15/2013		6410A · BOOKS (ADULT)	-137.19
Bill	3018510133	02/15/2013		6410A · BOOKS (ADULT)	-78.20
Bill	3018512752	02/15/2013		6410A · BOOKS (ADULT)	-53.07
Bill	3018504890	02/15/2013		6410A · BOOKS (ADULT)	-141.63
Bill	3018499852	02/15/2013		6410A · BOOKS (ADULT)	-230.57
Bill	3018502036	02/15/2013		6410A · BOOKS (ADULT)	-194.63
Bill	3018520963	02/15/2013		6410A · BOOKS (ADULT)	-108.24
Bill	3018505822	02/15/2013		6410A · BOOKS (ADULT)	-704.04
Bill	3018521413	02/15/2013		6410A · BOOKS (ADULT)	-233.31
Bill	3018507528	02/15/2013		6410A · BOOKS (ADULT)	-307.84
Bill	3018511981	02/19/2013		6410N · BOOKS (TEEN)	-14.40
Bill	3018513920	02/19/2013		6410A · BOOKS (ADULT)	-497.44
Bill	3018522434	02/19/2013		6410A · BOOKS (ADULT)	-31.23
Bill	3018533531	02/19/2013		6410A · BOOKS (ADULT)	-288.97
Bill	3018505359	02/19/2013		6410N · BOOKS (TEEN)	-126.50
Bill	3018525571	02/19/2013		6410N · BOOKS (TEEN)	-15.06
Bill	3018523943	02/19/2013		6410N · BOOKS (TEEN)	-60.49
Bill	3018509060	02/19/2013		6410N · BOOKS (TEEN)	-56.51
Bill	3018502669	02/19/2013		6410N · BOOKS (TEEN)	-87.97
Bill	3018485680	02/19/2013		6410N · BOOKS (TEEN)	-24.20

# February 25, 2013

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	162361	02/13/2013		6452G · BLDG ALTERATION AND MAINT	-385.00
TOTAL					-385.00
<b>Bill Pmt -Check</b>	<b>49745</b>	<b>02/25/2013</b>	<b>Burnett, Jessica</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/14,15,16,22,23,28	02/15/2013		6437L · PROGRAMS (LIT)	-1,091.25
TOTAL					-1,091.25
<b>Bill Pmt -Check</b>	<b>49746</b>	<b>02/25/2013</b>	<b>Cablevision</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	021613-031513	02/20/2013		6431D · TELECOMMUNICATIONS	-594.05
				6439A · EQUIPMENT R & M (ADULT)	-4.15
				6439N · EQUIPMENT R & M (TEEN)	-4.15
TOTAL					-602.35
<b>Bill Pmt -Check</b>	<b>49747</b>	<b>02/25/2013</b>	<b>Carco Group, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	00768979	02/13/2013		6437P16 · STAFF BACKGROUND SCREEN	-568.15
TOTAL					-568.15
<b>Bill Pmt -Check</b>	<b>49748</b>	<b>02/25/2013</b>	<b>Carter, Kathleen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1172013	01/30/2013		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>49749</b>	<b>02/25/2013</b>	<b>Cedarhurst Paper</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	3634	01/31/2013		6437A · PROGRAMS (ADULT)	-130.47
TOTAL					-130.47
<b>Bill Pmt -Check</b>	<b>49750</b>	<b>02/25/2013</b>	<b>Center Point Large Print</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1072390	02/15/2013		6410A · BOOKS (ADULT)	-383.12
TOTAL					-383.12
<b>Bill Pmt -Check</b>	<b>49751</b>	<b>02/25/2013</b>	<b>Children's Plus Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	090068	02/13/2013		6410C · BOOKS (C&P)	-10,604.17
TOTAL					-10,604.17
<b>Bill Pmt -Check</b>	<b>49752</b>	<b>02/25/2013</b>	<b>Colonial Youth &amp; Family Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/22,29/2013	02/08/2013		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
TOTAL					-90.00
<b>Bill Pmt -Check</b>	<b>49753</b>	<b>02/25/2013</b>	<b>Corrigan, Jacqueline</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/24,31 2/14/2013	02/15/2013		6437L · PROGRAMS (LIT)	-180.00
TOTAL					-180.00
<b>Bill Pmt -Check</b>	<b>49754</b>	<b>02/25/2013</b>	<b>Currao-McAleavey, Carmella</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	1192013	01/30/2013		6437N · PROGRAMS (TEEN)	-45.00
Bill	222013	02/19/2013		6437N · PROGRAMS (TEEN)	-45.00
TOTAL					-90.00
<b>Bill Pmt -Check</b>	<b>49755</b>	<b>02/25/2013</b>	<b>Davis, Lindsay</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/19,23,26,28,30	02/15/2013		6437L · PROGRAMS (LIT)	-150.00
				6437L · PROGRAMS (LIT)	-300.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>49756</b>	<b>02/25/2013</b>	<b>DC Entertainment</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	36 issues	02/06/2013		6413C · PERIODICALS (C&P)	-53.97
TOTAL					-53.97
<b>Bill Pmt -Check</b>	<b>49757</b>	<b>02/25/2013</b>	<b>Detail Carting Co. Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	291981	02/06/2013		6432G · CARTAGE	-250.38
TOTAL					-250.38
<b>Bill Pmt -Check</b>	<b>49758</b>	<b>02/25/2013</b>	<b>Disc Go Technologies Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2999D	02/06/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-15.45
TOTAL					-15.45
<b>Bill Pmt -Check</b>	<b>49759</b>	<b>02/25/2013</b>	<b>Dlugolonski, Katherine</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	242013	02/15/2013		6437A · PROGRAMS (ADULT)	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>49760</b>	<b>02/25/2013</b>	<b>East End Sign Design</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1260	01/31/2013		7203C · EQUIPMENT C & P	-125.00
TOTAL					-125.00
<b>Bill Pmt -Check</b>	<b>49761</b>	<b>02/25/2013</b>	<b>EBSCO A</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9152212	02/01/2013		6413A · PERIODICALS (ADULT)	-50.00
Bill	9152389	02/01/2013		6413A · PERIODICALS (ADULT)	-240.00
Bill	9153324	02/15/2013		6413A · PERIODICALS (ADULT)	-89.95
TOTAL					-379.95
<b>Bill Pmt -Check</b>	<b>49762</b>	<b>02/25/2013</b>	<b>Elwood Public Library</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	012813	01/31/2013		6417A · VIDEOS (ADULT)	-12.99
TOTAL					-12.99
<b>Bill Pmt -Check</b>	<b>49763</b>	<b>02/25/2013</b>	<b>Filterfresh</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	674672	02/08/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL					-249.00
<b>Bill Pmt -Check</b>	<b>49764</b>	<b>02/25/2013</b>	<b>Flower Barn/IGHL Greenhouses</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	B0001775	02/15/2013		643760 · PLANTINGS	-191.53
TOTAL					<u>-191.53</u>
<b>Bill Pmt -Check</b>	<b>49765</b>	<b>02/25/2013</b>	<b>Foerderer, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/23,28,30,31	02/15/2013		6437L · PROGRAMS (LIT)	-156.00
TOTAL					<u>-156.00</u>
<b>Bill Pmt -Check</b>	<b>49766</b>	<b>02/25/2013</b>	<b>Franzone, Denise</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/14,16,23,28,30	02/15/2013		6437L · PROGRAMS (LIT)	-400.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>49767</b>	<b>02/25/2013</b>	<b>Fugate, Wayne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1292012-2	01/30/2013		6437A · PROGRAMS (ADULT)	-50.00
TOTAL					<u>-50.00</u>
<b>Bill Pmt -Check</b>	<b>49768</b>	<b>02/25/2013</b>	<b>Galvez, Viodelda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/23,28,30 2/4,6	02/15/2013		6437L · PROGRAMS (LIT)	-300.00
TOTAL					<u>-300.00</u>
<b>Bill Pmt -Check</b>	<b>49769</b>	<b>02/25/2013</b>	<b>Garda CL Atlantic, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	160-086713	02/05/2013		6437P13 · ARMORED CAR SERVICE	-175.02
TOTAL					<u>-175.02</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49770</b>	<b>02/25/2013</b>	<b>George, Ivette</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/17,19,26,28,31	02/15/2013		6437L · PROGRAMS (LIT)	-442.00
TOTAL					<u>-442.00</u>
<b>Bill Pmt -Check</b>	<b>49771</b>	<b>02/25/2013</b>	<b>Half Hollow Hills Community Library</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	012113	01/31/2013		6417A · VIDEOS (ADULT)	-59.99
Bill	020813	02/13/2013		6417A · VIDEOS (ADULT)	-59.99
TOTAL					<u>-119.98</u>
<b>Bill Pmt -Check</b>	<b>49772</b>	<b>02/25/2013</b>	<b>Hasler, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16385239	02/20/2013		6439G · EQUIPMENT R & M (GEN)	-50.00
TOTAL					<u>-50.00</u>
<b>Bill Pmt -Check</b>	<b>49773</b>	<b>02/25/2013</b>	<b>Hernandez, Loreta Zuniga</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/17,22,24,29,31	02/15/2013		6437L · PROGRAMS (LIT)	-400.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>49774</b>	<b>02/25/2013</b>	<b>Heroux, Annie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	55884	01/31/2013		6410C · BOOKS (C&P)	-5.99
TOTAL					<u>-5.99</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49775</b>	<b>02/25/2013</b>	<b>Hurley, Kerrilynn</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1172013	02/19/2013		6435N · CED, CONF & TRAVEL (TEEN)	-47.46
TOTAL					<u>-47.46</u>
<b>Bill Pmt -Check</b>	<b>49776</b>	<b>02/25/2013</b>	<b>Island Elevator Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	13926	02/05/2013		6452G · BLDG ALTERATION AND MAINT	-357.00
TOTAL					<u>-357.00</u>
<b>Bill Pmt -Check</b>	<b>49777</b>	<b>02/25/2013</b>	<b>Island School &amp; Art Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	424225	02/19/2013		6437N · PROGRAMS (TEEN)	-63.34
TOTAL					<u>-63.34</u>
<b>Bill Pmt -Check</b>	<b>49778</b>	<b>02/25/2013</b>	<b>Janowitz, Laurie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1312013	02/15/2013		6437A · PROGRAMS (ADULT)	-270.00
Bill	272013	02/15/2013		6437A · PROGRAMS (ADULT)	-210.00
TOTAL					<u>-480.00</u>
<b>Bill Pmt -Check</b>	<b>49779</b>	<b>02/25/2013</b>	<b>Joya, Denise</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/18,19,22,23,25,26	02/15/2013		6437L · PROGRAMS (LIT)	-168.75
				6437L · PROGRAMS (LIT)	-630.00
TOTAL					<u>-798.75</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49780</b>	<b>02/25/2013</b>	<b>JumpBunch of Greater Brookhaven</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1172013	01/30/2013		6437C · PROGRAMS (C&P)	-250.00
Bill	2142013	02/15/2013		6437C · PROGRAMS (C&P)	-250.00
TOTAL					<u>-500.00</u>
<b>Bill Pmt -Check</b>	<b>49781</b>	<b>02/25/2013</b>	<b>Kids Edible Creations</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1222013	01/30/2013		6437N · PROGRAMS (TEEN)	-185.00
Bill	2122013	02/19/2013		6437N · PROGRAMS (TEEN)	-190.00
TOTAL					<u>-375.00</u>
<b>Bill Pmt -Check</b>	<b>49782</b>	<b>02/25/2013</b>	<b>King Kullen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	130230511191	02/01/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.18
Bill	130290527631	02/01/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-9.38
Bill	130171250461	02/01/2013		6437A · PROGRAMS (ADULT)	-11.26
Bill	130210506931	02/01/2013		6437C · PROGRAMS (C&P)	-28.12
Bill	130280525581	02/01/2013		6437C · PROGRAMS (C&P)	-2.19
Bill	130191318591	02/01/2013		6437L · PROGRAMS (LIT)	-26.90
Bill	130191318581	02/01/2013		6437L · PROGRAMS (LIT)	-33.88
Bill	130320726151	02/06/2013		6437C · PROGRAMS (C&P)	-45.77
Bill	130321337171	02/06/2013		6437C · PROGRAMS (C&P)	-1.99
Bill	130370547131	02/06/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.87
Bill	130441353461	02/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-7.17
Bill	130451288811	02/19/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-19.98
Bill	130460564741	02/19/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.87
Bill	130441353431	02/19/2013		6437L · PROGRAMS (LIT)	-29.89

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Type	Num	Date	Name	Account	Paid Amount
Bill	130450760131	02/19/2013		6437N · PROGRAMS (TEEN)	-83.81
Bill	130451288241	02/19/2013		6437N · PROGRAMS (TEEN)	-15.76
Bill	130381347061	02/19/2013		6437N · PROGRAMS (TEEN)	-25.99
TOTAL					<u>-376.01</u>

<b>Bill Pmt -Check</b>	<b>49783</b>	<b>02/25/2013</b>	<b>Klein, Carol</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/2,9,16/2013	01/30/2013		6437A · PROGRAMS (ADULT)	-240.00
Bill	1/23,30/2013	02/08/2013		6437A · PROGRAMS (ADULT)	-160.00
Bill	2/6,13/2013	02/19/2013		6437A · PROGRAMS (ADULT)	-160.00
TOTAL					<u>-560.00</u>

<b>Bill Pmt -Check</b>	<b>49784</b>	<b>02/25/2013</b>	<b>Kyle, Stephanie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1182013	02/19/2013		6437N · PROGRAMS (TEEN)	-18.13
TOTAL					<u>-18.13</u>

<b>Bill Pmt -Check</b>	<b>49785</b>	<b>02/25/2013</b>	<b>Lakeshore Learning Materials</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1567260113	01/31/2013		6429C · REALIA (C&P)	-87.95
Bill	1782310113	02/13/2013		6429C · REALIA (C&P)	-85.08
TOTAL					<u>-173.03</u>

<b>Bill Pmt -Check</b>	<b>49786</b>	<b>02/25/2013</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	84386	02/15/2013		6437P4 · ATTORNEY	-1,030.56
TOTAL					<u>-1,030.56</u>



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49787</b>	<b>02/25/2013</b>	<b>Lebron, Crystal</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	212013	02/19/2013		6437N · PROGRAMS (TEEN)	-80.00
Bill	242013	02/19/2013		6437N · PROGRAMS (TEEN)	-60.00
Bill	1/10,17,24,31/13	02/19/2013		6437N · PROGRAMS (TEEN)	-400.00
TOTAL					<u>-540.00</u>
<b>Bill Pmt -Check</b>	<b>49788</b>	<b>02/25/2013</b>	<b>Library Ideas LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	29738	02/20/2013		6412A · RECORDINGS (ADULT)	-3,200.00
				6412C · RECORDINGS (C&P)	-1,600.00
				6412N · RECORDINGS (TEEN)	-3,200.00
TOTAL					<u>-8,000.00</u>
<b>Bill Pmt -Check</b>	<b>49789</b>	<b>02/25/2013</b>	<b>Linthwaite, Dara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	212013	02/08/2013		6437C · PROGRAMS (C&P)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>49790</b>	<b>02/25/2013</b>	<b>Long Island Aquarium Service LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16058	01/31/2013		6452G · BLDG ALTERATION AND MAINT	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>49791</b>	<b>02/25/2013</b>	<b>Lunghi-Mesropian, Nicole</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	1/17,23,24,28,30,31	02/15/2013		6437L · PROGRAMS (LIT)	-450.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>49792</b>	<b>02/25/2013</b>	<b>Magic of Amore</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1292013	02/08/2013		6437C · PROGRAMS (C&P)	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>49793</b>	<b>02/25/2013</b>	<b>Malchiodi, Andrea</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1292013	02/08/2013		6437C · PROGRAMS (C&P)	-52.90
TOTAL					-52.90
<b>Bill Pmt -Check</b>	<b>49794</b>	<b>02/25/2013</b>	<b>Mansoor Book Store</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	6001	01/31/2013		6413A · PERIODICALS (ADULT)	-312.00
TOTAL					-312.00
<b>Bill Pmt -Check</b>	<b>49795</b>	<b>02/25/2013</b>	<b>Midwest Tape</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	90692555	01/31/2013		6417C · VIDEOS (C&P)	-140.16
Bill	90692553	01/31/2013		6417C · VIDEOS (C&P)	-270.84
Bill	90692554	01/31/2013		6417C · VIDEOS (C&P)	-64.98
Bill	90697056	01/31/2013		6417C · VIDEOS (C&P)	-26.10
Bill	90700924	01/31/2013		6417C · VIDEOS (C&P)	-21.90
Bill	90694741	02/01/2013		6412A · RECORDINGS (ADULT)	-34.99
Bill	90710393	02/01/2013		6412A · RECORDINGS (ADULT)	-60.71
Bill	90705622	02/01/2013		6412A · RECORDINGS (ADULT)	-9.99

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Type	Num	Date	Name	Account	Paid Amount
Bill	90712095	02/01/2013		6417A · VIDEOS (ADULT)	-1,054.09
Bill	90712091	02/01/2013		6417A · VIDEOS (ADULT)	-218.23
Bill	90712092	02/01/2013		6417A · VIDEOS (ADULT)	-215.23
Bill	90712094	02/01/2013		6417A · VIDEOS (ADULT)	-2,410.00
Bill	90715104	02/01/2013		6417A · VIDEOS (ADULT)	-59.78
Bill	90715102	02/01/2013		6417A · VIDEOS (ADULT)	-601.37
Bill	90700921	02/01/2013		6417A · VIDEOS (ADULT)	-670.15
Bill	90700923	02/01/2013		6417A · VIDEOS (ADULT)	-140.45
Bill	90692552	02/01/2013		6417A · VIDEOS (ADULT)	-77.67
Bill	90692239	02/01/2013		6417A · VIDEOS (ADULT)	-920.35
Bill	90692550	02/01/2013		6417A · VIDEOS (ADULT)	-1,080.80
Bill	90697054	02/01/2013		6417A · VIDEOS (ADULT)	-26.78
Bill	90694743	02/01/2013		6412A · RECORDINGS (ADULT)	-32.97
Bill	90715105	02/06/2013		6417C · VIDEOS (C&P)	-547.73
Bill	90715106	02/06/2013		6417C · VIDEOS (C&P)	-102.12
Bill	90710395	02/06/2013		6417C · VIDEOS (C&P)	-70.00
Bill	90712096	02/06/2013		6417C · VIDEOS (C&P)	-298.90
Bill	90721833	02/06/2013		6417C · VIDEOS (C&P)	-125.36
Bill	90721830	02/13/2013		6417A · VIDEOS (ADULT)	-584.10
Bill	90721832	02/13/2013		6417A · VIDEOS (ADULT)	-284.30
Bill	90721829	02/13/2013		6417A · VIDEOS (ADULT)	-13.39
Bill	90724436	02/13/2013		6417C · VIDEOS (C&P)	-223.05
Bill	90745976	02/15/2013		6412A · RECORDINGS (ADULT)	-29.99
Bill	90727981	02/15/2013		6412A · RECORDINGS (ADULT)	-14.24
Bill	90727980	02/15/2013		6412A · RECORDINGS (ADULT)	-14.24
Bill	90719627	02/15/2013		6412A · RECORDINGS (ADULT)	-19.98
Bill	90724434	02/15/2013		6417A · VIDEOS (ADULT)	-122.95
Bill	90724432	02/15/2013		6417A · VIDEOS (ADULT)	-352.79
Bill	90724431	02/15/2013		6417A · VIDEOS (ADULT)	-133.45
Bill	90724967	02/15/2013		6417A · VIDEOS (ADULT)	-7.99
Bill	90729160	02/15/2013		6417A · VIDEOS (ADULT)	-626.15
Bill	90729161	02/15/2013		6417A · VIDEOS (ADULT)	-285.92

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Type	Num	Date	Name	Account	Paid Amount
Bill	90729163	02/15/2013		6417A · VIDEOS (ADULT)	-25.89
Bill	90724435	02/15/2013		6417A · VIDEOS (ADULT)	-620.57
Bill	90746593	02/15/2013		6417A · VIDEOS (ADULT)	-331.68
Bill	90746592	02/15/2013		6417A · VIDEOS (ADULT)	-29.89
Bill	90746594	02/15/2013		6417A · VIDEOS (ADULT)	-1,262.66
Bill	90745975	02/15/2013		6417A · VIDEOS (ADULT)	-45.49
Bill	90737076	02/15/2013		6417A · VIDEOS (ADULT)	-123.56
Bill	90737075	02/15/2013		6417A · VIDEOS (ADULT)	-308.29
Bill	90739827	02/15/2013		6417A · VIDEOS (ADULT)	-71.67
Bill	90745977	02/15/2013		6412C · RECORDINGS (C&P)	-87.98
Bill	90739829	02/15/2013		6417C · VIDEOS (C&P)	-21.44
Bill	90737078	02/15/2013		6417C · VIDEOS (C&P)	-127.38
Bill	90737079	02/15/2013		6417C · VIDEOS (C&P)	-41.48
Bill	90746596	02/15/2013		6417C · VIDEOS (C&P)	-135.86
TOTAL					-15,228.03

<b>Bill Pmt -Check</b>	<b>49796</b>	<b>02/25/2013</b>	<b>Muralles, Raquel L.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/17,24,28,31	02/15/2013		6437L · PROGRAMS (LIT)	-234.00
TOTAL					-234.00

<b>Bill Pmt -Check</b>	<b>49797</b>	<b>02/25/2013</b>	<b>National Grid</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	02112013	02/19/2013		6450F · FUEL/GAS	-2,566.83
TOTAL					-2,566.83

<b>Bill Pmt -Check</b>	<b>49798</b>	<b>02/25/2013</b>	<b>National Learning Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	0040471	02/15/2013		6410A · BOOKS (ADULT)	-126.32

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Type	Num	Date	Name	Account	Paid Amount
Bill	0040541	02/15/2013		6410A · BOOKS (ADULT)	-139.82
TOTAL					-266.14
<b>Bill Pmt -Check</b>	<b>49799</b>	<b>02/25/2013</b>	<b>NCFL</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Registration 4/27-30	02/06/2013		6435L · CED, CONF & TRAVEL (LIT)	-465.00
				6435L · CED, CONF & TRAVEL (LIT)	-465.00
TOTAL					-930.00
<b>Bill Pmt -Check</b>	<b>49800</b>	<b>02/25/2013</b>	<b>Negron, Senia</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/22,24,28,30	02/15/2013		6437L · PROGRAMS (LIT)	-208.00
TOTAL					-208.00
<b>Bill Pmt -Check</b>	<b>49801</b>	<b>02/25/2013</b>	<b>O'Brien, Diane</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/17,22,24,31	02/15/2013		6437L · PROGRAMS (LIT)	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>49802</b>	<b>02/25/2013</b>	<b>O'Connell, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1142013	01/30/2013		6437A · PROGRAMS (ADULT)	-362.00
TOTAL					-362.00
<b>Bill Pmt -Check</b>	<b>49803</b>	<b>02/25/2013</b>	<b>Oelcher, Jessica</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/2013	02/19/2013		6437A · PROGRAMS (ADULT)	-208.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-208.00
<b>Bill Pmt -Check</b>	<b>49804</b>	<b>02/25/2013</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9798530	02/05/2013		6437P12 · PAYROLL SERVICES	-564.30
TOTAL					<u>-564.30</u>
<b>Bill Pmt -Check</b>	<b>49805</b>	<b>02/25/2013</b>	<b>Paychex, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	297769	02/01/2013		6437P12 · PAYROLL SERVICES	-393.94
Bill	299738	02/19/2013		6437P12 · PAYROLL SERVICES	-391.27
TOTAL					<u>-785.21</u>
<b>Bill Pmt -Check</b>	<b>49806</b>	<b>02/25/2013</b>	<b>Pearson Education</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	BK 68351629	01/31/2013		6410L · BOOKS (LIT)	-195.35
TOTAL					<u>-195.35</u>
<b>Bill Pmt -Check</b>	<b>49807</b>	<b>02/25/2013</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PC 22013 BO	02/15/2013		6437L · PROGRAMS (LIT)	-2.17
Bill	PC 2013 CIRC	02/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-32.00
Bill	PC 22013 BO	02/15/2013		6433G · POSTAGE	-15.30
TOTAL					<u>-49.47</u>
<b>Bill Pmt -Check</b>	<b>49808</b>	<b>02/25/2013</b>	<b>Peymann, Tracy Anne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

# February 25, 2013

Bill Pmt -Check	49812	02/25/2013 Quizhpi, Rosa	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1/17,19,22,24,26	02/15/2013	6437L - PROGRAMS (LIT)	-208.00
			6437L - PROGRAMS (LIT)	-442.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>49813</b>	<b>02/25/2013</b>	<b>Radio Shack Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	036304	02/14/2013		7203W · EQUIPMENT WIRE	-29.98
TOTAL					<u>-29.98</u>
<b>Bill Pmt -Check</b>	<b>49814</b>	<b>02/25/2013</b>	<b>Random House, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1086302137	02/15/2013		6412A · RECORDINGS (ADULT)	-30.00
Bill	1086251154	02/15/2013		6412A · RECORDINGS (ADULT)	-30.00
Bill	1086277459	02/15/2013		6412A · RECORDINGS (ADULT)	-10.00
Bill	1086326672	02/15/2013		6412A · RECORDINGS (ADULT)	-63.75
TOTAL					<u>-133.75</u>
<b>Bill Pmt -Check</b>	<b>49815</b>	<b>02/25/2013</b>	<b>Recorded Books</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	74661920	01/31/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-503.00
Bill	74658578	01/31/2013		6412A · RECORDINGS (ADULT)	-69.97
Bill	74660457	01/31/2013		6412A · RECORDINGS (ADULT)	-29.99
Bill	74664887	02/01/2013		6412A · RECORDINGS (ADULT)	-29.98
Bill	74664380	02/01/2013		6412A · RECORDINGS (ADULT)	-67.75
Bill	74662521	02/01/2013		6412A · RECORDINGS (ADULT)	-396.00
Bill	74659530	02/01/2013		6417A · VIDEOS (ADULT)	-33.00
Bill	74665849	02/06/2013		6412C · RECORDINGS (C&P)	-245.00
Bill	74667216	02/06/2013		6412C · RECORDINGS (C&P)	-284.75
Bill	74671404	02/13/2013		6412C · RECORDINGS (C&P)	-206.20
Bill	74668823	02/13/2013		6412C · RECORDINGS (C&P)	-54.75
Bill	74667339	02/15/2013		6412A · RECORDINGS (ADULT)	-75.75



# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

February 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	74667198	02/15/2013		6412A · RECORDINGS (ADULT)	-34.99
Bill	74668705	02/15/2013		6412A · RECORDINGS (ADULT)	-34.98
Bill	74667145	02/15/2013		6412A · RECORDINGS (ADULT)	-965.40
Bill	74667337	02/15/2013		6412A · RECORDINGS (ADULT)	-7.95
Bill	74674622	02/15/2013		6412A · RECORDINGS (ADULT)	-64.00
Bill	74668142	02/15/2013		6412A · RECORDINGS (ADULT)	-7.95
Bill	74673502	02/15/2013		6412A · RECORDINGS (ADULT)	-29.99
Bill	74658244	02/19/2013		6412N · RECORDINGS (TEEN)	-14.99
Bill	74667249	02/19/2013		6412N · RECORDINGS (TEEN)	-321.80
TOTAL					-3,478.19

<b>Bill Pmt -Check</b>	<b>49816</b>	<b>02/25/2013</b>	<b>Red Hawk Fire &amp; Security</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2359027	02/15/2013		6452G · BLDG ALTERATION AND MAINT	-1,125.00
TOTAL					-1,125.00

<b>Bill Pmt -Check</b>	<b>49817</b>	<b>02/25/2013</b>	<b>Romano's Pizza &amp; Pasta Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	509197	01/31/2013		6437N · PROGRAMS (TEEN)	-28.50
Bill	509198	01/31/2013		6437N · PROGRAMS (TEEN)	-28.50
Bill	509202	01/31/2013		6437N · PROGRAMS (TEEN)	-28.50
Bill	509201	01/31/2013		6437N · PROGRAMS (TEEN)	-28.50
Bill	509199	01/31/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	509200	01/31/2013		6437A · PROGRAMS (ADULT)	-47.50
Bill	509207	01/31/2013		6437A · PROGRAMS (ADULT)	-47.50
Bill	509213	02/05/2013		6435C · CED, CONF & TRAVEL (C&P)	-60.00
Bill	509221	02/19/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509219	02/19/2013		6437N · PROGRAMS (TEEN)	-9.50
Bill	509211	02/19/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	509210	02/19/2013		6437N · PROGRAMS (TEEN)	-28.50

# February 25, 2013

Bill Pmt -Check	49821	02/25/2013	Schel, Lee	L0225 · EMPIRE NAT'L - OPERATING	
Bill	071	02/08/2013		6437P17 · TRANSLATION SERVICES	-30.00
Bill	070	02/13/2013		6437P17 · TRANSLATION SERVICES	-30.00
TOTAL					-60.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49822</b>	<b>02/25/2013</b>	<b>SCLS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	51657	02/15/2013		6411A · MICRO/REF CD (ADULT)	-239.42
TOTAL					<u>-239.42</u>
<b>Bill Pmt -Check</b>	<b>49823</b>	<b>02/25/2013</b>	<b>Scott, Rob</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	252013	02/14/2013		6437C · PROGRAMS (C&P)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>49824</b>	<b>02/25/2013</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	31887	02/05/2013		6434G · PRINTING (GEN)	-6,581.00
TOTAL					<u>-6,581.00</u>
<b>Bill Pmt -Check</b>	<b>49825</b>	<b>02/25/2013</b>	<b>Sferrazza, Nancy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1/9,16,23,30/13	02/19/2013		6437N · PROGRAMS (TEEN)	-320.00
TOTAL					<u>-320.00</u>
<b>Bill Pmt -Check</b>	<b>49826</b>	<b>02/25/2013</b>	<b>Sharper Training Solutions, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1152013	01/30/2013		6437A · PROGRAMS (ADULT)	-200.00
Bill	1212013	01/30/2013		6437A · PROGRAMS (ADULT)	-200.00
Bill	1222013	01/30/2013		6437A · PROGRAMS (ADULT)	-200.00
Bill	1/16,29/2013	02/15/2013		6437L · PROGRAMS (LIT)	-400.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-1,000.00
<b>Bill Pmt -Check</b>	<b>49827</b>	<b>02/25/2013</b>	<b>Small World Entertainment</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	212013	02/08/2013		6437A · PROGRAMS (ADULT)	-383.00
				6437C · PROGRAMS (C&P)	-384.00
				6437N · PROGRAMS (TEEN)	-383.00
TOTAL					<u>-1,150.00</u>
<b>Bill Pmt -Check</b>	<b>49828</b>	<b>02/25/2013</b>	<b>South Shore Press, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	L5592	02/19/2013		6434G · PRINTING (GEN)	-13.20
TOTAL					<u>-13.20</u>
<b>Bill Pmt -Check</b>	<b>49829</b>	<b>02/25/2013</b>	<b>Tirotta, Katie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	768763	01/31/2013		6410C · BOOKS (C&P)	-5.99
TOTAL					<u>-5.99</u>
<b>Bill Pmt -Check</b>	<b>49830</b>	<b>02/25/2013</b>	<b>Unique Management Services, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	234313	02/15/2013		6437P7 · COLLECTION AGENCY	-420.65
TOTAL					<u>-420.65</u>
<b>Bill Pmt -Check</b>	<b>49831</b>	<b>02/25/2013</b>	<b>UPS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	000054YE33033	01/31/2013		6433G · POSTAGE	-28.65

# February 25, 2013

Bill Pmt -Check	49835	02/25/2013 Xerox Corporation	L0225 - EMPIRE NAT'L - OPERATING	
Bill	066106517	02/15/2013	6439G - EQUIPMENT R & M (GEN)	-653.04
Bill	066106518	02/15/2013	6439G - EQUIPMENT R & M (GEN)	-497.76
Bill	066106516	02/15/2013	6439G - EQUIPMENT R & M (GEN)	-366.20

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**February 25, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	066106519	02/15/2013		6439G - EQUIPMENT R & M (GEN)	-480.10
TOTAL					<u>-1,997.10</u>

**GRAND TOTAL: \$ 97,019.44**

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

Signed: \_\_\_\_\_  
Title: Secretary

**Mastics-Moriches-Shirley Community Library**

**Payroll Benefits Warrant**

**February 01, 2013**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -</b> Bill	<b>EFT</b> 6198134-6	<b>02/01/2013</b>	<b>Hartford Insurance Co.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0196 · LONG TERM 9055 · DISABILTY INSURANCE TOTAL	 \$ 272.87 \$ 1,623.31 <u>\$ 1,896.18</u>
<b>Bill Pmt -Check</b> Bill	<b>4640</b> 02012013	<b>02/01/2013</b>	<b>1096 Denise Boinay</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 <u>\$ 104.90</u>
<b>Bill Pmt -Check</b> Bill	<b>4641</b> 02012013	<b>02/01/2013</b>	<b>1097 Florence Stonish</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 <u>\$ 104.90</u>
<b>Bill Pmt -Check</b> Bill	<b>4642</b> 02012013	<b>02/01/2013</b>	<b>1098 Mary Abruscato</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 <u>\$ 104.90</u>
<b>Bill Pmt -Check</b> Bill	<b>4643</b> 02012013	<b>02/01/2013</b>	<b>1100 Madeline Sacco</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 <u>\$ 104.90</u>
<b>Bill Pmt -Check</b> Bill	<b>4644</b> 02012013	<b>02/01/2013</b>	<b>1101 Rose Giehl</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 <u>\$ 104.90</u>

**Mastics-Moriches-Shirley Community Library**

**Payroll Benefits Warrant**

**February 01, 2013**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -Check</b>	<b>4645</b>	<b>02/01/2013</b>	<b>1102 John R Verbesey</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	02012013			9060 · MEDICAL INSURANCE	\$ 209.80
				TOTAL	<u>\$ 209.80</u>
<b>Bill Pmt -Check</b>	<b>4646</b>	<b>02/01/2013</b>	<b>1109 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	02012013			L0172 · 403B PRUDENTIAL	\$ 1,500.00
				TOTAL	<u>\$ 1,500.00</u>
<b>Bill Pmt -Check</b>	<b>4647</b>	<b>02/01/2013</b>	<b>1112 The NYS Deferred</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	25892		<b>Compensation Plan</b>	L0173 · 457B NYS DEFERRED COMP	\$ 1,184.28
				TOTAL	<u>\$ 1,184.28</u>
<b>Bill Pmt -Check</b>	<b>4648</b>	<b>02/01/2013</b>	<b>2922 Met Life</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	02012013			L0171 · 403B MET LIFE	\$ 2,078.00
				TOTAL	<u>\$ 2,078.00</u>
<b>Bill Pmt -Check</b>	<b>4649</b>	<b>02/01/2013</b>	<b>CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	02012013			L0500 · CSEA UNION DUES	\$ 2,374.27
				TOTAL	<u>\$ 2,374.27</u>
				GRAND TOTAL	<u><u>\$ 9,767.03</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**

**February 15, 2013**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt - EFT</b> Bill	<b>EFT</b> 02152013	<b>02/15/2013</b>	<b>1106 NYS Employees'</b> <b>Retirement System</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160 · RA - ERS ARREARS (VOLUNTARY) TOTAL	 \$ 3,283.36 \$ 1,902.00 \$ 491.88 <u>\$ 5,677.24</u>
<b>Bill Pmt -Check</b> Bill	<b>4650</b> 452	<b>02/15/2013</b>	<b>1103 State Of NY Dept. of</b> <b>Civil Service</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 51,800.25 <u>\$ 51,800.25</u>
<b>Bill Pmt -Check</b> Bill	<b>4651</b> 02152013	<b>02/15/2013</b>	<b>1109 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0172 · 403B PRUDENTIAL TOTAL	 \$ 1,500.00 <u>\$ 1,500.00</u>
<b>Bill Pmt -Check</b> Bill	<b>4652</b> 463458	<b>02/15/2013</b>	<b>1110 AFLAC</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0625 · AFLAC PRE-TAX L0626 · AFLAX POST-TAX TOTAL	 \$ 290.76 \$ 1,728.40 <u>\$ 2,019.16</u>
<b>Bill Pmt -Check</b> Bill	<b>4653</b> 27645	<b>02/15/2013</b>	<b>1112 The NYS Deferred</b> <b>Compensation Plan</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0173 · 457B NYS DEFERRED COMP TOTAL	 \$ 1,481.63 <u>\$ 1,481.63</u>

**Mastics-Moriches-Shirley Community Library**  
**Payroll Benefits Warrant**  
**February 15, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	4654	02/15/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	02152013			L0171 · 403B MET LIFE	\$ 2,078.00
				TOTAL	\$ 2,078.00
Bill Pmt -Check	4655	02/15/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	02152013			L0500 · CSEA UNION DUES	\$ 2,364.79
				TOTAL	\$ 2,364.79
				GRAND TOTAL	\$ 66,921.07

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

Signed: \_\_\_\_\_  
Title: Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

**(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)**

**JANUARY 2013**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2012 through January 2013

	TOTAL											
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense												
Income												
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	3,198,155.00	3,198,155.00	8,690,000.00	-5,491,845.00	36.8%	
2082 · FINES AND FEES	10,132.45	8,112.28	7,969.55	9,705.81	5,101.75	6,161.11	9,997.15	57,180.10	110,000.00	-52,819.90	51.98%	
2360 · CONTRACTS WITH OTHER LIBR.	482,130.72	0.00	0.00	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	3,888.84	4,367.13	35,300.31	65,000.00	-29,699.69	54.31%	
2650 · SALES OF EXCESS MATERIAL	46.40	18.50	26.70	29.20	20.00	49.85	40.00	230.65				
2670 · SALES OF BOOKS	73.50	0.00	76.98	0.00	69.13	0.00	70.24	289.85				
2671 · FEDERAL & STATE GRANTS	0.00	22,831.00	2,832.00	0.00	3,000.00	0.00	0.00	28,663.00				
2701 · REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	-0.03	0.00	-0.03	100.0%	
2705 · GIFTS AND DONATIONS	25.00	0.00	0.00	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	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	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	835.29	921.01	4,119.27	5,000.00	-880.73	82.39%	
2771A · COPIER REVENUE - INHOUSE (N)	0.00	1.00	0.40	0.00	0.00	0.00	0.00	1.40				
2771C · COPIER REVENUE- COLOR	277.65	389.91	238.00	504.20	305.50	257.20	492.90	2,465.36				
2772A · ADULT-ADULT PRINTER	0.00	405.55	0.00	0.00	0.00	689.50	747.35	1,842.40				
2800 · Program Receipts												
2805 · Program Receipts - Adult	1,038.00	589.00	705.00	897.00	611.00	699.50	665.00	5,204.50				
2810 · Program Receipts - Teen	1,127.00	49.00	1,225.00	196.00	735.00	0.00	1,176.00	4,508.00				
Total 2800 · Program Receipts	2,165.00	638.00	1,930.00	1,093.00	1,346.00	699.50	1,841.00	9,712.50				
2999 · Lost Books	41.24	31.99	0.00	0.00	0.00	13.98	554.78	641.99				
Total Income	499,061.12	39,739.77	31,939.57	16,602.34	14,753.92	12,595.27	3,217,186.53	3,831,878.52	9,175,000.00	-5,343,121.48	41.76%	
Gross Profit	499,061.12	39,739.77	31,939.57	16,602.34	14,753.92	12,595.27	3,217,186.53	3,831,878.52	9,175,000.00	-5,343,121.48	41.76%	
Expense												
6000 · SALARIES AND WAGES												
6141 · PROFESSIONAL SALARIES												
6141A · PROFESSIONAL (ADULT)	46,934.42	68,802.14	46,443.21	48,803.36	47,921.88	49,538.00	45,116.55	353,559.56	630,056.00	-276,496.44	56.12%	
6141C · PROFESSIONAL (C&P)	47,578.88	72,300.98	45,464.80	45,548.27	45,567.15	49,450.27	44,268.91	350,179.26	627,456.00	-277,276.74	55.81%	

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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									TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget
6141D · PROFESSIONAL (DIGITAL)	9,343.68	14,088.84	9,392.56	9,392.56	9,392.56	9,418.06	9,418.06	70,446.32	116,556.00	-46,109.68	60.44%
6141N · PROFESSIONAL (TEEN)	31,087.76	47,149.17	30,802.15	31,993.53	32,860.04	32,881.51	31,096.59	237,870.75	430,432.00	-192,561.25	55.26%
6141S · COMM SERV LIBR (SVC)	6,735.93	10,203.93	6,802.62	6,802.62	6,802.62	6,802.62	6,802.62	50,952.96	111,545.00	-60,592.04	45.68%
6141T · PROFESSIONAL (TECH)	13,137.70	20,122.26	13,375.93	13,604.46	14,151.30	13,772.62	14,119.99	102,284.26	201,015.00	-98,730.74	50.88%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>154,818.37</b>	<b>232,667.32</b>	<b>152,281.27</b>	<b>156,144.80</b>	<b>156,695.55</b>	<b>161,863.08</b>	<b>150,822.72</b>	<b>1,165,293.11</b>	<b>2,117,060.00</b>	<b>-951,766.89</b>	<b>55.04%</b>
<b>6142 · CLERICAL SALARIES</b>											
6142A · CLERICAL (ADULT)	24,125.50	37,301.49	23,219.32	25,257.52	25,919.54	30,774.99	23,730.93	190,329.29	315,538.00	-125,208.71	60.32%
6142C · CLERICAL (C&P)	12,379.15	20,345.32	11,694.72	11,996.50	11,924.96	14,183.41	11,327.72	93,851.78	181,427.00	-87,575.22	51.73%
6142G · CLERICAL (GEN)	9,652.83	14,426.51	9,655.79	9,722.81	9,714.92	9,736.48	9,630.03	72,539.37	132,840.00	-60,300.63	54.61%
6142L · CLERICAL (LIT)	10,490.11	16,818.17	11,866.35	13,175.78	12,973.51	14,314.37	12,314.56	91,952.85	168,101.00	-76,148.15	54.7%
6142N · CLERICAL (TEEN)	3,335.17	5,565.59	3,460.37	3,908.41	3,925.69	4,724.00	2,591.55	27,510.78	53,003.00	-25,492.22	51.9%
6142R · CLERICAL (CIRC)	25,171.57	32,905.28	20,547.04	20,594.30	20,707.15	23,711.46	22,149.12	165,785.92	451,350.00	-285,564.08	36.73%
6142S · CLERICAL (SVC)	1,506.72	2,635.45	1,411.55	1,266.17	1,690.78	2,097.51	1,457.65	12,065.83			
6142T · CLERICAL (TECH)	13,580.20	19,697.91	10,326.03	11,412.35	11,728.34	13,982.26	11,051.00	91,778.09	184,620.00	-92,841.91	49.71%
6142X · CLERICAL (WIRES)	830.47	1,217.81	889.56	853.45	860.02	1,010.66	571.16	6,233.13	11,828.00	-5,594.87	52.7%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>101,071.72</b>	<b>150,913.53</b>	<b>93,070.73</b>	<b>98,187.29</b>	<b>99,444.91</b>	<b>114,535.14</b>	<b>94,823.72</b>	<b>752,047.04</b>	<b>1,498,707.00</b>	<b>-746,659.96</b>	<b>50.18%</b>
<b>6143 · PAGE SALARIES</b>											
6143A · PAGE (ADULT)	8,933.23	13,239.51	8,737.68	9,466.82	8,783.65	11,484.48	8,631.23	69,276.60	120,326.00	-51,049.40	57.57%
6143C · PAGE (C&P)	9,402.13	15,707.99	9,045.30	9,286.84	8,801.38	11,117.49	7,631.43	70,992.56	167,403.00	-96,410.44	42.41%
6143L · PAGE (LIT)	0.00	0.00	0.00	0.00	0.00	41.45	298.44	339.89	7,692.00	-7,352.11	4.42%
6143N · PAGE (TEEN)	1,569.34	2,863.72	1,135.76	1,597.36	1,685.13	1,939.62	1,641.70	12,432.63	19,244.00	-6,811.37	64.61%
6143R · PAGE (CIRC)	2,021.52	2,883.85	1,411.38	1,508.78	1,279.78	1,692.21	1,962.68	12,760.20			
6143T · PAGE (TECH)	3,255.07	4,788.18	3,282.26	3,297.10	3,027.98	3,417.04	3,090.18	24,157.81	55,007.00	-30,849.19	43.92%
<b>Total 6143 · PAGE SALARIES</b>	<b>25,181.29</b>	<b>39,483.25</b>	<b>23,612.38</b>	<b>25,156.90</b>	<b>23,577.92</b>	<b>29,692.29</b>	<b>23,255.66</b>	<b>189,959.69</b>	<b>369,672.00</b>	<b>-179,712.31</b>	<b>51.39%</b>
<b>6144 · CUSTODIAL</b>											
6144G · CUSTODIAL	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	18,924.12	15,706.53	123,769.43	225,874.00	-102,104.57	54.8%
<b>Total 6144 · CUSTODIAL</b>	<b>15,643.94</b>	<b>23,415.55</b>	<b>16,107.48</b>	<b>17,762.28</b>	<b>16,209.53</b>	<b>18,924.12</b>	<b>15,706.53</b>	<b>123,769.43</b>	<b>225,874.00</b>	<b>-102,104.57</b>	<b>54.8%</b>
<b>6145 · SECURITY</b>											

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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<b>6145G · SECURITY</b>	11,704.27	18,488.94	12,704.65	13,363.19	13,459.61	16,272.55	11,822.27	97,815.48	171,294.00	-73,478.52	57.1%
<b>Total 6145 · SECURITY</b>	11,704.27	18,488.94	12,704.65	13,363.19	13,459.61	16,272.55	11,822.27	97,815.48	171,294.00	-73,478.52	57.1%
<b>6146 · TECHNICIAN</b>											
<b>6146W · TECHNICAL (WIRES)</b>	13,351.94	20,127.71	13,586.99	13,273.09	13,173.00	13,987.84	12,971.83	100,472.40	181,995.00	-81,522.60	55.21%
<b>Total 6146 · TECHNICIAN</b>	13,351.94	20,127.71	13,586.99	13,273.09	13,173.00	13,987.84	12,971.83	100,472.40	181,995.00	-81,522.60	55.21%
<b>6147 · ADMINISTRATIVE</b>											
<b>Total 6147 · ADMINISTRATIVE</b>	17,851.62	26,888.31	17,925.54	17,925.54	17,925.54	17,925.54	17,975.54	134,417.63	231,110.00	-96,692.37	58.16%
<b>Total 6000 · SALARIES AND WAGES</b>	339,623.15	511,984.61	329,289.04	341,813.09	340,486.06	373,200.56	327,378.27	2,563,774.78	4,795,712.00	-2,231,937.22	53.46%
<b>6200 · EMPLOYEE BENEFITS</b>											
<b>9010 · RETIREMENT</b>	0.00	0.00	0.00	0.00	0.00	763,034.00	0.00	763,034.00	664,196.00	98,838.00	114.88%
<b>9030 · SOCIAL SECURITY</b>	25,474.67	38,407.29	24,684.57	25,526.20	24,894.80	27,379.19	24,524.89	190,891.61	360,000.00	-169,108.39	53.03%
<b>9040 · WORKERS' COMPENSATION</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,000.00	-55,000.00	0.0%
<b>9050 · UNEMPLOYMENT INSURANCE</b>	1,682.23	0.00	0.00	0.00	0.00	0.00	0.00	1,682.23	9,500.00	-7,817.77	17.71%
<b>9055 · DISABILTY INSURANCE</b>	0.00	3,089.47	1,641.12	1,706.86	1,712.48	1,710.69	0.00	9,860.62	17,000.00	-7,139.38	58.0%
<b>9060 · MEDICAL INSURANCE</b>	46,201.21	45,254.83	43,804.42	45,944.63	46,072.92	49,449.24	49,889.71	326,616.96	630,000.00	-303,383.04	51.84%
<b>9065 · MTA TRANSIT TAX</b>	1,132.20	1,706.99	1,097.09	1,138.92	1,134.42	1,244.84	1,090.00	8,544.46	16,305.00	-7,760.54	52.4%
<b>Total 6200 · EMPLOYEE BENEFITS</b>	74,490.31	88,458.58	71,227.20	74,316.61	73,814.62	842,817.96	75,504.60	1,300,629.88	1,752,001.00	-451,371.12	74.24%
<b>6410A · BOOKS (ADULT)</b>	7,834.16	9,699.68	7,406.13	15,733.27	8,988.07	7,172.40	12,136.22	68,969.93	220,000.00	-151,030.07	31.35%
<b>6410C · BOOKS (C&amp;P)</b>	2,939.43	4,890.45	4,136.41	7,705.27	5,351.00	1,411.30	6,529.27	32,963.13	119,500.00	-86,536.87	27.58%
<b>6410L · BOOKS (LIT)</b>	0.00	0.00	4,068.00	32.50	0.00	0.00	736.69	4,837.19	5,000.00	-162.81	96.74%
<b>6410N · BOOKS (TEEN)</b>	1,298.83	1,851.99	491.54	2,644.79	987.06	1,913.93	2,252.05	11,440.19	30,000.00	-18,559.81	38.13%
<b>6410T · BOOKS (TECH)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
<b>6411A · MICRO/REF CD (ADULT)</b>	0.00	606.00	5,767.00	2,399.00	1,453.00	4,795.00	3,387.75	18,407.75	45,000.00	-26,592.25	40.91%
<b>6411C · MICRO/REF CD (C&amp;P)</b>	0.00	0.00	8,095.13	1,000.00	0.00	2,706.00	3,207.11	15,008.24	18,250.00	-3,241.76	82.24%
<b>6411N · MICRO/REF CD (TEEN)</b>	0.00	30.52	5,766.00	1,024.44	0.00	1,200.00	2,887.75	10,908.71	20,000.00	-9,091.29	54.54%
<b>6412A · RECORDINGS (ADULT)</b>	1,162.17	2,313.93	617.62	2,779.44	1,488.10	1,031.82	1,653.65	11,046.73	47,200.00	-36,153.27	23.4%
<b>6412C · RECORDINGS (C&amp;P)</b>	488.84	755.58	68.79	972.47	503.50	85.13	305.40	3,179.71	10,000.00	-6,820.29	31.8%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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									TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget
6412N · RECORDINGS (TEEN)	10.18	539.10	34.01	1,333.08	393.28	262.84	55.63	2,628.12	10,000.00	-7,371.88	26.28%
6413A · PERIODICALS (ADULT)	32.75	0.00	139.87	3,609.41	79.00	2,746.97	390.95	6,998.95	33,000.00	-26,001.05	21.21%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	161.09	0.00	70.88	0.00	231.97	6,325.00	-6,093.03	3.67%
6413D · PERIODICALS (ADM)	0.00	0.00	79.00	0.00	0.00	0.00	209.00	288.00	1,000.00	-712.00	28.8%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	474.15	474.15	1,200.00	-725.85	39.51%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	55.91	0.00	0.00	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	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	5,287.55	8,450.76	6,800.49	14,621.61	7,712.66	10,597.77	9,645.14	63,115.98	100,000.00	-36,884.02	63.12%
6417C · VIDEOS (C&P)	2,549.91	2,547.97	1,299.29	3,955.34	3,343.71	3,772.57	1,618.33	19,087.12	53,000.00	-33,912.88	36.01%
6417L · VIDEOS (LIT)	1,807.00	0.00	0.00	0.00	0.00	0.00	70.00	1,877.00	500.00	1,377.00	375.4%
6417N · VIDEOS (TEEN)	144.16	348.61	22.14	1,326.10	669.44	215.38	398.71	3,124.54	12,000.00	-8,875.46	26.04%
6419G · SOFTWARE (GEN)	0.00	0.00	3,985.00	0.00	0.00	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	1,199.00	0.00	1,514.00	1,500.00	14.00	100.93%
6419T · SOFTWARE (TECH)	0.00	575.00	0.00	0.00	0.00	675.00	551.75	1,801.75	3,000.00	-1,198.25	60.06%
6419W · SOFTWARE (WIRES)	0.00	2,424.40	0.00	0.00	1,292.95	1,782.20	0.00	5,499.55	16,000.00	-10,500.45	34.37%
6428D · MISCELLANEOUS	0.00	40.00	6,152.25	0.00	0.00	0.00	654.71	6,846.96	2,500.00	4,346.96	273.88%
6429C · REALIA (C&P)	24.98	312.48	0.00	39.99	343.42	0.00	147.44	868.31	4,500.00	-3,631.69	19.3%
6430G · OFFICE AND LIBRARY SUPPLIES	3,309.36	10,633.04	4,536.92	6,539.56	10,128.34	5,488.49	8,451.20	49,086.91	95,000.00	-45,913.09	51.67%
6431D · TELECOMMUNICATIONS	3,723.40	3,725.10	3,724.93	3,736.37	3,785.62	3,723.45	3,760.34	26,179.21	50,000.00	-23,820.79	52.36%
6432G · CARTAGE	250.38	250.38	250.38	250.38	250.38	250.38	250.38	1,752.66	7,500.00	-5,747.34	23.37%
6433G · POSTAGE	3,030.31	4,537.92	3,030.31	4,530.31	4,545.11	3,102.56	4,763.55	27,540.07	60,000.00	-32,459.93	45.9%
6434A · PRINTING (ADULT)	-475.00	-112.25	-631.10	-602.00	-647.00	0.00	-5.60	-2,472.95	4,275.00	-6,747.95	-57.85%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
6434G · PRINTING (GEN)	6,581.00	6,605.15	6,706.95	6,732.73	6,638.48	6,581.00	6,623.39	46,468.70	102,000.00	-55,531.30	45.56%
6434L · PRINTING (LIT)	0.00	0.00	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	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	0.00	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	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	0.00	282.65	1,119.24	4,000.00	-2,880.76	27.98%
6435C · CED, CONF & TRAVEL (C&P)	0.00	50.00	480.67	1,225.04	1,229.76	40.95	27.68	3,054.10	5,250.00	-2,195.90	58.17%
6435D · CED, CONF & TRAVEL (ADM)	329.00	941.19	32.51	318.00	725.14	0.00	70.00	2,415.84	7,500.00	-5,084.16	32.21%

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									TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget
6435G · CED, CONF & TRAVEL (GEN)	0.00	0.00	299.00	0.00	49.93	0.00	23.53	372.46	3,000.00	-2,627.54	12.42%
6435L · CED, CONF & TRAVEL (LIT)	0.00	252.56	0.00	-64.03	1,013.71	0.00	649.97	1,852.21	2,500.00	-647.79	74.09%
6435N · CED, CONF & TRAVEL (TEEN)	25.52	253.93	700.53	275.62	987.02	58.06	35.47	2,336.15	5,000.00	-2,663.85	46.72%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	71.83	0.00	0.00	45.00	0.00	116.83	2,500.00	-2,383.17	4.67%
6435S · CED, CONF & TRAV (COMM SRV)	250.00	-250.00	274.00	-274.00	135.00	0.00	0.00	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	0.00	0.00	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	0.00	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	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	5,462.06	5,015.06	30,491.98	61,120.00	-30,628.02	49.89%
6437C · PROGRAMS (C&P)	4,733.04	4,092.64	2,481.68	2,665.71	2,544.62	2,363.06	1,941.41	20,822.16	75,000.00	-54,177.84	27.76%
6437L · PROGRAMS (LIT)	920.24	2,131.27	1,328.05	5,814.14	7,292.30	6,641.44	5,808.28	29,935.72	35,000.00	-5,064.28	85.53%
6437N · PROGRAMS (TEEN)	6,328.87	5,152.53	7,575.70	4,375.44	5,232.64	6,592.30	6,154.77	41,412.25	50,000.00	-8,587.75	82.83%
6437P · PROFESSIONAL FEES											
643760 · PLANTINGS	0.00	191.53	191.53	191.53	191.53	-525.00	383.06	624.18			
643765 · PROMOTION AND PUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	504.00	504.00			
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	0.00	16,750.00	16,750.00			
6437P02 · AUDITOR	0.00	1,500.00	0.00	0.00	1,000.00	0.00	1,000.00	3,500.00			
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	133.75	133.75	136.00	938.50			
6437P12 · PAYROLL SERVICES	1,405.74	789.63	1,698.98	1,879.94	781.56	1,322.33	2,746.37	10,624.55			
6437P13 · ARMORED CAR SERVICE	171.59	171.59	175.02	175.02	175.02	175.02	175.02	1,218.28			
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	113.85	0.00	0.00	163.84	277.69			
6437P16 · STAFF BACKGROUND SCREEN	0.00	903.04	0.00	340.89	325.89	113.63	909.04	2,592.49			
6437P17 · TRANSLATION SERVICES	37.50	64.30	0.00	110.85	11.00	71.00	11.00	305.65			
6437P3 · APPRAISAL SERVICES	0.00	0.00	205.00	0.00	0.00	0.00	0.00	205.00			
6437P4 · ATTORNEY	6,750.00	2,064.99	1,097.97	0.00	2,035.89	1,093.87	7,750.00	20,792.72			
6437P7 · COLLECTION AGENCY	223.75	340.10	205.85	205.85	313.25	8.95	483.30	1,781.05			
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00			
6437P9 · EAP	0.00	0.00	6,930.00	0.00	0.00	0.00	0.00	6,930.00			
6437P · PROFESSIONAL FEES - Other	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00	135,250.00	-135,100.00	0.11%
Total 6437P · PROFESSIONAL FEES	8,722.33	6,158.93	10,638.10	3,451.68	4,967.89	2,543.55	31,011.63	67,494.11	135,250.00	-67,755.89	49.9%
6438 · DUES	0.00	0.00	658.00	-184.00	1,082.00	468.06	699.00	2,723.06	5,000.00	-2,276.94	54.46%



# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2012 through January 2013

TOTAL

	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget
6439A · EQUIPMENT R & M (ADULT)	4.15	4.15	4.15	4.15	4.15	4.15	4.15	29.05	3,500.00	-3,470.95	0.83%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	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	2,314.22	3,070.37	18,007.22	39,015.00	-21,007.78	46.16%
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	4.15	4.15	4.15	4.15	29.05	400.00	-370.95	7.26%
6439R · EQUIPMENT R & M (CIRC)	0.00	10,884.28	0.00	0.00	16,468.28	342.80	0.00	27,695.36	55,000.00	-27,304.64	50.36%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	0.00	1,803.30	150.00	2,492.62	2,488.81	2,703.44	107.54	9,745.71	26,000.00	-16,254.29	37.48%
6450E · ELECTRICITY	16,666.69	12,155.22	17,454.06	0.00	0.00	9,394.12	0.00	55,670.09	145,000.00	-89,329.91	38.39%
6450F · FUEL/GAS	75.00	142.01	0.00	114.43	660.44	1,914.77	2,505.01	5,411.66	25,000.00	-19,588.34	21.65%
6450W · WATER	0.00	506.86	0.00	0.00	329.56	0.00	0.00	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	1,700.46	3,135.00	11,765.73	19,000.00	-7,234.27	61.93%
6452G · BLDG ALTERATION AND MAINT	2,988.00	4,111.43	2,272.00	4,342.99	1,097.59	2,735.21	4,861.64	22,408.86	435,852.00	-413,443.14	5.14%
6454 · INSURANCE	55,084.37	0.00	0.00	100.30	346.00	0.00	0.00	55,530.67	50,000.00	5,530.67	111.06%
6485G · Bank Fees	202.78	133.12	179.63	198.38	146.38	553.86	136.93	1,551.08			
66900 · Reconciliation Discrepancies	0.00	0.00	0.02	0.00	0.00	0.00	0.00	0.02			
6700 · TAN INTEREST	0.00	0.00	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	196.19	210.61	1,654.13	3,500.00	-1,845.87	47.26%
7203C · EQUIPMENT C & P	761.68	0.00	0.00	171.43	0.00	0.00	125.00	1,058.11	3,000.00	-1,941.89	35.27%
7203D · EQUIPMENT ADMIN	0.00	0.00	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	0.00	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	0.00	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	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	134.55	6,387.14	92.36	0.00	6,869.24	561.21	9,037.88	23,082.38	140,000.00	-116,917.62	16.49%
Total 7203 · EQUIPMENT - Capital Purchases	1,134.01	6,387.14	92.36	974.59	7,404.23	757.40	9,373.49	26,123.22	158,000.00	-131,876.78	16.53%
Total Expense	556,829.24	723,272.36	524,891.33	533,605.41	538,425.53	1,323,441.65	548,955.56	4,749,421.08	9,175,000.00	-4,425,578.92	51.77%
Net Ordinary Income	-57,768.12	-683,532.59	-492,951.76	-517,003.07	-523,671.61	-1,310,846.38	2,668,230.97	-917,542.56	0.00	-917,542.56	100.0%
Other Income/Expense											

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY  
Profit & Loss Budget Overview  
July 2012 through January 2013

									TOTAL		
									Budget	\$ Over Budget	% of Budget
Other Expense											
7500 · BUILDING IMPROVEMENTS	0.00	8,909.53	13,248.85	57,378.88	64,169.46	31,429.35	20,506.34	195,642.41			
7900 · TRANSFER TO/(FROM) CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00			
Total Other Expense	0.00	8,909.53	13,248.85	57,378.88	64,169.46	31,429.35	1,020,506.34	1,195,642.41			
Net Other Income	0.00	-8,909.53	-13,248.85	-57,378.88	-64,169.46	-31,429.35	-1,020,506.34	-1,195,642.41	0.00	-1,195,642.41	100.0%
Net Income	-57,768.12	-692,442.12	-506,200.61	-574,381.95	-587,841.07	-1,342,275.73	1,647,724.63	-2,113,184.97	0.00	-2,113,184.97	100.0%

MMSCL  
Operating Funds Monthly Report  
January 2013

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 5,563,528.08	\$ 3,209,379.27	\$ 1,801,093.70	\$ 4,109.43	\$ 6,975,923.08
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 307,866.78	\$ 3,726.60	\$ 141.98	\$ 184.09	\$ 311,635.49
Empire Nat'l Bank	OPERATING	\$ 124,819.97	\$ 186,517.77	\$ 33,470.58	\$ 73.61	\$ 277,940.77
Empire Nat'l Bank	PAYROLL	\$ 65,743.51	\$ 614,595.93	\$ 569,347.20	\$ -	\$ 110,992.24
						<u>\$ 7,676,491.58</u>

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: \$ 7,691,491.58

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**JANUARY 2013**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCl

# CAPITAL FUND MONTHLY REPORT

<b>Month</b>	<b>Account #</b>	<b>Balance Forward</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Balance</b>
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
December-12		\$ 2,881,025.46	\$ 1,708.15	\$ -	\$ 2,882,733.61
January-13		\$ 2,882,733.61	\$ 1,001,771.38	\$ -	\$ 3,884,504.99
				Grand Total :	\$ 3,884,504.99

February 25, 2013

## **DIRECTOR'S REPORT**

### **BLIZZARD NEMO**

Of course the item that stands out most clearly this month is the blizzard and the aftermath. There were many issues to attend to. The library closed early the day the storm hit and did not reopen until Tuesday. Our circulation staff worked tirelessly on Tuesday morning returning days worth of materials that patrons left in our exterior book drops. As the lot was not plowed of snow we were quite surprised to see the number of returns. It took four staff members four hours to manually check in all the items. They did a wonderful job.

Our custodial staff did an excellent job clearing our walkways and emergency exits of all the snow. Unfortunately the owner of the parking lot could not deliver on his requirement to plow the parking lot in a timely fashion. Ultimately we contracted with a local snow removal company. We forwarded the invoice to William Floyd Plaza Associates requesting reimbursement for the bill.

### **PARKING LOT**

It may be time to revisit the agreement with William Floyd Plaza Associates. We do not have anything in writing articulating which party is responsible for parking lot maintenance and plowing. We have a long standing history of past practice where WFP Assoc. removes the snow, but nothing I can find on general maintenance. The parking lot could use some maintenance work, including the restriping of the stalls but it is unclear who will pay for such work. The shrubs continue to be a safety issue for cars entering and exiting the lot. Traffic has increased with the opening of the Dollar Tree. Removal or major trimming of those shrubs is required to improve the line of sight for cars.

I suggest we contact WFP and begin a conversation regarding these issues and perhaps revisit the concept of purchasing the property.

### **STEEL REPAIR**

Sandpebble representatives met with Rick Wiedersum and his engineer at the library this month. They reviewed the structural steel and commented that from a visual perspective significant deterioration has occurred since they looked at it last. They compared pictures taken 18 months ago to current conditions and photographed exposed beams again. Bricks will be removed in inconspicuous areas at first to gauge remediation work that will be required. We are told to expect scaffolding around the building when the work commences which will impact walkways and perhaps parking as well. I will update you when I know more. Joe Maiorana shared some interesting news about Hofstra Brick. I will ask him to share that news at the meeting.

## **WIRING FOR TECHNOLOGY**

We were in contact with A+ Technology to solicit an updated quote for professional services needed to design the computer cable re-wiring of the facility. The quote will be presented for your approval under new business. The amount has not increased since we last requested an estimate in 2011. I recommend that we proceed with the planning portion of the work.

The wiring plan will require staff to think carefully about termination points for the network wires. Should the public computing stations remain where they are, free floating in the middle of public space, or would a perimeter location or lab type clustering layout make more sense. Department Heads and staff will be involved in this important recommendation.

## **CUSTODIAL STAFF & CONSTRUCTION GRANT**

Will Wischhuesen has been promoted to a Custodial Worker II. Will is currently working on getting estimates for removing the oil and oil tank from the sub-basement as well as monitoring our electrical panels for recurring tripped breakers. I am wondering which facility project will be shovel ready as the NYS Construction Aid grant cycle begins again in June. We need to be ready with a project that can garner NYS Education Department approval before September 2013. As NYS can take up to 16 weeks to approve we need to be planning now.

## **PLANNING**

I met with most of our Department Heads during the month to review their draft strategic plans. We will revise and share with the Board within the next few months.

## **BUDGET**

Chris and I are working with Department Heads to develop a budget that meets the changing needs of the community and stays under the tax cap. You will see a presentation at the meeting this month highlighting some key elements of the draft FY13-14 Budget. We are working with staff on the budget newsletter and wonder if you would like us to create a separate mailer again this year. In previous years our public relations/marketing company completed this work for us, but we are no longer retaining their services. Please let me know how you would like us to proceed.

## **ROTARY FUNCTION**

The Rotary Person of the Year Dinner was rescheduled due to the Blizzard. Please let me know if you wish to attend on the new date of February 28th (Thursday).

## **LIBRARY ADVOCACY DAY**

I will be attending Library Advocacy day in Albany on March 4-5, 2013. March 4th is a travel day with a continuing education program for Library Directors scheduled in the afternoon. We return on March 5th after a full day of lobbying for increased NYS Aid for libraries. Wish us luck, or better yet, join us!

**MEETINGS ATTENDED:** Rotary, LILRC, PLDA, SCLS

**SUFFOLK COUNTY LIBRARY SYSTEM NEWS**

PALS Board ILS (Integrated Library System) subcommittee received copies of the ILS RFI documents and will be reviewing them for meetings scheduled in March. I am serving on that committee representing the Brookhaven Libraries. I am excited to see what the vendors have to say but getting bleary eyed in the process as each document is over 400 pages long. There are five vendor responses to cull through.

Saturday delivery of Inter-Library Loans began in January. Good news for our library patrons.



		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	24,353	31,077						175,662	170,559
Website Visits		58,621	53,304	50,675	51,437	50,674	43,458	55,534						363,703	324,208
	Adult	9,680	9,329	8,708	8,968	9,695	7,907	8,838						63,125	60,899
	Children's	2,112	1,615	1,097	1,240	1,378	1,144	1,519						10,105	14,658
	Teen	1,113	807	714	800	797	606	1,074						5,911	11,173
	Program Calendar	4,666	3,797	3,713	3,851	3,441	3,053	3,666						26,187	25,516
	Library Link	340	383	383	319	289	232	370						2,316	2,627
	CommunityLibrary.org	21,474	19,799	19,115	18,831	18,097	16,072	20,186						133,574	115,588
	Facebook	7,738	11,750	5,264	7,590	8,802	7,553	4,114						53,811	20,013
Circulation		72,789	69,937	64,084	68,356	65,053	56,693	69,013	-	-	-	-	-	465,925	485,482
	Staff assisted checkouts & renewals	33,916	32,199	30,403	33,285	32,004	26,162	33,427						221,396	291,557
	Express Lane Checkouts & renewals	29,472	28,882	26,986	27,537	25,299	22,565	27,020						187,761	146,136
	Renewals by patrons (web)	7,762	7,218	5,090	5,829	6,388	6,163	6,239						44,689	40,470
	Overdrive Digital Checkouts	1,639	1,638	1,605	1,705	1,362	1,803	2,327						12,079	7,319
	Freegal Downloads	704	986	837	701	709	628	658						5,223	5,136
	ILLs out	3,237	3,446	2,775	2,866	2,681	2,392	3,255						20,652	24,768
	ILLs in	2,708	2,949	2,430	2,374	2,198	2,020	2,711						17,390	17,376
	Holds	7,014	7,231	6,464	5,913	6,038	5,633	6,663						44,956	44,499
	Filled Holds	5,383	5,507	5,086	5,108	4,854	4,810	5,504						36,252	33,235
	New Library Cards	382	275	357	279	270	156	362						2,081	2,189
	New/Renewed Contract Patrons	1,417	98	21	11	7	13	21						1,588	1,445
Computer Usage		6,137	6,312	5,674	6,208	5,265	5,646	6,626	-	-	-	-	-	41,868	50,081
	Adult	4,136	4,460	4,090	4,369	3,814	3,945	4,599						29,413	34,215
	Children's	1,193	1,117	744	823	603	830	919						6,229	8,705
	Teen	808	735	840	1,016	848	871	1,108						6,226	7,161
Reference Questions		2,485	2,515	2,736	2,977	2,480	2,193	2,835	-	-	-	-	-	18,221	16,018
	Adult	608	1,026	1,066	1,284	1,082	838	1,327						7,231	3,015
	Children's	1,422	1,146	1,285	1,254	1,028	1,090	1,147						8,372	10,646
	Teen	360	264	291	314	290	214	245						1,978	1,500
	Chat Reference	95	79	94	125	80	51	116						640	857
Other Questions		6,009	5,721	5,430	5,957	5,814	4,850	6,027	-	-	-	-	-	39,808	50,444
	Adult	2,881	3,295	2,941	2,851	2,864	2,593	3,170						20,595	26,934
	Children's	2,278	1,523	1,473	1,814	1,953	1,498	1,697						12,236	18,402
	Teen	850	903	1,016	1,292	997	759	1,160						6,977	5,108
Programs, In-House Attendance		4,001	3,007	1,815	2,246	3,729	2,463	2,305	-	-	-	-	-	19,566	22,682
Programs, In-House Sessions		237	225	182	256	267	210	268	-	-	-	-	-	1,645	491
	Adult	1,223	1,138	627	581	687	481	762						5,499	5,955
	Adult # of Sessions	66	60	52	49	68	50	90						435	-
	Children's	1,594	932	303	642	1,691	863	833						6,858	9,559
	Children's # of Sessions	49	28	15	39	58	20	28						237	-
	Teen	760	417	340	509	469	454							2,949	3,882
	Teen # of Sessions	69	50	33	51	49	48							300	-
	Community Services													-	-
	Community Services # of Sessions													-	-
	Outside Organizations	424	520	545	514	882	665	710						4,260	3,286
	Outside Organizations # of Sessions	53	87	82	117	92	92	150						673	491
Programs, Offsite Attendance		574	544	150	424	273	534	1,270	-	-	-	-	-	3,769	2,734
Programs, Offsite Sessions		23	21	7	17	13	18	13	-	-	-	-	-	112	101
	Adult	117	123	60	67	30	99	48						544	470
	Adult # of Sessions	3	3	2	2	1	2	2						15	18
	Children's	376	204	70	325	227	403	1,222						2,827	1,975
	Children's # of Sessions	15	8	4	12	11	13	11						74	70
	Teen	81	217	20	32	16	32							398	289
	Teen # of Sessions	5	10	1	3	1	3							23	13
	Community Services													-	-
	Community Services # of Sessions													-	-
	Outside Organizations													-	-
	Outside Organizations # of Sessions													-	-
Programs, Literacy Attendance		602	715	731	2,429	1,538	1,252	2,355	-	-	-	-	-	9,622	7,087
Programs, Literacy Sessions		14	17	33	99	87	60	116	-	-	-	-	-	426	367
	In-house Attendance	308	330	223	782	467	398	745						3,253	3,217
	In-house Children's Attendance	294	385	135	459	235	214	334						2,056	1,135
	In-house # of Sessions	14	17	13	40	31	24	50						189	163
	Offsite attendance	-		346	972	699	525	1,069						3,611	2,735
	Offsite Children's Attendance	-		27	216	137	115	207						702	-
	Offsite # of sessions	-		20	59	56	36	66						237	204

**Memo: To the Board of Trustees, February 25, 2013**

**From: Tara D'Amato, Assistant Director**

### **Administration**

- Began planning for 2013 April budget vote including ordering machines, setting legal notice, and writing newsletter copy regarding the vote. Trustee nominating petitions will be available starting Monday February 25 and absentee ballot applications will also be available soon.
- Met with representatives from The Early Years Institute along with Beth Donovan. This nonprofit is interested in learning about our model of group Family Literacy instruction. They also shared some valuable information about an assessment tool they are developing to use in cooperation with schools and community groups for pre-K readiness, as well as potential private foundation relationships worth exploring.
- Wrote and submitted a grant application for the ALA Library Journal's Library Aware Community Award. Up to \$10,000 could be given to a library whose programs and community involvement show their community is involved as an active partner with the library.
- Organized staff safety committee and had our first organizational committee. The group is working on an agenda which includes:
  - Address staff training needs for active shooter scenario, including evaluate the building for safety concerns with the advice of a law enforcement professional.
  - revise library disaster/evacuation plan
  - obtain library wide training on emotionally disturbed patrons
  - determine other staff safety concerns and make a plan to address them
  - Create a presentation for the Board of our findings/recommendations

To this end, committee members are in the process of interviewing their coworkers on staff to come back in two weeks with a report on their findings about staff safety concerns. I have obtained a proposal for a qualified law enforcement affiliated agency to conduct a comprehensive threat assessment of building, perform training, and assist us in updating our procedures, drills and policies. This is included under New Business for your review.

### **Community Service**

- Attended rehearsals for the Community Summit Theater Committee's production of *Bye Bye Birdie* and continued to assist in the planning of the event. The committee is very well organized this year, having learned a lot from their first production. The play "Bye

"Bye Birdie" will be performed on April 5 & 6 at the William Floyd High School. Tickets will be available in March for the April performance and will be sold at the library in advance. Teens gathered at the library to paint large wooden signs advertising the play, they designed the signs themselves and did a great job with completing the project.



- Working with our security guard Joe Suarez who is an officer in the 7<sup>th</sup> precinct, we have been able to schedule the monthly 7<sup>th</sup> precinct community meetings here at the library. The county executive has asked all local precinct commanders to try hosting their monthly meetings at other community sites in order to increase attendance. We are pleased to host these meetings and are helping the precinct get the word out about the new location. Meetings will be held at the library on the third Thursday of each month at 7 p.m. for the next few months.

## Board of Trustees Meeting February 25, 2013

- **Workers Compensation Insurance Renewal**

- Our insurance broker was unsuccessful in changing our renewal number
- They had been attempting to move this coverage to a different carrier
- Ultimately, six insurance companies declined to even provide a quote due to the Library's loss history in this category

- **Facilities Update**

- Waiting on fire alarm service company to advise install date of the hard wired carbon monoxide detector in our new boiler room
- In discussions with parking lot owner regarding possible reimbursement to Library for blizzard snow removal
- The pumps in our wastewater wells have failed again and we are investigating their repair

- **1099 Statements – CY 2012**

- All annual statements for the Library's contractor vendors have been issued at this time
- Successfully filed the library's 1096 annual filing with the IRS

- **William Floyd School District Tax Receipts**

- Received final wire transfer in February from the WFSD in the amount of \$194,267

- **New York State Annual Library Report**

- This project has been temporarily delayed by New York State due to budget cutbacks at the State level
- Project should begin shortly

- **Budget – FYE June 30, 2014**

- DRAFT version is complete



# Children & Parents

Rachel Wyneken  
Department Head

## February 2013 Board Report

Nearly 600 children, teens and adults flocked to the Winter Reading Club Snow Ball on February 1. The event kicked off registration for the Winter Reading Clubs for every age. There were craft stations, balloon animals, face painting, carnival games, cupcake decorating, a hot chocolate bar, live music, raffles, a visit from Frosty and even "ice" skating to enjoy. The Snow Ball was yet another way to promote the idea that reading is fun and not a chore, a primary goal in working with children. We strive to ensure that reading becomes a pleasurable habit.

Many of those attending the Snow Ball were families whose students attend Tangier Smith, where the library cooperated with the PTO to provide a magic show to promote the Winter Reading Club. Through this program, we reached 840 students and teachers, who obviously got the message, since nearly 40% of those who registered for *Snow Better Time to Read* were children and families from Tangier Smith. Now we're preparing for the celebratory events for those who complete the club, which will take place on March 2.

Last month I spoke to you about how we were expanding Study Buddies, a cooperative venture among CPSD, Teen and Literacy. Starting in February, children in grades K-5 have come to the children's floor to get help from a teen volunteer on Wednesday evenings. We have had an average of 8 students every Wednesday so far, which I see as a good beginning. As the word gets out, I think we'll find this to be more and more popular.

I told you in last month's board report that I would have a photo of our new fish tank. As you can see, I don't. The fish tank replacement was delayed when we decided to convert from a freshwater tank to a saltwater tank so that we can feature more colorful fish (think Nemo), as well as other sea creatures, such as starfish and shrimp. I hope to include a photo of THIS new fish tank in the March board report.





# Teen Services Department — February 2013

January 2013 Teen Desk Questions Statistics	
01 Readers Advisory/"Do you have ___?"	149
02 Homework Help/Reference	23
03 ILL/Reserve Item	49
04 Internet Searching/Computer Help	24
All Reference Requests	245
05 Program Signup and Information	153
06 Directions/Procedures	15
07 Computer Signup/Time Extension/Printing/Computer Troubleshooting	757
08 Retrieve video game(s)	108
09 Needs supplies/headphones/etc	104
Other	23
Directional/Other Requests	1160
Total Requests	1405

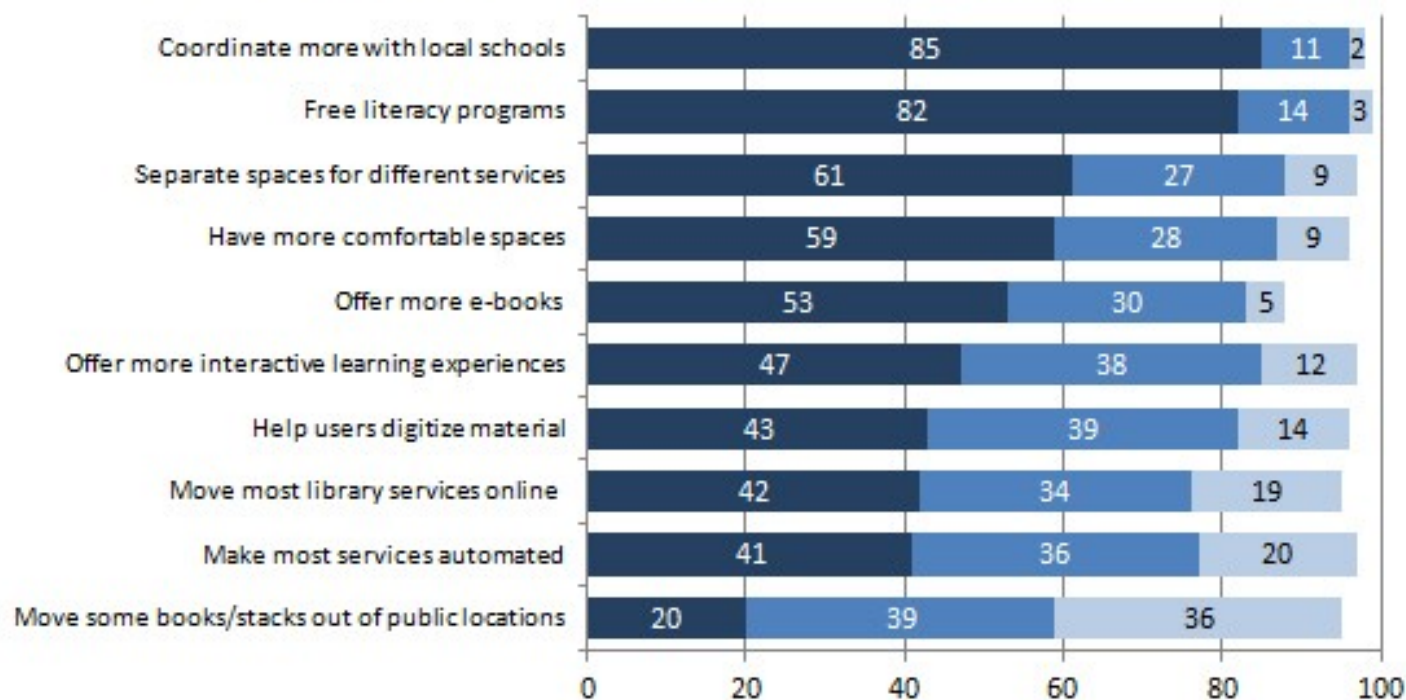
TEEN SERVICES PROGRAMS: JANUARY 2013		
Program Category	Attendance	# of Programs
ARTS	31	4
CLASS VISITS	44	4
COMMUNITY SERVICE	38	12
COMPUTERS & DIGITAL LEARNING	20	4
CRAFTS & FOOD	102	3
DROP-IN	235	18
ENRICHMENT	8	1
ENTERTAINMENT	136	9
PLANNING AHEAD	29	2
READING	21	5
ON THE ROAD	0	0
TOTALS	664	62



## What services and programs libraries should (and should not) implement

Among all Americans ages 16+, the percentage who say their library should implement the following programs

■ Should definitely do    ■ Should maybe do    ■ Should definitely not do

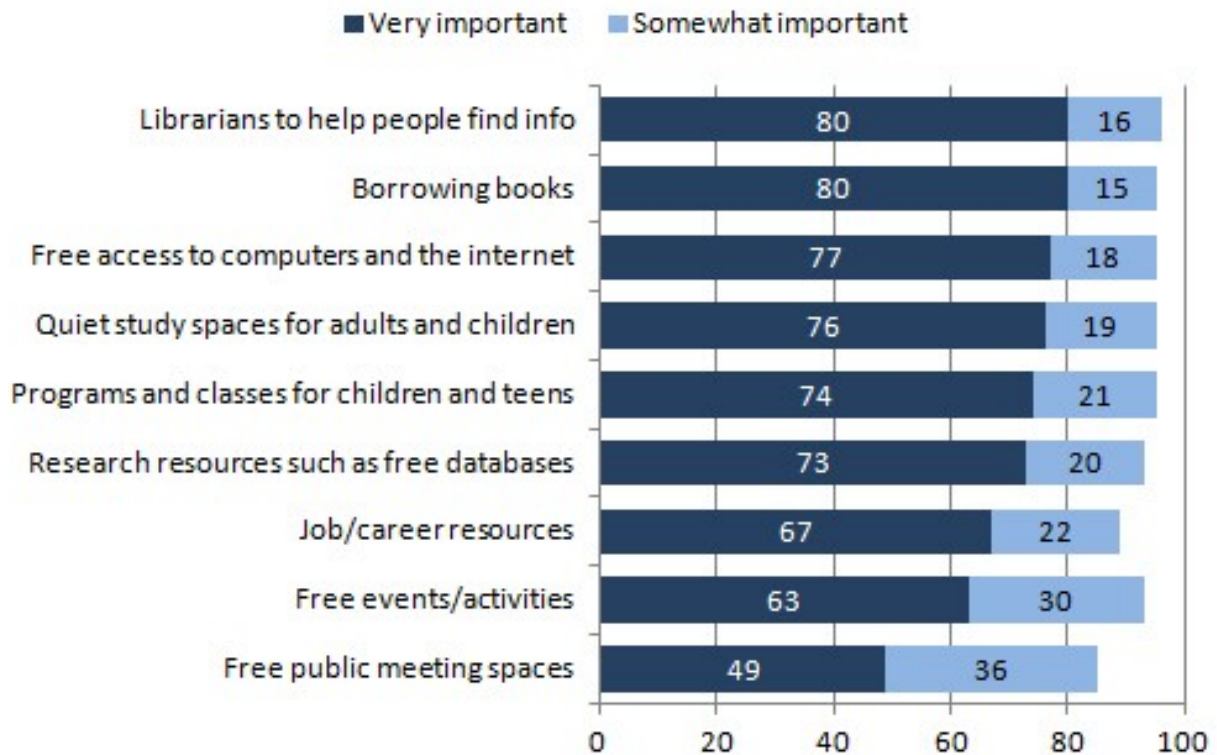


Source: Pew Research Center Internet & American Life Project Library Services survey. October 15-November 10, 2012. N=2,252 Americans ages 16 and older. Interviews were conducted in English and Spanish and on landline and cell phones.

<http://libraries.pewinternet.org/category/libraries-in-the-digital-age/>

## What people think is important for libraries to offer

Among all Americans ages 16+, the percentage who say that these services and programs are "very important" or "important" for libraries to offer



Source: Pew Research Center Internet & American Life Project Library Services survey. October 15-November 10, 2012. N=2,252 Americans ages 16 and older. Interviews were conducted in English and Spanish and on landline and cell phones. Margin of error is +/- 2.3 percentage points for the total sample.

The challenge for Teen Services is to discover how to promote the services that we already offer, and how to optimize what we offer. The data makes it clear that we should be coordinating with the local schools, providing reference and a variety of borrowing models, and assisting teens with studying and lifelong learning. But our reference/homework help stats are extremely low, our circulation numbers are stagnant to steady, and our Teen Area often feels more like the parking lot outside than a viable studying and learning center. How can we position Teen Services so that the users we have are inspired and empowered to discover and create? How can we win over teens and their families who do not use the library and its resources?

I hope to come back from the Digital Media Learning Conference in March with clearer answers to these questions. Please see the last page of this report for other resources and inspirations for creating libraries that encourage youth to college-and-career-readiness, content creation, and lifelong learning.





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

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January 22, 2013

Lorraine Squires  
Mastic Moriches Shirley Community Library

Dear Ms. Squires,

The purpose of this letter is to formally and publicly commend Kerrilynn Hurley for her excellent work as a Discussion Leader for the joint Nassau-Suffolk Mock Printz Workshop held on January 17, 2013.

Kerrilynn and her partner Rosalia Millan were well-prepared. In addition to reading the books slated for discussion, she had prepared a list of excellent questions, which stimulated discussion among attendees. Both leaders were able to keep the discussion moving along, allowing time for all to express their opinions. All ideas were entertained and allowed expression. While appreciating differing points of view, they were able to keep the discussion balanced.

Attendees left with new insights into current literature for Young Adults.

I appreciate Kerrilynn's willingness further the interest and understanding of YA literature among librarians in both Nassau and Suffolk Counties.

Sincerely,

A handwritten signature in black ink that reads "Barbara Moon". The signature is fluid and cursive.

Barbara Moon  
Youth Services Consultant

Letter of Appreciation for Kerrilynn Hurley's work on the Mock Printz Workshop. This workshop endeavors to deepen Teen Librarians' understanding of current quality teen literature, increasing their readers advisory and collection development skills. When an MMSCL librarian reaches out like this, we all benefit.

## Digital Media Learning Spaces and Maker Spaces in Libraries: Inspiration and Information

How do teens use digital media? <http://digitalyouth.ischool.berkeley.edu/report.html>

**Hanging Out:** the use of tech to consume media and interact with peers (watching YouTube, chatting on FB, etc)

**Messing Around:** Teens explore new interests, tinker, and “mess around” with technology and media, acquiring various forms of technical and media literacy.

**Geeking Out:** Diving into a topic or interest - youth turn to specialized knowledge groups of both teens and adults from around the country or world, with the goal of improving their craft and gaining reputation among expert peers.

- Chicago Public Library's YOUMedia space encourages “Hanging Out, Messing Around, Geeking Out”  
- a model that allows teens to move naturally into digital media and content creation.  
<http://youmediachicago.org/10-philosophy/pages/56-philosophy>
- Idea Box, Oak Park, Illinois  
- learn through tinkering, fun, and exploration  
<http://oppl.org/events/idea-box>
- Teen HYPE Center, Detroit, MI - projects range from computer coding, to sewing, to bike repair.  
<http://www.detroitpubliclibrary.org/specialservice/hype-teen-center>



# CIRCULATION SERVICES

Board  
Report

**Circulation Statistics: for January 2013 submitted February 2013**

**Circulation Activity: 69,013**

**Staff Assisted Checkouts: 33,427**

**Self Checkouts: 27,020**

**Online Renewals: 6,239**

**Digital Checkouts: 2,327**

**Physical Visitors: 31,077 and Current Card Holders: 46,155**

**New Library Cards issued: 362**

**MMSCL District Patrons 345**

**Out of District Contract Patrons 17**

**Meeting Room Usage:**

**Number of rooms booked by district organizations including tutors — 150**

**Number of community residents including students in attendance — 710**

**SMS Alerts (text notifications):**

**403 patrons currently enrolled**

**Online Self Registration:**

**Currently requested 19**

## **Department Head Note:?**

January proved to be a difficult and bitter sweet month. The passing of Jen Matelski affected many of her co-workers and friends, may she rest in peace. One of our long time veteran Circulation clerks Anna Miceli has decided to move closer to the city line and her last day was January 15th. In order to replace Anna one of our Circulation pages, Darian Furnari was promoted to clerk on January 16th and in order to replace Darian we hired Vanessa Lugo who started as a page on January 10th. Both new hires are doing a great job. Circulation activity in January is the highest it's been in the past four months despite the winter weather.





### **The National Center for Family Literacy Mini-Grant Award**

The Literacy department received a \$500.00 *Litera-Seeds Mini-Grant* from The National Center for Family Literacy to support the library's Reading Buddies program. The funding will be used to purchase books for the ESOL Family/Night Reading Buddies program which teams up teen volunteers with children to reinforce reading skills. The grant-funded books become part of the literacy families' home libraries. Teen volunteers also assist at our weekly homework help program. The teen -literacy relationship has added a wonderful dynamic to our family literacy program.



### **Suffolk County Health Department and Literacy**

On Saturday, January 19, representatives from the Suffolk County Department of Health Services began a comprehensive health workshop for our family literacy classes. Bilingual presentations, scheduled for five Saturdays, covered health topics and concerns for families who may be unfamiliar with ways to access this vital information. Families are most appreciative of this training and very proud of the certificate they receive at sessions end.



### **Suffolk County Police Department**

Once again we were able to offer expert advice from the Suffolk County Police Department to all our literacy classes. Detective Lola Quesada made visits to our evening classes at William Floyd High School and to our morning family literacy classes here at the library to acquaint our patrons with services offered through the Suffolk County Police Department. Emphasizing that our local police department is here to help newcomers to our country is an enlightening experience for many of our class participants.



### **LEFA Computer Classes**

Digital Services Librarian, Steve Burg, began his second six week series of bilingual computer classes. Working with a Literacy Spanish Speaking Clerk, Steve put his best Spanish to the test to present computer basics to our morning classes. The class utilizes the Teen Department computers. The word is out, LEFA patrons are lining up at the literacy office to sign up for Steve's class.



### **Literacy Class Attendance**

Beginning level ESOL classes are experiencing a surge of new applicants. Literacy students are hearing what President Obama is proposing for immigration reform, especially the part about applicants having to learn English to qualify for legal immigration status. To accommodate this influx of new applicants four additional classes have been put in place bringing our class total up to 31 adult literacy classes weekly.

February 2013

Compiled by: Nick Tanzi

## Support Site Launched & Expanding

Last month, we were nearing the completion of our eBook support site. I'm pleased to report that the site has been launched, following an introduction of its contents to staff. Help is now supplied for the vast majority of smart phones, eReaders and tablets—including those using Windows 8. Additionally, work is underway to include tutorials for audio books for all supported devices.

The creation and maintenance of this site is a significant investment in staff time. Currently, I have placed a Creative Commons license on the site allowing for conditional use of <http://support.communitylibrary.org>, namely that attribution for the work be given, and that no entity may *"alter, transfer, or build upon the work"* without our expressed permission.

### Support Home

Welcome to the Community Library's support site!

Here you'll find step-by step instructions for accessing the library's digital collection. To **get started**, choose your topic from the menu above.

If you still need help, no worries! You can **schedule a one-on-one tech appointment** with one of our librarians!



Creative Commons  
License



This work by [www.communitylibrary.org](http://www.communitylibrary.org) is licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 3.0 United States License.

Based on a work at <http://support.communitylibrary.org>

### Update on Kodak EZ Scan

Shortly after receiving our PS55 Kodak photo scanning station, we detected a problem with the file quality. That problem has since been resolved, meaning we are one step closer to our public photo scanner. RASD is currently awaiting 4GB flash drives which will be provided at-cost to the public for anyone lacking a storage device for their photos, while Digital Services creates instructional materials for staff & public.



### Computer Animation Program a Hit!

On 2/21, we conducted a computer animation class for children in grades 3-6. Modeled after a program we had done for teens, participants spent 45 minutes designing an "alien". Next, the kids "test drove" their creations, ensuring they moved effectively. Finally, we recorded short videos of each alien in action and burned a copy onto a flash drive for them to take home. 14 out of 15 registrants attended, an excellent ratio. Many of the kids and their parents asked us to "do more classes like this"! We'll be offering this same program again in April, and based on popularity, make it a regular fixture of CPD programs. It is my experience that technology-based programs have been some of the best attended events with this age group.





# REPORT OF PERSONNEL CHANGES

## SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

**DATE PREPARED**  
**02/25/13**

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

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF P/T, INCL # OF HRS PER WK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
LA	Garcia, Charlene		Library Clerk	\$13.39/hr		01/26/13-04/28/13	
TRS	Bruno, Ashley		Page	\$8.29/hr		01/21/13	
APT	Foglia, Christopher D.		Custodial Worker I	\$11.10/hr		01/31/13	
RL	Alfano, Rita		Librarian Trainee	\$23.96/hr		01/31/13	
APT	Alfano, Rita		Librarian I	\$24.72/hr	Under 17.5	02/01/13	
TRS	Haile, Gregory		Custodial Worker I	\$11.33/hr		01/29/13	
RL	Wischhusen, William		Custodial Worker I	\$47,569.92		01/29/13	
A	Wischhusen, William		Custodial Worker II	\$50,570.00		01/30/13	
LA	Swensen, Rachel		Library Clerk	\$13.39/hr		02/12/13	02/12/13-04/07/13
RE/APT	Hopkins, Claire		Computer Technician	\$15.54/hr		02/03/13	09/30/12-02/03/13

- 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?

☐ APPROVED
 ☐ DISAPPROVED
 ☐ APPROVED AS NOTED

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

\_\_\_\_\_  
Signature of Appointing Authority



## WBN Library Newsletter #1 (Thursday, February 21, 2013)

Dear Librarian/WBN Host Location,

Thank you for agreeing to be a host library for World Book Night 2013! Welcome and welcome back! This newsletter includes the first of regular WBN updates.

First, remember to **set aside the night on your calendar the week of April 15 for your pre-WBN giver reception.**

1. We've read and coded thousands of applications, and we're prepping the Constant Contact email to the approved givers in the next week. (The exact dates will be posted on FB and Twitter/links below. Hey, follow us!) With their email comes the process where **they choose their book pick-up** library or bookstore, so even though we've asked them not to bother you, they still might. They are eager and passionate!
2. We are going to have a lot of resources for you and the givers this year. Look for update on what and when in an early March newsletter. Also look for a national media and advertising update.

### Schedule:

**Week of April 1:** You will receive your book givers' contact information.

**Week of April 8:** Receive, check in and store WBN boxes for givers who have chosen your bookstore as a pick-up point; contact givers to let them know their box has arrived AND invite them to your reception *the next week* (see below) to pick up their box, and materials. **But don't give them to the givers yet.**

**Week of April 15:** Hold a reception for book givers and local media. This is the week they get their box from you, plus materials that I will prepare for you for them.

**Week of April 22:** Prepare for any last-minute box pick up Mon and Tues. **WORLD BOOK NIGHT is TUESDAY, APRIL 23.**

**Week of April 29:** Remind givers to post photos and anecdotes; we'll be discussing reading, sharing and community like crazy all spring and summer!

Carl Lennertz, Executive Director, World Book Night U.S.

**World Book Night in the U.S. is a 501(c)3 non-profit organization.**

[www.us.worldbooknight.org](http://www.us.worldbooknight.org)

<https://www.facebook.com/worldbooknightusa>

<https://twitter.com/wbnamerica>

<http://pinterest.com/worldbooknight/>

<http://wbnamerica.tumblr.com/>

Instagram: [wbnamerica](#)

WBN YouTube channel: [http://www.youtube.com/user/wbnamerica?feature=results\\_main](http://www.youtube.com/user/wbnamerica?feature=results_main)



## QUOTE

Date	Quote #
02/07/13	AAAQ9140

**Sold To:** Mastics-Moriches-Shirley Community Library  
Kerri Rosalia  
407 William Floyd Parkway  
Shirley, NY 11967  
United States

**Phone:** (631) 399-1511  
**Fax:** (631) 281-4442

**Ship To:** Mastics-Moriches-Shirley Community Library  
Kerri Rosalia  
407 William Floyd Parkway  
Shirley, NY 11967  
United States

**Phone:** (631) 399-1511  
**Fax:** (631) 281-4442

A+ will act as a consultant and provide detailed system designs for all necessary technologies and systems being implemented as part of the Library Renovation and Restoration Project. A+ will be involved in weekly project update and status meetings, we will provide demonstrations and detailed proposals for all technology requested. A+ team members will be brought in based on their particular area of expertise in order to provide the Library with all the necessary information needed to make educated decisions on implementation. If A+ is chosen for the entire technology upgrade project, the entire consulting fee will be credited back to the library or may be used towards a service contract to properly maintain the systems, this will be the sole option of the Library at the completion of the project.

Terms	Rep	P.O. Number	Ship Via
	Jeffrey		

Ln #	Qty	Description	Unit Price	Ext. Price
1	100	Labor for Consulting and Design of Mutiple Security System Integration Projects Manuf.Part#:	\$150.00	\$15,000.00
2	1	NYS Contract # PT63297 Manuf.Part#:	\$0.00	\$0.00

<i>SubTotal</i>	<i>\$15,000.00</i>
Sales Tax	\$0.00
Estimated Shipping	\$0.00
<b>Total</b>	<b>\$15,000.00</b>

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_





STRATEGIC PLANNING PARTNERS

*Business Survivability, Preparedness & Homeland Security Solutions*

To: Mastics-Moriches-Shirley Community Library  
407 William Floyd Parkway, Shirley, NY 11967

Attn: Tara D'Amato, Assistant Library Director

Subj: Proposal for Safety/Security Program

Dear Ms D'Amato;

Thank you for taking the time to speak with me last week. Enclosed please find our proposal to develop a Safety/Security Training Program for your Library as discussed.

Our approach is based on SPP's standard 3-step process to include assessment, program development and training components. Pending availability of Library staff and resources, the entire project could be completed in as few as 6-weeks. We are pleased to present the attached process description and compensation breakdown for your consideration.

Please let me know if you have any questions or would like to approach from a different perspective. Thank you again for your time and consideration, we look forward to working with you and your entire team!

Sincerely,

Michael Griffin  
Director, Emergency Preparedness Services



STRATEGIC PLANNING PARTNERS

*Business Survivability, Preparedness & Homeland Security Solutions*

Mastics-Moriches-Shirley Community Library

Proposal for Safety/Security Program

1. Assessment:
  - a. Perform review and assessment of all documented procedures
  - b. Perform physical security walkthrough
  - c. Perform assessment of current access control and emergency response actions
  - d. Perform observation of daily operating Procedures
  - e. Provide written report of findings and recommendations
2. Program Development:
  - a. Enhance/update and/or develop new emergency procedures to include:
    - i. Assignment of Roles and Responsibilities
    - ii. Communications (internal and external)
    - iii. Revised daily operations for safety/security
    - iv. Emergency Action Plans: Evacuation, Intruder (armed and unarmed), Shelter, etc.
  - b. Delivery of final updated plans and procedures
3. Drills and Exercises:
  - a. Develop training program and materials
    - i. Management Personnel
    - ii. Staff and Security Personnel
  - b. Design Drill and Exercise series
    - i. One Management and Staff Training session on procedures
    - ii. One Security Training session on new procedures
    - iii. Two Management/Security Tabletops (Evacuation and Active Shooter)
    - iv. One Active Shooter Drill
  - c. Facilitate and assess drills and exercises
  - d. Delivery of written After-Action Reports
4. Proposed Compensation Breakdown: \$ 12,000.00
  - a. Billing Cycle: Four equal payments of \$ 3000.00 payable as follows:
    - i. Project Start
    - ii. Upon Delivery of Assessment report
    - iii. Upon Delivery of Updated Plans and Procedures
    - iv. Upon Completion of Training



## **Statement of Capabilities**

Strategic Planning Partners (SPP) provides business and government sector clientele with detailed solutions relative to homeland security and emergency preparedness. Our extensive range of services in homeland security includes vulnerability and risk assessment, operational planning, maritime policy implementation and training development and execution. Our direct approach in evaluating the operations of our customers enables us to rapidly identify vulnerabilities, develop targeted solutions and deliver the necessary services. We customize our training programs to meet the required objectives, deliver the appropriate balance of classroom and practical training and produce fully qualified graduates of any program we deliver. We have successfully brought together members of the business sector with Federal, State and Local Government to analyze the impacts of scenarios on industry sectors, critical infrastructure and the National economic supply-chain.

### **Representative Past Performance Overview**

#### **Strategic Planning - Public Sector**

1. *Nassau County Office of Emergency Management*; Contracted to directly support the review and update of the County's Hazard Mitigation Plan
  - 5 year status update
  - Interface with all local municipalities
  - Validate plan against FEMA Standards
  - Interface with FEMA representatives to ensure delivery of qualified plan
2. *Port Fourchon, LA and the Port of Nashville, Tennessee*; Participated as a partner in the Assessment and Development of Port Wide Strategic Risk Management/Mitigation and Business Continuity Plans. Planning efforts were designed to expand port-wide partnerships for regional management of port wide strategic risk reduction activities. Project deliverables included:
  - 5 year risk reduction strategy for each port
  - Strategic recommendations to prevent, respond to and recover from major security incidents and/or disasters within the Port area.
  - Solutions to minimize the impact on lives, property and the economy – both regionally and nationally.

3. *United States Department of Homeland Security – Joint Field Office Situation Model*: Facilitated the development of a new Command and Control Model for the United States Government to utilize during national incidents or events. This project included plan development, training of 18 participating agencies on-site and development of an exportable curriculum for training in regions across the United States.

### **Corporate Business Continuity and Resiliency**

1. *Pfizer Worldwide Technology*; is the technology backbone to the world's largest research-based pharmaceutical company. SPP conducted a full Hazard and Vulnerability Analysis, developed an integrated crisis management and disaster recovery plan inclusive of all critical systems, personnel, platforms, functions and users of Pfizer's Research and development Core Data Systems. This plan ensured the continuity of operations locally for R&D as well as integrating with the Pfizer Worldwide Business Continuity System.

2. *Bureau of National Affairs*; is the largest independent publisher of information and analysis products for professionals in law, tax, business, and government. SPP assessed existing emergency preparedness and continuity of operations capabilities for the protection of employees and essential operations. Project deliverables included the establishment of emergency procedures and development of pandemic and continuity of operations strategies for critical publishing operations in all emergency situations. All plans and procedures were tested through a series of tabletop and field exercises.

3. *Retlif Testing Laboratories Inc*; is one of the world's leading independent testing laboratories and strategic compliance organizations. SPP performed complete risk and vulnerability assessments for the development of a comprehensive all-hazards emergency preparedness and response plan encompassing corporate locations in Pennsylvania, New York, New Hampshire as well as the regulatory arm in Washington D.C. A Hazard and Vulnerability Analysis and Risk Assessment identified critical gaps at each site. Overall corporate vulnerabilities and regional threats unique to the various geographies were also distilled to focus on major potential emergencies.

4. *Otis Technologies*; is the largest manufacturer of gun-cleaning systems in the United States. SPP provided complete business survivability assessment in order to develop emergency preparedness and crisis action plans for the company and its large day care facility. SPP helped Otis establish planning and emergency teams consisting of representatives from management, sales, manufacturing, assembly, human resources, procurement, public relations and design engineering.



## **School District Strategic Services**

1. *Bayport-Blue Point School District*: Facilitated the development of comprehensive “all-hazards” emergency plans. Project elements included the assembly of a complete internal emergency organization and development of crisis action procedures and emergency communications capabilities. The process also included district-wide coordination of all response efforts, and standardization of emergency organizations and operations. SPP developed, facilitated and evaluated a series of emergency exercises in coordination with local emergency responders.

2. *East Moriches Union Free School District*: Facilitated the development of a comprehensive “all-hazards” emergency plan. Project elements included the assembly of a complete internal emergency organization and development of crisis action procedures and emergency communications capabilities. A training program was developed for all school district administrators, staff and emergency team members. All planning elements were coordinated with first responders and emergency managers.

3. *Franklin Square School District* - Facilitated the development of comprehensive “all-hazards” emergency plans. Project elements included the assembly of a complete internal emergency organization and development of crisis action procedures and emergency communications capabilities. The process also included district-wide coordination of all response efforts, and standardization of emergency organizations and operations.

## **Exercise and Formal Training Program Development - Domestic**

1. *Circle Line-Statue of Liberty Ferries - MTSA Table Top Exercise*: Developed and executed a full-scale tabletop exercise for a major ferry company in the Port of New York. This full-day exercise incorporated the Ferry operators as well as representatives from City, State and Federal responders including NYPD Harbor and U.S. Coast Guard. Lessons learned were presented to the U.S. Department of Homeland Security for incorporation into future Maritime Transportation Security Act exercises as well as discussion of future operational enhancements.

2. *City University of New York – Development and instruction of MTSA Port Security Curriculum*: Created a Port Security Curriculum in alignment with the U.S. Maritime Administration to provide 40 hours of training on the combined positions of Company Security Officer, Facility Security Officer and Vessel Security Officer.

3. *Long Island University, C.W. Post Campus*: Developed and delivered a series of training programs and tabletop exercises targeting the Campus Public Safety Department as well as facets of the Academic and Student Life population.

3. *Barnard College*: Developed and delivered a series of training programs and tabletop exercises targeting the Campus Public Safety Department as well as facets of the Academic, Student Life and surrounding 1<sup>st</sup> responders. A tabletop series culminated in the delivery a live field exercise.

## **International Program Development and Project Management**

*1. Abu Dhabi Critical National Infrastructure Authority;* is responsible for the safety and security of all critical national infrastructure, land, air and sea. SPP was responsible for the development and execution of Maritime Security Training Programs this recently established maritime homeland security and critical infrastructure protection agency in the Persian Gulf region. Program development included writing and delivery of curriculum for comprehensive course program relative to critical infrastructure protection, port security and law enforcement in accordance with U.S. and International best practices. SPP manages a staff of 30 Instructors and Translators from 7 countries in execution of formal classroom and practical underway training operations on a variety of patrol boat platforms.

*2. Special Operations Training:* SPP is responsible for the development and execution of a Tactical Operations Training Programs for a recently established maritime homeland security and critical infrastructure protection agency in the Persian Gulf region. Program development included writing and delivery of curriculum for comprehensive course program geared toward tactical land, sea and air operations necessary to respond to high threat incidents and events within the area of responsibility. SPP manages a staff of 25 Instructors and Translators from 5 countries in execution of formal classroom and practical field operations.

*3. Dubai Maritime City Authority;* is tasked with the safety and security of the Dubai Maritime City, a multi-use Port which includes commercial port operations, critical infrastructure and recreational boating activities. SPP is leading a team on the development of several facets of port security. We recently conducted a full threat assessment on the waterways within and surrounding the port and made recommendations for physical, procedural and regulatory enhancements. SPP has developed plans and future recommendations to develop state of the art navigational and port technology systems to promote security, safe navigation, and future waterways development for one of the fastest growing cities in the Middle East.

February 25, 2013

To: the Community Library Board of Trustees

From: Lorraine Squires, Teen Department Head

On behalf of the Teen Services Department, I am recommending that the library de-accession and discard the four (4) upholstered chairs and one (1) upholstered bench that reside in the Teen Area.

The amount of wear and tear that this furniture has endured over the past 7-10 years has made it almost unusable. Despite the best efforts of our custodial staff, the upholstery is uncleanable at this point, having endured years of ground-in dirt, odors, and insects. Even the wooden frames are scarred and rickety. I could not in good conscience recommend that we pass this furniture on to any individual or agency.

In the future, I recommend that all furniture purchased for the teen area be waterproof, anti-microbial, mobile, and extremely sturdy.

The tags on the furniture are as follows -

0001222 - Armchair

0001223 - Armchair

0001224 - Armchair

0001225 – Armchair

0001226 - Upholstered Bench