

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

**March 18, 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. UNFINISHED BUSINESS**

**IX. 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. CONTINUING EDUCATION
- E. CONTRACT RENEWAL
- F. POLICY
- G. APPOINTMENT OF ELECTION OFFICIALS
- H. STEEL REPAIR PROJECT

**XI. EXECUTIVE SESSION**

**XII. ADJOURNMENT**

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

**APRIL 22, 2013 at 7:00PM**

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

## **MINUTES OF FEBRUARY 19, 2013 BOARD MEETING**

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

Present were Trustees Mazzarella, Saggio, Maiorana, Director Rosalia, Business Manager Nowak and Richard Zuckerman, Attorney.

**PRESENT**

Motion by Maiorana, second by Saggio to go into executive session to discuss collective bargaining negotiations at 8:07AM. Carried 3-0.

**EXECUTIVE  
SESSION**

Motion by Saggio, second by Maiorana to leave executive session at 9:18AM. Carried 3-0.

Motion by Saggio to adjourn at 9:19 AM. Carried 3-0.

**ADJOURNMENT**

Respectfully submitted by,

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Kerri Rosalia, Director

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF FEBRUARY 25, 2013 BOARD MEETING**

Trustee Mazzarella called the meeting to order at 7:07 pm.

Present were Trustees Maiorana, Mazzarella, Simmons, Gross, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, Secretary Prevette,

**PRESENT**

Motion by Simmons, second by Maiorana to accept the minutes of the January 28, 2013 meeting of the Board of Trustees. Carried 4-0.

**MINUTES**

Motion by Gross, second by Maiorana to approve the Operating Fund schedule of claims dated 2/25/13; Prepay Payables Warrant #1 \$89,193.25; Payables Warrant #2 \$97,019.44; Payroll Warrant W.E. 2/01/2013 \$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. Carried 4-0.

**SCHEDULE  
OF CLAIMS**

Motion by Maiorana, second by Simmons to approve the January 2013 Operating Fund Report. Carried 4-0.

**FINANCIAL  
REPORTS**

Motion by Maiorana, second by Gross to approve the January 2013 Capital Fund Report. Carried 4-0.

The Director added to her written report that an architect & engineer from Wiedersum Associates along with Sandpebble staff visually checked the steel structure and would soon start the removal of some of the brick to determine the extent of repair needed. She also said that she's working on the next planning phase for NY State construction grant monies. The steel project may qualify, but if it does not we can look to another project. A proposal from A+ Technology appears in New Business. The contract with them is to plan for a wiring RFP and overall IT system planning. She suggested the Board look into getting something in writing as to responsibility for maintaining parking lot & surrounding areas. Lastly, the Director said that the N. Y. State Comptroller's office has notified us they will

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

undertake an audit of the library's internal controls. The comptroller audited Smithtown Library a few years ago and recently completed a risk assessment at the Hauppauge Public Library. As with our annual external audit, we can anticipate suggestions on improved internal controls & look forward to working with the state auditors.

The Assistant Director applied for a grant for the American Library Association's Library Aware Community Award. Any funding received would help consolidate the Community Partnership program. She reported that the Community Musical, "Bye Bye Birdie", is well underway and that a library workshop program designed and painted large wooden signs for it. The production will be on April 5th & 6th and tickets will be available at the library in March. She has met with the Safety Committee and is in the process of getting an outside organization to do training and an assessment of our policies and procedures.

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

The Business Manager reported that there is a draft budget increase of 1.84% (\$160,000.00 ) which maintains the existing level of services and increases in retirement & health insurance costs. There is money in the budget for building improvements as well.

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

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

### **RECOMMENDED PERSONNEL CHANGES**

Motion by Simmons, second by Maiorana to approve the renewal of the annual plants maintenance contract with **IGHL/Flower Barn Green-houses** at the rate of \$199.19 per month. Carried 4-0.

### **CONTRACT RENEWAL**

Motion by Maiorana, second by Gross to accept the proposal submitted by A+ Technology Solutions for the creation of a plan to rewire the library building for computer use, at a cost of \$15,000. for a written plan detailing scope of work. Carried 4-0.

### **PROPOSALS / NEW**

Motion by Gross, second by Simmons to accept the proposal submitted by Strategic Planning Partners, LLC for a written evaluation of security procedures and threat assessment of building, development of updated security/evacuation/safety plans for the library, and implementation of security drill training for staff (separate training for security guards) including written manuals, assistance in running drills, and after exercise assessment at a total cost of all materials and training not to exceed \$12,000. payable in 4 installments. Carried 4-0.

## **DRAFT - UNAPPROVED**

Motion by Maiorana, second by Gross to approve the attendance of Teen Services Department Head Lorraine Squires at the Digital Media Learning Conference, at a cost not to exceed \$1,200. The conference will be held in Chicago, IL., March 14 -16, 2013. Carried 4-0.

## **CONTINUING EDUCATION**

Motion by Maiorana, second by Simmons to approve the attendance of the Library Director at Library Advocacy Day, March 4 - 5, 2013. Total cost not to exceed \$250. The event will be held in Albany, NY March 4 - 5, 2013. Carried 4-0.

## **LIBRARY ADVOCACY DAY 2013**

Motion by Gross, second by Maiorana to dispose of damaged furniture items consisting of four upholstered chairs and one upholstered bench, inventory numbers 0001222, 0001223, 0001224, 0001225, 0001226. Items are damaged beyond repair. Carried 4-0.

## **DISPOSAL OF DAMAGED FURNITURE/ EQUIPMENT**

## **PERIOD FOR PUBLIC EXPRESSION**

Motion by Gross, second by Maiorana to move into Executive Session at 8:19 pm to discuss collective bargaining negotiations with CSEA. Carried 4-0.

## **EXECUTIVE SESSION**

Motion by Maiorana to come out of executive session at 9:25 pm. Carried 4-0.

Motion by Gross to adjourn at 9:27 pm. Carried 4-0.

## **ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF MARCH 4, 2013 BOARD MEETING**

Trustee Mazzarella called the meeting to order at 5:10pm.

Present were Trustees Maiorana, Mazzarella, Simmons, Gross, Business Manager Nowak, Secretary Prevete,

**PRESENT**

Motion by Maiorana, second by Gross to adopt the proposed Fiscal Year 2013 - 2014 Operating Budget in the amount of \$9,335,000.00 of which \$8,850,000.00 shall be raised by tax levy, which shall be put forth to Public vote on April 2, 2013. Carried 4-0.

**PROPOSED  
FISCAL YEAR  
2013 - 2014  
OPERATING  
BUDGET**

**PERIOD FOR PUBLIC EXPRESSION**

Motion by Maiorana, second by Simmons to adjourn the meeting at 5:12 pm. Carried 4-0.

**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 MARCH 18, 2013**

PREPAY PAYABLES WARRANT #1	\$34,011.07
PAYABLES WARRANT #2	\$98,648.75
PAYROLL WARRANT W.E. 3/1/2013	\$165,070.11
PAYROLL BENEFITS WARRANT	\$10,053.82
PAYROLL WARRANT W.E. 3/15/2013	\$168,789.57
PAYROLL BENEFITS WARRANT	\$7,484.65
 TOTAL	 <b><u>\$484,057.97</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

March 18, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49836	02/22/2013	LIPA	L0225 - EMPIRE NAT'L - OPERATING	
Bill	*02152013	02/22/2013		6450E - ELECTRICITY	27,497.39
TOTAL					27,497.39
Bill Pmt -Check	49838	03/04/2013	NYLA YASD	L0225 - EMPIRE NAT'L - OPERATING	
Bill	*Reg 4122013	03/04/2013		6435N - CED, CONF & TRAVEL (TEEN)	14.00
TOTAL					14.00
Bill Pmt -Check	49839	03/04/2013	SSLMA	L0225 - EMPIRE NAT'L - OPERATING	
Bill	*Reg 3192013	03/04/2013		6435N - CED, CONF & TRAVEL (TEEN)	20.00
TOTAL					20.00
Bill Pmt -Check	49840	03/06/2013	Amazon.com	L0225 - EMPIRE NAT'L - OPERATING	
Bill	*21013	03/06/2013		6410A - BOOKS (ADULT)	1,251.72
				6410C - BOOKS (C&P)	779.12
				6417A - VIDEOS (ADULT)	843.31
				6417C - VIDEOS (C&P)	1,692.32
				6410N - BOOKS (TEEN)	173.59
				6412N - RECORDINGS (TEEN)	33.89
				6417N - VIDEOS (TEEN)	609.44
				6429C - REALIA (C&P)	263.27
				6412A - RECORDINGS (ADULT)	264.14
				6411A - MICRO/REF CD (ADULT)	19.71
TOTAL					5,930.51

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Prepay Payables Warrant #1**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49841	03/06/2013	Home Depot Credit Services	L0225 - EMPIRE NAT'L - OPERATING	
Bill	*021713	03/06/2013		6451G - CUSTODIAL SUPPLIES	260.70
				6430G - OFFICE AND LIBRARY SUPPLIES	10.97
TOTAL					<u>271.67</u>
Bill Pmt -Check	49842	03/12/2013	Long Island Railroad	L0225 - EMPIRE NAT'L - OPERATING	
Bill	*Tickets 3232013	03/12/2013		6437A - PROGRAMS (ADULT)	277.50
TOTAL					<u>277.50</u>

**GRAND TOTAL: \$34,011.07**

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

## Payables Warrant #2

March 18, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49843	03/18/2013	Abramowitz, Kelly	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/1,15/2013	03/11/2013		6437N - PROGRAMS (TEEN)	-240.00
TOTAL					-240.00
Bill Pmt -Check	49844	03/18/2013	All Island Janitorial Supply, Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	706172	02/27/2013		6451G - CUSTODIAL SUPPLIES	-413.31
TOTAL					-413.31
Bill Pmt -Check	49845	03/18/2013	All Lines Equipment Repair Co.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9137	03/04/2013		6451G - CUSTODIAL SUPPLIES	-79.90
TOTAL					-79.90
Bill Pmt -Check	49846	03/18/2013	American Library Association	L0225 - EMPIRE NAT'L - OPERATING	
Bill	29448884	03/07/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-25.00
TOTAL					-25.00
Bill Pmt -Check	49847	03/18/2013	Ashton, Ruth	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/16 3/2,9/2013	03/11/2013		6437L - PROGRAMS (LIT)	-360.00
TOTAL					-360.00
Bill Pmt -Check	49848	03/18/2013	AudioGo	L0225 - EMPIRE NAT'L - OPERATING	

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

March 18, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	480358	03/07/2013		6412A · RECORDINGS (ADULT)	-92.40
TOTAL					-92.40
<b>Bill Pmt -Check</b>	<b>49849</b>	<b>03/18/2013</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3018536804	02/26/2013		6410A · BOOKS (ADULT)	-270.30
Bill	3018532333	02/26/2013		6410A · BOOKS (ADULT)	-188.20
Bill	3018525818	02/26/2013		6410A · BOOKS (ADULT)	-180.36
Bill	3018543061	02/27/2013		6410A · BOOKS (ADULT)	-74.46
Bill	3018542553	02/27/2013		6410A · BOOKS (ADULT)	-101.37
Bill	3018527394	02/27/2013		6410A · BOOKS (ADULT)	-15.84
Bill	3018542660	02/27/2013		6410A · BOOKS (ADULT)	-120.34
Bill	3018538751	02/27/2013		6410A · BOOKS (ADULT)	-99.85
Bill	3018535203	02/27/2013		6410A · BOOKS (ADULT)	-90.98
Bill	3018545243	02/27/2013		6410A · BOOKS (ADULT)	-78.79
Bill	3018550696	02/27/2013		6410A · BOOKS (ADULT)	-104.59
Bill	3018546462	02/27/2013		6410A · BOOKS (ADULT)	-102.62
Bill	3018556254	03/01/2013		6410A · BOOKS (ADULT)	-87.80
Bill	3018552162	03/01/2013		6410A · BOOKS (ADULT)	-126.54
Bill	3018487660	03/04/2013		6410A · BOOKS (ADULT)	-165.16
Bill	3018549979	03/04/2013		6410A · BOOKS (ADULT)	-78.42
Bill	3018546758	03/04/2013		6410A · BOOKS (ADULT)	-93.14
Bill	3018538776	03/04/2013		6410C · BOOKS (C&P)	-203.97
Bill	3018507485	03/04/2013		6410C · BOOKS (C&P)	-252.38
Bill	3018525668	03/04/2013		6410C · BOOKS (C&P)	-59.17
Bill	3018544031	03/04/2013		6410C · BOOKS (C&P)	-179.90
Bill	3018534210	03/04/2013		6410C · BOOKS (C&P)	-8.32
Bill	3018521334	03/04/2013		6410C · BOOKS (C&P)	-218.59
Bill	3018528055	03/04/2013		6410C · BOOKS (C&P)	-157.96
Bill	3018544032	03/04/2013		6410C · BOOKS (C&P)	-11.90

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	3018531567	03/04/2013		6410C · BOOKS (C&P)	-320.82
Bill	3018513624	03/05/2013		6410C · BOOKS (C&P)	-586.60
Bill	3018551537	03/06/2013		6410A · BOOKS (ADULT)	-465.21
Bill	3018557341	03/06/2013		6410A · BOOKS (ADULT)	-126.60
Bill	3018565346	03/06/2013		6410A · BOOKS (ADULT)	-254.95
Bill	3018565636	03/06/2013		6412A · RECORDINGS (ADULT)	-41.60
Bill	3018568155	03/07/2013		6410A · BOOKS (ADULT)	-655.78
Bill	3018570365	03/07/2013		6410A · BOOKS (ADULT)	-97.09
Bill	3018565967	03/07/2013		6410A · BOOKS (ADULT)	-83.81
Bill	3018568067	03/07/2013		6410A · BOOKS (ADULT)	-24.46
Bill	3018567756	03/07/2013		6410A · BOOKS (ADULT)	-130.47
Bill	3018577091	03/11/2013		6410A · BOOKS (ADULT)	-84.45
Bill	3018576399	03/12/2013		6410A · BOOKS (ADULT)	-72.88
Bill	3018580179	03/12/2013		6410A · BOOKS (ADULT)	-45.41
Bill	3018560510	03/12/2013		6410C · BOOKS (C&P)	-11.90
Bill	3018560509	03/12/2013		6410C · BOOKS (C&P)	-110.01
Bill	3018560166	03/12/2013		6410C · BOOKS (C&P)	-1,497.05
Bill	3018578836	03/12/2013		6410N · BOOKS (TEEN)	-13.92
Bill	3018579398	03/12/2013		6410N · BOOKS (TEEN)	-10.17
Bill	3018571554	03/12/2013		6410N · BOOKS (TEEN)	-32.21
Bill	3018576651	03/12/2013		6410N · BOOKS (TEEN)	-61.47
Bill	3018563264	03/12/2013		6410N · BOOKS (TEEN)	-14.52
Bill	3018558408	03/12/2013		6410N · BOOKS (TEEN)	-22.04
Bill	3018546380	03/12/2013		6410N · BOOKS (TEEN)	-53.94
Bill	3018535419	03/12/2013		6410N · BOOKS (TEEN)	-10.17
Bill	3018546985	03/12/2013		6410N · BOOKS (TEEN)	-18.15
Bill	3018532559	03/12/2013		6410N · BOOKS (TEEN)	-7.26
Bill	3018544755	03/12/2013		6410N · BOOKS (TEEN)	-7.85
TOTAL					-7,931.74

Bill Pmt -Check 49850

03/18/2013 Baker & Taylor Entertainment

L0225 · EMPIRE NAT'L - OPERATING

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	V91907050	02/26/2013		6412A · RECORDINGS (ADULT)	-5.93
Bill	M09682080	03/12/2013		6410N · BOOKS (TEEN)	-10.18
Bill	V92925970	03/12/2013		6412N · RECORDINGS (TEEN)	-44.15
Bill	V92925980	03/12/2013		6412N · RECORDINGS (TEEN)	-131.32
TOTAL					<u>-191.58</u>
<b>Bill Pmt -Check</b>	<b>49851</b>	<b>03/18/2013</b>	<b>Baking Coach, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2242013	02/28/2013		6437A · PROGRAMS (ADULT)	-550.00
TOTAL					<u>-550.00</u>
<b>Bill Pmt -Check</b>	<b>49852</b>	<b>03/18/2013</b>	<b>Bayport-Blue Point Library</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/4-5/2013	03/11/2013		6435D · CED, CONF & TRAVEL (ADM)	-214.42
TOTAL					<u>-214.42</u>
<b>Bill Pmt -Check</b>	<b>49853</b>	<b>03/18/2013</b>	<b>Bishop, Viviana G.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/7,12,14,26,28/13	03/12/2013		6437L · PROGRAMS (LIT)	-182.00
TOTAL					<u>-182.00</u>
<b>Bill Pmt -Check</b>	<b>49854</b>	<b>03/18/2013</b>	<b>Bleidner, Gloria</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2192013	02/28/2013		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					<u>-75.00</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49855</b>	<b>03/18/2013</b>	<b>Bob Mitterando Snow Plowing</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	55	03/12/2013		6452G - BLDG ALTERATION AND MAINT	-80.00
Bill	66	03/12/2013		6452G - BLDG ALTERATION AND MAINT	-300.00
TOTAL					-380.00
<b>Bill Pmt -Check</b>	<b>49856</b>	<b>03/18/2013</b>	<b>Brodart Co.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	291091	03/01/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-59.64
Bill	291631	03/01/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-807.66
Bill	290139	03/01/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-182.52
TOTAL					-1,049.82
<b>Bill Pmt -Check</b>	<b>49857</b>	<b>03/18/2013</b>	<b>Bruculeri, Ivy</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	246143	03/06/2013		6410A - BOOKS (ADULT)	-16.99
TOTAL					-16.99
<b>Bill Pmt -Check</b>	<b>49858</b>	<b>03/18/2013</b>	<b>Bruno, Sally</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	342013	03/11/2013		6437A - PROGRAMS (ADULT)	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>49859</b>	<b>03/18/2013</b>	<b>Bullard-Purdie, Saniah</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	313638	03/06/2013		6417C - VIDEOS (C&P)	-12.71
TOTAL					-12.71

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49860	03/18/2013	Burnett, Jessica	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/25,26,27/2013	03/11/2013		6437L - PROGRAMS (LIT)	-270.00
TOTAL					-270.00
Bill Pmt -Check	49861	03/18/2013	Carco Group, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	00769888	03/12/2013		6437P16 - STAFF BACKGROUND SCREEN	-113.63
TOTAL					-113.63
Bill Pmt -Check	49862	03/18/2013	Carr, Linda	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2282013	03/11/2013		6437C - PROGRAMS (C&P)	-95.00
TOTAL					-95.00
Bill Pmt -Check	49863	03/18/2013	Carter, Kathleen	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2192013	02/28/2013		6437A - PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
Bill Pmt -Check	49864	03/18/2013	Casper, Thomas	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage Jan-Mar	03/12/2013		6435N - CED, CONF & TRAVEL (TEEN)	-38.28
TOTAL					-38.28



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49865	03/18/2013	Center Point Large Print	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1078387	03/12/2013		6410A - BOOKS (ADULT)	-383.12
TOTAL					-383.12
Bill Pmt -Check	49866	03/18/2013	Children's Plus Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	090530	03/04/2013		6410C - BOOKS (C&P)	-178.57
TOTAL					-178.57
Bill Pmt -Check	49867	03/18/2013	Cintas	L0225 - EMPIRE NAT'L - OPERATING	
Bill	D26A065270	03/12/2013		6437P15 - DOCUMENT MANAGEMENT/DESTF	-163.84
TOTAL					-163.84
Bill Pmt -Check	49868	03/18/2013	Cognato, Karen	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2232013	02/28/2013		6437A - PROGRAMS (ADULT)	-256.00
TOTAL					-256.00
Bill Pmt -Check	49869	03/18/2013	Colonial Youth & Family Services	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/19,26/2013	03/04/2013		6437A - PROGRAMS (ADULT)	-90.00
				6437C - PROGRAMS (C&P)	-90.00
TOTAL					-180.00
Bill Pmt -Check	49870	03/18/2013	Corrigan, Jacqueline	L0225 - EMPIRE NAT'L - OPERATING	

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**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	2/28 3/7/2013	03/11/2013		6437L · PROGRAMS (LIT)	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>49871</b>	<b>03/18/2013</b>	<b>Currao-McAleavey, Carmella</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	322013	03/11/2013		6437N · PROGRAMS (TEEN)	-45.00
TOTAL					-45.00
<b>Bill Pmt -Check</b>	<b>49872</b>	<b>03/18/2013</b>	<b>Curtin, Eileen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2152013	02/28/2013		6437C · PROGRAMS (C&P)	-22.94
TOTAL					-22.94
<b>Bill Pmt -Check</b>	<b>49873</b>	<b>03/18/2013</b>	<b>Dagama Paes, Irena</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	185011	03/13/2013		6417C · VIDEOS (C&P)	-16.99
TOTAL					-16.99
<b>Bill Pmt -Check</b>	<b>49874</b>	<b>03/18/2013</b>	<b>Davis, Lindsay</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/6,13 3/4,6/13	03/11/2013		6437L · PROGRAMS (LIT)	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>49875</b>	<b>03/18/2013</b>	<b>Detail Carting Co. Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	293582	03/08/2013		6432G · CARTAGE	-250.38

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**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-250.38
<b>Bill Pmt -Check</b>	<b>49876</b>	<b>03/18/2013</b>	<b>Disc Go Technologies Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	3274D	03/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-393.05
Bill	3272D	03/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-95.00
TOTAL					<u>-488.05</u>
<b>Bill Pmt -Check</b>	<b>49877</b>	<b>03/18/2013</b>	<b>Dolengewicz, Alexis</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	851658	03/13/2013		6410C · BOOKS (C&P)	-14.95
TOTAL					<u>-14.95</u>
<b>Bill Pmt -Check</b>	<b>49878</b>	<b>03/18/2013</b>	<b>Donovan, Elizabeth</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage 1/15 2/20/13	02/27/2013		6435L · CED, CONF & TRAVEL (LIT)	-32.94
TOTAL					<u>-32.94</u>
<b>Bill Pmt -Check</b>	<b>49879</b>	<b>03/18/2013</b>	<b>Eastern Environmental Solutions, Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	13/1212	03/08/2013		6452G · BLDG ALTERATION AND MAINT	-660.00
TOTAL					<u>-660.00</u>
<b>Bill Pmt -Check</b>	<b>49880</b>	<b>03/18/2013</b>	<b>EBSCO A</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	9152773	02/27/2013		6413A · PERIODICALS (ADULT)	-40.00
TOTAL					<u>-40.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49881	03/18/2013	Emerald Island	L0225 - EMPIRE NAT'L - OPERATING	
Bill	257819	02/27/2013		6451G - CUSTODIAL SUPPLIES	-71.95
TOTAL					-71.95
Bill Pmt -Check	49882	03/18/2013	Emma S. Clark Library (Zone)	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Zone II Meet 2/2013	02/27/2013		6435D - CED, CONF & TRAVEL (ADM)	-29.76
TOTAL					-29.76
Bill Pmt -Check	49883	03/18/2013	EnvisionWare Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	INV-US-12723	03/12/2013		6410A - BOOKS (ADULT)	-2,379.00
				6410C - BOOKS (C&P)	-1,326.00
				6410N - BOOKS (TEEN)	-195.00
TOTAL					-3,900.00
Bill Pmt -Check	49884	03/18/2013	Filterfresh	L0225 - EMPIRE NAT'L - OPERATING	
Bill	679190	03/08/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL					-249.00
Bill Pmt -Check	49885	03/18/2013	Flower Barn/IGHL Greenhouses	L0225 - EMPIRE NAT'L - OPERATING	
Bill	B0001793	03/12/2013		643760 - PLANTINGS	-191.53
TOTAL					-191.53

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49886</b>	<b>03/18/2013</b>	<b>Foerderer, Linda</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/15,25,27 3/4/13	03/11/2013		6437L - PROGRAMS (LIT)	-250.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>49887</b>	<b>03/18/2013</b>	<b>Franzone, Denise</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/25,27 3/4,6/13	03/11/2013		6437L - PROGRAMS (LIT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>49888</b>	<b>03/18/2013</b>	<b>Galvez, Viodelda</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/25,27 3/4,6/13	03/11/2013		6437L - PROGRAMS (LIT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>49889</b>	<b>03/18/2013</b>	<b>Garda CL Atlantic, Inc</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	161-030413	03/08/2013		6437P13 - ARMORED CAR SERVICE	-175.02
TOTAL					<u>-175.02</u>
<b>Bill Pmt -Check</b>	<b>49890</b>	<b>03/18/2013</b>	<b>George, Ivette</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/25,28 3/2,4,7,9/13	03/11/2013		6437L - PROGRAMS (LIT)	-286.00
TOTAL					<u>-286.00</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49891</b>	<b>03/18/2013</b>	<b>Grins &amp; Grins, Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2202013	02/27/2013		6437C - PROGRAMS (C&P)	-600.00
TOTAL					<u>-600.00</u>
<b>Bill Pmt -Check</b>	<b>49892</b>	<b>03/18/2013</b>	<b>Hernandez, Loreta Zuniga</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/14,26,28 3/5,7/13	03/11/2013		6437L - PROGRAMS (LIT)	-250.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>49893</b>	<b>03/18/2013</b>	<b>Hurley, Kerrilynn</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	22013	03/11/2013		6435N - CED, CONF & TRAVEL (TEEN)	-74.36
TOTAL					<u>-74.36</u>
<b>Bill Pmt -Check</b>	<b>49894</b>	<b>03/18/2013</b>	<b>ID Label, Incorporated</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0065200-IN	03/08/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-382.00
TOTAL					<u>-382.00</u>
<b>Bill Pmt -Check</b>	<b>49895</b>	<b>03/18/2013</b>	<b>Imagine That! Art Education</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	382013	03/12/2013		6437N - PROGRAMS (TEEN)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>49896</b>	<b>03/18/2013</b>	<b>Island Elevator Services</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	14031	03/08/2013		6452G · BLDG ALTERATION AND MAINT	-357.00
TOTAL					-357.00
<b>Bill Pmt -Check</b>	<b>49897</b>	<b>03/18/2013</b>	<b>Island School &amp; Art Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	424790	03/01/2013		6437N · PROGRAMS (TEEN)	-62.71
Bill	425119	03/12/2013		6437A · PROGRAMS (ADULT)	-182.48
TOTAL					-245.19
<b>Bill Pmt -Check</b>	<b>49898</b>	<b>03/18/2013</b>	<b>Janowitz, Laurie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2262013	03/04/2013		6437A · PROGRAMS (ADULT)	-250.00
Bill	372013	03/11/2013		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>49899</b>	<b>03/18/2013</b>	<b>Joya, Denise</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/12,13,16,25,26,27	03/11/2013		6437L · PROGRAMS (LIT)	-450.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>49900</b>	<b>03/18/2013</b>	<b>JumpBunch of Greater Brookhaven</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	342013	03/11/2013		6437C · PROGRAMS (C&P)	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>49901</b>	<b>03/18/2013</b>	<b>King Kullen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	130511297071	02/27/2013		6410C · BOOKS (C&P)	-100.00
Bill	130530583201	02/27/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.87
Bill	130501295051	02/27/2013		6437A · PROGRAMS (ADULT)	-9.56
Bill	130511363121	02/27/2013		6437C · PROGRAMS (C&P)	-13.98
Bill	130500770591	02/27/2013		6437C · PROGRAMS (C&P)	-19.95
Bill	130471357891	02/27/2013		6437N · PROGRAMS (TEEN)	-26.12
Bill	130590592611	03/04/2013		6437C · PROGRAMS (C&P)	-54.28
Bill	130631378651	03/05/2013		6437N · PROGRAMS (TEEN)	-2.58
Bill	130581372851	03/05/2013		6437N · PROGRAMS (TEEN)	-34.78
Bill	130640620441	03/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.37
Bill	123541375741	03/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.78
Bill	123491206031	03/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-23.94
Bill	123180522161	03/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.67
Bill	130221257101	03/07/2013		6413A · PERIODICALS (ADULT)	-2.00
Bill	130211320781	03/07/2013		6413A · PERIODICALS (ADULT)	-2.00
Bill	130191318101	03/07/2013		6413A · PERIODICALS (ADULT)	-2.50
Bill	130181251691	03/07/2013		6413A · PERIODICALS (ADULT)	-2.00
Bill	130681219921	03/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-9.38
Bill	130611376321	03/12/2013		6437N · PROGRAMS (TEEN)	-8.36
Bill	130711389231	03/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-4.99
Bill	130611376161	03/13/2013		6437N · PROGRAMS (TEEN)	-27.79
Bill	130281330821	03/13/2013		6437C · PROGRAMS (C&P)	-21.01
TOTAL					-407.91

<b>Bill Pmt -Check</b>	<b>49902</b>	<b>03/18/2013</b>	<b>Klein, Carol</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2272013	03/04/2013		6437A · PROGRAMS (ADULT)	-80.00
Bill	362013	03/11/2013		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					-160.00



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49903</b>	<b>03/18/2013</b>	<b>Kyle, Stephanie</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/28 3/1/13	03/11/2013		6437N - PROGRAMS (TEEN)	-144.10
				6435N - CED, CONF & TRAVEL (TEEN)	-37.85
TOTAL					-181.95
<b>Bill Pmt -Check</b>	<b>49904</b>	<b>03/18/2013</b>	<b>Lakeshore Learning Materials</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1984040213	03/04/2013		6429C - REALIA (C&P)	-321.95
TOTAL					-321.95
<b>Bill Pmt -Check</b>	<b>49905</b>	<b>03/18/2013</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	84579	02/28/2013		6437P4 - ATTORNEY	-1,000.00
TOTAL					-1,000.00
<b>Bill Pmt -Check</b>	<b>49906</b>	<b>03/18/2013</b>	<b>Language Line Services</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	3115032	03/08/2013		6437P17 - TRANSLATION SERVICES	-22.00
TOTAL					-22.00
<b>Bill Pmt -Check</b>	<b>49907</b>	<b>03/18/2013</b>	<b>Lebron, Crystal</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/7,14,28/2013	03/11/2013		6437N - PROGRAMS (TEEN)	-380.00
Bill	342013	03/12/2013		6437N - PROGRAMS (TEEN)	-60.00
TOTAL					-440.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49908	03/18/2013	Linthwaite, Dara	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2232013	02/28/2013		6437C - PROGRAMS (C&P)	-150.00
TOTAL					-150.00
Bill Pmt -Check	49909	03/18/2013	Long Island Advance Subscription	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Renewal 3182013	03/07/2013		6413A - PERIODICALS (ADULT)	-268.00
TOTAL					-268.00
Bill Pmt -Check	49910	03/18/2013	Long Island Aquarium Service LLC	L0225 - EMPIRE NAT'L - OPERATING	
Bill	16103	02/26/2013		6452G - BLDG ALTERATION AND MAINT	-210.99
TOTAL					-210.99
Bill Pmt -Check	49911	03/18/2013	Long Island Catholic	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1 yr. 10 issues	02/27/2013		6413A - PERIODICALS (ADULT)	-30.00
TOTAL					-30.00
Bill Pmt -Check	49912	03/18/2013	Lunghi-Mesropian, Nicole	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/13,25,27 3/4,6/13	03/11/2013		6437L - PROGRAMS (LIT)	-250.00
TOTAL					-250.00
Bill Pmt -Check	49913	03/18/2013	Midwest Tape	L0225 - EMPIRE NAT'L - OPERATING	

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Type	Num	Date	Name	Account	Paid Amount
Bill	90764286	02/26/2013		6412A · RECORDINGS (ADULT)	-19.99
Bill	90764285	02/26/2013		6412A · RECORDINGS (ADULT)	-69.98
Bill	90759774	02/26/2013		6417A · VIDEOS (ADULT)	-165.76
Bill	90759775	02/26/2013		6417A · VIDEOS (ADULT)	-293.64
Bill	90764289	02/26/2013		6417A · VIDEOS (ADULT)	-63.99
Bill	90765746	02/27/2013		6417A · VIDEOS (ADULT)	-58.78
Bill	90765743	02/27/2013		6417A · VIDEOS (ADULT)	-358.35
Bill	90765744	02/27/2013		6417A · VIDEOS (ADULT)	-56.97
Bill	90767922	02/27/2013		6417A · VIDEOS (ADULT)	-355.12
Bill	90784121	03/04/2013		6412A · RECORDINGS (ADULT)	-34.99
Bill	90783351	03/04/2013		6417A · VIDEOS (ADULT)	-24.59
Bill	90783352	03/04/2013		6417A · VIDEOS (ADULT)	-956.91
Bill	90787243	03/04/2013		6417A · VIDEOS (ADULT)	-455.79
Bill	90787245	03/04/2013		6417A · VIDEOS (ADULT)	-193.83
Bill	90784123	03/04/2013		6417A · VIDEOS (ADULT)	-133.68
Bill	90783354	03/04/2013		6417A · VIDEOS (ADULT)	-92.67
Bill	90779181	03/04/2013		6417A · VIDEOS (ADULT)	-24.49
Bill	90779180	03/04/2013		6417A · VIDEOS (ADULT)	-251.23
Bill	90764288	03/04/2013		6412C · RECORDINGS (C&P)	-14.99
Bill	90784124	03/04/2013		6412C · RECORDINGS (C&P)	-8.99
Bill	90779182	03/04/2013		6417C · VIDEOS (C&P)	-357.06
Bill	90765747	03/04/2013		6417C · VIDEOS (C&P)	-53.84
Bill	90759777	03/04/2013		6417C · VIDEOS (C&P)	-139.60
Bill	90767924	03/04/2013		6417C · VIDEOS (C&P)	-81.50
Bill	90783356	03/05/2013		6417C · VIDEOS (C&P)	-64.80
Bill	90783355	03/05/2013		6417C · VIDEOS (C&P)	-136.16
Bill	90797410	03/06/2013		6417A · VIDEOS (ADULT)	-564.28
Bill	90794398	03/06/2013		6417A · VIDEOS (ADULT)	-240.50
Bill	90793298	03/06/2013		6417A · VIDEOS (ADULT)	-131.56
Bill	90794430	03/06/2013		6417A · VIDEOS (ADULT)	-26.89
Bill	90800098	03/07/2013		6412A · RECORDINGS (ADULT)	-66.98
Bill	90802537	03/07/2013		6417A · VIDEOS (ADULT)	-385.68

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Type	Num	Date	Name	Account	Paid Amount
Bill	90802535	03/07/2013		6417A · VIDEOS (ADULT)	-595.85
Bill	90797412	03/12/2013		6417C · VIDEOS (C&P)	-281.34
Bill	90797411	03/12/2013		6417C · VIDEOS (C&P)	-136.16
Bill	90800440	03/12/2013		6412C · RECORDINGS (C&P)	-62.79
Bill	90802538	03/12/2013		6417C · VIDEOS (C&P)	-64.80
TOTAL					<u>-7,024.53</u>

<b>Bill Pmt -Check</b>	<b>49914</b>	<b>03/18/2013</b>	<b>Minuteman Press</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	15326	03/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-243.75
TOTAL					<u>-243.75</u>

<b>Bill Pmt -Check</b>	<b>49915</b>	<b>03/18/2013</b>	<b>Muralles, Raquel L.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/14,25,28 3/4,7/13	03/11/2013		6437L · PROGRAMS (LIT)	-195.00
TOTAL					<u>-195.00</u>

<b>Bill Pmt -Check</b>	<b>49916</b>	<b>03/18/2013</b>	<b>National Learning Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	0040702	03/06/2013		6410A · BOOKS (ADULT)	-62.11
TOTAL					<u>-62.11</u>

<b>Bill Pmt -Check</b>	<b>49917</b>	<b>03/18/2013</b>	<b>Negron, Senia</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/14,25,28 3/7/13	03/11/2013		6437L · PROGRAMS (LIT)	-156.00
TOTAL					<u>-156.00</u>

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**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49918</b>	<b>03/18/2013</b>	<b>O'Brien, Diane</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2/14,26,28 3/5,7/13	03/11/2013		6437L - PROGRAMS (LIT)	<u>-250.00</u>
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>49919</b>	<b>03/18/2013</b>	<b>O'Connell, Linda</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2212013	02/28/2013		6437A - PROGRAMS (ADULT)	<u>-319.00</u>
TOTAL					-319.00
<b>Bill Pmt -Check</b>	<b>49920</b>	<b>03/18/2013</b>	<b>Olsen, Barbara</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2162013	03/11/2013		6437L - PROGRAMS (LIT)	<u>-85.09</u>
TOTAL					-85.09
<b>Bill Pmt -Check</b>	<b>49921</b>	<b>03/18/2013</b>	<b>Pace, Giacinta</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	332013	03/11/2013		6437N - PROGRAMS (TEEN)	<u>-125.00</u>
TOTAL					-125.00
<b>Bill Pmt -Check</b>	<b>49922</b>	<b>03/18/2013</b>	<b>Paychex</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	9909350	03/08/2013		6437P12 - PAYROLL SERVICES	<u>-555.75</u>
TOTAL					-555.75
<b>Bill Pmt -Check</b>	<b>49923</b>	<b>03/18/2013</b>	<b>Paychex, Inc</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	301760	02/28/2013		6437P12 · PAYROLL SERVICES	-361.19
TOTAL					-361.19
<b>Bill Pmt -Check</b>	<b>49924</b>	<b>03/18/2013</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2212013	03/07/2013		2772A · ADULT-ADULT PRINTER	-3.10
Bill	PC 32013 Circ	03/08/2013		2771 · COPIER REVENUE - CONTRACT (R)	-10.00
Bill	PC 32013 CPSD	03/12/2013		6437C · PROGRAMS (C&P)	-64.17
Bill	PC 32013 RASD	03/12/2013		6413A · PERIODICALS (ADULT)	-3.00
				6435A · CED, CONF & TRAVEL (ADULT)	-24.86
TOTAL					-105.13
<b>Bill Pmt -Check</b>	<b>49925</b>	<b>03/18/2013</b>	<b>Peymann, Tracy Anne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/7,21/2013	03/11/2013		6437N · PROGRAMS (TEEN)	-240.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>49926</b>	<b>03/18/2013</b>	<b>Poland Spring</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	13B8211383149	03/08/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-123.85
TOTAL					-123.85
<b>Bill Pmt -Check</b>	<b>49927</b>	<b>03/18/2013</b>	<b>Pulse Answering Service Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	040113-060113	03/07/2013		6452G · BLDG ALTERATION AND MAINT	-87.00
TOTAL					-87.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49928	03/18/2013	QBI	L0225 - EMPIRE NAT'L - OPERATING	
Bill	168536	03/12/2013		6410N - BOOKS (TEEN)	-68.22
TOTAL					-68.22
Bill Pmt -Check	49929	03/18/2013	Quattrocchi, Emma	L0225 - EMPIRE NAT'L - OPERATING	
Bill	536045	03/13/2013		6417C - VIDEOS (C&P)	-16.98
TOTAL					-16.98
Bill Pmt -Check	49930	03/18/2013	Quill	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9556541	02/26/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-53.54
Bill	9962010	03/13/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-140.67
TOTAL					-194.21
Bill Pmt -Check	49931	03/18/2013	Quintanilla, Marvin	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/22 3/1/2013	03/11/2013		6437L - PROGRAMS (LIT)	-100.00
TOTAL					-100.00
Bill Pmt -Check	49932	03/18/2013	Quizhpi, Rosa	L0225 - EMPIRE NAT'L - OPERATING	
Bill	2/14,16,25,26,28	03/11/2013		6437L - PROGRAMS (LIT)	-448.50
TOTAL					-448.50
Bill Pmt -Check	49933	03/18/2013	Radio Shack Corporation	L0225 - EMPIRE NAT'L - OPERATING	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	015285	03/11/2013		6437N · PROGRAMS (TEEN)	-55.96
TOTAL					-55.96
<b>Bill Pmt -Check</b>	<b>49934</b>	<b>03/18/2013</b>	<b>Random House, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1086503821	03/11/2013		6412A · RECORDINGS (ADULT)	-71.25
TOTAL					-71.25
<b>Bill Pmt -Check</b>	<b>49935</b>	<b>03/18/2013</b>	<b>Recorded Books</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	74676194	02/26/2013		6412A · RECORDINGS (ADULT)	-38.99
Bill	74680205	02/26/2013		6412A · RECORDINGS (ADULT)	-478.20
Bill	74677939	02/26/2013		6412A · RECORDINGS (ADULT)	-39.99
Bill	74678051	02/26/2013		6412A · RECORDINGS (ADULT)	-38.99
Bill	74679197	02/27/2013		6417A · VIDEOS (ADULT)	-33.00
Bill	74681946	03/01/2013		6412A · RECORDINGS (ADULT)	-38.99
Bill	74680953	03/04/2013		6412C · RECORDINGS (C&P)	-34.99
Bill	74688624	03/11/2013		6412A · RECORDINGS (ADULT)	-38.99
Bill	74683865	03/12/2013		6412C · RECORDINGS (C&P)	-24.60
TOTAL					-766.74
<b>Bill Pmt -Check</b>	<b>49936</b>	<b>03/18/2013</b>	<b>Regent Book Company</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	46506	02/27/2013		6410A · BOOKS (ADULT)	-13.74
TOTAL					-13.74
<b>Bill Pmt -Check</b>	<b>49937</b>	<b>03/18/2013</b>	<b>Romano's Pizza &amp; Pasta Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	509222	02/27/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	509224	02/27/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	509226	02/27/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	509232	02/27/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509235	02/27/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509234	02/27/2013		6437A · PROGRAMS (ADULT)	-38.00
Bill	509225	02/27/2013		6437A · PROGRAMS (ADULT)	-47.50
Bill	509233	03/01/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	509240	03/04/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	509239	03/04/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	509236	03/04/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509242	03/06/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509231	03/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-19.00
Bill	509241	03/12/2013		6437A · PROGRAMS (ADULT)	-47.50
Bill	509247	03/12/2013		6437A · PROGRAMS (ADULT)	-47.50
Bill	509245	03/12/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509243	03/12/2013		6437N · PROGRAMS (TEEN)	-19.00
Bill	509244	03/12/2013		6437N · PROGRAMS (TEEN)	-28.50
Bill	509249	03/12/2013		6437N · PROGRAMS (TEEN)	-28.50
TOTAL					-636.50

<b>Bill Pmt -Check</b>	<b>49938</b>	<b>03/18/2013</b>	<b>Roye, Sarah</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/20,27/2013	03/04/2013		6437A · PROGRAMS (ADULT)	-200.00
Bill	362013	03/11/2013		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-300.00

<b>Bill Pmt -Check</b>	<b>49939</b>	<b>03/18/2013</b>	<b>SCLS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>
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**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	51739	03/12/2013		6411A · MICRO/REF CD (ADULT)	-10,011.00
				6411C · MICRO/REF CD (C&P)	-10,011.00
				6411N · MICRO/REF CD (TEEN)	-10,011.00
TOTAL					-30,033.00
<b>Bill Pmt -Check</b>	<b>49940</b>	<b>03/18/2013</b>	<b>SCLS PALS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	51900	02/27/2013		6439R · EQUIPMENT R & M (CIRC)	-11,157.64
TOTAL					-11,157.64
<b>Bill Pmt -Check</b>	<b>49941</b>	<b>03/18/2013</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	32004	03/08/2013		6434G · PRINTING (GEN)	-6,581.00
TOTAL					-6,581.00
<b>Bill Pmt -Check</b>	<b>49942</b>	<b>03/18/2013</b>	<b>Sferrazza, Nancy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2/20,27/13	03/12/2013		6437N · PROGRAMS (TEEN)	-160.00
TOTAL					-160.00
<b>Bill Pmt -Check</b>	<b>49943</b>	<b>03/18/2013</b>	<b>Sharper Training Solutions, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	352013	03/11/2013		6437A · PROGRAMS (ADULT)	-200.00
Bill	362013	03/11/2013		6437A · PROGRAMS (ADULT)	-200.00
Bill	2/6,26/2013	03/11/2013		6437L · PROGRAMS (LIT)	-400.00
TOTAL					-800.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49944</b>	<b>03/18/2013</b>	<b>Sievers, Sandra</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2192013	02/28/2013		6437A - PROGRAMS (ADULT)	-75.00
TOTAL					<u>-75.00</u>
<b>Bill Pmt -Check</b>	<b>49945</b>	<b>03/18/2013</b>	<b>Small World Entertainment</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	322013-1	03/11/2013		6437C - PROGRAMS (C&P)	-399.00
Bill	322013-2	03/11/2013		6437C - PROGRAMS (C&P)	-499.00
TOTAL					<u>-898.00</u>
<b>Bill Pmt -Check</b>	<b>49946</b>	<b>03/18/2013</b>	<b>Sorrells, Amanda</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	392013	03/11/2013		6437L - PROGRAMS (LIT)	-75.00
TOTAL					<u>-75.00</u>
<b>Bill Pmt -Check</b>	<b>49947</b>	<b>03/18/2013</b>	<b>Squires, Lorraine</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	312013	03/11/2013		7203N - EQUIPMENT TEEN	-99.99
TOTAL					<u>-99.99</u>
<b>Bill Pmt -Check</b>	<b>49948</b>	<b>03/18/2013</b>	<b>State Industrial Products</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	96146381	03/12/2013		6451G - CUSTODIAL SUPPLIES	-612.55
TOTAL					<u>-612.55</u>
<b>Bill Pmt -Check</b>	<b>49949</b>	<b>03/18/2013</b>	<b>Stumps/ShindigZ</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	W21324180001	03/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-46.93
TOTAL					-46.93
<b>Bill Pmt -Check</b>	<b>49950</b>	<b>03/18/2013</b>	<b>Sylvince, Avon L.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	85024	03/13/2013		6410C · BOOKS (C&P)	-5.99
TOTAL					-5.99
<b>Bill Pmt -Check</b>	<b>49951</b>	<b>03/18/2013</b>	<b>Teitel-Negrin, Jane</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	352013	03/11/2013		6437A · PROGRAMS (ADULT)	-225.00
TOTAL					-225.00
<b>Bill Pmt -Check</b>	<b>49952</b>	<b>03/18/2013</b>	<b>Thermal Solutions, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	36917	03/12/2013		6452G · BLDG ALTERATION AND MAINT	-791.61
TOTAL					-791.61
<b>Bill Pmt -Check</b>	<b>49953</b>	<b>03/18/2013</b>	<b>Unique Management Services, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	235622	03/13/2013		6437P7 · COLLECTION AGENCY	-187.95
TOTAL					-187.95
<b>Bill Pmt -Check</b>	<b>49954</b>	<b>03/18/2013</b>	<b>UPS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	000054YE33073	02/26/2013		6433G · POSTAGE	-65.15

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	000054YE33083	03/04/2013		6433G · POSTAGE	-1.36
TOTAL					-66.51
<b>Bill Pmt -Check</b>	<b>49955</b>	<b>03/18/2013</b>	<b>WeComply, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4525	03/11/2013		6435A · CED, CONF & TRAVEL (ADULT)	-364.45
				6435C · CED, CONF & TRAVEL (C&P)	-364.45
				6435N · CED, CONF & TRAVEL (TEEN)	-364.45
				6435T · CED, CONF & TRAVEL (TECH)	-364.45
				6435R · CED, CONF & TRAVEL (CIRC)	-364.44
				6435L · CED, CONF & TRAVEL (LIT)	-364.44
				6435W · CED, CONF & TRAVEL (WIRES)	-364.44
				6435G · CED, CONF & TRAVEL (GEN)	-364.44
				6435D · CED, CONF & TRAVEL (ADM)	-364.44
TOTAL					-3,280.00
<b>Bill Pmt -Check</b>	<b>49956</b>	<b>03/18/2013</b>	<b>Weitzel, Katharine S.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/4,11/2013	03/11/2013		6437L · PROGRAMS (LIT)	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>49957</b>	<b>03/18/2013</b>	<b>Williams, Kyler B.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	954486	03/06/2013		6410C · BOOKS (C&P)	-5.45
TOTAL					-5.45
<b>Bill Pmt -Check</b>	<b>49958</b>	<b>03/18/2013</b>	<b>Wischhusen, Will</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**March 18, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	2/1,8,22/2013	03/11/2013		6437N · PROGRAMS (TEEN)	-260.00
Bill	2/5,12,19,26/13	03/12/2013		6437N · PROGRAMS (TEEN)	-320.00
TOTAL					-580.00
Bill Pmt -Check	49959	03/18/2013	Xerox Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	066613764	03/12/2013		6439G · EQUIPMENT R & M (GEN)	-509.09
Bill	066886589	03/12/2013		6439G · EQUIPMENT R & M (GEN)	-889.06
Bill	066886588	03/12/2013		6439G · EQUIPMENT R & M (GEN)	-374.65
Bill	066946874	03/12/2013		6439G · EQUIPMENT R & M (GEN)	-529.66
TOTAL					-2,302.46

**GRAND TOTAL: \$98,648.75**

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**

**March 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> 6229582-9	<b>03/01/13</b>	<b>Hartford Insurance Company</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0196 · LONG TER 9055 · DISABILTY INSURANCE TOTAL	 \$ 181.66 \$ 1,639.42 <u>\$ 1,821.08</u>
<b>Bill Pmt -Check</b> Bill	<b>4666</b> 03012013	<b>03/01/13</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>4667</b> 03012013	<b>03/01/13</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>4668</b> 03012013	<b>03/01/13</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>4669</b> 03012013	<b>03/01/13</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>4670</b> 03012013	<b>03/01/13</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**  
**March 01, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4671 03012013	03/01/13	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 209.80 <u>\$ 209.80</u>
Bill Pmt -Check Bill	4672 03012013	03/01/13	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	\$ 1,500.00 <u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4673 29174	03/01/13	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	\$ 1,570.76 <u>\$ 1,570.76</u>
Bill Pmt -Check Bill	4674 03012013	03/01/13	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	\$ 2,078.00 <u>\$ 2,078.00</u>
Bill Pmt -Check Bill	4675 03012013	03/01/13	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES  GRAND TOTAL	\$ 2,349.68 <u>\$ 2,349.68</u>  <u>\$ 10,053.82</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**  
**March 15, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4676 03152013	03/15/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	\$ 1,500.00 <u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4677 30965	03/15/2013	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	\$ 1,563.34 <u>\$ 1,563.34</u>
Bill Pmt -Check Bill	4678 03152013	03/15/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	\$ 2,078.00 <u>\$ 2,078.00</u>
Bill Pmt -Check Bill	4679 03152013	03/15/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	\$ 2,343.31 <u>\$ 2,343.31</u>
GRAND TOTAL					<u><u>\$ 7,484.65</u></u>

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

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

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**FEBRUARY 2013**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2012 through February 2013

	TOTAL											
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13	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	194,267.81	3,392,422.81	8,690,000.00	-5,297,577.19	39.04%
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	7,697.02	64,877.12	110,000.00	-45,122.88	58.98%
2360 · CONTRACTS WITH OTHER LIBR.	482,130.72	0.00	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	3,978.56	39,278.87	65,000.00	-25,721.13	60.43%
2650 · SALES OF EXCESS MATERIAL	46.40	18.50	26.70	29.20	20.00	49.85	40.00	18.50	249.15			
2670 · SALES OF BOOKS	73.50	0.00	76.98	0.00	69.13	0.00	70.24	0.00	289.85			
2671 · FEDERAL & STATE GRANTS	0.00	22,831.00	2,832.00	0.00	3,000.00	0.00	0.00	0.00	28,663.00			
2701 · REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	-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	0.00	25.00			
2760 · SYSTEM & STATE AID	0.00	0.00	11,121.00	0.00	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	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	921.31	605.40	4,724.97	5,000.00	-275.03	94.5%
2771A · COPIER REVENUE - INHOUSE (N)	0.00	1.00	0.40	0.00	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	270.00	2,735.36			
2772A · ADULT-ADULT PRINTER	0.00	405.55	0.00	0.00	0.00	689.50	747.35	0.00	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	814.00	6,018.50			
2810 · Program Receipts - Teen	1,127.00	49.00	1,225.00	196.00	735.00	0.00	1,176.00	392.00	4,900.00			
Total 2800 · Program Receipts	2,165.00	638.00	1,930.00	1,093.00	1,346.00	699.50	1,841.00	1,206.00	10,918.50			
2999 · Lost Books	41.24	31.99	0.00	0.00	0.00	13.98	554.78	0.00	641.99			
Total Income	499,061.12	39,739.77	31,939.57	16,602.34	14,753.92	12,595.27	3,217,186.83	208,043.29	4,039,922.11	9,175,000.00	-5,135,077.89	44.03%
Gross Profit	499,061.12	39,739.77	31,939.57	16,602.34	14,753.92	12,595.27	3,217,186.83	208,043.29	4,039,922.11	9,175,000.00	-5,135,077.89	44.03%
Expense												
6000 · SALARIES AND WAGES												

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2012 through February 2013

										TOTAL		
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13	Budget	\$ Over Budget	% of Budget
<b>6141 · PROFESSIONAL SALARIES</b>												
<b>6141A · PROFESSIONAL (ADULT)</b>	46,934.42	68,802.14	46,443.21	48,803.36	47,921.88	49,538.00	45,116.55	48,724.93	402,284.49	630,056.00	-227,771.51	63.85%
<b>6141C · PROFESSIONAL (C&amp;P)</b>	47,578.88	72,300.98	45,464.80	45,548.27	45,567.15	49,450.27	44,268.91	47,545.95	397,725.21	627,456.00	-229,730.79	63.39%
<b>6141D · PROFESSIONAL (DIGITAL)</b>	9,343.68	14,088.84	9,392.56	9,392.56	9,392.56	9,418.06	9,418.06	9,418.06	79,864.38	116,556.00	-36,691.62	68.52%
<b>6141N · PROFESSIONAL (TEEN)</b>	31,087.76	47,149.17	30,802.15	31,993.53	32,860.04	32,881.51	31,096.59	31,880.35	269,751.10	430,432.00	-160,680.90	62.67%
<b>6141S · COMM SERV LIBR (SVC)</b>	6,735.93	10,203.93	6,802.62	6,802.62	6,802.62	6,802.62	6,802.62	6,802.62	57,755.58	111,545.00	-53,789.42	51.78%
<b>6141T · PROFESSIONAL (TECH)</b>	13,137.70	20,122.26	13,375.93	13,604.46	14,151.30	13,772.62	14,119.99	13,168.10	115,452.36	201,015.00	-85,562.64	57.44%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	154,818.37	232,667.32	152,281.27	156,144.80	156,695.55	161,863.08	150,822.72	157,540.01	1,322,833.12	2,117,060.00	-794,226.88	62.48%
<b>6142 · CLERICAL SALARIES</b>												
<b>6142A · CLERICAL (ADULT)</b>	24,125.50	37,301.49	23,219.32	25,257.52	25,919.54	30,774.99	23,730.93	25,865.42	216,194.71	315,538.00	-99,343.29	68.52%
<b>6142C · CLERICAL (C&amp;P)</b>	12,379.15	20,345.32	11,694.72	11,996.50	11,924.96	14,183.41	11,327.72	12,252.21	106,103.99	181,427.00	-75,323.01	58.48%
<b>6142G · CLERICAL (GEN)</b>	9,652.83	14,426.51	9,655.79	9,722.81	9,714.92	9,736.48	9,630.03	9,681.28	82,220.65	132,840.00	-50,619.35	61.89%
<b>6142L · CLERICAL (LIT)</b>	10,490.11	16,818.17	11,866.35	13,175.78	12,973.51	14,314.37	12,314.56	13,232.51	105,185.36	168,101.00	-62,915.64	62.57%
<b>6142N · CLERICAL (TEEN)</b>	3,335.17	5,565.59	3,460.37	3,908.41	3,925.69	4,724.00	2,591.55	3,534.14	31,044.92	53,003.00	-21,958.08	58.57%
<b>6142R · CLERICAL (CIRC)</b>	25,171.57	32,905.28	20,547.04	20,594.30	20,707.15	23,711.46	22,149.12	23,117.56	188,903.48	451,350.00	-262,446.52	41.85%
<b>6142S · CLERICAL (SVC)</b>	1,506.72	2,635.45	1,411.55	1,266.17	1,690.78	2,097.51	1,457.65	1,441.66	13,507.49			
<b>6142T · CLERICAL (TECH)</b>	13,580.20	19,697.91	10,326.03	11,412.35	11,728.34	13,982.26	11,051.00	11,784.65	103,562.74	184,620.00	-81,057.26	56.1%
<b>6142X · CLERICAL (WIRES)</b>	830.47	1,217.81	889.56	853.45	860.02	1,010.66	571.16	915.83	7,148.96	11,828.00	-4,679.04	60.44%
<b>Total 6142 · CLERICAL SALARIES</b>	101,071.72	150,913.53	93,070.73	98,187.29	99,444.91	114,535.14	94,823.72	101,825.26	853,872.30	1,498,707.00	-644,834.70	56.97%
<b>6143 · PAGE SALARIES</b>												
<b>6143A · PAGE (ADULT)</b>	8,933.23	13,239.51	8,737.68	9,466.82	8,783.65	11,484.48	8,631.23	9,996.26	79,272.86	120,326.00	-41,053.14	65.88%
<b>6143C · PAGE (C&amp;P)</b>	9,402.13	15,707.99	9,045.30	9,286.84	8,801.38	11,117.49	7,631.43	10,359.36	81,351.92	167,403.00	-86,051.08	48.6%
<b>6143L · PAGE (LIT)</b>	0.00	0.00	0.00	0.00	0.00	41.45	298.44	350.26	690.15	7,692.00	-7,001.85	8.97%
<b>6143N · PAGE (TEEN)</b>	1,569.34	2,863.72	1,135.76	1,597.36	1,685.13	1,939.62	1,641.70	1,199.99	13,632.62	19,244.00	-5,611.38	70.84%
<b>6143R · PAGE (CIRC)</b>	2,021.52	2,883.85	1,411.38	1,508.78	1,279.78	1,692.21	1,962.68	2,192.72	14,952.92			
<b>6143T · PAGE (TECH)</b>	3,255.07	4,788.18	3,282.26	3,297.10	3,027.98	3,417.04	3,090.18	3,344.46	27,502.27	55,007.00	-27,504.73	50.0%
<b>Total 6143 · PAGE SALARIES</b>	25,181.29	39,483.25	23,612.38	25,156.90	23,577.92	29,692.29	23,255.66	27,443.05	217,402.74	369,672.00	-152,269.26	58.81%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2012 through February 2013

	TOTAL											
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13	Budget	\$ Over Budget	% of Budget
<b>6144 · CUSTODIAL</b>												
<b>6144G · CUSTODIAL</b>	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	18,924.12	15,706.53	18,105.96	141,875.39	225,874.00	-83,998.61	62.81%
<b>Total 6144 · CUSTODIAL</b>	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	18,924.12	15,706.53	18,105.96	141,875.39	225,874.00	-83,998.61	62.81%
<b>6145 · SECURITY</b>												
<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	14,308.87	112,124.35	171,294.00	-59,169.65	65.46%
<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	14,308.87	112,124.35	171,294.00	-59,169.65	65.46%
<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	13,348.53	113,820.93	181,995.00	-68,174.07	62.54%
<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	13,348.53	113,820.93	181,995.00	-68,174.07	62.54%
<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	17,925.54	152,343.17	231,110.00	-78,766.83	65.92%
<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	350,497.22	2,914,272.00	4,795,712.00	-1,881,440.00	60.77%
<b>6200 · EMPLOYEE BENEFITS</b>												
<b>9010 · RETIREMENT</b>	0.00	0.00	0.00	0.00	0.00	763,034.00	0.00	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	26,294.62	217,186.23	360,000.00	-142,813.77	60.33%
<b>9040 · WORKERS' COMPENSATION</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,349.00	68,349.00	55,000.00	13,349.00	124.27%
<b>9050 · UNEMPLOYMENT INSURANCE</b>	1,682.23	0.00	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	1,623.31	11,483.93	17,000.00	-5,516.07	67.55%
<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	48,351.63	374,968.59	630,000.00	-255,031.41	59.52%
<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	1,168.65	9,713.11	16,305.00	-6,591.89	59.57%
<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	145,787.21	1,446,417.09	1,752,001.00	-305,583.91	82.56%
<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	7,799.29	76,769.22	220,000.00	-143,230.78	34.9%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2012 through February 2013

	TOTAL									Budget	\$ Over Budget	% of Budget
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13			
6410C · BOOKS (C&P)	2,939.43	4,890.45	4,136.41	7,705.27	5,351.00	1,411.30	6,529.27	13,623.54	46,586.67	119,500.00	-72,913.33	38.99%
6410L · BOOKS (LIT)	0.00	0.00	4,068.00	32.50	0.00	0.00	736.69	0.00	4,837.19	5,000.00	-162.81	96.74%
6410N · BOOKS (TEEN)	1,298.83	1,851.99	491.54	2,644.79	987.06	1,913.93	2,252.05	1,417.99	12,858.18	30,000.00	-17,141.82	42.86%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	0.00	606.00	5,767.00	2,399.00	1,453.00	4,795.00	3,387.75	239.42	18,647.17	45,000.00	-26,352.83	41.44%
6411C · MICRO/REF CD (C&P)	0.00	0.00	8,095.13	1,000.00	0.00	2,706.00	3,207.11	0.00	15,008.24	18,250.00	-3,241.76	82.24%
6411N · MICRO/REF CD (TEEN)	0.00	30.52	5,766.00	1,024.44	0.00	1,200.00	2,887.75	0.00	10,908.71	20,000.00	-9,091.29	54.54%
6412A · RECORDINGS (ADULT)	1,162.17	2,313.93	617.62	2,779.44	1,488.10	1,031.82	1,653.65	6,176.11	17,222.84	47,200.00	-29,977.16	36.49%
6412C · RECORDINGS (C&P)	488.84	755.58	68.79	972.47	503.50	85.13	305.40	2,478.68	5,658.39	10,000.00	-4,341.61	56.58%
6412N · RECORDINGS (TEEN)	10.18	539.10	34.01	1,333.08	393.28	262.84	55.63	3,536.79	6,164.91	10,000.00	-3,835.09	61.65%
6413A · PERIODICALS (ADULT)	32.75	0.00	139.87	3,609.41	79.00	2,746.97	390.95	449.95	7,448.90	33,000.00	-25,551.10	22.57%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	161.09	0.00	70.88	0.00	53.97	285.94	6,325.00	-6,039.06	4.52%
6413D · PERIODICALS (ADM)	0.00	0.00	79.00	0.00	0.00	0.00	209.00	0.00	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	0.00	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	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	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	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	14,270.01	77,385.99	100,000.00	-22,614.01	77.39%
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	1,781.96	20,869.08	53,000.00	-32,130.92	39.38%
6417L · VIDEOS (LIT)	1,807.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00	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	0.00	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	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	0.00	0.00	1,199.00	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	0.00	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	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	0.00	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	85.08	953.39	4,500.00	-3,546.61	21.19%
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	3,713.47	52,800.38	95,000.00	-42,199.62	55.58%
6431D · TELECOMMUNICATIONS	3,723.40	3,725.10	3,724.93	3,736.37	3,785.62	3,723.45	3,760.34	745.42	26,924.63	50,000.00	-23,075.37	53.85%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2012 through February 2013

	TOTAL									Budget	\$ Over Budget	% of Budget
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13			
6432G · CARTAGE	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	2,003.04	7,500.00	-5,496.96	26.71%
6433G · POSTAGE	3,030.31	4,537.92	3,030.31	4,530.31	4,545.11	3,102.56	4,763.55	3,241.77	30,781.84	60,000.00	-29,218.16	51.3%
6434A · PRINTING (ADULT)	-475.00	-112.25	-631.10	-602.00	-647.00	0.00	-5.60	-530.00	-3,002.95	4,275.00	-7,277.95	-70.24%
6434C · PRINTING (C&P)	0.00	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	6,594.20	53,062.90	102,000.00	-48,937.10	52.02%
6434L · PRINTING (LIT)	0.00	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	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	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	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	64.00	1,183.24	4,000.00	-2,816.76	29.58%
6435C · CED, CONF & TRAVEL (C&P)	0.00	50.00	480.67	1,225.04	1,229.76	40.95	27.68	60.00	3,114.10	5,250.00	-2,135.90	59.32%
6435D · CED, CONF & TRAVEL (ADM)	329.00	941.19	32.51	318.00	725.14	0.00	70.00	354.76	2,770.60	7,500.00	-4,729.40	36.94%
6435G · CED, CONF & TRAVEL (GEN)	0.00	0.00	299.00	0.00	49.93	0.00	23.53	0.00	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	464.14	2,316.35	2,500.00	-183.65	92.65%
6435N · CED, CONF & TRAVEL (TEEN)	25.52	253.93	700.53	275.62	987.02	58.06	35.47	47.46	2,383.61	5,000.00	-2,616.39	47.67%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	71.83	0.00	0.00	45.00	0.00	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	1,050.00	1,185.00	3,000.00	-1,815.00	39.5%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	423.00	1,226.78	0.00	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	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	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	5,178.14	35,670.12	61,120.00	-25,449.88	58.36%
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	3,138.86	23,961.02	75,000.00	-51,038.98	31.95%
6437L · PROGRAMS (LIT)	920.24	2,131.27	1,328.05	5,814.14	7,292.30	6,641.44	5,808.28	7,220.16	37,155.88	35,000.00	2,155.88	106.16%
6437N · PROGRAMS (TEEN)	6,328.87	5,152.53	7,575.70	4,375.44	5,232.64	6,592.30	6,154.77	4,122.94	45,535.19	50,000.00	-4,464.81	91.07%
6437P · PROFESSIONAL FEES												
643760 · PLANTINGS	0.00	191.53	191.53	191.53	191.53	-525.00	383.06	191.53	815.71			
643765 · PROMOTION AND PUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	504.00	0.00	504.00			
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	0.00	16,750.00	0.00	16,750.00			
6437P02 · AUDITOR	0.00	1,500.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	3,500.00			

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2012 through February 2013

	TOTAL									Budget	\$ Over Budget	% of Budget
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13			
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	133.75	133.75	136.00	136.00	1,074.50			
6437P12 · PAYROLL SERVICES	1,405.74	789.63	1,698.98	1,879.94	781.56	1,322.33	2,746.37	1,710.70	12,335.25			
6437P13 · ARMORED CAR SERVICE	171.59	171.59	175.02	175.02	175.02	175.02	175.02	175.02	1,393.30			
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	113.85	0.00	0.00	163.84	0.00	277.69			
6437P16 · STAFF BACKGROUND SCREEN	0.00	903.04	0.00	340.89	325.89	113.63	909.04	568.15	3,160.64			
6437P17 · TRANSLATION SERVICES	37.50	64.30	0.00	110.85	11.00	71.00	11.00	60.00	365.65			
6437P3 · APPRAISAL SERVICES	0.00	0.00	205.00	0.00	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	2,030.56	22,823.28			
6437P7 · COLLECTION AGENCY	223.75	340.10	205.85	205.85	313.25	8.95	483.30	420.65	2,201.70			
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	300.00	0.00	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	0.00	6,930.00			
6437P · PROFESSIONAL FEES - Other	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	150.00	135,250.00	-135,100.00	0.11%
<b>Total 6437P · PROFESSIONAL FEES</b>	<b>8,722.33</b>	<b>6,158.93</b>	<b>10,638.10</b>	<b>3,451.68</b>	<b>4,967.89</b>	<b>2,543.55</b>	<b>31,011.63</b>	<b>5,292.61</b>	<b>72,786.72</b>	<b>135,250.00</b>	<b>-62,463.28</b>	<b>53.82%</b>
6438 · DUES	0.00	0.00	658.00	-184.00	1,082.00	468.06	699.00	0.00	2,723.06	5,000.00	-2,276.94	54.46%
6439A · EQUIPMENT R & M (ADULT)	4.15	4.15	4.15	4.15	4.15	4.15	4.15	4.15	33.20	3,500.00	-3,466.80	0.95%
6439C · EQUIPMENT R & M (C&P)	0.00	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	2,047.10	20,054.32	39,015.00	-18,960.68	51.4%
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	4.15	4.15	4.15	4.15	4.15	33.20	400.00	-366.80	8.3%
6439R · EQUIPMENT R & M (CIRC)	0.00	10,884.28	0.00	0.00	16,468.28	342.80	0.00	11,157.64	38,853.00	55,000.00	-16,147.00	70.64%
6439T · EQUIPMENT R & M (TECH)	0.00	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	0.00	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	35,205.45	90,875.54	145,000.00	-54,124.46	62.67%
6450F · FUEL/GAS	75.00	142.01	0.00	114.43	660.44	1,914.77	2,505.01	2,641.83	8,053.49	25,000.00	-16,946.51	32.21%
6450W · WATER	0.00	506.86	0.00	0.00	329.56	0.00	0.00	187.72	1,024.14	1,500.00	-475.86	68.28%
6451G · CUSTODIAL SUPPLIES	671.78	1,678.25	1,661.22	2,120.14	798.88	1,700.46	3,135.00	1,680.33	13,446.06	19,000.00	-5,553.94	70.77%
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	2,527.99	24,936.85	435,852.00	-410,915.15	5.72%
6454 · INSURANCE	55,084.37	0.00	0.00	100.30	346.00	0.00	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	196.99	1,748.07			



MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2012 through February 2013

	TOTAL									Budget	\$ Over Budget	% of Budget
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Jul '12 - Feb 13			
66900 · Reconciliation Discrepancies	0.00	0.00	0.02	0.00	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	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	0.00	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	0.00	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	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	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	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	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	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	29.98	23,112.36	140,000.00	-116,887.64	16.51%
Total 7203 · EQUIPMENT - Capital Purchases	1,134.01	6,387.14	92.36	974.59	7,404.23	757.40	9,373.49	29.98	26,153.20	158,000.00	-131,846.80	16.55%
Total Expense	556,829.24	723,272.36	524,891.33	533,605.41	538,425.53	1,322,242.65	548,955.56	646,087.86	5,394,309.94	9,175,000.00	-3,780,690.06	58.79%
Net Ordinary Income	-57,768.12	-683,532.59	-492,951.76	-517,003.07	-523,671.61	-1,309,647.38	2,668,231.27	-438,044.57	-1,354,387.83	0.00	-1,354,387.83	100.0%
Other Income/Expense												
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	5,476.74	201,119.15			
7900 · TRANSFER TO/(FROM) CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	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	5,476.74	1,201,119.15			
Net Other Income	0.00	-8,909.53	-13,248.85	-57,378.88	-64,169.46	-31,429.35	-1,020,506.34	-5,476.74	-1,201,119.15	0.00	-1,201,119.15	100.0%
Net Income	-57,768.12	-692,442.12	-506,200.61	-574,381.95	-587,841.07	-1,341,076.73	1,647,724.93	-443,521.31	-2,555,506.98	0.00	-2,555,506.98	100.0%

MMSCL  
Operating Funds Monthly Report  
**February 2013**

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 6,975,923.08	\$ 201,778.87	\$ 627,957.61	\$ 3,728.00	\$ 6,553,472.34
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 311,635.49	\$ 2,727.96	\$ 184.67	\$ 167.83	\$ 314,346.61
Empire Nat'l Bank	OPERATING	\$ 277,940.77	\$ 213,710.08	\$ 276,527.98	\$ 82.73	\$ 215,205.60
Empire Nat'l Bank	PAYROLL	\$ 110,992.24	\$ 414,247.53	\$ 423,400.94	\$ -	\$ 101,838.83
						<b>\$ 7,184,863.38</b>

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: \$ 7,199,863.38**

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**FEBRUARY 2013**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCCL

## CAPITAL FUND MONTHLY REPORT

[illegible]

														Last YTD
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Total
Patron Visits	23,403	24,940	25,192	21,412	25,285	24,353	31,077	29,958					205,620	198,703
Website Visits	58,621	53,304	50,675	51,437	50,674	43,458	55,534	54,409					418,112	371,122
Adult	9,680	9,329	8,708	8,968	9,695	7,907	8,838	8,059					71,184	69,539
Children's	2,112	1,615	1,097	1,240	1,378	1,144	1,519	1,449					11,554	16,738
Teen	1,113	807	714	800	797	606	1,074	1,431					7,342	12,312
Program Calendar	4,666	3,797	3,713	3,851	3,441	3,053	3,666	3,521					29,708	29,139
Library Link	340	383	383	319	289	232	370	367					2,683	2,992
CommunityLibrary.org	21,474	19,799	19,115	18,831	18,097	16,072	20,186	20,886					154,460	131,355
Facebook	7,738	11,750	5,264	7,590	9,802	7,553	4,114	6,159					59,970	23,198
Circulation	72,789	69,937	64,084	68,356	65,053	56,693	69,013	61,266	-	-	-	-	527,191	554,892
Staff assisted checkouts & renewals	33,916	32,199	30,403	33,285	32,004	26,162	33,427	28,486					249,882	334,717
Express Lane Checkouts & renewals	29,472	28,882	26,986	27,537	25,299	22,565	27,020	24,340					212,101	164,551
Renewals by patrons (web)	7,762	7,218	5,090	5,829	6,388	6,163	6,239	6,359					51,048	46,895
Overdrive Digital Checkouts	1,639	1,638	1,605	1,705	1,362	1,803	2,327	2,081					14,160	8,729
Freegal Downloads	704	986	837	701	709	628	658						5,223	5,781
ILLs out	3,237	3,446	2,775	2,866	2,681	2,392	3,255	2,574					23,226	27,831
ILLs in	2,708	2,949	2,430	2,374	2,198	2,020	2,711	2,355					19,745	20,134
Holds	7,014	7,231	6,464	5,913	6,038	5,633	6,663	6,591					51,547	51,579
Filled Holds	5,383	5,507	5,086	5,108	4,854	4,810	5,504	5,060					41,312	38,668
New Library Cards	382	275	357	279	270	156	362						2,081	2,544
New/Renewed Contract Patrons	1,417	98	21	11	7	13	21						1,588	1,492
Computer Usage	6,137	6,312	5,674	6,208	5,265	5,646	6,626	5,512	-	-	-	-	47,380	56,498
Adult	4,136	4,460	4,090	4,369	3,814	3,945	4,599	3,744					33,157	38,795
Children's	1,193	1,117	744	823	603	830	919	876					7,105	9,745
Teen	808	735	840	1,016	848	871	1,108	892					7,118	7,958
Reference Questions	2,485	2,515	2,736	2,977	2,480	2,193	2,835	2,935	-	-	-	-	21,156	18,097
Adult	608	1,026	1,066	1,284	1,082	838	1,327	1,175					8,406	3,480
Children's	1,422	1,146	1,285	1,254	1,028	1,090	1,147	1,526					9,898	11,897
Teen	360	264	291	314	290	214	245	178					2,156	1,754
Chat Reference	95	79	94	125	80	51	116	56					696	966
Other Questions	6,009	5,721	5,430	5,957	5,814	4,850	6,027	5,090	-	-	-	-	44,898	56,987
Adult	2,881	3,295	2,941	2,851	2,864	2,593	3,170	2,555					23,150	30,568
Children's	2,278	1,523	1,473	1,814	1,953	1,498	1,697	1,842					14,078	20,628
Teen	850	903	1,016	1,292	997	759	1,160	693					7,670	5,791
Programs, In-House Attendance	4,001	3,007	1,815	2,246	3,729	2,463	2,305	2,765	-	-	-	-	22,331	25,527
Programs, In-House Sessions	237	225	182	256	267	210	268	102	-	-	-	-	1,747	586
Adult	1,223	1,138	627	581	687	481	762	1,143					6,642	6,884
Adult # of Sessions	66	60	52	49	68	50	90	79					514	-
Children's	1,594	932	303	642	1,691	863	833	1,622					8,480	10,422
Children's # of Sessions	49	28	15	39	58	20	28	23					260	-
Teen	760	417	340	509	469	454							2,949	4,333
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	3,888
Outside Organizations # of Sessions	53	87	82	117	92	92	150						673	586
Programs, Offsite Attendance	574	544	150	424	273	534	1,270	287	-	-	-	-	4,056	3,173
Programs, Offsite Sessions	23	21	7	17	13	18	13	9	-	-	-	-	121	120
Adult	117	123	60	67	30	99	48	64					608	524
Adult # of Sessions	3	3	2	2	1	2	2	2					17	20
Children's	376	204	70	325	227	403	1,222	223					3,050	2,334
Children's # of Sessions	15	8	4	12	11	13	11	7					81	85
Teen	81	217	20	32	16	32							398	315
Teen # of Sessions	5	10	1	3	1	3							23	15
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	1,542	-	-	-	-	11,164	8,141
Programs, Literacy Sessions	14	17	33	99	87	60	116	97	-	-	-	-	523	441
In-house Attendance	308	330	223	782	467	398	745	515					3,768	3,646
In-house Children's Attendance	294	385	135	459	235	214	334	196					2,252	1,307
In-house # of Sessions	14	17	13	40	31	24	50	39					228	192
Offsite attendance	-		346	972	699	525	1,069	699					4,310	3,188
Offsite Children's Attendance	-		27	216	137	115	207	132					834	-
Offsite # of sessions	-		20	59	56	36	66	58					295	249



# Adults

March 2013

Josephine Wuthenow  
Department Head

## DEPARTMENTAL SNAPSHOT

### PROGRAMS

- **1,143** patrons attended in-house programs
- **64** patrons attended off-site programs

### COPIES & FAXES

- We helped patrons **903** times with copies, faxes, scanning, and email

### COMPUTERS

- Patrons used our computers **3,744** times

### REFERENCE & INFORMATION

- We answered **3,730** patron questions

## Cookie Landau

Dorothy "Cookie" Landau passed away at age 62 on February 4, 2013.

Cookie was a dedicated employee for 12 years, and loved by all. Known for her kindness and generous spirit, leaving treats in our mailboxes for every holiday no matter what was going on in her life.

Cookie was born on Long Island, served honorably in the United States Marine Corps and was a huge animal lover. She is survived by her children Teri, Heather, Brian, Stephen, grandchildren, and her husband Stephen of 39 years until his passing 13 weeks prior.

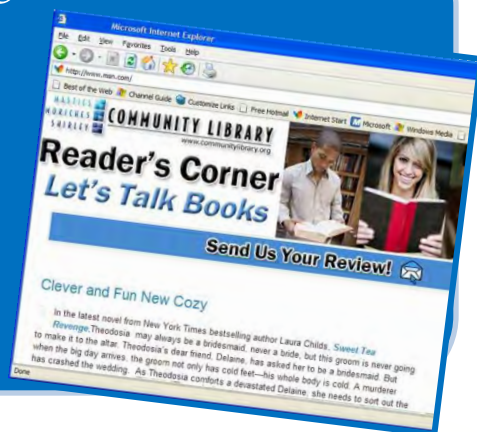


## Readers' Advisory Update

28 new posts were published to the Reader's Advisory Blog in February. The blog had 346 unique visitors and 1,854 page views. In February, the blog reached an important milestone. The 1,000<sup>th</sup> post was published!

The top 3 posts viewed during the month of February were:

- Riveting True Crime
- Heartbreaking Tale of Art, History, Love & Secrets
- The Return of Bridget Jones



## ***Information Mingle-Reference Speed Dating***

**JANUARY 30, 2013- SCLS**

This workshop was a great refresher for any Public Librarian. It covered five 20 minute sessions on Business, Reader's Advisory, Genealogy, Medical, and Law. All sessions included top web site recommendations, tips, print and electronic resources for Librarians to use for free. The sessions were quick, packed with information and offered by Librarians with an expertise in these fields.

Alexandra Kaloudis  
RASD Librarian



## ***Patrons Appreciate our Staff***

I am writing you about a great employee that you have. Last week I visited your library and required a great deal of assistance. I was assisted by Ketsia and was very moved by her Professionalism. Despite her area being very busy at that time, I watched her patiently assist all that needed help including myself. She was very thorough, friendly, caring and educating, she even checked back with me to ensure that I was doing ok. As a result of this great experience I felt compelled to let her employer <sup>I know</sup> what a great asset she is and that she exemplify what and how customer service should be. My wish is that you share this letter with her and her co-workers to let her know that her service is greatly appreciated.

From patron, Anthony Dunham, a resident of Shirley



Ketsia Sylvert  
RASD Computer Clerk



## Social Media Marketing Conference

I had the opportunity to attend the Social Media Marketing Conference on January 23 in Melville, New York. The conference was an intensive introduction to social media marketing strategies and working with the public in a conversational, albeit online setting. The speakers described the tools, platforms, and strategies for a business or non-profit to develop a productive online presence that reflects the company's values and builds rapport and trust with the customer.

We were introduced to many very shocking statistics about the pervasiveness of social media. Its rate of growth and ubiquitous influence make it clear that people are talking about our communities, our institutions, and businesses online **all the time**, day and night, and it pays to be part of the conversation—not to control what is being said, but rather to respond to the sentiments and concerns of the public and to

integrate their feedback into the services that we provide.

One of the many amazing videos we reviewed can be seen here: <http://youtu.be/QUCfFcchw1w> and gives a great overview of social media's growth and its influence.



Sara Roye, RASD Clerk



## "Game On" Receives Attention

### Get your "Game On" at the Community Library!

• story and photos by ELIZABETH WEINSTEIN

Are you in need of something to do after school but don't want to travel far? Then look no further than your local library! The Mastic's Moriches Shirley Community Library hosts fun events not only for children and teens, but young adults as well. "Game On Veterans' Edition" is a great way for 18-24 year olds looking to meet new people and have a great time. The program was started in September 2010 by librarian Jennifer Matelski, who recently passed away, and is now being overseen by Department Head of Adult Services, Josephine Wuthenow. Since the start of the program, almost 1,500 young adults have attended.

The library rearranged shelving and created a space referred to as "The Corner" in order to accommodate the "Game On" program. The space is a cool lounge area where attendees can play video games, card games, or just hang out. It's a fun, upbeat atmosphere where you can unwind and you'll even get to munch on pizza and snacks! The program is run at the library every Friday at 6:00pm after closing. So if you're looking for something to do after school, grab some friends and stop by the library for a great time.



Above, an article published in the South Shore Press, January 2013



# Teen Services Department — March 2013

January 2013 Teen Desk Questions Statistics	
01 Readers Advisory/"Do you have ____?"	136
02 Homework Help/Reference	7
03 ILL/Reserve Item	24
04 Internet Searching/Computer Help	11
All Reference Requests	178
05 Program Signup and Information	135
06 Directions/Procedures	14
07 Computer Signup/Time Extension/ Printing/Computer Troubleshooting	429
08 Retrieve video game(s)	55
09 Needs supplies/headphones/etc	43
Other	17
Directional/Other Requests	693
<b>Total Requests</b>	<b>871</b>

## TEEN SERVICES PROGRAMS: FEBRUARY 2013

<i>Program Category</i>	<i>Attendance</i>	<i>Number of Programs</i>
ARTS	34	3
CLASS VISITS	44	4
COMMUNITY SERVICE	28	9
COMPUTERS & DIGITAL LEARNING	9	3
CRAFTS & FOOD	27	4
DROP-IN	114	14
ENRICHMENT	19	2
ENTERTAINMENT	63	5
READING	37	6
ON THE ROAD	20	1
<b>TOTALS</b>	<b>395</b>	<b>51</b>

## **Staff Report from Mary Maggio:**

### New Volunteer Opportunity

Stephanie Kyle and I have started a new volunteer program, Community Service Blankets. Teens that need volunteer hours (for each hour they volunteer, they get credit for one volunteer hour) come in and are given two blanket sized pieces of fleece. They then measure and cut fringes in both pieces. This is very tedious work since all of the fringes have to be the same width and length. When they are done with that, they tie the top and bottom fringes together. Each blanket takes about eight hours to complete. The result is a beautiful soft blanket that will be donated to Brighter Tomorrows, hospitals and food pantries.





## Staff Report from Stephanie Kyle:

On February 28th I attended a YA program- SOHO Teen. Held at the South Huntington Library, Meredith Barnes, a SOHO Teen marketing and publicity staff member, lead an **interactive presentation titled "Who Done It?"**. Author, **Jon Scieszka**, and illustrator, Steven Weinberg, were also part of the writing and illustrating workshop. All three presenters had a lot of valuable information for doing a similar program at a public library.

Enrichment has been going extremely well. The special needs teens made it clear that they prefer food programs over craft programs, and that they enjoy the opportunity to use iPads. Carmella Currao and I worked out the summer enrichment programs and have planned many fun activities for the teens this summer.

On March 15th Tom Casper and myself will be at the Brentwood Public Library for the Advanced Battle of the Books competition. Our team chose the name ROYGBIV and have worked very hard at becoming experts on the three books- *Half Brother by Kenneth Opel*, *The Future of Us by Jay Asher & Carolyn Mackler* and *What I Saw and How I Lied by Judy Blundell*. Wish us luck!



## **Report from Kerrilynn Hurley:**

On Thursday, February 28th I attended a workshop at South Huntington Public Library about the SOHO Press launch as well as learning about the non-profit group 826NYC. Author Jon Scieszka and illustrator Steven Weinberg presented SOHO Press's first book release "Who Done It?" which features 83 of our favorite YA authors. They also gave examples of creative writing techniques to use in groups at our libraries that they use at the 826NYC location in Brooklyn. The tools that they shared were very useful and I hope to incorporate them in my Share a Book, Share a Bite monthly program.

I also was fortunate enough to be a part of Lobby Day in Albany on March 5th and participated in the rally asking our State Representatives for more funding. I met with an aide from State Senator Ken LaValle's office and Senator Lee Zeldin's camp. It was a positive day and I hope to see some support from our government.



# CIRCULATION SERVICES

Board  
Report

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

**Circulation Activity: 61,266**

**Staff Assisted Checkouts: 28,486**

**Self Checkouts: 24,340**

**Online Renewals: 6,359**

**Digital Checkouts: 2,081**

**Physical Visitors: 29,958 and Current Card Holders: 47,956**

**New Library Cards issued: 250**

**MMSCL District Patrons 241**

**Out of District Contract Patrons 9**

**Meeting Room Usage:**

**Number of rooms booked by district organizations including tutors — 125**

**Number of community residents including students in attendance — 726**

**SMS Alerts (text notifications):**

**428 patrons currently enrolled**

**Online Self Registration:**

**Currently requested 13**





## Department News:

Since February 2013 brought with it a winter storm causing the library to close for 3 days plus a week long school break starting with another library closing for Presidents Day, I thought it would be interesting to snap shot circulation activity for one day per week in February. I chose Tuesdays because they are normally a relatively even flow day which means not too busy not too slow. Processing in this context means all checkouts, check ins and renewals.

On average for Tuesdays this February the library:

*Processed 4,842 items per day*

Breaking it down further the library:

*Processed on average 403 items per hour*

*Processed on average approx. 7 items per minute*

*Processed on average one item every 8.5 seconds*

The heaviest timeframe for activity most weekdays is between 3 and 7 pm.

February 2012 statistics showed remarkable similarity:

4990 per day, 415.8 per hour, approx. 7 per minute, and one every 8.5 seconds

## Department Head Note:

If I might take a moment to pat the library staff and community on the back. During the WFSD winter break the library held our 5th annual "Have a Heart" food drive. As coordinator of the yearly drive I am proud to say we collected 16 boxes of food for the local food pantry this year.



## Literacy Board Report March 2013

### New Americans



Three **additional** library patrons have received United States Citizenship this month. All were participants in our Citizenship classes held on Monday evenings at William Floyd High School. Thanks to the expert training and advice offered by literacy staff member, Carmen Navarro-Gao, students who have completed the class remark that they “couldn’t have done it without her”. Since January, six literacy students have become New Americans.

### ESOL Computer Classes



English as Second Language students have consistently requested computer instruction as part of their English language learning. This month we’re happy to report that 5 sessions of ESOL computer were offered to our patrons. The six session morning computer classes lead by digital services librarian, Steve Burg, came to a close on February 26<sup>th</sup>. As you can see from the picture all enjoyed the experience. A new six session morning series will begin on March 12, 2013. Sharper Training Solutions was brought in to offer Saturday and evening computer sessions which were also well received. All our computer classes are given bilingually, first in English and translated into Spanish if need be.

### Spanish Zumba



Wow! Spanish *Zumba* is a big hit. Literacy students requested that the Spanish Dance program *Zumba* be offered in their native language due to the fast pace instruction of the class. They tried our traditional English *Zumba* but were lost. Fortunately for us we have a wonderful *Zumba* instructor on staff. Marvin Quintanilla is doing an awesome job of instructing both women and men students. The room is rocking! Join us if you dare, Fridays at 6:30p.m.

### Literacy Homework Help



ESOL homework help on Tuesday afternoons is truly a program we are thrilled to be offering. Embarking on a joint venture with the teen department, using trained “Study Buddies”, has proven to be a win-win for everyone. Our pre-K through grade 5 participants are thrilled to have a middle or high school student as a mentor. Our teen “Study Buddies” are not only learning about altruism but they’re receiving valuable community service hours needed for school requirements.

March 2013

Compiled by: Nick Tanzi

## eBook Support Services

Last month, Digital Services launched its support site to assist staff & patrons downloading library eBooks. In that time, the site has been visited **931 times**, with the average user spending **over 4 minutes on a page**. Usage indicates that patrons are finding the appropriate help page and using it as an instructional tool.

We have been in contact with the Suffolk Cooperative Library **System with the aim of expanding the scope of our help page, as well as sharing the responsibility of maintenance with other member libraries**. We have a tentative round table meeting set for April to explore this option.

Now that Digital Services has established a robust resource page to be maintained by MMSCL or the county, we are developing a training curriculum to compliment it. This new round of training will focus on building mobile competency and correctly retrieving the appropriate set of set-up instructions from our staff maintained site using training materials both print and online. Additionally, we will maintain a training station comprised of the most commonly used eReaders & tablets.

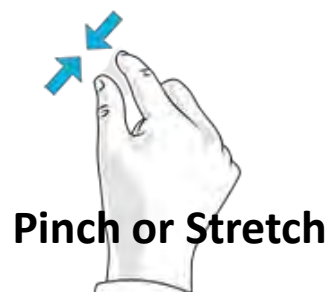
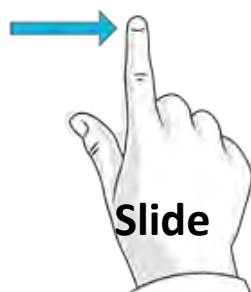
### Advantages to to this approach:

- Staff have been trained on the general procedure for downloading library eBooks, however, differences in hardware/software can confuse the process. This training would aim to improve staff comfort with a broad range of devices.
- Past training has focused on the procedure of downloading eBooks, meaning re-training is necessary when the procedure changes (and it often does). By teaching staff to appropriately use our staff-maintained support site, they will find the most accurate procedure, which we can update in real time.





•This approach removes the need for memorization of eBook downloading procedure. Instead, staff simply need to maintain a working knowledge of how to use common tablets & eReaders, then follow step-by-step instructions that are visually presented.



Curriculum building is underway, and should be completed within a month

## Mobile Use Explodes

In FY 2011-2012, our mobile site has seen **11,372 views**. More impressively, page views through our MMSCL mobile app are **78,742** over the same period of time! Clearly, convenience wins the day. It now accounts for 14.5 percent of our traffic. This number ignores the many tablet users that access our full site using their device! Clearly mobile use of the web continues to grow exponentially—a fact we must consider as we develop new services and maintain existing ones.



# REPORT OF PERSONNEL CHANGES

## SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

**DATE PREPARED**  
**03/18/13**

**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
TRS	Lugo, Elma		Librarian I	\$25.21/hr		02/26/13	
TRS	Millan, Rosalia		Librarian I	\$25.21/hr		03/01/13	
RL	Horbal, Elizabeth		Library Clerk	\$32,947.39		03/12/13	
A	Horbal, Elizabeth		Senior Library Clerk	\$35,947.00		03/13/13	List No. 13EL013
APT	Foster, Jillian T.		Librarian I	\$24.72/hr	Under 17.5	03/14/13	

- 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



Date	Invoice #
02/21/2013	4525
	Terms
	Net 30

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

km

Federal Tax ID Number: 94-3404837  
Make all checks payable to WeComply, Inc.  
If you have any questions concerning this invoice, please contact your account manager.

THANK YOU FOR YOUR BUSINESS!

## **Mastics-Moriches-Shirley Community Library Disaster Plan for Computer and Data Recovery**

Objectives of this plan: Insure sufficient back up of critical computer resources; designate responsibilities ensuring compliance with strategies; to assure plan compliance to the greatest extent possible.

Citation of Responsible Personnel: Library Director, Assistant Library Director, Business Manager, Department Heads and Network Administrators.

On an annual basis the Department Head of Information Technology and the Library Director will review standard actions and procedures to prevent data loss, and update/revise as needed.

Types of Disasters/Events/Incidents:

- 1 Exterior: weather, physical plant issues
- 2 Interior: floods, accidents, utility failure, mandatory lock down
- 3 Virus/malware/hacking

The Library Director or person in charge of the facility in the event of a computer emergency will:

1. Take immediate actions to insure security
2. Notify Library Director who will notify President of the Board of Trustees, Network Administrators, and other critical individuals
3. Continue actions to insure data and hardware security
4. Document all emergencies/incidents in writing to the Library Director

Standard response to emergency situations:

- 1 Determine severity of emergency and impact on computers and computer system
- 2 Network Administrators will collaborate with Library Director, Assistant Library Director, Business Manager, Department Heads and Computer Technicians to act quickly to prevent loss of data
- 3 Shut down individual PC's (circulation, reference desk, children's reference desk, teen reference desk other staff PC's, OPACs, and public computers)
- 4 Shut down LAN under direction of qualified individual

Standard Actions to be Routinely Taken to Prevent Data Loss:

- 1 Maintain UPS and surge protection on Library servers
- 2 Server room is to remain closed and locked when unattended
- 3 Staff members who wish to store small drives in the Library's safe are encouraged to do so
- 4 Business server backups are to be retained for a minimum of 6 years
- 5 Other server backups are to be retained for a minimum 1 year
- 6 Server backups are to occur nightly, after end of business.
- 7 Data is to be sent to cloud storage immediately upon completion of backups
- 8 Data Security:

- a Firewall: currently a Fortinet solution. Servers hosting data available to the outside will only have ports open that are necessary to function.
- b Anti-virus: Library firewall will scan all traffic for viruses. In addition, Staff computers are to have an up-to-date anti-virus.

9 This Plan will be reviewed annually.

# **Network User Accounts**

## **Permissions**

Only accounts requiring domain administrator access will be granted access. This includes full time computer technicians and other members of information technology who require access in the course of their duties.

Staff who have a dedicated computer may be made a local administrator of such computer upon request if a need is demonstrated.

Each staff user will have access to a home directory and a shared network location. The shared location will be public among each department. The home directory will be private with respect to staff but accessible by the head of a department and Library Director.

## **Naming Convention**

New users accounts will be created using first initial and full last name as follows:

First name: John, Last name: Public, username: jpublic

Resolution of a duplicate username will be resolved by adding the new users middle initial between the first initial and last name. In the event of further conflict, a number may be placed at the end of the username.

## **Account Rename**

Any staff user may request an account rename once a name change has been completed by the Library Business Office. Such requests must be made in writing to a member of the IT Department. Typos may be corrected as long as the correction matches Business Office records – a written request must still be made to corroborate the renaming.

## **Retired/Terminated Employees**

Once an employee is no longer a member of Library staff, the associated user account must be disabled by the end of business day of the last day of employment. The business office will notify the IT department in writing of Staff accounts that are to be disabled. If required, files located in the user's private directory may be assigned to a new staff member or the account may be renamed and assigned to a new user assuming similar job functions.

## Password Policy

All staff user accounts are to be subject to the password policy stipulated below:

- Number of day(s) after which a password must be changed: 180
- Number of day(s) before a password may be changed: 1
- Minimum number of characters in a password: 6
- Number of old passwords that cannot be re-used: 14
- Complexity Requirements:
  - Passwords must not contain the staff members name (or parts of it)
    - The username is checked in its entirety only to determine whether it is part of the password.
    - Not contain the user's account name or parts of the user's full name that exceed two consecutive characters. The display name is broken into tokens, delimited by commas, periods, dashes or hyphens, underscores, spaces. Tokens that are less than three characters in length are ignored, and substrings of the tokens are not checked. For example, the name "Erin M. Hagens" is split into three tokens: "Erin," "M," and "Hagens." Because the second token is only one character long, it is ignored. Therefore, this user could not have a password that included either "erin" or "hagens" as a substring anywhere in the password.
  - Passwords must contain characters from three of the following four categories:
    - Uppercase (A through Z)
    - Lowercase (a through z)
    - Digits (0 through 9)
    - Non-alphanumeric characters: ~!@#\$%^&\*\_-+=`|\\(){}[];:"'<>.,?/

## **Virtual Private Network (VPN)/ Remote Access Policy**

### **Purpose**

The purpose of this policy is to define standards for connecting to the Community Library's network via Remote Access Virtual Private Network (VPN) connections from host. These standards are designed to minimize the potential exposure of the Community Library to damages which may result from unauthorized use of Community Library resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Community Library internal systems, etc.

### **Scope**

This policy applies to all Community Library employees with a Community Library owned or personally-owned computer, workstation or device connected via VPN to the Community Library network.

### **Policy**

Approved Community Library employees may utilize the VPN. Approved users are department heads and full time Information Technology staff. The VPN may be set up on Library assigned supported laptops or mobile devices, or privately owned computers for approved employees. The VPN may also be set up on Library assigned devices used solely for offsite/outreach programs or functions. Additionally:

- Secure remote access must be strictly controlled. VPN use is to be controlled using domain credentials (network login) and a pre-shared key or a digital certificate.
- It is the responsibility of approved employees with VPN privileges to ensure that unauthorized users are not permitted to access the Community Library's internal network. At no time should any Community Library employee provide his/her login or email password to anyone, not even family members.
- When actively connected to the network, VPNs will force all traffic to and from the PC over the VPN tunnel. Community Library employees with remote access privileges must ensure that their Community Library-owned or personal computer or workstation, which is remotely connected to Community Library's network, does not have Internet Connection Sharing (ICS) enabled on the VPN connection.
- All computers connected to Community Library internal networks via VPN or any other technology must use the most up-to-date anti-virus software; this includes personal computers.
- VPN users will be automatically disconnected from the Community Library's network after 60 minutes of inactivity. The user must then log on again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- The VPN concentrator is limited to an absolute connection time of 24 hours.



- Non-standard hardware/software configurations are to be approved by Information technology.

## ELECTION OFFICIALS

### REGISTRARS

9am-9pm

3/26/2013

Eleanor Weeks  
27 Meadowmere Ave  
Mastic, NY 11950

281-5808

Ellen Peters  
231 Patchogue Ave.  
Mastic, NY 11950

281-4316

### ELECTION OFFICIALS

9am-9pm

4/2/2013

Maryjane Lake  
83 Woodside Drive  
Mastic Beach, NY 11951

281-5670

Ellen Peters  
231 Patchogue Avenue  
Mastic, NY 11950

281-4316

Eleanor Weeks  
27 Meadowmere Ave  
Mastic, NY 11950

281-5808

Phyllis Zolinowski  
71 Pinewood Drive  
Shirley, NY 11967

772-7388

Appointed\_\_\_\_\_

---

Kerri Rosalia  
Director

DRAFT

## MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY

407 William Floyd Parkway  
Shirley, NY 11967

### RFP – Masonry Probes 4.2

**THIS BID IS DUE BY: March , 2013 @ 3 PM**

#### ***Bids should be e-mailed to:***

Kerri Rosalia, Director: Mastics Moriches Shirley Community Library at the following email address:

**[krosalia@gmail.com](mailto:krosalia@gmail.com)**

***Or mailed to:*** Kerri Rosalia c/o Mastics- Moriches- Shirley- Community Library, 407 William Floyd Parkway, Shirley, NY 11967.

A COPY OF THIS BID SHOULD NOT BE SENT TO SANDPHELL  
Note: This is a PREVAILING WAGE RATE project

#### **PROJECT DESCRIPTION:**

- The existing building is constructed of brick veneer over steel studs. Many of the steel lintels are badly corroded. A structural engineer identified certain areas where further investigation is required.
- This project involves disassembling of portions of the existing brick façade at nine locations along the building perimeter and an additional probe in the stucco over hang on the west side of the building to allow for the engineers to assess the condition of the steel behind the brick façade. The work also includes temporary, water tight repairs at each probe area.
- The Library is exempt from sales tax.
- All work covered under this contract is to be scheduled for immediate execution subject to weather conditions..
- The Library will operate under normal hours during the course of this work, and every effort will be made to keep noise and other disturbances to a minimum. The safety of the staff, patrons and general public is of primary importance.
- Means of protection to the public and surrounding finishes.
- Saw cut all brick to be removed and save for possible reinstallation as per engineer's letter.

#### **INSURANCE:**

**Work at this project requires certain insurance coverage as described in the attached insurance rider. Please check with your insurance provider on the type of coverage you have before taking the time to**

MMS Community Library  
Contract 4.20: Masonry Probes

Company Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

prepare a bid. If you are awarded the bid, before your contract is signed, your insurance will be reviewed for compliance.

**ALL CONTRACTORS AND THEIR EMPLOYEES ARE TO BE LICENSED REGISTERED AND INSURED IN THE STATE OF NEW YORK TO UNDERTAKE THE PROJECT.**

If you have any questions about the RFP or would like to request a site visit, (recommended) direct them to Bob Viola of Sandpebble at 631-287-6000 or [BobV@Sandpebblebuilders.com](mailto:BobV@Sandpebblebuilders.com).

**BID DOCUMENTS:**

- This Bid Form and everything attached and referenced in it
- Letter from TDM Consulting Engineer, P.C. with photos 1 - 7
- (7) Photos indicating probe areas and (1) aerial photo depicting the same areas for clarification.

This and all Sandpebble projects are Zero Tolerance job sites where there will be absolutely no consumption of drugs or alcohol at any time. Any person observed either under the influence of or consuming drugs or alcohol will be removed from the site. It is the Contractor's responsibility to properly man the job and any persons dismissed will be immediately replaced to keep the work force at full strength.

Smoking is not permitted within the building. Outdoors smoking is permitted at least 25' from any window or door.

Cell phone, tablet etc. usage (calls, texts, email, etc.) by personnel working on this project (other than a Contractor's designated supervisor for the job) is strictly prohibited. Mobile device usage is restricted to break and lunch periods.

**SCOPE OF WORK:**

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

- Provide and erect scaffolding from the ground to roof with tie-offs to the existing building in order to provide access to the probe locations while maintaining fall protection to the walkways below. Patch all areas affected by the scaffolding tie-offs.
- Provide all safety precautions to insure the safety of workmen, library staff and patrons as well as members of the general public
- Remove the portions of the existing brick veneer at the nine locations as indicated on the attached photos. The brick shall be removed in whole sections at the mortar joints in the least invasive manor and the bricks stockpiled in a designated location and preserved for re-use at a later date

*// waiting for response from mirabelle*

**MMS Community Library  
Contract 4.20 – Masonry Probes**

**Company Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

- Removed brick shall be cleaned free of existing mortar and made ready for reuse.
- Remove and clean any loose mortar from the area once the brick is removed.
- Remove the existing flashing from the steel components as necessary. Leave a minimum of 4" overlap in existing flashing within the probe area.
- Close probe opening by installing a temporary patch. Method of closing probe must be approved by the architect.
- Saw cut the existing stucco to expose the structural components beyond for engineer inspection. Make weather tight.

Refer to the following description of probe:

**Photo #1 (north corner of front overhang):**

A 2'-0" by 2'-0" section of the existing stucco wall shall be removed to access the structural steel beyond.

**Photo #2 (high windows at south wall):**

Remove brick in order to expose the bottom flange of the existing steel lintel for structural engineer inspection and remediation design.

**Photo #3 (overhanging steel at the southwest corner):**

Portion of brick shall be removed at two locations to expose steel beam and support plate beyond.

**Photo #4 (overhanging steel at southeast corner):**

Portion of brick shall be removed at location indicated to expose steel beam and support plate beyond.

**Photo #5 (west wall at clerestory):**

Portion of brick shall be removed as shown at two location along wall to expose bottom of steel lintel/beam.

**Photo #6 (north side of exposed beam at front entrance):**

Portion of brick shall be removed as shown to expose steel beam and support plate. As an alternate to the location shown, the probe may be provided on inside face of the wall.

The exact size and location of the probes may vary slightly depending on what is observed by the architect/engineer performing the inspection.

**WORK NOT INCLUDED:**

- Repair of the exposed steel
- Brick and stucco replacement.

MMS Community Library  
Contract 4.20 – Masonry Probes

Company Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

### **ALTERNATE PRICING:**

Unit pricing for changes to the work as may be approved by the Owner. These are listed at the end of this bid form.

- Alternate # 1: Total cost to demo/ repair brick façade or stucco for each (one) additional probe area.
- Alternate #2: Hourly rates for: foreman, mechanic, and helper. All hourly unit prices are to be inclusive of profit and overhead.

### **SCHEDULE:**

All work to be performed as per schedule and sequence of the overall job schedule as established by the Construction Manager and shall run continuously until completion. Bids for contract work should be based on pricing that would allow the work to be completed in the following time periods:

Submission of insurance certificates	<b>Attached to completed bid form</b>
Insurance policies, declaration pages	2 days after notice of award
Scaffolding	1 day
Demo <del>and repair</del> probes	Aprox. (3) Per day (to be scheduled by CM).
Balance of work	2 days

### **SUBMITTALS:**

Note: Provide Four (4) copies of all submittals. If submittals are transmitted electronically, one copy is sufficient.

Submittals include but are not limited to:

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

### **WORK NOTES:**

- On a daily basis, clean up (broom clean) all debris created during the performance of this work and remove from site.
- At the completion of the work, thoroughly clean all areas accessed during the performance of the work of this contract.
- Contractor shall submit certified payroll with applications for payment.
- Public safety and access to the Library are of utmost importance and all work shall be in compliant with OSHA and local guidelines. Whichever is more stringent shall prevail.

**MMS Community Library**  
**Contract 4.20 – Masonry Probes**

**Company Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

- Once brick is removed and areas inspected by structural engineer, fill in area with rigid insulation and expanding foam for a weather tight temporary patch.
- All scaffolding shall have safety netting which shall be maintained throughout the course of the work period.
- The probes shown on the attached photos shall be used solely as a guide by the contractor performing the work. The exact size and location may vary slightly depending what is observed by the architect/engineer performing the inspection.
- Protect the roofing surfaces and all adjacent finishes from tools, materials, and workmen activity.

### **GENERAL NOTES:**

This Contractor shall guarantee all labor for a period of (1) one year from the acceptance of the work by the Owner / Architect / Engineer if not covered under a warranty of a longer duration. The date of "Substantial Completion" shall be considered the date of acceptance by the Architect.

Any change order work must be pre approved in writing by the Construction Manager

The Contractor shall be responsible to clean up on a daily basis all debris created by the performance of the work. In order to keep the site clean and safe, it will be required of all personnel to use Owner supplied trash receptacles for the disposal of all food and personal refuse i.e. cups, wrappers, leftovers, newspapers, etc... Failure to follow this rule will result in a back charge for labor relative to the removal of refuse.

The Contractor shall be responsible for compliance with applicable codes and regulations regarding this work. These include but are not limited to the Town of Brookhaven, Suffolk County, State of New York and OSHA.

Hours of operations: 7:00am – 5:00pm Monday through Friday (excluding national holidays and the day after Thanksgiving)

All personnel working or visiting the site are required to sign in and sign out with the Field Superintendent, whenever arriving or leaving the facility. *No exceptions.*

There will be a weekly safety meeting on site. Attendance is mandatory for all personnel on site on the day of the meeting. It is the responsibility of each Contractor to maintain a safety program and review it with their employees. The Field Superintendent should be notified immediately upon notice of any unsafe conditions. Each person who is entering the construction area is liable for his / her own safety, and is required to wear a "hard hat" at all times. All Contractors whose personnel do not comply with this rule will not be permitted to remain on site. Shirts, long pants and acceptable footwear are required by all Contractor employees.

The Construction Manager will generate and update a Project Schedule for all phases of the work. It is the responsibility of each Contractor to visit the site and familiarize themselves with the schedule. Each individual Contractor will be notified at least (1) one week in advance of any work that is required of said Contractor. It will

**MMS Community Library**  
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**Company Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

be each individual Contractor's responsibility to inform the Field Superintendent of any conflict with scheduling in writing within 24hrs of said notice. All bidders must possess sufficient manpower to complete their portion of the project within agreed upon time frames found in the bid notes.

All workmen and supervisory personnel are required to wear hard hats, safety glasses, and hi visibility vests at all times while in the work areas.

### **BID AWARD PROCESS:**

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

Upon award of the bid, the Owner will enter into a contract with the selected Contractor. All requisitions for payment shall be submitted by the 1<sup>st</sup> and 15<sup>th</sup> of each month (originals only, no faxes / copies) and shall be processed by the Construction Manager. **All requisitions for payment must be made out to the Mastics-Moriches-Shirley Community Library** and submitted to Sandpebble. The Owner will then issue checks after approval by the Architect for distribution. Should the Construction Manager receive the Contractor's requisition for payment later than the due date, the Construction Manager will automatically process the requisition in the following requisition cycle. Lien Waivers must be signed and notarized by the Contractor with each requisition before the check is released.

### **SCHEDULE OF VALUES**

Provide a schedule of values to be approved by Owner and Construction Manager for the following items:

Scaffolding	\$ _____
Demo (10) probe areas	\$ _____
Temporary Water tight repair of (10) probe areas	\$ _____
Balance of Work	\$ _____

### **TOTAL LUMP SUM BID**

The total bid of this proposal, including allowances, for all work required by the contract documents and the bidding guide excluding the alternates is as follows:

\$ \_\_\_\_\_ (\_\_\_\_\_ dollars)

(Show amount in words and figures. **In case of discrepancy, the written amount will be used as the bid amount**)

Total of above scheduled values to equal 100% of Lump Sum Bid

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**MMS Community Library**  
**Contract 4.20 – Masonry Probes**

**Company Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_



## **ALTERNATE PRICES AND UNIT PRICES**

Alternate bid pricing for changes to the work as preapproved by the Owner: All alternate pricing listed below shall include all materials, labor, equipment, supervision, and overhead and profit.

- Alternate # 1: Total cost to demo and weather tight patch brick façade or stucco for each (one) additional probe area.

\$ \_\_\_\_\_/ea

- Alternate #2: Hourly rates (include oh & profit scaffolding and equipment)

Foreman \$ \_\_\_\_\_/hr

Mechanic \$ \_\_\_\_\_/hr

Helper \$ \_\_\_\_\_/hr

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## **INSURANCE**

Name of General Liability  
Insurance Carrier: \_\_\_\_\_

Name of Umbrella Liability  
Insurance Carrier: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Telephone: \_\_\_\_\_

Contractor Fax: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**MMS Community Library**  
**Contract 4.20 – Masonry Probes**

**Company Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

## CONTRACTOR INSURANCE RIDER

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

- A. THE INSURANCE CARRIERS MUST BE RATED "A" OR "A+" WITH A.M. BEST & CO.
- B. PLEASE REVIEW THE TERMS AND CONDITIONS SET FORTH HEREIN WITH YOUR INSURANCE BROKER OR RISK MANAGER AS THERE WILL BE NO EXCEPTIONS TO THESE REQUIREMENTS.
- C. BEFORE COMMENCING WORK, THE CONTRACTOR SHALL PROCURE AND MAINTAIN INSURANCE FROM COMPANIES LICENSED IN THE STATE OF OPERATIONS AT ITS SOLE COST AND EXPENSE, UNTIL COMPLETION AND FOR ONE (1) YEAR AFTER THE DATE OF FINAL COMPLETION AND ACCEPTANCE OF THE WORK, WITH NOT LESS THAN THE LIMITS AND COVERAGE'S LISTED BELOW.
- E. THE CONTRACTOR MUST SUBMIT INSURANCE CERTIFICATES ALONG WITH A COMPLETE COPY OF ITS INSURANCE POLICIES INCLUDING ALL ENDORSEMENTS AND EXCLUSIONS FOR REVIEW BY THE OWNER'S INSURANCE BROKER OR RISK MANAGER.
- F. THE CONTRACTOR SHALL PROVIDE THE FOLLOWING INSURANCE COVERAGE:

1. COMMERCIAL GENERAL LIABILITY (CGL) POLICY (OCCURRENCE FORM) WITH AN EACH OCCURRENCE LIMIT OF \$1,000,000 AND AN AGGREGATE LIMIT OF \$2,000,000. A SEPARATE AGGREGATE LIMIT OF \$2,000,000 SHALL BE PROVIDED FOR PRODUCTS & COMPLETED OPERATIONS.

SUCH CGL COVERAGE TO INCLUDE THE FOLLOWING:

- PREMISES/OPERATIONS COVERAGE – INCLUDING OPERATIONS CONDUCTED OFF PREMISES.
- PRODUCTS/COMPLETED OPERATIONS COVERAGE FOR A PERIOD OF TWO YEARS AFTER THE COMPLETION OF THE WORK.
- BLANKET CONTRACTUAL OR CONTRACTUAL LIABILITY – INCLUDING COVERAGE FOR 3<sup>RD</sup> PARTY (ACTION OVER) CLAIMS.
- BROAD FORM PROPERTY DAMAGE.
- PERSONAL INJURY.
- CGL MUST BE ENDORSED TO NAME THE OWNER, SANDPEBBLE PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS INC. (THE OWNER'S CONSTRUCTION MANAGER) AS ADDITIONAL INSURED ON A PRIMARY & NON CONTRIBUTORY BASIS. ADDITIONAL INSURED COVERAGE MUST INCLUDE PRODUCTS & COMPLETED OPERATIONS.
- PER PROJECT AGGREGATE.
- ANY SPECIAL EXCLUSION FROM THE STANDARD UNENDORSED ISO PROPERTIES, INC., CGL FORM (CG 00-01-10-01) MUST BE APPROVED BY THE OWNER.
- POLICY MUST CONTAIN PROPERTY DAMAGE LIABILITY COVERAGE FOR EXPLOSION, COLLAPSE, AND UNDERGROUND HAZARDS WHERE APPLICABLE.
- BOTH THE CGL AND WORKER'S COMPENSATION POLICIES MUST CONTAIN A WAIVER OF SUBROGATION RUNNING TO THE BENEFIT OF THE OWNER, SANDPEBBLE PRECONSTRUCTION INC. AND SANDPEBBLE BUILDERS, INC.

1A. EXCESS LIABILITY UMBRELLA POLICY IN THE AMOUNT OF \$1,000,000. THIS LIMIT REQUIREMENT MAY BE SATISFIED THROUGH A COMBINATION OF PRIMARY AND UMBRELLA LIABILITY POLICIES.

2. COMPREHENSIVE AUTOMOBILE LIABILITY POLICY. THIS POLICY SHALL COVER ALL OWNED, NON OWNED, LEASED AND HIRED VEHICLES WITH A COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE OF AT LEAST \$1,000,000. THIS LIMIT REQUIREMENT MAY BE SATISFIED THROUGH A COMBINATION OF PRIMARY AND UMBRELLA POLICIES.

3. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY COVERAGE. A) STATUTORY COVERAGE; B) EMPLOYER'S LIABILITY INSURANCE WITH A MINIMUM LIMIT OF \$500,000.

4. DISABILITY BENEFITS POLICY COVERING ALL EMPLOYEES.

- G. ALL INSURANCE COVERAGE PROVIDED ABOVE SHALL APPLY EQUALLY TO ALL SUBCONTRACTORS RETAINED BY A CONTRACTOR. IT IS THE OBLIGATION OF EACH CONTRACTOR TO BE CERTAIN THAT ITS SUBCONTRACTORS ARE IN COMPLIANCE.

## **CONTRACTOR INSURANCE RIDER (CONTINUED)**

- H(A) AS A CONTRACTUAL OBLIGATION, THE CONTRACTOR AGREES TO HAVE ALL OF ITS INSURANCE CARRIERS (EXCLUDING PROFESSIONAL LIABILITY CARRIER) PROVIDE POLICY ENDORSEMENTS TO MEET THE REQUIREMENT OF PARAGRAPHS H(A) AND H(B) AND I IN THIS RIDER. TO THE FULLEST EXTENT PERMITTED BY LAW, THE CONTRACTOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE OWNER, SANDPEBBLE BUILDERS PRECONSTRUCTION, INC. & SANDPEBBLE BUILDERS INC, THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES AND PARTNERS (HEREAFTER COLLECTIVELY "INDEMNITIES") FROM ANY AND ALL CLAIMS SUITS, DAMAGES, LIABILITIES, PROFESSIONAL FEES, INCLUDING ATTORNEY'S FEES, COSTS, COURT COSTS, POLICY DEDUCTIBLES, EXPENSES AND DISBURSEMENTS RELATED TO DEATH, PERSONAL INJURIES OR PROPERTY DAMAGE (INCLUDING LOSS OF USE THEREOF) BROUGHT OR ASSUMED AGAINST ANY OF THE INDEMNITIES BY ANY PERSON OR FIRM, ARISING OUT OF OR IN CONNECTION WITH OR AS A CONSEQUENCE OF THE PERFORMANCE OF THE WORK OF THE CONTRACTOR UNDER THIS AGREEMENT (CONTRACT), AS WELL AS ANY ADDITIONAL WORK, EXTRA WORK, OR ADD-ON WORK, WHETHER CAUSED IN WHOLE OR PART BY THE CONTRACTOR INCLUDING ANY CONTRACTOR'S SUBCONTRACTORS AND THEIR EMPLOYEES. THE PARTIES EXPRESSLY AGREE THAT THIS INDEMNIFICATION AGREEMENT CONTEMPLATES: 1) FULL INDEMNITY IN THE EVENT LIABILITY IS IMPOSED AGAINST THE INDEMNITIES WITHOUT NEGLIGENCE AND SOLELY BY REASON OF STATUTE, OPERATION OF LAW OR OTHERWISE; AND 2) PARTIAL INDEMNITY IN THE EVENT OF ANY ACTUAL NEGLIGENCE ON THE PART OF THE INDEMNITIES EITHER CAUSING OR CONTRIBUTING TO THE UNDERLYING CLAIM IN WHICH CASE, INDEMNIFICATION WILL BE LIMITED TO ANY LIABILITY IMPOSED OVER AND ABOVE THE PERCENTAGE ATTRIBUTABLE TO ACTUAL FAULT WHETHER BY STATUTE, BY OPERATION OF LAW, OTHERWISE. WHERE PARTIAL INDEMNITY IS PROVIDED UNDER THIS AGREEMENT, COST, PROFESSIONAL FEES, ATTORNEY'S FEES, EXPENSES DISBURSEMENTS, ETC. SHALL BE INDEMNIFIED ON A PRO RATA BASIS. INDEMNIFICATION UNDER THIS PARAGRAPH SHALL OPERATE WHETHER OR NOT CONTRACTOR HAS PLACED AND MAINTAINED THE INSURANCE SPECIFIED. RECOVERY OF ATTORNEY'S FEES, COSTS, COURT COSTS, EXPENSES AND DISBURSEMENTS HEREUNDER SHALL INCLUDE ALL THOSE ATTORNEY'S FEES, COSTS, COURT COSTS, EXPENSES AND DISBURSEMENTS INCURRED IN THE DEFENSE OF THE UNDERLYING CLAIM, IN THE ENFORCEMENT OF THIS AGREEMENT IN THE PROSECUTION OF ANY CLAIM FOR INDEMNIFICATION HEREUNDER, AND IN PURSUIT OF ANY CLAIM FOR INSURANCE COVERAGE REQUIRED.
- H(B) IN CLAIMS AGAINST ANY PERSON OR ENTITY INDEMNIFIED UNDER THIS PARAGRAPH H(B) BY AN EMPLOYEE OF THE CONTRACTOR, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY CONTRACTOR OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, THE INDEMNIFICATION OBLIGATION UNDER THIS PARAGRAPH H(B) SHALL NOT BE LIMITED BY A LIMITATION ON AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE BY, OR FOR, CONTRACTOR UNDER WORKERS' OR WORKMEN'S COMPENSATION ACTS, DISABILITY BENEFITS ACT OR OTHER EMPLOYEE ACTS. IN ADDITION TO THIS AGREEMENT, CONTRACTOR WILL ALSO BE REQUIRED TO COMPLY WITH THE INSURANCE REQUIREMENTS, IF ANY, OF EACH SPECIFIC JOB.
- I. THE CONTRACTOR RECOGNIZES THE FEDERAL OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA), LABOR LAWS OF THE STATE OF CONNECTICUT AND REGULATIONS ADOPTED THEREUNDER AND OTHER FEDERAL OR CONNECTICUT STATUTES AND REGULATIONS PERTAINING TO JOB SAFETY, PLACE UPON THE OWNER, ITS CONSTRUCTION MANAGER, AND CONTRACTOR CERTAIN DUTIES AND OBLIGATIONS, AND THAT LIABILITY FOR FAILURE TO COMPLY THEREWITH MAY BE IMPOSED ON THE OWNER, ITS CONSTRUCTION MANAGER, AND CONTRACTOR REGARDLESS OF THEIR RESPECTIVE FAULT. CONTRACTOR HEREBY AGREES THAT AS BETWEEN OWNER AND ITS CONSTRUCTION MANAGER ON ONE HAND, AND CONTRACTOR ON THE OTHER HAND, CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLIANCE WITH ALL SUCH LAWS AND REGULATIONS IMPOSED FOR THE PROTECTION OF PERSONS PERFORMING THE WORK UNDER ITS CONTRACT. CONTRACTOR SHALL INDEMNIFY AND HOLD OWNER AND ITS CONSTRUCTION MANAGER HARMLESS FROM ANY AND ALL LIABILITY FOR VIOLATION OF SUCH LAWS AND REGULATIONS BY CONTRACTOR OR ANYONE WORKING UNDER ITS CONTRACT AND SHALL DEFEND ANY CLAIMS AS A RESULT THEREOF. IN THE EVENT THAT CONTRACTOR SHALL FAIL OR REFUSE TO DEFEND ANY SUCH CLAIM OR ACTION, CONTRACTOR SHALL BE LIABLE TO OWNER AND ITS CONSTRUCTION MANAGER FOR ALL COSTS OF OWNER AND ITS CONSTRUCTION MANAGER IN DEFENDING SUCH CLAIM OR ACTION AND ALL COSTS OF OWNER AND ITS CONSTRUCTION MANAGER INCLUDING ATTORNEY'S FEES IN RECOVERING SUCH DEFENSE COSTS FROM CONTRACTOR. SPECIFICALLY, AND BY WAY OF EXAMPLE, IF A FINE OR PENALTY IS IMPOSED BY OSHA (OR ANOTHER GOVERNMENTAL AGENCY) ON THE OWNER OR ITS CONSTRUCTION MANAGER DUE TO THE NEGLIGENCE, OMISSION OR INTENTIONAL ACT OF CONTRACTOR SHALL IMMEDIATELY PAY TO THE OWNER, THE AMOUNT OF ANY SUCH FINE OR PENALTY IMPOSED ON OWNER AND/OR ITS CONSTRUCTION MANAGER. IF THE CONTRACTOR APPEALS ANY SUCH PENALTY (OR DETERMINATION), AND THE APPEAL STAYS THE REQUIREMENT TO PAY SUCH FINE OR PENALTY, THE AMOUNT OF THE FINES OR PENALTIES ON THE OWNER AND ITS CONSTRUCTION MANAGER SHALL NEVERTHELESS BE PAID TO THE OWNER AND ITS CONSTRUCTION MANAGER BEFORE ANY FURTHER APPLICATIONS FOR PAYMENT FROM THE CONTRACTOR ARE PROCESSED.

**CONTRACTOR INSURANCE RIDER (CONTINUED)**

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

GENERAL LIABILITY CARRIER: \_\_\_\_\_

UMBRELLA LIABILITY CARRIER: \_\_\_\_\_

- RETROACTIVE DATE: \_\_\_\_\_

I HAVE READ THE TERMS OF THIS RIDER AND I PERSONALLY CERTIFY THAT OUR CURRENT INSURANCE COVERAGE OF CONFORMS TO ALL OF ITS REQUIREMENTS.

I ALSO AGREE TO MAINTAIN THIS COVERAGE THROUGHOUT THE TERMS OF THIS CONTRACT.

PLEASE SIGN TO INDICATE YOUR ACCEPTANCE AND RETURN THIS AGREEMENT FOR OUR RECORDS.

CONTRACTOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ACKNOWLEDEDED BY:

(WINSTON PREPARATORY SCHOOL)

(SANDPEBBLE BUILDERS INC. &  
SANDPEBBLE PRECONSTRUCTION INC.)

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

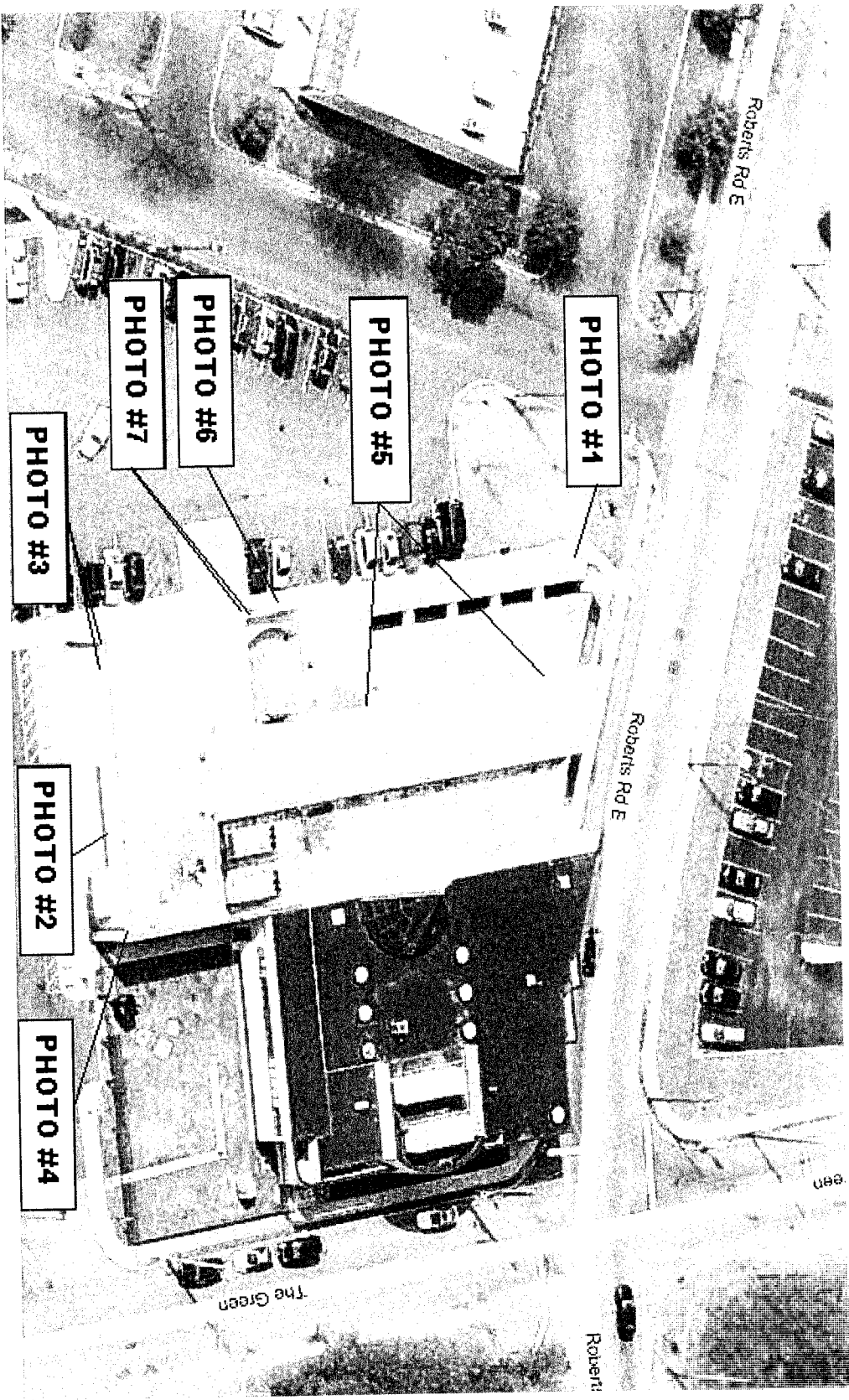
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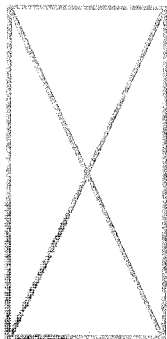
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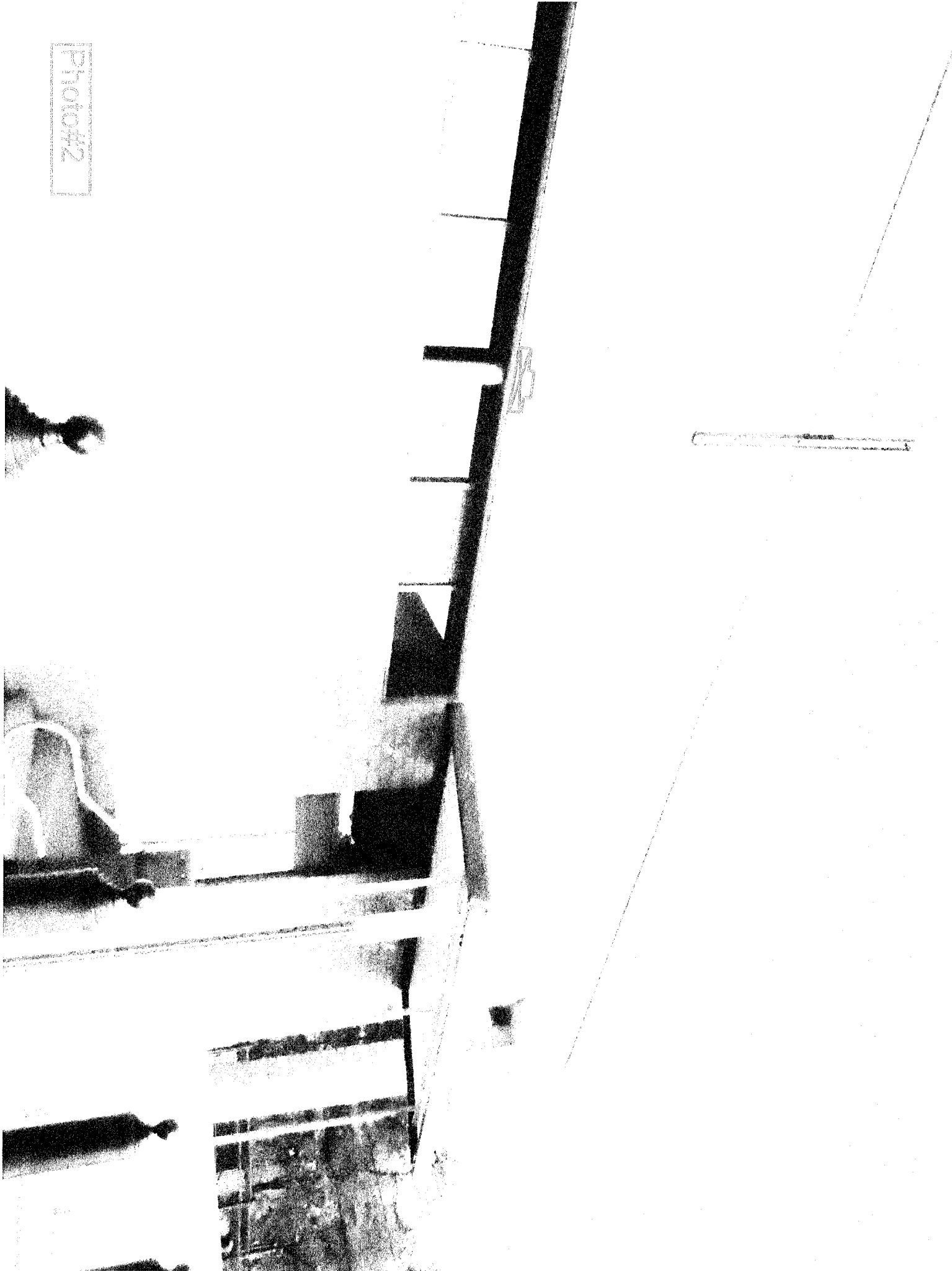
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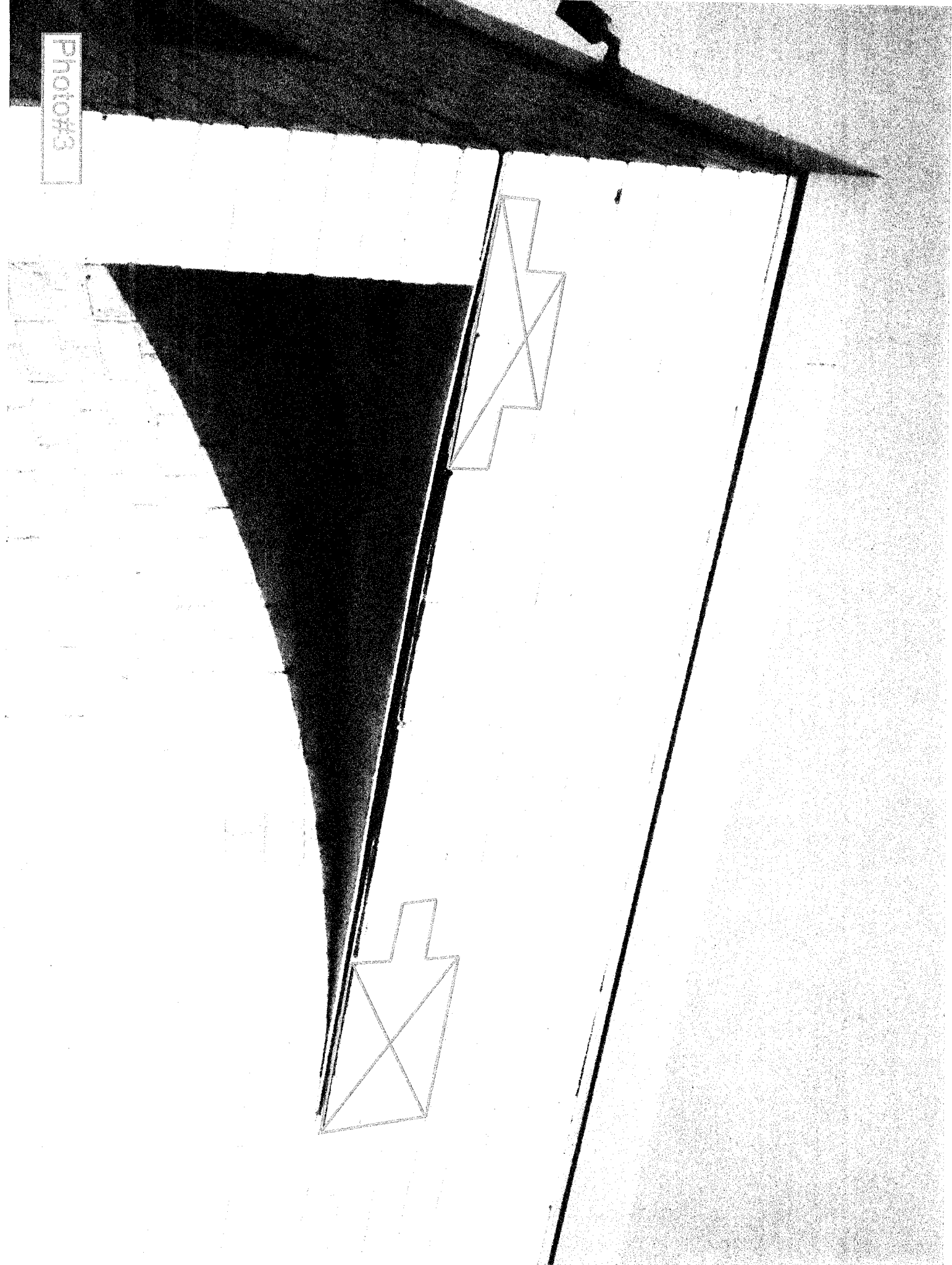
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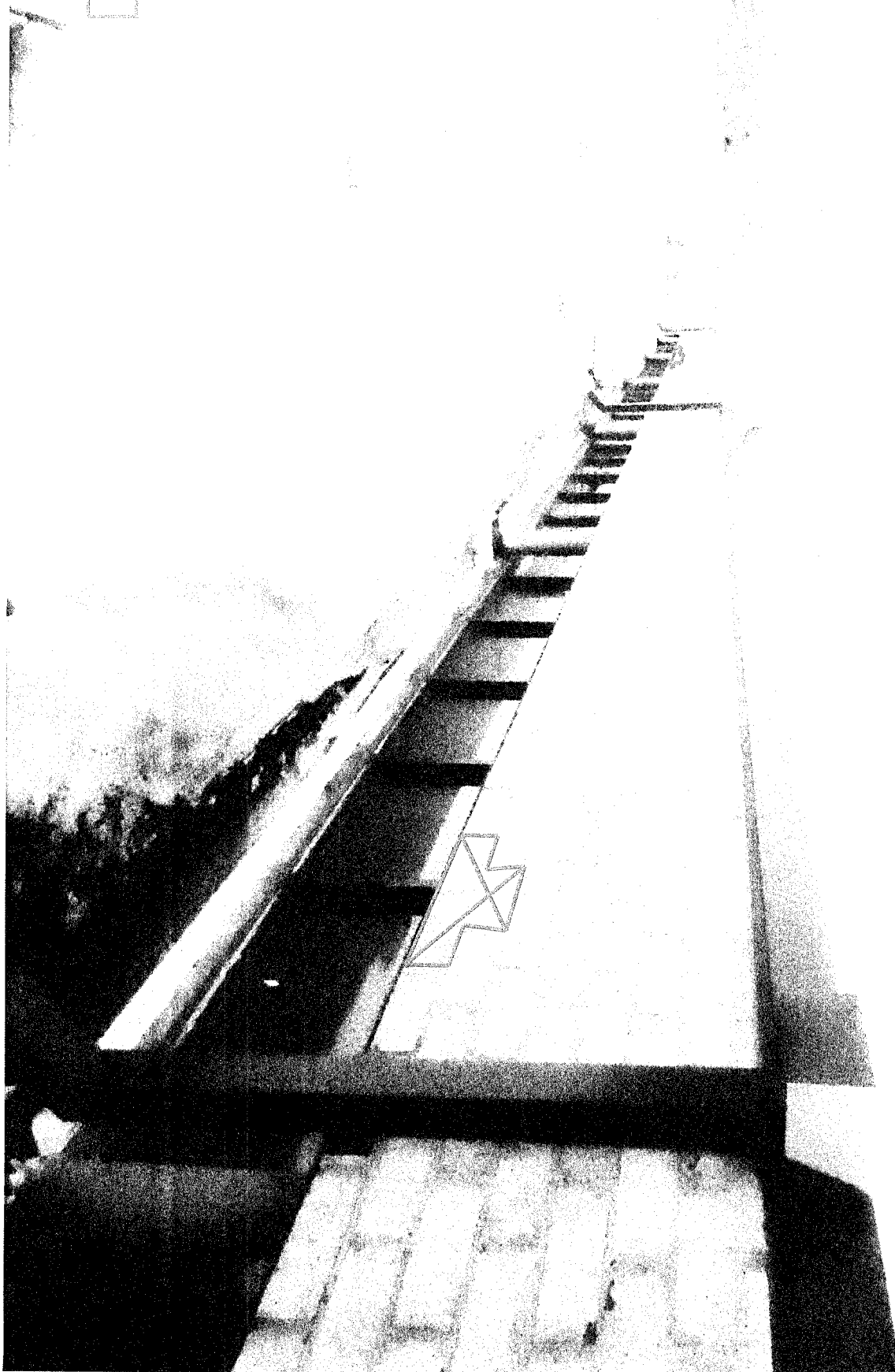
Photo#3





Photo#4

Photo#5





Photo#6



Photo#7

# TDM

## CONSULTING ENGINEER, P.C.

STRUCTURAL ENGINEER  
550 North Country Road  
Suite F  
St. James, NY 11780  
(631) 686-5234 Fax: 631-590-1927  
Email: tdmpe@optonline.net

February 25, 2013

Mr. Rick Wiedersum  
Wiedersum Associates Architects  
140 Adams Ave.  
Suite B-14  
Hauppauge, NY 11788

Re: Proposed Probe Locations for  
Mastic Moriches Shirley Community Library

The following photographs indicate the proposed probe locations to be performed at the Mastic Moriches Shirley Community Library located at 407 William Floyd Parkway, Shirley, NY. The purpose of the probes is to expose the existing structural steel of the building at select locations in order to further assess the condition of the steel, determine the extent of repair (if necessary) and provide the best method of doing so.

### **Scope Of Work**

The following scope of the work shall be provided by the contractor performing the probes:

1. Provide access to the probe locations and fall protection to the walkways below.
2. Removal of the existing brick façade at the locations indicated to access the existing steel beyond. The brick shall be removed in whole sections at the mortar joints in the least invasive manner.
3. Remove and clean any loose mortar from the area once the brick is removed.
4. Removal of the existing flashing from the steel components as necessary.
5. Close probe opening by method determined by the architect.

### **Description of Probe**

Photo #1 (north corner of front overhang):

A 2'-0" by 2'-0" section of the existing stucco wall shall be removed to access the structural steel beyond.

Photo #2 (high windows at south wall):

Portion of brick as shown to be removed to expose the bottom flange of the existing steel lintel.

Photo #3 (overhanging steel at southwest corner):

Portion of brick shall be removed at two locations to expose steel beam and support plate beyond.

Photo #4 (overhanging steel at southeast corner):

Portion of brick shall be removed at location indicated to expose steel beam and support plate beyond.

Photo #5 (west wall of clearstory):

Portion of brick shall be removed as shown at two locations along wall to expose bottom of steel lintel/beam.

Photo #6 (north side of exposed beam at front entrance):

Portion of brick shall be removed as shown to expose steel beam and support plate. As an alternate to the location shown, the probe may be provided on the inside face of the wall.

Photo #7 (south side of exposed beam at front entrance):

Portion of brick shall be removed as shown at two locations to expose steel beam and support plate. As an alternate to the location shown, the probe may be provided on the inside face of the wall.

The probes shown on the attached photos shall be used solely as a guide by the contractor performing the work. The exact size and location may vary slightly depending what is observed by the architect/engineer performing the inspection.

Please call me should you have any questions or require additional information.

Very truly yours,

TDM Consulting Engineer, P.C.



Thomas Mirabile, P.E.