

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

**April 22, 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. NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES
- G. POLICY
- H. STEEL REPAIR PROJECT
- I. FINANCIAL REPORTS - FOA & CFLP
- J. COMMUNITY LIBRARY TRUSTEE AWARD
- K. DISPOSAL OF OBSOLETE / BROKEN EQUIPMENT

**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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

**MAY 20, 2013 at 7:00PM**

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF MARCH 18, 2013 BOARD MEETING**

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

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

**PRESENT**

Motion by Simmons, second by Maiorana to accept the minutes of the February 19, 2013 Special meeting of the Board of Trustees. Carried 5-0.

**MINUTES**

Motion by Gross, second by Saggio to accept the minutes of the February 25, 2013 meeting of the Board of Trustees. Carried 5-0.

Motion by Gross, second by Simmons to accept the minutes of the March 4, 2013 Special meeting of the Board of Trustees. Carried 5-0.

Motion by Simmons, second by Saggio to approve the Operating Fund schedule of claims dated 3/18/13; Prepay Payables Warrant #1 \$34,011.07; Payables Warrant #2 \$98,648.75; Payroll Warrant W.E. 3/01/2013 \$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. Carried 5-0.

**SCHEDULE  
OF CLAIMS**

Motion by Gross, second by Saggio to approve the Operating Financial Report for February 2013. Carried 5-0.

**FINANCIAL  
REPORTS**

Motion by Simmons, second by Maiorana to approve the Capital Fund Financial Report for February 2013. Carried 5-0.

The Director discussed the need for several computer policies dealing with back-up of information (offsite) and staff accounts & log-ins. She discussed her trip to Albany for Legislative Day, pointing out that it's been decided (as a result of hurricane Sandy and other disasters where libraries stepped up to aid their communities), that grant monies this year

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

would go to obtaining back-up generators for any library currently without (a future disaster relief safe guard). She led a conversation on some of the outdoor problems the library faces. She suggested that a community forum along with elected officials to have dialog to try to address these issues. She ended in saying that a Budget Vote reminder postcard would be mailed one week prior to the vote.

The Assistant Director reported that the Safety Committee interviewed fellow staff members & compiled a list of a wide range of concerns. They will be meeting this week with an outside agency to do a walk-through of the building and discuss how to proceed. Lastly, she reported that the library is currently in the process of renewing staff certification in compliance with NYS Health Department for Public Places. There will be two online training courses given: the first being "Bloodborne Pathogens & MRSA" and The second, "Managing Within the Law".

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

The Business Manager gave a brief overview of the 2013/2014 proposed budget. The proposed increase will be 1.84% staying within the mandated 2% tax cap. (An increase of \$160,000.00 over last year's budget). The proposed budget will essentially maintain the same level of library services currently provided to the community. He also reported that an RFP will be going out to the community with regard to brick repair relating to the current steel repair project.

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

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

### **RECOMMENDED PERSONNEL CHANGES**

Motion by Saggio, second by Simmons to approve the attendance of the Director, Assistant Director, Department Heads and/or library staff and trustees at the ALA Conference at a cost not to exceed \$1,850. per attendee. The conference will be held in Chicago, IL., June 27 - July 2, 2013. Carried 5-0.

### **CONTINUING EDUCATION**

Motion by Maiorana, second by Simmons to approve the attendance of Rachel Wyneken at the National Center for Family Literacy Conference at a Cost not to exceed \$1,800.00. The conference will be held in Louisville, Kentucky, April 27 - 30, 2013. Carried 5-0.

Motion by Maiorana, second by Saggio to approve the attendance of Rachel Wyneken and Eileen Curtin at the Fostering Lifelong Learners Program in Cambridge, MA on April 25, 2013 at a cost not to exceed \$500.00 per person. Carried 5-0.

## **DRAFT - UNAPPROVED**

Motion by Saggio, second by Maiorana to approve the annual contract for WeComply, Inc. for software licensing related to employee training, at \$3,280.00 for 1 year. Carried 5-0.

## **CONTRACT RENEWAL / NEW**

Motion by Saggio, second by Maiorana to approve the Disaster Plan for Computer/Data Recovery as submitted by the Director. Carried 5-0.

## **POLICY**

Motion by Maiorana, second by Saggio to approve the Network User Account Policy as submitted by the Director. Carried 5-0.

Motion by Simmons, second by Maiorana to approve the Virtual Private network Policy as submitted by the Director. Carried 5-0.

Motion by Maiorana, second by Simmons to approve the appointment of election officials as provided to the Board. The compensation will be \$10.50 per hour. The work schedule is 9 a.m. - 9 p.m. on March 26, 2013 for 2 officials and 9 a.m. - 9 p.m. on April 2, 2013 for 4 officials. Carried 5-0.

## **APPOINTMENT OF ELECTION OFFICIALS**

Motion by Gross, second by Saggio to approve the Masonry Probe RFP as Prepared by Sandpebble Builders, Inc. and submitted by the Library Director. Carried 5-0.

## **STEEL REPAIR PROJECT**

## **PERIOD FOR PUBLIC EXPRESSION**

Motion by Maiorana, second by Saggio to move into Executive Session at 8:04 PM for discussion of a personnel issue involving one employee. Carried 5-0.

## **EXECUTIVE SESSION**

Motion by Saggio, second by Gross to leave executive session at 9:18 PM. Carried 5-0.

Motion by Gross to adjourn meeting at 9:20 PM. Carried 5-0.

## **ADJOURNMENT**

# **DRAFT - UNAPPROVED**

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 APRIL 22, 2013**

PREPAY PAYABLES WARRANT #1	\$41,356.86
PAYABLES WARRANT #2	\$169,100.83
PAYROLL WARRANT W.E. 3/29/2013	\$169,443.59
PAYROLL BENEFITS WARRANT	\$74,006.12
PAYROLL WARRANT W.E. 4/12/2013	\$165,185.69
PAYROLL BENEFITS WARRANT	\$8,136.23

TOTAL	<b><u>\$627,229.32</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

April 22, 2013

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	49960	03/15/2013	Verizon		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*030713	03/14/2013			6431D · TELECOMMUNICATIONS	89.58
TOTAL						89.58
Bill Pmt -Check	49961	03/15/2013	Verizon Business		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*64575953	03/14/2013			6431D · TELECOMMUNICATIONS	5,980.00
TOTAL						5,980.00
Bill Pmt -Check	49962	03/22/2013	AT&T		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*31013	03/21/2013			6431D · TELECOMMUNICATIONS	36.79
TOTAL						36.79
Bill Pmt -Check	49963	03/22/2013	Cablevision		L0225 · EMPIRE NAT'L - OPERATING	
Bill	31613-41513	03/21/2013			6431D · TELECOMMUNICATIONS	594.05
					6439A · EQUIPMENT R & M (ADULT)	4.15
					6439N · EQUIPMENT R & M (TEEN)	4.15
TOTAL						602.35
Bill Pmt -Check	49964	03/22/2013	LIPA		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*03122013	03/21/2013			6450E · ELECTRICITY	10,003.18
TOTAL						10,003.18



# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Prepay Payables Warrant #1

April 22, 2013

Type	Num	Date	Name	Item	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49965</b>	<b>03/22/2013</b>	<b>Sam's Club</b>		<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*03082013	03/21/2013		6437C · PROGRAMS (C&P)		206.50
				6451G · CUSTODIAL SUPPLIES		271.28
				6430G · OFFICE AND LIBRARY SUPPLIES		65.04
				6437L · PROGRAMS (LIT)		300.24
TOTAL						<u>843.06</u>
<b>Bill Pmt -Check</b>	<b>49966</b>	<b>03/22/2013</b>	<b>Postmaster</b>		<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*NL 42013	03/22/2013		6433G · POSTAGE		3,138.59
TOTAL						<u>3,138.59</u>
<b>Bill Pmt -Check</b>	<b>49967</b>	<b>03/25/2013</b>	<b>American Express</b>		<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*031413	03/25/2013		7203W · EQUIPMENT WIRE		1,376.10
				6430G · OFFICE AND LIBRARY SUPPLIES		640.77
				6437N · PROGRAMS (TEEN)		373.80
				6437C · PROGRAMS (C&P)		304.37
				6419W · SOFTWARE (WIRES)		2,800.00
				6451G · CUSTODIAL SUPPLIES		8.14
				6431D · TELECOMMUNICATIONS		25.00
				6435L · CED, CONF & TRAVEL (LIT)		930.00
				6430G · OFFICE AND LIBRARY SUPPLIES		16.83
				6435C · CED, CONF & TRAVEL (C&P)		1,106.34
				6435N · CED, CONF & TRAVEL (TEEN)		928.82
				6435D · CED, CONF & TRAVEL (ADM)		46.11
				6428D · MISCELLANEOUS		100.00
				6410C · BOOKS (C&P)		1,137.87
TOTAL						<u>9,794.15</u>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Prepay Payables Warrant #1

April 22, 2013

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	49968	03/27/2013	Amazon.com		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*31013	03/26/2013		6410A · BOOKS (ADULT)		997.09
				6410C · BOOKS (C&P)		1,836.07
				6417A · VIDEOS (ADULT)		1,312.89
				6417C · VIDEOS (C&P)		59.91
				6410N · BOOKS (TEEN)		413.98
				6412N · RECORDINGS (TEEN)		123.31
				6417N · VIDEOS (TEEN)		207.33
				6429C · REALIA (C&P)		170.59
				6410C · BOOKS (C&P)		109.55
TOTAL						<u>5,230.72</u>
Bill Pmt -Check	49969	03/27/2013	Postmaster		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Postcard 32013	03/27/2013		6433G · POSTAGE		2,224.84
TOTAL						<u>2,224.84</u>
Bill Pmt -Check	49970	04/04/2013	Home Depot Credit Services		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*032013	04/03/2013		6451G · CUSTODIAL SUPPLIES		277.51
TOTAL						<u>277.51</u>
Bill Pmt -Check	49971	04/04/2013	National Grid		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*03182013	04/03/2013		6450F · FUEL/GAS		2,858.59
TOTAL						<u>2,858.59</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Prepay Payables Warrant #1**

**April 22, 2013**

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	49972	04/10/2013	Long Island Railroad		L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Tickets 4272013	04/09/2013			6437A · PROGRAMS (ADULT)	277.50
TOTAL						<u>277.50</u>

**GRAND TOTAL: \$ 41,356.86**

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

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49973	04/22/2013	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/8,15,22,29/13	04/16/2013		6437N · PROGRAMS (TEEN)	480.00
TOTAL					480.00
Bill Pmt -Check	49974	04/22/2013	All Island Janitorial Supply, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	709228	04/04/2013		6451G · CUSTODIAL SUPPLIES	198.75
TOTAL					198.75
Bill Pmt -Check	49975	04/22/2013	All Lines Equipment Repair Co.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9201	04/10/2013		6451G · CUSTODIAL SUPPLIES	64.95
TOTAL					64.95
Bill Pmt -Check	49976	04/22/2013	American Library Association	L0225 · EMPIRE NAT'L - OPERATING	
Bill	29795576	04/10/2013		6410C · BOOKS (C&P)	98.30
Bill	29048357	04/16/2013		6437C · PROGRAMS (C&P)	175.00
TOTAL					273.30
Bill Pmt -Check	49977	04/22/2013	Apple Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	4226908067	03/28/2013		7203W · EQUIPMENT WIRE	766.00
TOTAL					766.00

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49978	04/22/2013	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/16,23 4/6,13/13	04/15/2013		6437L · PROGRAMS (LIT)	450.00
TOTAL					450.00

Bill Pmt -Check	49979	04/22/2013	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3018510419	03/22/2013		6410C · BOOKS (C&P)	8.68
Bill	3018584722	03/22/2013		6410A · BOOKS (ADULT)	124.40
Bill	3018592345	03/22/2013		6410A · BOOKS (ADULT)	152.86
Bill	3018581639	03/22/2013		6410A · BOOKS (ADULT)	767.34
Bill	3018603766	03/22/2013		6410A · BOOKS (ADULT)	39.22
Bill	3018593693	03/22/2013		6410A · BOOKS (ADULT)	377.35
Bill	3018598855	03/22/2013		6410A · BOOKS (ADULT)	139.72
Bill	3018587782	03/22/2013		6410A · BOOKS (ADULT)	76.27
Bill	3018578660	03/22/2013		6410A · BOOKS (ADULT)	339.81
Bill	3018586935	03/22/2013		6410A · BOOKS (ADULT)	77.61
Bill	3018608746	03/25/2013		6410A · BOOKS (ADULT)	125.07
Bill	3018597558	03/25/2013		6410A · BOOKS (ADULT)	273.67
Bill	3018599692	03/25/2013		6410A · BOOKS (ADULT)	79.68
Bill	3018594174	03/27/2013		6410N · BOOKS (TEEN)	13.09
Bill	3018596604	03/27/2013		6410N · BOOKS (TEEN)	165.20
Bill	3018585047	03/27/2013		6410N · BOOKS (TEEN)	54.04
Bill	3018607321	04/02/2013		6410A · BOOKS (ADULT)	390.64
Bill	3018613994	04/02/2013		6410A · BOOKS (ADULT)	186.80
Bill	3018609957	04/02/2013		6410A · BOOKS (ADULT)	140.09
Bill	3018615189	04/02/2013		6410A · BOOKS (ADULT)	229.88
Bill	3018617084	04/02/2013		6410A · BOOKS (ADULT)	316.24
Bill	3018604742	04/02/2013		6410A · BOOKS (ADULT)	60.75
Bill	3018629108	04/03/2013		6410C · BOOKS (C&P)	11.93
Bill	3018584732	04/03/2013		6410C · BOOKS (C&P)	95.97

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	3018630568	04/03/2013		6410C · BOOKS (C&P)	324.36
Bill	3018610479	04/03/2013		6410C · BOOKS (C&P)	20.34
Bill	3018572887	04/03/2013		6410C · BOOKS (C&P)	12.51
Bill	3018586175	04/03/2013		6410C · BOOKS (C&P)	38.17
Bill	3018620529	04/03/2013		6410N · BOOKS (TEEN)	163.77
Bill	3018583031	04/10/2013		6410C · BOOKS (C&P)	564.35
Bill	3018606861	04/10/2013		6410C · BOOKS (C&P)	330.27
Bill	3018612976	04/10/2013		6410C · BOOKS (C&P)	11.90
Bill	3018612975	04/10/2013		6410C · BOOKS (C&P)	36.77
Bill	3018597356	04/10/2013		6410C · BOOKS (C&P)	7.34
Bill	3018597357	04/10/2013		6410C · BOOKS (C&P)	11.95
Bill	3018563869	04/10/2013		6410C · BOOKS (C&P)	478.82
Bill	3018630824	04/10/2013		6410C · BOOKS (C&P)	38.45
Bill	3018610280	04/10/2013		6410N · BOOKS (TEEN)	12.10
Bill	3018604741	04/10/2013		6410N · BOOKS (TEEN)	17.18
Bill	3018647076	04/15/2013		6410A · BOOKS (ADULT)	364.30
Bill	3018652590	04/15/2013		6410A · BOOKS (ADULT)	31.78
Bill	3018651618	04/15/2013		6410A · BOOKS (ADULT)	37.21
Bill	3018646459	04/15/2013		6410A · BOOKS (ADULT)	45.00
Bill	3018625616	04/15/2013		6410A · BOOKS (ADULT)	712.83
Bill	3018622956	04/15/2013		6410A · BOOKS (ADULT)	244.79
Bill	3018627932	04/15/2013		6410A · BOOKS (ADULT)	160.39
Bill	3018631950	04/15/2013		6410A · BOOKS (ADULT)	171.16
Bill	3018637499	04/15/2013		6410A · BOOKS (ADULT)	81.27
Bill	3018631941	04/15/2013		6410A · BOOKS (ADULT)	35.46
Bill	3018634556	04/15/2013		6410A · BOOKS (ADULT)	67.81
Bill	3018634834	04/15/2013		6410A · BOOKS (ADULT)	193.21
Bill	3018651286	04/15/2013		6410A · BOOKS (ADULT)	57.12
Bill	3018631685	04/15/2013		6410A · BOOKS (ADULT)	100.36
Bill	3018641144	04/15/2013		6410A · BOOKS (ADULT)	181.00
Bill	3018639444	04/15/2013		6410A · BOOKS (ADULT)	109.79
Bill	3018643979	04/15/2013		6410A · BOOKS (ADULT)	49.46

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	3018631474	04/15/2013		6410A · BOOKS (ADULT)	709.80
Bill	3018650564	04/15/2013		6410C · BOOKS (C&P)	4.75
Bill	3018659279	04/15/2013		6410C · BOOKS (C&P)	10.54
Bill	3018650572	04/15/2013		6410C · BOOKS (C&P)	11.30
Bill	3018645007	04/15/2013		6410C · BOOKS (C&P)	52.66
Bill	3018645008	04/15/2013		6410C · BOOKS (C&P)	28.57
Bill	3018631148	04/15/2013		6410C · BOOKS (C&P)	152.72
Bill	3018651943	04/15/2013		6410C · BOOKS (C&P)	32.21
Bill	3018660281	04/15/2013		6410N · BOOKS (TEEN)	238.16
Bill	3018650702	04/15/2013		6410N · BOOKS (TEEN)	92.56
Bill	3018642271	04/15/2013		6410N · BOOKS (TEEN)	8.47
Bill	3018641305	04/15/2013		6410N · BOOKS (TEEN)	10.74
Bill	3018637192	04/15/2013		6410N · BOOKS (TEEN)	86.20
Bill	3018626009	04/15/2013		6410N · BOOKS (TEEN)	12.10
Bill	3018627848	04/15/2013		6410N · BOOKS (TEEN)	728.07
Bill	3018627004	04/15/2013		6410N · BOOKS (TEEN)	95.30
Bill	3018627007	04/15/2013		6410N · BOOKS (TEEN)	91.93
TOTAL					<u>11,323.61</u>

<b>Bill Pmt -Check</b>	<b>49980</b>	<b>04/22/2013</b>	<b>Baker &amp; Taylor Entertainment</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	V94195380	03/22/2013		6417C · VIDEOS (C&P)	14.29
Bill	V93820250	03/27/2013		6412N · RECORDINGS (TEEN)	8.48
Bill	V94864790	04/03/2013		6417C · VIDEOS (C&P)	21.44
TOTAL					<u>44.21</u>

<b>Bill Pmt -Check</b>	<b>49981</b>	<b>04/22/2013</b>	<b>Baking Coach, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3102013	03/22/2013		6437A · PROGRAMS (ADULT)	500.00
TOTAL					<u>500.00</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>49982</b>	<b>04/22/2013</b>	<b>Baldessari &amp; Coster LLP</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	15358	04/09/2013		6437P01 · ACCOUNTANT/AUDITOR	1,188.75
TOTAL					<u>1,188.75</u>
<b>Bill Pmt -Check</b>	<b>49983</b>	<b>04/22/2013</b>	<b>Bishop, Viviana G.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/12,19,21 4/2,9/13	04/15/2013		6437L · PROGRAMS (LIT)	250.00
TOTAL					<u>250.00</u>
<b>Bill Pmt -Check</b>	<b>49984</b>	<b>04/22/2013</b>	<b>Bleidner, Gloria</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3182013	04/03/2013		6437A · PROGRAMS (ADULT)	75.00
TOTAL					<u>75.00</u>
<b>Bill Pmt -Check</b>	<b>49985</b>	<b>04/22/2013</b>	<b>Bold Systems, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	70421711	04/08/2013		6437P10 · ELECTION	2,650.00
TOTAL					<u>2,650.00</u>
<b>Bill Pmt -Check</b>	<b>49986</b>	<b>04/22/2013</b>	<b>Brilliance Audio, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	IN0730936	04/15/2013		6412A · RECORDINGS (ADULT)	41.65
Bill	IN0730683	04/15/2013		6412A · RECORDINGS (ADULT)	47.42
TOTAL					<u>89.07</u>



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49987	04/22/2013	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	296946	04/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	132.90
TOTAL					<u>132.90</u>
Bill Pmt -Check	49988	04/22/2013	Burnett, Jessica	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/11,12,18,19,20/13	04/15/2013		6437L · PROGRAMS (LIT)	450.00
TOTAL					<u>450.00</u>
Bill Pmt -Check	49989	04/22/2013	Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	41613-51513	04/16/2013		6431D · TELECOMMUNICATIONS	594.05
				6439A · EQUIPMENT R & M (ADULT)	4.15
				6439N · EQUIPMENT R & M (TEEN)	4.15
TOTAL					<u>602.35</u>
Bill Pmt -Check	49990	04/22/2013	Carco Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	00770784	04/10/2013		6437P16 · STAFF BACKGROUND SCREEN	129.13
TOTAL					<u>129.13</u>
Bill Pmt -Check	49991	04/22/2013	Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3202013	04/12/2013		6437A · PROGRAMS (ADULT)	100.00
TOTAL					<u>100.00</u>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49992	04/22/2013	Casper, Thomas	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage 3/2013	04/12/2013		6435N · CED, CONF & TRAVEL (TEEN)	39.65
Bill	4112013	04/16/2013		6437N · PROGRAMS (TEEN)	132.30
TOTAL					171.95
Bill Pmt -Check	49993	04/22/2013	Catanese, Catherine	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3142013	03/28/2013		6437C · PROGRAMS (C&P)	125.00
TOTAL					125.00
Bill Pmt -Check	49994	04/22/2013	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	W597023	03/28/2013		7203W · EQUIPMENT WIRE	287.58
Bill	Z459829	03/28/2013		7203W · EQUIPMENT WIRE	109.72
Bill	Z395548	03/28/2013		7203W · EQUIPMENT WIRE	17,900.60
Bill	Z526746	03/28/2013		7203W · EQUIPMENT WIRE	1,760.00
Bill	BD27960	03/28/2013		7203W · EQUIPMENT WIRE	2,445.90
Bill	Z636028	03/28/2013		7203W · EQUIPMENT WIRE	6,848.31
Bill	W592320	03/28/2013		7203W · EQUIPMENT WIRE	654.43
Bill	W426090	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	607.44
Bill	W449540	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	639.18
Bill	Z620271	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	236.76
Bill	Z573392	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	236.75
Bill	Z516449	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	1,541.05
Bill	BF93296	04/04/2013		6430G · OFFICE AND LIBRARY SUPPLIES	154.64
TOTAL					33,422.36

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	49995	04/22/2013	Center Point Large Print	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1084467	04/15/2013		6410A · BOOKS (ADULT)	383.12
TOTAL					<u>383.12</u>
Bill Pmt -Check	49996	04/22/2013	Coffee Solutions	L0225 · EMPIRE NAT'L - OPERATING	
Bill	701186	04/09/2013		6430G · OFFICE AND LIBRARY SUPPLIES	249.00
TOTAL					<u>249.00</u>
Bill Pmt -Check	49997	04/22/2013	Cold Spring Harbor Whaling Museum	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Membership renewal	04/10/2013		6437A · PROGRAMS (ADULT)	33.33
				6437C · PROGRAMS (C&P)	33.33
				6437N · PROGRAMS (TEEN)	33.34
TOTAL					<u>100.00</u>
Bill Pmt -Check	49998	04/22/2013	Colonial Youth & Family Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/12,19,26/2013	04/12/2013		6437A · PROGRAMS (ADULT)	90.00
				6437C · PROGRAMS (C&P)	90.00
TOTAL					<u>180.00</u>
Bill Pmt -Check	49999	04/22/2013	Condemi, Robert	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3242013	04/04/2013		6437A · PROGRAMS (ADULT)	600.00

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					600.00

Bill Pmt -Check 50000 04/22/2013 Conlin, Lisa L0225 · EMPIRE NAT'L - OPERATING

Bill 488406 04/10/2013 6417C · VIDEOS (C&P) 21.99

TOTAL 21.99

Bill Pmt -Check 50001 04/22/2013 Cornell Cooperative Extension L0225 · EMPIRE NAT'L - OPERATING

Bill 3162013 04/02/2013 6437C · PROGRAMS (C&P) 250.00

Bill 4132013 04/16/2013 6437C · PROGRAMS (C&P) 120.00

TOTAL 370.00

Bill Pmt -Check 50002 04/22/2013 Corrigan, Jacqueline L0225 · EMPIRE NAT'L - OPERATING

Bill 3/21 4/11/13 04/15/2013 6437L · PROGRAMS (LIT) 120.00

TOTAL 120.00

Bill Pmt -Check 50003 04/22/2013 Currao-McAleavey, Carmella L0225 · EMPIRE NAT'L - OPERATING

Bill 3232013 04/02/2013 6437N · PROGRAMS (TEEN) 45.00

Bill 2162013 04/12/2013 6437N · PROGRAMS (TEEN) 45.00

TOTAL 90.00

Bill Pmt -Check 50004 04/22/2013 Davis, Lindsay L0225 · EMPIRE NAT'L - OPERATING

Bill 3/9,11,13,16,18,23 04/15/2013 6437L · PROGRAMS (LIT) 250.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
				6437L · PROGRAMS (LIT)	350.00
TOTAL					600.00
<b>Bill Pmt -Check</b>	<b>50005</b>	<b>04/22/2013</b>	<b>Dell Marketing L.P.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	XJ44W61P3	04/08/2013		6419W · SOFTWARE (WIRES)	14,341.50
TOTAL					14,341.50
<b>Bill Pmt -Check</b>	<b>50006</b>	<b>04/22/2013</b>	<b>Delta Education</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	202500974204	04/04/2013		6410C · BOOKS (C&P)	107.40
Bill	202500971174	04/04/2013		6410C · BOOKS (C&P)	174.05
TOTAL					281.45
<b>Bill Pmt -Check</b>	<b>50007</b>	<b>04/22/2013</b>	<b>Demco, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4909573	03/22/2013		6437C · PROGRAMS (C&P)	180.15
Bill	4915051	04/04/2013		7203R · EQUIPMENT CIRC	275.98
Bill	4915116	04/09/2013		7203C · EQUIPMENT C & P	230.99
Bill	4931441	04/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	123.59
Bill	4930596	04/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	981.00
Bill	4932563	04/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	40.64
Bill	4934933	04/16/2013		6430G · OFFICE AND LIBRARY SUPPLIES	50.76
TOTAL					1,883.11
<b>Bill Pmt -Check</b>	<b>50008</b>	<b>04/22/2013</b>	<b>Detail Carting Co. Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	295204	04/09/2013		6432G · CARTAGE	250.38

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					250.38
<b>Bill Pmt -Check</b>	<b>50009</b>	<b>04/22/2013</b>	<b>Discount School Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	D17280400001	04/02/2013		6437C · PROGRAMS (C&P)	165.56
Bill	W17138740101	04/10/2013		6429C · REALIA (C&P)	54.81
TOTAL					<u>220.37</u>
<b>Bill Pmt -Check</b>	<b>50010</b>	<b>04/22/2013</b>	<b>DJJ Technologies</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2038771	03/22/2013		6439W · EQUIPMENT R & M (WIRES)	378.81
Bill	2039374	03/28/2013		6439W · EQUIPMENT R & M (WIRES)	378.81
TOTAL					<u>757.62</u>
<b>Bill Pmt -Check</b>	<b>50011</b>	<b>04/22/2013</b>	<b>Dlugolonski, Katherine</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3142013	04/03/2013		6437A · PROGRAMS (ADULT)	400.00
Bill	412013	04/03/2013		6437A · PROGRAMS (ADULT)	400.00
TOTAL					<u>800.00</u>
<b>Bill Pmt -Check</b>	<b>50012</b>	<b>04/22/2013</b>	<b>Durant, Mary</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage 3132013	04/02/2013		6435C · CED, CONF & TRAVEL (C&P)	28.25
TOTAL					<u>28.25</u>
<b>Bill Pmt -Check</b>	<b>50013</b>	<b>04/22/2013</b>	<b>East End Driving School, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	3162013	04/12/2013		6437N · PROGRAMS (TEEN)	1,617.00
TOTAL					1,617.00
<b>Bill Pmt -Check</b>	<b>50014</b>	<b>04/22/2013</b>	<b>East End Sign Design</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1628	03/22/2013		7203C · EQUIPMENT C & P	320.00
TOTAL					320.00
<b>Bill Pmt -Check</b>	<b>50015</b>	<b>04/22/2013</b>	<b>EBSCO A</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9153418	03/22/2013		6413A · PERIODICALS (ADULT)	398.00
Bill	9154137	03/22/2013		6413A · PERIODICALS (ADULT)	26.63
TOTAL					424.63
<b>Bill Pmt -Check</b>	<b>50016</b>	<b>04/22/2013</b>	<b>Electronic Alarm Systems</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	R 33892	04/09/2013		6452G · BLDG ALTERATION AND MAINT	63.00
TOTAL					63.00
<b>Bill Pmt -Check</b>	<b>50017</b>	<b>04/22/2013</b>	<b>Emerald Island</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	258410	04/08/2013		6451G · CUSTODIAL SUPPLIES	62.95
Bill	259196	04/16/2013		6451G · CUSTODIAL SUPPLIES	121.95
TOTAL					184.90
<b>Bill Pmt -Check</b>	<b>50018</b>	<b>04/22/2013</b>	<b>FedEx</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	2-218-09236	03/28/2013		6433G · POSTAGE	29.92
TOTAL					29.92
<b>Bill Pmt -Check</b>	<b>50019</b>	<b>04/22/2013</b>	<b>Flower Barn/IGHL Greenhouses</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	B0001810	04/11/2013		643760 · PLANTINGS	199.19
Bill	21556	04/16/2013		6437L · PROGRAMS (LIT)	148.50
TOTAL					347.69
<b>Bill Pmt -Check</b>	<b>50020</b>	<b>04/22/2013</b>	<b>Foerderer, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/11 4/1,3,8,10/13	04/15/2013		6437L · PROGRAMS (LIT)	350.00
TOTAL					350.00
<b>Bill Pmt -Check</b>	<b>50021</b>	<b>04/22/2013</b>	<b>Franzone, Denise</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/11,13,18/13	04/15/2013		6437L · PROGRAMS (LIT)	350.00
TOTAL					350.00
<b>Bill Pmt -Check</b>	<b>50022</b>	<b>04/22/2013</b>	<b>Galvez, Viodelda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/11,13,18/13	04/15/2013		6437L · PROGRAMS (LIT)	350.00
TOTAL					350.00
<b>Bill Pmt -Check</b>	<b>50023</b>	<b>04/22/2013</b>	<b>Garda CL Atlantic, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	161-998213	04/10/2013		6437P13 · ARMORED CAR SERVICE	175.02



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**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					175.02
<b>Bill Pmt -Check</b>	<b>50024</b>	<b>04/22/2013</b>	<b>George, Ivette</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/11,16,23 4/6,13/13	04/15/2013		6437L · PROGRAMS (LIT)	<u>279.50</u>
TOTAL					279.50
<b>Bill Pmt -Check</b>	<b>50025</b>	<b>04/22/2013</b>	<b>Giardinello, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	422013	04/04/2013		6437C · PROGRAMS (C&P)	<u>200.00</u>
TOTAL					200.00
<b>Bill Pmt -Check</b>	<b>50026</b>	<b>04/22/2013</b>	<b>Glausen, Karen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4132013	04/16/2013		6437C · PROGRAMS (C&P)	<u>105.00</u>
TOTAL					105.00
<b>Bill Pmt -Check</b>	<b>50027</b>	<b>04/22/2013</b>	<b>Hernandez, Loreta Zuniga</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/12,19,21 4/9,11/13	04/16/2013		6437L · PROGRAMS (LIT)	<u>250.00</u>
TOTAL					250.00
<b>Bill Pmt -Check</b>	<b>50028</b>	<b>04/22/2013</b>	<b>Hoag, Elyssa</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	438014	04/10/2013		6410A · BOOKS (ADULT)	<u>11.59</u>
TOTAL					11.59

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50029	04/22/2013	Hurley, Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage Mar/Apr	04/12/2013		6435N · CED, CONF & TRAVEL (TEEN)	55.38
TOTAL					<u>55.38</u>
Bill Pmt -Check	50030	04/22/2013	Iberger, Deborah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	672012 3162013	04/02/2013		6437C · PROGRAMS (C&P)	23.28
				6430G · OFFICE AND LIBRARY SUPPLIES	8.97
TOTAL					<u>32.25</u>
Bill Pmt -Check	50031	04/22/2013	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14149	04/09/2013		6452G · BLDG ALTERATION AND MAINT	357.00
TOTAL					<u>357.00</u>
Bill Pmt -Check	50032	04/22/2013	Island School & Art Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	425516	03/27/2013		6437N · PROGRAMS (TEEN)	61.15
TOTAL					<u>61.15</u>
Bill Pmt -Check	50033	04/22/2013	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3112013	03/22/2013		6437A · PROGRAMS (ADULT)	270.00
Bill	412013	04/03/2013		6437A · PROGRAMS (ADULT)	270.00
Bill	4112013	04/16/2013		6437A · PROGRAMS (ADULT)	270.00

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## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					810.00

Bill Pmt -Check 50034 04/22/2013 Joya, Denise L0225 · EMPIRE NAT'L - OPERATING

Bill	3/8,9,11,12,13,15,16	04/15/2013	6437L · PROGRAMS (LIT)	675.00
			6437L · PROGRAMS (LIT)	180.00

TOTAL				855.00
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Bill Pmt -Check 50035 04/22/2013 Just Kids Diagnostic & Treatment Center L0225 · EMPIRE NAT'L - OPERATING

Bill	3142013	03/28/2013	6437C · PROGRAMS (C&P)	50.00
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TOTAL				50.00
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Bill Pmt -Check 50036 04/22/2013 Kids Edible Creations L0225 · EMPIRE NAT'L - OPERATING

Bill	3262013	04/12/2013	6437N · PROGRAMS (TEEN)	250.00
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TOTAL				250.00
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Bill Pmt -Check 50037 04/22/2013 King Kullen L0225 · EMPIRE NAT'L - OPERATING

Bill	130791399541	03/22/2013	6430G · OFFICE AND LIBRARY SUPPLIES	12.07
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Bill	130741393801	03/22/2013	6430G · OFFICE AND LIBRARY SUPPLIES	20.94
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Bill	130771235361	03/22/2013	6430G · OFFICE AND LIBRARY SUPPLIES	6.59
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Bill	130781398361	03/22/2013	6430G · OFFICE AND LIBRARY SUPPLIES	19.98
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Bill	130660707181	03/22/2013	6437C · PROGRAMS (C&P)	48.28
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Bill	130730513971	03/22/2013	6437C · PROGRAMS (C&P)	65.09
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Bill	130741394021	03/22/2013	6437N · PROGRAMS (TEEN)	20.37
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Bill	130730514781	03/22/2013	6437N · PROGRAMS (TEEN)	23.64
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**April 22, 2013**

TOTAL**L0225 · EMPIRE NAT'L - OPERATING**TOTAL**L0225 · EMPIRE NAT'L - OPERATING**6435N · CED, CONF & TRAVEL (TEEN)

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					81.81
<b>Bill Pmt -Check</b>	<b>50040</b>	<b>04/22/2013</b>	<b>Lake, Maryjane</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	EO 422013	04/16/2013		6437P10 · ELECTION	126.00
TOTAL					<u>126.00</u>
<b>Bill Pmt -Check</b>	<b>50041</b>	<b>04/22/2013</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	85046	04/09/2013		6437P4 · ATTORNEY	1,051.98
TOTAL					<u>1,051.98</u>
<b>Bill Pmt -Check</b>	<b>50042</b>	<b>04/22/2013</b>	<b>Lazio, Emily E.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage Dec-Mar	04/03/2013		6435C · CED, CONF & TRAVEL (C&P)	32.13
TOTAL					<u>32.13</u>
<b>Bill Pmt -Check</b>	<b>50043</b>	<b>04/22/2013</b>	<b>Lebron, Crystal</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/7,21/2013	04/12/2013		6437N · PROGRAMS (TEEN)	200.00
Bill	382013	04/12/2013		6437N · PROGRAMS (TEEN)	80.00
Bill	442013	04/12/2013		6437N · PROGRAMS (TEEN)	120.00
Bill	482013	04/16/2013		6437N · PROGRAMS (TEEN)	60.00
TOTAL					<u>460.00</u>
<b>Bill Pmt -Check</b>	<b>50044</b>	<b>04/22/2013</b>	<b>Levinson, Martin H.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

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Type	Num	Date	Name	Account	Paid Amount
Bill	3282013	04/04/2013		6437A · PROGRAMS (ADULT)	75.00
TOTAL					75.00
<b>Bill Pmt -Check</b>	<b>50045</b>	<b>04/22/2013</b>	<b>LibraryInsight, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3832	03/25/2013		6435A · CED, CONF & TRAVEL (ADULT)	100.00
				6435C · CED, CONF & TRAVEL (C&P)	100.00
				6435N · CED, CONF & TRAVEL (TEEN)	100.00
Bill	3837	04/10/2013		6437A · PROGRAMS (ADULT)	233.00
				6437C · PROGRAMS (C&P)	231.00
				6437N · PROGRAMS (TEEN)	231.00
TOTAL					995.00
<b>Bill Pmt -Check</b>	<b>50046</b>	<b>04/22/2013</b>	<b>Linthwaite, Dara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3212013	04/02/2013		6437C · PROGRAMS (C&P)	150.00
TOTAL					150.00
<b>Bill Pmt -Check</b>	<b>50047</b>	<b>04/22/2013</b>	<b>LIPA</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	04092013	04/16/2013		6450E · ELECTRICITY	8,973.21
TOTAL					8,973.21
<b>Bill Pmt -Check</b>	<b>50048</b>	<b>04/22/2013</b>	<b>Logan, Joseph F. Jr.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1183	04/02/2013		6437P14 · PIANO TUNING	130.00
TOTAL					130.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>50049</b>	<b>04/22/2013</b>	<b>Long Island Advance-Legal Adv</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	38038	04/08/2013		6434G · PRINTING (GEN)	117.15
Bill	38062	04/08/2013		6434G · PRINTING (GEN)	397.20
TOTAL					<u>514.35</u>
<b>Bill Pmt -Check</b>	<b>50050</b>	<b>04/22/2013</b>	<b>Long Island Aquarium Service LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16138	04/02/2013		6452G · BLDG ALTERATION AND MAINT	887.50
TOTAL					<u>887.50</u>
<b>Bill Pmt -Check</b>	<b>50051</b>	<b>04/22/2013</b>	<b>Longwood Public Library</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3282013	04/02/2013		6417A · VIDEOS (ADULT)	14.99
TOTAL					<u>14.99</u>
<b>Bill Pmt -Check</b>	<b>50052</b>	<b>04/22/2013</b>	<b>Lunghi-Mesropian, Nicole</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/11,13,18/13	04/15/2013		6437L · PROGRAMS (LIT)	575.00
TOTAL					<u>575.00</u>
<b>Bill Pmt -Check</b>	<b>50053</b>	<b>04/22/2013</b>	<b>Mackenzie Automatic Doors Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	170907	04/04/2013		6452G · BLDG ALTERATION AND MAINT	269.50
Bill	171252	04/09/2013		6452G · BLDG ALTERATION AND MAINT	1,930.00
TOTAL					<u>2,199.50</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>50054</b>	<b>04/22/2013</b>	<b>MailFinance</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	H3902610	04/10/2013		6439G · EQUIPMENT R & M (GEN)	628.80
TOTAL					<u>628.80</u>
<b>Bill Pmt -Check</b>	<b>50055</b>	<b>04/22/2013</b>	<b>Maiorana, Joseph</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	NYLA Conf 11/2012	04/10/2013		6435D · CED, CONF & TRAVEL (ADM)	150.99
TOTAL					<u>150.99</u>
<b>Bill Pmt -Check</b>	<b>50056</b>	<b>04/22/2013</b>	<b>Masillo, Colleen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	350732	04/10/2013		6417C · VIDEOS (C&P)	16.99
TOTAL					<u>16.99</u>
<b>Bill Pmt -Check</b>	<b>50057</b>	<b>04/22/2013</b>	<b>McLeod, Barbara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage 3132013	04/02/2013		6435C · CED, CONF & TRAVEL (C&P)	25.99
TOTAL					<u>25.99</u>
<b>Bill Pmt -Check</b>	<b>50058</b>	<b>04/22/2013</b>	<b>Midwest Tape</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	90822841	03/22/2013		6417C · VIDEOS (C&P)	100.18
Bill	90819538	03/22/2013		6417C · VIDEOS (C&P)	28.90
Bill	90819539	03/22/2013		6417C · VIDEOS (C&P)	68.08
Bill	90819536	03/22/2013		6417C · VIDEOS (C&P)	383.28



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**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	90820431	03/22/2013		6412C · RECORDINGS (C&P)	44.66
Bill	90833187	03/22/2013		6417C · VIDEOS (C&P)	191.50
Bill	90838584	03/22/2013		6417C · VIDEOS (C&P)	68.08
Bill	90838846	03/22/2013		6412C · RECORDINGS (C&P)	176.72
Bill	90838845	03/25/2013		6412A · RECORDINGS (ADULT)	59.35
Bill	90838842	03/25/2013		6412A · RECORDINGS (ADULT)	49.99
Bill	90796688	03/25/2013		6412A · RECORDINGS (ADULT)	79.98
Bill	90820430	03/25/2013		6412A · RECORDINGS (ADULT)	103.87
Bill	90819535	03/25/2013		6417A · VIDEOS (ADULT)	1,666.12
Bill	90819774	03/25/2013		6417A · VIDEOS (ADULT)	414.35
Bill	90819534	03/25/2013		6417A · VIDEOS (ADULT)	65.78
Bill	90820339	03/25/2013		6417A · VIDEOS (ADULT)	399.28
Bill	90822840	03/25/2013		6417A · VIDEOS (ADULT)	16.49
Bill	90833184	03/25/2013		6417A · VIDEOS (ADULT)	464.46
Bill	90838844	03/25/2013		6417A · VIDEOS (ADULT)	56.69
Bill	90833186	03/25/2013		6417A · VIDEOS (ADULT)	562.25
Bill	90838582	03/25/2013		6417A · VIDEOS (ADULT)	716.70
Bill	90838583	03/25/2013		6417A · VIDEOS (ADULT)	164.45
Bill	90841892	03/25/2013		6417A · VIDEOS (ADULT)	456.47
Bill	90841894	03/27/2013		6417C · VIDEOS (C&P)	74.82
Bill	90844177	03/27/2013		6417C · VIDEOS (C&P)	364.50
Bill	90857678	04/02/2013		6412A · RECORDINGS (ADULT)	94.97
Bill	90857679	04/02/2013		6412A · RECORDINGS (ADULT)	80.93
Bill	90865727	04/02/2013		6417A · VIDEOS (ADULT)	213.17
Bill	90858190	04/02/2013		6417A · VIDEOS (ADULT)	127.98
Bill	90865112	04/02/2013		6417A · VIDEOS (ADULT)	509.81
Bill	90851833	04/02/2013		6417A · VIDEOS (ADULT)	45.00
Bill	90851834	04/02/2013		6417A · VIDEOS (ADULT)	164.45
Bill	90865728	04/02/2013		6417A · VIDEOS (ADULT)	66.18
Bill	90851835	04/04/2013		6417C · VIDEOS (C&P)	26.10
Bill	90855112	04/04/2013		6417C · VIDEOS (C&P)	26.10
Bill	90862951	04/04/2013		6417C · VIDEOS (C&P)	26.10

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	90865801	04/04/2013		6417C · VIDEOS (C&P)	19.94
Bill	90865729	04/04/2013		6417C · VIDEOS (C&P)	851.01
Bill	90862950	04/04/2013		6417C · VIDEOS (C&P)	67.88
Bill	90882583	04/10/2013		6417C · VIDEOS (C&P)	463.06
Bill	90867157	04/10/2013		6417C · VIDEOS (C&P)	37.29
Bill	90867155	04/10/2013		6417C · VIDEOS (C&P)	32.38
Bill	90871595	04/10/2013		6417C · VIDEOS (C&P)	26.10
Bill	90873123	04/15/2013		6412A · RECORDINGS (ADULT)	238.94
Bill	90873125	04/15/2013		6412A · RECORDINGS (ADULT)	98.63
Bill	90887862	04/15/2013		6412A · RECORDINGS (ADULT)	29.99
Bill	90887863	04/15/2013		6412A · RECORDINGS (ADULT)	149.97
Bill	90872071	04/15/2013		6412A · RECORDINGS (ADULT)	29.99
Bill	90887865	04/15/2013		6412A · RECORDINGS (ADULT)	24.73
Bill	90862938	04/15/2013		6417A · VIDEOS (ADULT)	14.89
Bill	90886289	04/15/2013		6417A · VIDEOS (ADULT)	373.68
Bill	90886287	04/15/2013		6417A · VIDEOS (ADULT)	1,203.01
Bill	90881573	04/15/2013		6417A · VIDEOS (ADULT)	465.16
Bill	90881575	04/15/2013		6417A · VIDEOS (ADULT)	52.18
Bill	90873126	04/15/2013		6417A · VIDEOS (ADULT)	83.99
Bill	90871594	04/15/2013		6417A · VIDEOS (ADULT)	53.78
Bill	90871592	04/15/2013		6417A · VIDEOS (ADULT)	106.06
Bill	90867153	04/15/2013		6417A · VIDEOS (ADULT)	724.59
Bill	90867154	04/15/2013		6417A · VIDEOS (ADULT)	61.29
Bill	90887866	04/16/2013		6412C · RECORDINGS (C&P)	23.98
Bill	90886400	04/16/2013		6417C · VIDEOS (C&P)	75.48
TOTAL					<u>13,465.74</u>

<b>Bill Pmt -Check</b>	<b>50059</b>	<b>04/22/2013</b>	<b>Minuteman Press</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	15442	03/27/2013		6430G · OFFICE AND LIBRARY SUPPLIES	374.17
TOTAL					<u>374.17</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50060	04/22/2013	Modernfold/Styles, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	25463	04/04/2013		6452G · BLDG ALTERATION AND MAINT	2,190.00
TOTAL					<u>2,190.00</u>
Bill Pmt -Check	50061	04/22/2013	Muralles, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/7,11,18,21/13	04/16/2013		6437L · PROGRAMS (LIT)	312.00
TOTAL					<u>312.00</u>
Bill Pmt -Check	50062	04/22/2013	Nassau Library System	L0225 · EMPIRE NAT'L - OPERATING	
Bill	46557	03/22/2013		6410A · BOOKS (ADULT)	167.90
Bill	46664	04/02/2013		6410A · BOOKS (ADULT)	76.70
TOTAL					<u>244.60</u>
Bill Pmt -Check	50063	04/22/2013	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
Bill	04082013	04/11/2013		6450F · FUEL/GAS	1,670.24
TOTAL					<u>1,670.24</u>
Bill Pmt -Check	50064	04/22/2013	Negron, Senia	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/11,18,21 4/4,8,11	04/15/2013		6437L · PROGRAMS (LIT)	234.00
TOTAL					<u>234.00</u>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50065	04/22/2013	Neopost NY/NJ Metro	L0225 · EMPIRE NAT'L - OPERATING	
Bill	ARIN116411LI	04/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	129.03
TOTAL					129.03
Bill Pmt -Check	50066	04/22/2013	New York Institute of Beauty	L0225 · EMPIRE NAT'L - OPERATING	
Bill	422013	04/09/2013		6437C · PROGRAMS (C&P)	200.00
TOTAL					200.00
Bill Pmt -Check	50067	04/22/2013	New York State Unemployment Insurance	L0225 · EMPIRE NAT'L - OPERATING	
Bill	040113	04/11/2013		9050 · UNEMPLOYMENT INSURANCE	1,713.48
TOTAL					1,713.48
Bill Pmt -Check	50068	04/22/2013	O'Brien, Diane	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3212013	04/16/2013		6437L · PROGRAMS (LIT)	50.00
TOTAL					50.00
Bill Pmt -Check	50069	04/22/2013	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3132013	04/04/2013		6437A · PROGRAMS (ADULT)	364.00
TOTAL					364.00

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## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>50070</b>	<b>04/22/2013</b>	<b>Oelcher, Jessica</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	32013	03/22/2013		6437A · PROGRAMS (ADULT)	208.00
Bill	42013	04/16/2013		6437A · PROGRAMS (ADULT)	208.00
TOTAL					<u>416.00</u>
<b>Bill Pmt -Check</b>	<b>50071</b>	<b>04/22/2013</b>	<b>Old Westbury Gardens</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Membership renewal	04/10/2013		6437A · PROGRAMS (ADULT)	118.00
				6437C · PROGRAMS (C&P)	116.00
				6437N · PROGRAMS (TEEN)	116.00
TOTAL					<u>350.00</u>
<b>Bill Pmt -Check</b>	<b>50072</b>	<b>04/22/2013</b>	<b>Oxford University Press</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	96327285	04/02/2013		6411A · MICRO/REF CD (ADULT)	1,125.00
TOTAL					<u>1,125.00</u>
<b>Bill Pmt -Check</b>	<b>50073</b>	<b>04/22/2013</b>	<b>Patchogue-Medford Library</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4102013	04/10/2013		6412A · RECORDINGS (ADULT)	21.00
TOTAL					<u>21.00</u>
<b>Bill Pmt -Check</b>	<b>50074</b>	<b>04/22/2013</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	10021844	04/10/2013		6437P12 · PAYROLL SERVICES	547.20
TOTAL					<u>547.20</u>

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**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>50075</b>	<b>04/22/2013</b>	<b>Paychex, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	303677	03/22/2013		6437P12 · PAYROLL SERVICES	391.94
Bill	305643	03/28/2013		6437P12 · PAYROLL SERVICES	388.44
Bill	307552	04/16/2013		6437P12 · PAYROLL SERVICES	404.69
TOTAL					<u>1,185.07</u>
<b>Bill Pmt -Check</b>	<b>50076</b>	<b>04/22/2013</b>	<b>Peters, Ellen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Reg & EO 3/26 4/2	04/16/2013		6437P10 · ELECTION	252.00
TOTAL					<u>252.00</u>
<b>Bill Pmt -Check</b>	<b>50077</b>	<b>04/22/2013</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PC 42013 CIRC	03/25/2013		2772 · READER-PRINTER REVENUE	6.00
Bill	PC 42013-2 CIRC	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	12.00
Bill	PC 42013 CPSD	04/09/2013		6437C · PROGRAMS (C&P)	44.00
Bill	PC 42013 Teen	04/16/2013		6437N · PROGRAMS (TEEN)	51.28
TOTAL					<u>113.28</u>
<b>Bill Pmt -Check</b>	<b>50078</b>	<b>04/22/2013</b>	<b>Peymann, Tracy Anne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/7,14,21,28/2013	04/12/2013		6437N · PROGRAMS (TEEN)	320.00
TOTAL					<u>320.00</u>
<b>Bill Pmt -Check</b>	<b>50079</b>	<b>04/22/2013</b>	<b>Poland Spring</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	13C8211383149	04/10/2013		6430G · OFFICE AND LIBRARY SUPPLIES	107.51
TOTAL					107.51
<b>Bill Pmt -Check</b>	<b>50080</b>	<b>04/22/2013</b>	<b>Purificato, Christopher</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5149	04/02/2013		6410C · BOOKS (C&P)	6.99
TOTAL					6.99
<b>Bill Pmt -Check</b>	<b>50081</b>	<b>04/22/2013</b>	<b>Quill</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1342493	04/04/2013		6430G · OFFICE AND LIBRARY SUPPLIES	35.99
Bill	1100763	04/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	35.98
Bill	1125679	04/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	15.29
Bill	1411774	04/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	68.99
Bill	1234316	04/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	54.56
Bill	1642602	04/10/2013		6430G · OFFICE AND LIBRARY SUPPLIES	50.36
Bill	1679473	04/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	191.24
Bill	1716000	04/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	74.68
TOTAL					527.09
<b>Bill Pmt -Check</b>	<b>50082</b>	<b>04/22/2013</b>	<b>Quizhpi, Rosa</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/7,9,12,14,16,19,21	04/16/2013		6437L · PROGRAMS (LIT)	266.50
				6437L · PROGRAMS (LIT)	390.00
TOTAL					656.50
<b>Bill Pmt -Check</b>	<b>50083</b>	<b>04/22/2013</b>	<b>Radio Shack Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	023692	03/22/2013		7203W · EQUIPMENT WIRE	20.97
Bill	024542	04/08/2013		7203W · EQUIPMENT WIRE	24.99
TOTAL					<u>45.96</u>
<b>Bill Pmt -Check</b>	<b>50084</b>	<b>04/22/2013</b>	<b>Raimondo, Joyce</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4122013	04/16/2013		6437N · PROGRAMS (TEEN)	200.00
TOTAL					<u>200.00</u>
<b>Bill Pmt -Check</b>	<b>50085</b>	<b>04/22/2013</b>	<b>Rain Drop</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4152013	04/16/2013		6452G · BLDG ALTERATION AND MAINT	195.00
TOTAL					<u>195.00</u>
<b>Bill Pmt -Check</b>	<b>50086</b>	<b>04/22/2013</b>	<b>Random House, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1086569063	03/25/2013		6412A · RECORDINGS (ADULT)	10.00
Bill	1086701496	04/15/2013		6412A · RECORDINGS (ADULT)	33.75
TOTAL					<u>43.75</u>
<b>Bill Pmt -Check</b>	<b>50087</b>	<b>04/22/2013</b>	<b>Recorded Books</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	74691094	03/25/2013		6412A · RECORDINGS (ADULT)	99.00
Bill	74692290	03/25/2013		6412A · RECORDINGS (ADULT)	83.47
Bill	74684620	03/25/2013		6417A · VIDEOS (ADULT)	33.00
Bill	74700748	04/02/2013		6412A · RECORDINGS (ADULT)	437.40
Bill	74698179	04/10/2013		6412N · RECORDINGS (TEEN)	22.98



# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	74703779	04/15/2013		6412A · RECORDINGS (ADULT)	39.99
Bill	74706655	04/15/2013		6412A · RECORDINGS (ADULT)	92.47
Bill	74707372	04/15/2013		6417A · VIDEOS (ADULT)	33.00
TOTAL					841.31

<b>Bill Pmt -Check</b>	<b>50088</b>	<b>04/22/2013</b>	<b>Regent Book Company</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	46673	03/22/2013		6410A · BOOKS (ADULT)	25.24
TOTAL					25.24

<b>Bill Pmt -Check</b>	<b>50089</b>	<b>04/22/2013</b>	<b>Romano's Pizza &amp; Pasta Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	586101	03/22/2013		6437N · PROGRAMS (TEEN)	21.50
Bill	586104	03/22/2013		6437N · PROGRAMS (TEEN)	76.00
Bill	586105	03/22/2013		6437N · PROGRAMS (TEEN)	19.00
Bill	509250	03/22/2013		6437N · PROGRAMS (TEEN)	19.00
Bill	509238	03/27/2013		6437N · PROGRAMS (TEEN)	19.00
Bill	509246	03/27/2013		6437N · PROGRAMS (TEEN)	57.00
Bill	586102	03/27/2013		6437N · PROGRAMS (TEEN)	47.50
Bill	586108	03/27/2013		6437N · PROGRAMS (TEEN)	28.50
Bill	586109	03/27/2013		6437N · PROGRAMS (TEEN)	47.50
Bill	586112	03/27/2013		6437N · PROGRAMS (TEEN)	28.50
Bill	586113	03/27/2013		6437N · PROGRAMS (TEEN)	28.50
Bill	586115	03/28/2013		6437P10 · ELECTION	29.00
Bill	586103	04/02/2013		6437A · PROGRAMS (ADULT)	47.50
Bill	586118	04/02/2013		6437A · PROGRAMS (ADULT)	57.00
Bill	586110	04/02/2013		6437A · PROGRAMS (ADULT)	57.00
Bill	586119	04/08/2013		6437P10 · ELECTION	31.41
Bill	586116	04/10/2013		6437N · PROGRAMS (TEEN)	38.00
Bill	586117	04/10/2013		6437N · PROGRAMS (TEEN)	57.00

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	586122	04/10/2013		6437N · PROGRAMS (TEEN)	47.50
Bill	586124	04/10/2013		6437N · PROGRAMS (TEEN)	38.00
TOTAL					794.41

Bill Pmt -Check	50090	04/22/2013	Ross Business Systems	L0225 · EMPIRE NAT'L - OPERATING	
Bill	004103	03/27/2013		6439R · EQUIPMENT R & M (CIRC)	98.00
TOTAL					98.00

Bill Pmt -Check	50091	04/22/2013	Roye, Sarah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/20,27/2013	04/04/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	4/3,10/2013	04/16/2013		6437A · PROGRAMS (ADULT)	200.00
TOTAL					400.00

Bill Pmt -Check	50092	04/22/2013	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	04082013	04/16/2013		6451G · CUSTODIAL SUPPLIES	444.18
				6437L · PROGRAMS (LIT)	39.92
				6437A · PROGRAMS (ADULT)	377.40
				6430G · OFFICE AND LIBRARY SUPPLIES	61.92
				6437N · PROGRAMS (TEEN)	406.32
TOTAL					1,329.74

Bill Pmt -Check	50093	04/22/2013	Sandpebble Builders Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	492013	04/12/2013		7500 · BUILDING IMPROVEMENTS	5,443.23
TOTAL					5,443.23

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50094	04/22/2013	Scarpantonio, Josephine	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage 3202013	04/02/2013		6435R · CED, CONF & TRAVEL (CIRC)	30.00
TOTAL					<u>30.00</u>
Bill Pmt -Check	50095	04/22/2013	Schiano, Joseph, CPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2013-043	04/09/2013		6437P02 · AUDITOR	1,500.00
TOTAL					<u>1,500.00</u>
Bill Pmt -Check	50096	04/22/2013	SCLS	L0225 · EMPIRE NAT'L - OPERATING	
Bill	52105	04/04/2013		6417C · VIDEOS (C&P)	118.25
TOTAL					<u>118.25</u>
Bill Pmt -Check	50097	04/22/2013	Scott, Rob	L0225 · EMPIRE NAT'L - OPERATING	
Bill	482013	04/12/2013		6437A · PROGRAMS (ADULT)	425.00
TOTAL					<u>425.00</u>
Bill Pmt -Check	50098	04/22/2013	Seaman, Kevin A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	412013	04/04/2013		6437P4 · ATTORNEY	1,687.50
TOTAL					<u>1,687.50</u>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

April 22, 2013

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>50099</b>	<b>04/22/2013</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	32093	03/22/2013		6430G · OFFICE AND LIBRARY SUPPLIES	190.00
Bill	32158	04/02/2013		6434G · PRINTING (GEN)	2,278.00
Bill	32138	04/10/2013		6434G · PRINTING (GEN)	9,485.00
TOTAL					<u>11,953.00</u>
<b>Bill Pmt -Check</b>	<b>50100</b>	<b>04/22/2013</b>	<b>Sferrazza, Nancy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/6,20/2013	04/16/2013		6437N · PROGRAMS (TEEN)	160.00
TOTAL					<u>160.00</u>
<b>Bill Pmt -Check</b>	<b>50101</b>	<b>04/22/2013</b>	<b>Sharper Training Solutions, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3122013	03/28/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	3262013	04/03/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	3252013	04/03/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	11132012	04/12/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	1182012	04/12/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	1162012	04/12/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	322013	04/15/2013		6437L · PROGRAMS (LIT)	400.00
Bill	492013	04/15/2013		6437A · PROGRAMS (ADULT)	200.00
Bill	4112013	04/15/2013		6437A · PROGRAMS (ADULT)	200.00
TOTAL					<u>2,000.00</u>
<b>Bill Pmt -Check</b>	<b>50102</b>	<b>04/22/2013</b>	<b>Showcases</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	271983	04/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	422.50
Bill	271984	04/11/2013		6430G · OFFICE AND LIBRARY SUPPLIES	80.94

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					503.44
<b>Bill Pmt -Check</b>	<b>50103</b>	<b>04/22/2013</b>	<b>SHRM</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	05012013-04302014	03/28/2013		6438 · DUES	180.00
TOTAL					180.00
<b>Bill Pmt -Check</b>	<b>50104</b>	<b>04/22/2013</b>	<b>Sievers, Sandra</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3182013	04/03/2013		6437A · PROGRAMS (ADULT)	75.00
TOTAL					75.00
<b>Bill Pmt -Check</b>	<b>50105</b>	<b>04/22/2013</b>	<b>Soap Opera Digest</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Renewal 1yr 2013	03/22/2013		6413A · PERIODICALS (ADULT)	65.00
TOTAL					65.00
<b>Bill Pmt -Check</b>	<b>50106</b>	<b>04/22/2013</b>	<b>Sorrells, Amanda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/23/13 4/6,13/13	04/16/2013		6437L · PROGRAMS (LIT)	225.00
TOTAL					225.00
<b>Bill Pmt -Check</b>	<b>50107</b>	<b>04/22/2013</b>	<b>Soundings</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Renewal 2yr sub	04/15/2013		6413A · PERIODICALS (ADULT)	39.97
TOTAL					39.97

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50108	04/22/2013	South Shore Autoworks	L0225 · EMPIRE NAT'L - OPERATING	
Bill	7626	04/02/2013		6439G · EQUIPMENT R & M (GEN)	253.67
TOTAL					<u>253.67</u>
Bill Pmt -Check	50109	04/22/2013	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	L5721	04/08/2013		6434G · PRINTING (GEN)	1,166.00
TOTAL					<u>1,166.00</u>
Bill Pmt -Check	50110	04/22/2013	Stamps by Impression	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1338	04/02/2013		6437C · PROGRAMS (C&P)	9.90
TOTAL					<u>9.90</u>
Bill Pmt -Check	50111	04/22/2013	Steelcase Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	111772705	04/15/2013		7203L · EQUIPMENT LITERACY	1,324.80
TOTAL					<u>1,324.80</u>
Bill Pmt -Check	50112	04/22/2013	Strategic Planning Partners, LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3182013	04/11/2013		6435A · CED, CONF & TRAVEL (ADULT)	333.33
				6435C · CED, CONF & TRAVEL (C&P)	333.33
				6435D · CED, CONF & TRAVEL (ADM)	333.33
				6435R · CED, CONF & TRAVEL (CIRC)	333.33

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
				6435N · CED, CONF & TRAVEL (TEEN)	333.33
				6435T · CED, CONF & TRAVEL (TECH)	333.33
				6435W · CED, CONF & TRAVEL (WIRES)	333.34
				6435L · CED, CONF & TRAVEL (LIT)	333.34
				6435G · CED, CONF & TRAVEL (GEN)	333.34
TOTAL					<u>3,000.00</u>
<b>Bill Pmt -Check</b>	<b>50113</b>	<b>04/22/2013</b>	<b>Suffolk County Board of Elections</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	69814	04/08/2013		6437P10 · ELECTION	167.50
TOTAL					<u>167.50</u>
<b>Bill Pmt -Check</b>	<b>50114</b>	<b>04/22/2013</b>	<b>Tag-It Engravings &amp; Signs</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	10518	03/22/2013		6430G · OFFICE AND LIBRARY SUPPLIES	25.00
TOTAL					<u>25.00</u>
<b>Bill Pmt -Check</b>	<b>50115</b>	<b>04/22/2013</b>	<b>Teitel-Negrin, Jane</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3/12,19/2013	04/03/2013		6437A · PROGRAMS (ADULT)	450.00
Bill	4/2,9/2013	04/16/2013		6437A · PROGRAMS (ADULT)	450.00
TOTAL					<u>900.00</u>
<b>Bill Pmt -Check</b>	<b>50116</b>	<b>04/22/2013</b>	<b>TigerDirect</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	J33661180104	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	1,130.66
TOTAL					<u>1,130.66</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>50117</b>	<b>04/22/2013</b>	<b>Unique Management Services, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	236925	04/09/2013		6437P7 · COLLECTION AGENCY	232.70
TOTAL					<u>232.70</u>
<b>Bill Pmt -Check</b>	<b>50118</b>	<b>04/22/2013</b>	<b>UPS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	000054YE33113	04/02/2013		6433G · POSTAGE	3.91
TOTAL					<u>3.91</u>
<b>Bill Pmt -Check</b>	<b>50119</b>	<b>04/22/2013</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	040713	04/15/2013		6431D · TELECOMMUNICATIONS	89.35
TOTAL					<u>89.35</u>
<b>Bill Pmt -Check</b>	<b>50120</b>	<b>04/22/2013</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	I10448285	03/28/2013		6430G · OFFICE AND LIBRARY SUPPLIES	408.95
Bill	I10681873	04/04/2013		6430G · OFFICE AND LIBRARY SUPPLIES	80.39
Bill	I10854635	04/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	724.75
TOTAL					<u>1,214.09</u>
<b>Bill Pmt -Check</b>	<b>50121</b>	<b>04/22/2013</b>	<b>Wall Street Journal</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Renew 2years	04/02/2013		6413A · PERIODICALS (ADULT)	726.80
TOTAL					<u>726.80</u>



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50122	04/22/2013	Weeks, Eleanor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Registrar 3262013	04/16/2013		6437P10 · ELECTION	126.00
TOTAL					126.00
Bill Pmt -Check	50123	04/22/2013	Weitzel, Katharine S.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/18/13 4/3,8/13	04/16/2013		6437L · PROGRAMS (LIT)	180.00
TOTAL					180.00
Bill Pmt -Check	50124	04/22/2013	Welkes, Heather	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3132013	03/22/2013		6437C · PROGRAMS (C&P)	250.00
TOTAL					250.00
Bill Pmt -Check	50125	04/22/2013	Wischhusen, Will	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3/5,12,19,26/13	04/16/2013		6437N · PROGRAMS (TEEN)	320.00
Bill	3/1,8,15,22,29/13	04/16/2013		6437N · PROGRAMS (TEEN)	400.00
TOTAL					720.00
Bill Pmt -Check	50126	04/22/2013	Xerox Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	067118567	04/11/2013		6439G · EQUIPMENT R & M (GEN)	821.73
Bill	067118568	04/11/2013		6439G · EQUIPMENT R & M (GEN)	491.92
Bill	067118566	04/11/2013		6439G · EQUIPMENT R & M (GEN)	371.64

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**April 22, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill	067423666	04/11/2013		6439G · EQUIPMENT R & M (GEN)	506.01
TOTAL					2,191.30
Bill Pmt -Check	50127	04/22/2013	Zolinowski, Phyllis	L0225 · EMPIRE NAT'L - OPERATING	
Bill	EO 422013	04/16/2013		6437P10 · ELECTION	126.00
TOTAL					126.00

**GRAND TOTAL: \$ 169,100.83**

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 29, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - Bill	EFT 03292013	03/29/2013	1106 NYS Employees' Retirement System	L0226 · EMPIRE NAT'L - PAYROLL	
				L0163 · RC ERS CONTRIBUTIONS	\$ 4,693.66
				L0161 · RL - ERS LOAN	\$ 2,853.00
				L0160 · RA - ERS ARREARS (VOLUNTARY)	\$ 737.82
				TOTAL	<u>\$ 8,284.48</u>
Bill Pmt - Bill	EFT 6271859-8	03/29/2013	Hartford Insurance Company	L0226 · EMPIRE NAT'L - PAYROLL	
				L0196 · LONG TER	\$ 181.66
				9055 · DISABILTY INSURANCE	\$ 1,676.97
				TOTAL	<u>\$ 1,858.63</u>
Bill Pmt -Check Bill	4680 453	03/29/2013	1103 State Of NY Department of Civil Service	L0226 · EMPIRE NAT'L - PAYROLL	
				9060 · MEDICAL INSURANCE	\$ 54,405.39
				TOTAL	<u>\$ 54,405.39</u>
Bill Pmt -Check Bill	4681 03292013	03/29/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
				L0172 · 403B PRUDENTIAL	\$ 1,500.00
				TOTAL	<u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4682 485793	03/29/2013	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL	
				L0625 · AFLAC PRE-TAX	\$ 1,583.02
				L0626 · AFLAX POST-TAX	\$ 436.14
				TOTAL	<u>\$ 2,019.16</u>

**Mastics-Moriches-Shirley Community Library**  
**Payroll Benefits Warrant**  
**March 29, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4683 03292013	03/29/2013	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP	\$ 1,526.20 \$ 1,526.20
Bill Pmt -Check Bill	4684 03292013	03/29/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	\$ 2,078.00 \$ 2,078.00
Bill Pmt -Check Bill	4685 03292013	03/29/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	\$ 2,334.26 \$ 2,334.26
GRAND TOTAL					\$ 74,006.12

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**  
**April 12, 2013**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b> Bill	<b>4686</b> 04122013	<b>04/12/2013</b>	<b>1096 Denise Boinay</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 \$ 104.90
<b>Bill Pmt -Check</b> Bill	<b>4687</b> 04122013	<b>04/12/2013</b>	<b>1097 Florence Stonish</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 \$ 104.90
<b>Bill Pmt -Check</b> Bill	<b>4688</b> 04122013	<b>04/12/2013</b>	<b>1098 Mary Abruscato</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 \$ 104.90
<b>Bill Pmt -Check</b> Bill	<b>4689</b> 04122013	<b>04/12/2013</b>	<b>1100 Madeline Sacco</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 \$ 104.90
<b>Bill Pmt -Check</b> Bill	<b>4690</b> 04122013	<b>04/12/2013</b>	<b>1101 Rose Giehl</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 104.90 \$ 104.90
<b>Bill Pmt -Check</b> Bill	<b>4691</b> 04122013	<b>04/12/2013</b>	<b>1102 John R Verbesey</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 \$ 209.80 \$ 209.80

**Mastics-Moriches-Shirley Community Library**  
**Payroll Benefits Warrant**  
**April 12, 2013**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4692 04122013	04/12/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	 \$ 1,500.00 <u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4693 34243	04/12/2013	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	 \$ 1,499.01 <u>\$ 1,499.01</u>
Bill Pmt -Check Bill	4694 04122013	04/12/2013	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	4695 04122013	04/12/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	 \$ 2,324.92 <u>\$ 2,324.92</u>
				GRAND TOTAL	<u>\$ 8,136.23</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)**

**MARCH 2013**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

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

	TO1										
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Jul '12 - Mar 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	0.00	3,392,422.81	8,690,000.00
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	7,697.03	12,815.27	77,692.40	110,000.00
2360 · CONTRACTS WITH OTHER LIBR.	482,130.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482,130.72	295,000.00
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	4,066.81	43,345.68	65,000.00
2650 · SALES OF EXCESS MATERIAL	46.40	18.50	26.70	29.20	20.00	49.85	40.00	18.50	59.00	308.15	
2670 · SALES OF BOOKS	73.50	0.00	76.98	0.00	69.13	0.00	70.24	0.00	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	0.00	28,663.00	
2675 · GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
2701 · REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	0.00	-0.03	0.00
2705 · GIFTS AND DONATIONS	25.00	0.00	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	0.00	11,121.00	9,000.00
2770 · UNCLASSIFIED REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
2771 · COPIER REVENUE - CONTRACT (R)	499.25	524.02	487.00	349.65	503.05	835.29	921.31	605.40	757.36	5,482.33	5,000.00
2771A · COPIER REVENUE - INHOUSE (N)	0.00	1.00	0.40	0.00	0.00	0.00	0.00	0.00	0.35	1.75	
2771C · COPIER REVENUE- COLOR	277.65	389.91	238.00	504.20	305.50	257.20	492.90	270.00	486.10	3,221.46	
2772 · READER-PRINTER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6.00	-6.00	
2772A · ADULT-ADULT PRINTER	0.00	405.55	0.00	0.00	0.00	689.50	747.35	0.00	651.15	2,493.55	
2800 · Program Receipts											
2805 · Program Receipts - Adult	1,038.00	589.00	705.00	897.00	611.00	699.50	665.00	814.00	718.00	6,736.50	
2810 · Program Receipts - Teen	1,127.00	49.00	1,225.00	196.00	735.00	0.00	1,176.00	392.00	1,127.00	6,027.00	
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	1,845.00	12,763.50	
2999 · Lost Books	41.24	31.99	0.00	0.00	0.00	13.98	554.78	0.00	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	208,043.30	21,175.04	4,061,097.16	9,175,000.00
Gross Profit	499,061.12	39,739.77	31,939.57	16,602.34	14,753.92	12,595.27	3,217,186.83	208,043.30	21,175.04	4,061,097.16	9,175,000.00



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	TO1										
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Jul '12 - Mar 13	Budget
6000 · SALARIES AND WAGES											
6141 · PROFESSIONAL SALARIES											
6141A · PROFESSIONAL (ADULT)	46,934.42	68,802.14	46,443.21	48,803.36	47,921.88	49,538.00	45,116.55	48,724.93	64,844.81	467,129.30	630,056.00
6141C · PROFESSIONAL (C&P)	47,578.88	72,300.98	45,464.80	45,548.27	45,567.15	49,450.27	44,268.91	47,545.95	68,752.38	466,477.59	627,456.00
6141D · PROFESSIONAL (DIGITAL)	9,343.68	14,088.84	9,392.56	9,392.56	9,392.56	9,418.06	9,418.06	9,418.06	14,127.09	93,991.47	116,556.00
6141N · PROFESSIONAL (TEEN)	31,087.76	47,149.17	30,802.15	31,993.53	32,860.04	32,881.51	31,096.59	31,880.35	46,894.69	316,645.79	430,432.00
6141S · COMM SERV LIBR (SVC)	6,735.93	10,203.93	6,802.62	6,802.62	6,802.62	6,802.62	6,802.62	6,802.62	10,203.93	67,959.51	111,545.00
6141T · PROFESSIONAL (TECH)	13,137.70	20,122.26	13,375.93	13,604.46	14,151.30	13,772.62	14,119.99	13,168.10	20,470.98	135,923.34	201,015.00
Total 6141 · PROFESSIONAL SALARIES	154,818.37	232,667.32	152,281.27	156,144.80	156,695.55	161,863.08	150,822.72	157,540.01	225,293.88	1,548,127.00	2,117,060.00
6142 · CLERICAL SALARIES											
6142A · CLERICAL (ADULT)	24,125.50	37,301.49	23,219.32	25,257.52	25,919.54	30,774.99	23,730.93	25,865.42	39,300.81	255,495.52	315,538.00
6142C · CLERICAL (C&P)	12,379.15	20,345.32	11,694.72	11,996.50	11,924.96	14,183.41	11,327.72	12,252.21	16,023.42	122,127.41	181,427.00
6142G · CLERICAL (GEN)	9,652.83	14,426.51	9,655.79	9,722.81	9,714.92	9,736.48	9,630.03	9,681.28	14,622.46	96,843.11	132,840.00
6142L · CLERICAL (LIT)	10,490.11	16,818.17	11,866.35	13,175.78	12,973.51	14,314.37	12,314.56	13,232.51	19,237.84	124,423.20	168,101.00
6142N · CLERICAL (TEEN)	3,335.17	5,565.59	3,460.37	3,908.41	3,925.69	4,724.00	2,591.55	3,534.14	4,890.57	35,935.49	53,003.00
6142R · CLERICAL (CIRC)	25,171.57	32,905.28	20,547.04	20,594.30	20,707.15	23,711.46	22,149.12	23,117.56	33,435.50	222,338.98	451,350.00
6142S · CLERICAL (SVC)	1,506.72	2,635.45	1,411.55	1,266.17	1,690.78	2,097.51	1,457.65	1,441.66	2,538.67	16,046.16	
6142T · CLERICAL (TECH)	13,580.20	19,697.91	10,326.03	11,412.35	11,728.34	13,982.26	11,051.00	11,784.65	17,720.39	121,283.13	184,620.00
6142X · CLERICAL (WIRES)	830.47	1,217.81	889.56	853.45	860.02	1,010.66	571.16	915.83	1,047.12	8,196.08	11,828.00
Total 6142 · CLERICAL SALARIES	101,071.72	150,913.53	93,070.73	98,187.29	99,444.91	114,535.14	94,823.72	101,825.26	148,816.78	1,002,689.08	1,498,707.00
6143 · PAGE SALARIES											
6143A · PAGE (ADULT)	8,933.23	13,239.51	8,737.68	9,466.82	8,783.65	11,484.48	8,631.23	9,996.26	14,323.84	93,596.70	120,326.00
6143C · PAGE (C&P)	9,402.13	15,707.99	9,045.30	9,286.84	8,801.38	11,117.49	7,631.43	10,359.36	14,328.67	95,680.59	167,403.00
6143L · PAGE (LIT)	0.00	0.00	0.00	0.00	0.00	41.45	298.44	350.26	472.53	1,162.68	7,692.00
6143N · PAGE (TEEN)	1,569.34	2,863.72	1,135.76	1,597.36	1,685.13	1,939.62	1,641.70	1,199.99	1,639.38	15,272.00	19,244.00
6143R · PAGE (CIRC)	2,021.52	2,883.85	1,411.38	1,508.78	1,279.78	1,692.21	1,962.68	2,192.72	2,755.41	17,708.33	
6143T · PAGE (TECH)	3,255.07	4,788.18	3,282.26	3,297.10	3,027.98	3,417.04	3,090.18	3,344.46	4,941.48	32,443.75	55,007.00
Total 6143 · PAGE SALARIES	25,181.29	39,483.25	23,612.38	25,156.90	23,577.92	29,692.29	23,255.66	27,443.05	38,461.31	255,864.05	369,672.00

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	TO1										
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6144 · CUSTODIAL											
6144G · CUSTODIAL	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	18,924.12	15,706.53	18,105.96	25,652.92	167,528.31	225,874.00
Total 6144 · CUSTODIAL	15,643.94	23,415.55	16,107.48	17,762.28	16,209.53	18,924.12	15,706.53	18,105.96	25,652.92	167,528.31	225,874.00
6145 · SECURITY											
6145G · SECURITY	11,704.27	18,488.94	12,704.65	13,363.19	13,459.61	16,272.55	11,822.27	14,308.87	19,128.46	131,252.81	171,294.00
Total 6145 · SECURITY	11,704.27	18,488.94	12,704.65	13,363.19	13,459.61	16,272.55	11,822.27	14,308.87	19,128.46	131,252.81	171,294.00
6146 · TECHNICIAN											
6146W · TECHNICAL (WIRES)	13,351.94	20,127.71	13,586.99	13,273.09	13,173.00	13,987.84	12,971.83	13,348.53	20,767.49	134,588.42	181,995.00
Total 6146 · TECHNICIAN	13,351.94	20,127.71	13,586.99	13,273.09	13,173.00	13,987.84	12,971.83	13,348.53	20,767.49	134,588.42	181,995.00
6147 · ADMINISTRATIVE											
Total 6147 · ADMINISTRATIVE	17,851.62	26,888.31	17,925.54	17,925.54	17,925.54	17,925.54	17,975.54	17,925.54	26,888.31	179,231.48	231,110.00
Total 6000 · SALARIES AND WAGES	339,623.15	511,984.61	329,289.04	341,813.09	340,486.06	373,200.56	327,378.27	350,497.22	505,009.15	3,419,281.15	4,795,712.00
6200 · EMPLOYEE BENEFITS											
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	763,034.00	0.00	0.00	0.00	763,034.00	664,196.00
9030 · SOCIAL SECURITY	25,474.67	38,407.29	24,684.57	25,526.20	24,894.80	27,379.19	24,524.89	26,294.62	37,858.94	255,045.17	360,000.00
9040 · WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,349.00	0.00	68,349.00	55,000.00
9050 · UNEMPLOYMENT INSURANCE	1,682.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,682.23	9,500.00
9055 · DISABILTY INSURANCE	0.00	3,089.47	1,641.12	1,706.86	1,712.48	1,710.69	0.00	1,623.31	3,316.39	14,800.32	17,000.00
9060 · MEDICAL INSURANCE	46,201.21	45,254.83	43,804.42	45,944.63	46,072.92	49,449.24	49,889.71	48,351.63	49,526.86	424,495.45	630,000.00
9065 · MTA TRANSIT TAX	1,132.20	1,706.99	1,097.09	1,138.92	1,134.42	1,244.84	1,090.00	1,168.65	1,682.62	11,395.73	16,305.00
Total 6200 · EMPLOYEE BENEFITS	74,490.31	88,458.58	71,227.20	74,316.61	73,814.62	842,817.96	75,504.60	145,787.21	92,384.81	1,538,801.90	1,752,001.00
6410A · BOOKS (ADULT)	7,834.16	9,699.68	7,406.13	15,733.27	8,988.07	7,172.40	12,136.22	7,799.29	10,465.58	87,234.80	220,000.00

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	TO1										
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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	9,015.54	55,602.21	119,500.00
6410L · BOOKS (LIT)	0.00	0.00	4,068.00	32.50	0.00	0.00	736.69	0.00	0.00	4,837.19	5,000.00
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	1,347.39	14,205.57	30,000.00
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
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	10,030.98	28,678.15	45,000.00
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	10,011.00	25,019.24	18,250.00
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	10,011.00	20,919.71	20,000.00
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	1,138.63	18,361.47	47,200.00
6412C · RECORDINGS (C&P)	488.84	755.58	68.79	972.47	503.50	85.13	305.40	2,478.68	367.74	6,026.13	10,000.00
6412N · RECORDINGS (TEEN)	10.18	539.10	34.01	1,333.08	393.28	262.84	55.63	3,536.79	341.61	6,506.52	10,000.00
6413A · PERIODICALS (ADULT)	32.75	0.00	139.87	3,609.41	79.00	2,746.97	390.95	449.95	769.13	8,218.03	33,000.00
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	161.09	0.00	70.88	0.00	53.97	0.00	285.94	6,325.00
6413D · PERIODICALS (ADM)	0.00	0.00	79.00	0.00	0.00	0.00	209.00	0.00	0.00	288.00	1,000.00
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	474.15	0.00	0.00	474.15	1,200.00
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	55.91	0.00	0.00	0.00	0.00	0.00	55.91	3,700.00
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
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	11,261.80	88,647.79	100,000.00
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	4,431.10	25,300.18	53,000.00
6417L · VIDEOS (LIT)	1,807.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00	0.00	1,877.00	500.00
6417N · VIDEOS (TEEN)	144.16	348.61	22.14	1,326.10	669.44	215.38	398.71	0.00	759.53	3,884.07	12,000.00
6419G · SOFTWARE (GEN)	0.00	0.00	3,985.00	0.00	0.00	0.00	0.00	0.00	0.00	3,985.00	1,200.00
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	315.00	0.00	0.00	1,199.00	0.00	1,514.00	1,500.00
6419T · SOFTWARE (TECH)	0.00	575.00	0.00	0.00	0.00	675.00	551.75	0.00	0.00	1,801.75	3,000.00
6419W · SOFTWARE (WIRES)	0.00	2,424.40	0.00	0.00	1,292.95	1,782.20	0.00	0.00	2,800.00	8,299.55	16,000.00
6428D · MISCELLANEOUS	0.00	40.00	6,152.25	0.00	0.00	0.00	654.71	0.00	100.00	6,946.96	2,500.00
6429C · REALIA (C&P)	24.98	312.48	0.00	39.99	343.42	0.00	147.44	85.08	759.43	1,712.82	4,500.00
6430G · OFFICE AND LIBRARY SUPPLIES	3,155.36	10,633.04	4,536.92	6,539.56	10,016.36	5,488.49	8,451.20	3,713.47	8,907.26	61,441.66	95,000.00
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	6,725.42	33,650.05	50,000.00
6432G · CARTAGE	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	2,253.42	7,500.00

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	TO1										
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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	6,894.71	37,676.55	60,000.00
6434A · PRINTING (ADULT)	-475.00	-112.25	-631.10	-602.00	-647.00	0.00	-5.60	-530.00	-288.05	-3,291.00	4,275.00
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
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	6,581.00	59,643.90	102,000.00
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
6434R · PRINTING (CIRC)	0.00	0.00	0.00	249.90	0.00	0.00	0.00	0.00	0.00	249.90	5,500.00
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6435A · CED, CONF & TRAVEL (ADULT)	0.00	0.00	7.68	0.00	828.91	0.00	282.65	64.00	489.31	1,672.55	4,000.00
6435C · CED, CONF & TRAVEL (C&P)	0.00	50.00	480.67	1,225.04	1,229.76	40.95	27.68	60.00	1,570.79	4,684.89	5,250.00
6435D · CED, CONF & TRAVEL (ADM)	329.00	941.19	32.51	318.00	837.12	0.00	70.00	354.76	578.86	3,461.44	7,500.00
6435G · CED, CONF & TRAVEL (GEN)	0.00	0.00	299.00	0.00	49.93	0.00	23.53	0.00	364.44	736.90	3,000.00
6435L · CED, CONF & TRAVEL (LIT)	0.00	252.56	0.00	-64.03	1,013.71	0.00	649.97	464.14	1,294.44	3,610.79	2,500.00
6435N · CED, CONF & TRAVEL (TEEN)	25.52	253.93	700.53	275.62	987.02	58.06	35.47	47.46	1,577.76	3,961.37	5,000.00
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	71.83	0.00	0.00	45.00	0.00	0.00	364.44	481.27	2,500.00
6435S · CED, CONF & TRAV (COMM SRV)	250.00	-250.00	274.00	-274.00	135.00	0.00	0.00	1,050.00	0.00	1,185.00	3,000.00
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	423.00	1,226.78	0.00	0.00	0.00	364.45	2,014.23	2,950.00
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	0.00	318.00	0.00	0.00	0.00	0.00	364.44	682.44	4,000.00
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,000.00
6437A · PROGRAMS (ADULT)	3,568.41	2,736.79	2,713.61	4,574.21	6,575.84	5,462.06	5,015.06	5,178.14	3,557.98	39,382.10	61,120.00
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	2,845.51	26,806.53	75,000.00
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	5,147.83	42,303.71	35,000.00
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	3,678.79	49,213.98	50,000.00
6437P · PROFESSIONAL FEES											
643760 · PLANTINGS	0.00	191.53	191.53	191.53	191.53	-525.00	383.06	191.53	191.53	1,007.24	
643765 · PROMOTION AND PUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	504.00	0.00	0.00	504.00	
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	0.00	16,750.00	0.00	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	0.00	3,500.00	
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00	29.00	
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	133.75	133.75	136.00	136.00	136.00	1,210.50	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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	TO1										
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Jul '12 - Mar 13	Budget
<b>6437P12 · PAYROLL SERVICES</b>	1,405.74	789.63	1,698.98	1,879.94	781.56	1,322.33	2,746.37	1,710.70	1,336.13	13,671.38	
<b>6437P13 · ARMORED CAR SERVICE</b>	171.59	171.59	175.02	175.02	175.02	175.02	175.02	175.02	175.02	1,568.32	
<b>6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION</b>	0.00	0.00	0.00	113.85	0.00	0.00	163.84	0.00	163.84	441.53	
<b>6437P16 · STAFF BACKGROUND SCREEN</b>	0.00	903.04	0.00	340.89	325.89	113.63	909.04	568.15	113.63	3,274.27	
<b>6437P17 · TRANSLATION SERVICES</b>	37.50	64.30	0.00	110.85	11.00	71.00	11.00	60.00	22.00	387.65	
<b>6437P3 · APPRAISAL SERVICES</b>	0.00	0.00	205.00	0.00	0.00	0.00	0.00	0.00	0.00	205.00	
<b>6437P4 · ATTORNEY</b>	6,750.00	2,064.99	1,097.97	0.00	2,035.89	1,093.87	7,750.00	2,030.56	0.00	22,823.28	
<b>6437P7 · COLLECTION AGENCY</b>	223.75	340.10	205.85	205.85	313.25	8.95	483.30	420.65	187.95	2,389.65	
<b>6437P8 · DENITE SYSTEMS ANALYSIS</b>	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00	
<b>6437P9 · EAP</b>	0.00	0.00	6,930.00	0.00	0.00	0.00	0.00	0.00	0.00	6,930.00	
<b>6437P · PROFESSIONAL FEES - Other</b>	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	135,250.00
<b>Total 6437P · PROFESSIONAL FEES</b>	8,722.33	6,158.93	10,638.10	3,451.68	4,967.89	2,543.55	31,011.63	5,292.61	2,355.10	75,141.82	135,250.00
<b>6438 · DUES</b>	0.00	0.00	658.00	-184.00	1,082.00	468.06	699.00	0.00	180.00	2,903.06	5,000.00
<b>6439A · EQUIPMENT R &amp; M (ADULT)</b>	4.15	4.15	4.15	4.15	4.15	4.15	4.15	4.15	4.15	37.35	3,500.00
<b>6439C · EQUIPMENT R &amp; M (C&amp;P)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
<b>6439G · EQUIPMENT R &amp; M (GEN)</b>	1,162.03	2,473.61	2,749.08	3,374.19	2,863.72	2,314.22	3,070.37	2,047.10	2,302.46	22,356.78	39,015.00
<b>6439N · EQUIPMENT R &amp; M (TEEN)</b>	4.15	4.15	4.15	4.15	4.15	4.15	4.15	4.15	4.15	37.35	400.00
<b>6439R · EQUIPMENT R &amp; M (CIRC)</b>	0.00	10,884.28	0.00	0.00	16,468.28	342.80	0.00	11,157.64	98.00	38,951.00	55,000.00
<b>6439T · EQUIPMENT R &amp; M (TECH)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
<b>6439W · EQUIPMENT R &amp; M (WIRES)</b>	0.00	1,803.30	150.00	2,492.62	2,488.81	2,703.44	107.54	0.00	757.62	10,503.33	26,000.00
<b>6450E · ELECTRICITY</b>	16,666.69	12,155.22	17,454.06	0.00	0.00	9,394.12	0.00	35,205.45	10,003.18	100,878.72	145,000.00
<b>6450F · FUEL/GAS</b>	75.00	142.01	0.00	114.43	660.44	1,914.77	2,505.01	2,641.83	0.00	8,053.49	25,000.00
<b>6450W · WATER</b>	0.00	506.86	0.00	0.00	329.56	0.00	0.00	187.72	0.00	1,024.14	1,500.00
<b>6451G · CUSTODIAL SUPPLIES</b>	671.78	1,678.25	1,661.22	2,120.14	798.88	1,700.46	3,135.00	1,680.33	1,232.57	14,678.63	19,000.00
<b>6452G · BLDG ALTERATION AND MAINT</b>	2,988.00	4,111.43	2,272.00	4,342.99	1,097.59	2,735.21	4,861.64	2,527.99	2,275.61	27,212.46	435,852.00
<b>6454 · INSURANCE</b>	55,084.37	0.00	0.00	100.30	346.00	0.00	0.00	0.00	0.00	55,530.67	50,000.00
<b>6485G · Bank Fees</b>	202.78	133.12	179.63	198.38	146.38	553.86	136.93	196.99	175.22	1,923.29	
<b>66900 · Reconciliation Discrepancies</b>	0.00	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.02	
<b>6700 · TAN INTEREST</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00

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	TO										
	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Jul '12 - Mar 13	Budget
7203 · EQUIPMENT - Capital Purchases											
7203A · EQUIPMENT ADULT	126.78	0.00	0.00	585.56	534.99	196.19	210.61	0.00	0.00	1,654.13	3,500.00
7203C · EQUIPMENT C & P	761.68	0.00	0.00	171.43	0.00	0.00	125.00	0.00	320.00	1,378.11	3,000.00
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	44.98	0.00	0.00	0.00	0.00	0.00	44.98	4,500.00
7203N · EQUIPMENT TEEN	111.00	0.00	0.00	172.62	0.00	0.00	0.00	0.00	99.99	383.61	1,500.00
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
7203W · EQUIPMENT WIRE	134.55	6,387.14	92.36	0.00	6,869.24	561.21	9,037.88	29.98	32,169.61	55,281.97	140,000.00
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	32,589.60	58,742.80	158,000.00
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	774,251.84	6,168,561.78	9,175,000.00
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	-438,044.56	-753,076.80	-2,107,464.62	0.00
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	0.00	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	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	0.00	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	0.00	-1,201,119.15	0.00
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	-443,521.30	-753,076.80	-3,308,583.77	0.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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FAL		
	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
2000 · PROPERTY TAX REVENUES	-5,297,577.19	39.04%
2082 · FINES AND FEES	-32,307.60	70.63%
2360 · CONTRACTS WITH OTHER LIBR.	187,130.72	163.43%
2401 · INTEREST	-21,654.32	66.69%
2650 · SALES OF EXCESS MATERIAL		
2670 · SALES OF BOOKS		
2671 · FEDERAL & STATE GRANTS		
2675 · GRANTS - OTHER		
2701 · REFUNDS	-0.03	100.0%
2705 · GIFTS AND DONATIONS		
2760 · SYSTEM & STATE AID	2,121.00	123.57%
2770 · UNCLASSIFIED REVENUE	-1,000.00	0.0%
2771 · COPIER REVENUE - CONTRACT (R)	482.33	109.65%
2771A · COPIER REVENUE - INHOUSE (N)		
2771C · COPIER REVENUE- COLOR		
2772 · READER-PRINTER REVENUE		
2772A · ADULT-ADULT PRINTER		
2800 · Program Receipts		
2805 · Program Receipts - Adult		
2810 · Program Receipts - Teen		
Total 2800 · Program Receipts		
2999 · Lost Books		
Total Income	-5,113,902.84	44.26%
Gross Profit	-5,113,902.84	44.26%

Expense

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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	FAL	
	\$ Over Budget	% of Budget
<b>6000 · SALARIES AND WAGES</b>		
<b>6141 · PROFESSIONAL SALARIES</b>		
6141A · PROFESSIONAL (ADULT)	-162,926.70	74.14%
6141C · PROFESSIONAL (C&P)	-160,978.41	74.34%
6141D · PROFESSIONAL (DIGITAL)	-22,564.53	80.64%
6141N · PROFESSIONAL (TEEN)	-113,786.21	73.57%
6141S · COMM SERV LIBR (SVC)	-43,585.49	60.93%
6141T · PROFESSIONAL (TECH)	-65,091.66	67.62%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>-568,933.00</b>	<b>73.13%</b>
<b>6142 · CLERICAL SALARIES</b>		
6142A · CLERICAL (ADULT)	-60,042.48	80.97%
6142C · CLERICAL (C&P)	-59,299.59	67.32%
6142G · CLERICAL (GEN)	-35,996.89	72.9%
6142L · CLERICAL (LIT)	-43,677.80	74.02%
6142N · CLERICAL (TEEN)	-17,067.51	67.8%
6142R · CLERICAL (CIRC)	-229,011.02	49.26%
6142S · CLERICAL (SVC)		
6142T · CLERICAL (TECH)	-63,336.87	65.69%
6142X · CLERICAL (WIRES)	-3,631.92	69.29%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>-496,017.92</b>	<b>66.9%</b>
<b>6143 · PAGE SALARIES</b>		
6143A · PAGE (ADULT)	-26,729.30	77.79%
6143C · PAGE (C&P)	-71,722.41	57.16%
6143L · PAGE (LIT)	-6,529.32	15.12%
6143N · PAGE (TEEN)	-3,972.00	79.36%
6143R · PAGE (CIRC)		
6143T · PAGE (TECH)	-22,563.25	58.98%
<b>Total 6143 · PAGE SALARIES</b>	<b>-113,807.95</b>	<b>69.21%</b>



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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	FAL	
	\$ Over Budget	% of Budget
<b>6144 · CUSTODIAL</b>		
<b>6144G · CUSTODIAL</b>	-58,345.69	74.17%
<b>Total 6144 · CUSTODIAL</b>	-58,345.69	74.17%
<b>6145 · SECURITY</b>		
<b>6145G · SECURITY</b>	-40,041.19	76.62%
<b>Total 6145 · SECURITY</b>	-40,041.19	76.62%
<b>6146 · TECHNICIAN</b>		
<b>6146W · TECHNICAL (WIRES)</b>	-47,406.58	73.95%
<b>Total 6146 · TECHNICIAN</b>	-47,406.58	73.95%
<b>6147 · ADMINISTRATIVE</b>		
<b>Total 6147 · ADMINISTRATIVE</b>	-51,878.52	77.55%
<b>Total 6000 · SALARIES AND WAGES</b>	-1,376,430.85	71.3%
<b>6200 · EMPLOYEE BENEFITS</b>		
<b>9010 · RETIREMENT</b>	98,838.00	114.88%
<b>9030 · SOCIAL SECURITY</b>	-104,954.83	70.85%
<b>9040 · WORKERS' COMPENSATION</b>	13,349.00	124.27%
<b>9050 · UNEMPLOYMENT INSURANCE</b>	-7,817.77	17.71%
<b>9055 · DISABILTY INSURANCE</b>	-2,199.68	87.06%
<b>9060 · MEDICAL INSURANCE</b>	-205,504.55	67.38%
<b>9065 · MTA TRANSIT TAX</b>	-4,909.27	69.89%
<b>Total 6200 · EMPLOYEE BENEFITS</b>	-213,199.10	87.83%
<b>6410A · BOOKS (ADULT)</b>	-132,765.20	39.65%

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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	FAL	
	\$ Over Budget	% of Budget
6410C · BOOKS (C&P)	-63,897.79	46.53%
6410L · BOOKS (LIT)	-162.81	96.74%
6410N · BOOKS (TEEN)	-15,794.43	47.35%
6410T · BOOKS (TECH)	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	-16,321.85	63.73%
6411C · MICRO/REF CD (C&P)	6,769.24	137.09%
6411N · MICRO/REF CD (TEEN)	919.71	104.6%
6412A · RECORDINGS (ADULT)	-28,838.53	38.9%
6412C · RECORDINGS (C&P)	-3,973.87	60.26%
6412N · RECORDINGS (TEEN)	-3,493.48	65.07%
6413A · PERIODICALS (ADULT)	-24,781.97	24.9%
6413C · PERIODICALS (C&P)	-6,039.06	4.52%
6413D · PERIODICALS (ADM)	-712.00	28.8%
6413G · PERIODICALS (GEN)	-725.85	39.51%
6413N · PERIODICALS (TEEN)	-3,644.09	1.51%
6413T · PERIODICALS (TECH)	-250.00	0.0%
6413W · PERIODICALS (WIRES)	-150.00	0.0%
6417A · VIDEOS (ADULT)	-11,352.21	88.65%
6417C · VIDEOS (C&P)	-27,699.82	47.74%
6417L · VIDEOS (LIT)	1,377.00	375.4%
6417N · VIDEOS (TEEN)	-8,115.93	32.37%
6419G · SOFTWARE (GEN)	2,785.00	332.08%
6419N · SOFTWARE (TEEN)	14.00	100.93%
6419T · SOFTWARE (TECH)	-1,198.25	60.06%
6419W · SOFTWARE (WIRES)	-7,700.45	51.87%
6428D · MISCELLANEOUS	4,446.96	277.88%
6429C · REALIA (C&P)	-2,787.18	38.06%
6430G · OFFICE AND LIBRARY SUPPLIES	-33,558.34	64.68%
6431D · TELECOMMUNICATIONS	-16,349.95	67.3%
6432G · CARTAGE	-5,246.58	30.05%

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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	FAL	
	\$ Over Budget	% of Budget
6433G · POSTAGE	-22,323.45	62.79%
6434A · PRINTING (ADULT)	-7,566.00	-76.98%
6434C · PRINTING (C&P)	-7,000.00	0.0%
6434G · PRINTING (GEN)	-42,356.10	58.47%
6434L · PRINTING (LIT)	-500.00	0.0%
6434N · PRINTING (TEEN)	-6,000.00	0.0%
6434R · PRINTING (CIRC)	-5,250.10	4.54%
6434S · PRINTING (COMM SRV)	-5,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	-2,327.45	41.81%
6435C · CED, CONF & TRAVEL (C&P)	-565.11	89.24%
6435D · CED, CONF & TRAVEL (ADM)	-4,038.56	46.15%
6435G · CED, CONF & TRAVEL (GEN)	-2,263.10	24.56%
6435L · CED, CONF & TRAVEL (LIT)	1,110.79	144.43%
6435N · CED, CONF & TRAVEL (TEEN)	-1,038.63	79.23%
6435R · CED, CONF & TRAVEL (CIRC)	-2,018.73	19.25%
6435S · CED, CONF & TRAV (COMM SRV)	-1,815.00	39.5%
6435T · CED, CONF & TRAVEL (TECH)	-935.77	68.28%
6435W · CED, CONF & TRAVEL (WIRES)	-3,317.56	17.06%
6436 · CONTRACTS	-95,000.00	0.0%
6437A · PROGRAMS (ADULT)	-21,737.90	64.43%
6437C · PROGRAMS (C&P)	-48,193.47	35.74%
6437L · PROGRAMS (LIT)	7,303.71	120.87%
6437N · PROGRAMS (TEEN)	-786.02	98.43%
6437P · PROFESSIONAL FEES		
643760 · PLANTINGS		
643765 · PROMOTION AND PUBLICITY		
6437P01 · ACCOUNTANT/AUDITOR		
6437P02 · AUDITOR		
6437P10 · ELECTION		
6437P11 · FSA ADMINISTRATION		

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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	FAL	
	\$ Over Budget	% of Budget
6437P12 · PAYROLL SERVICES		
6437P13 · ARMORED CAR SERVICE		
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION		
6437P16 · STAFF BACKGROUND SCREEN		
6437P17 · TRANSLATION SERVICES		
6437P3 · APPRAISAL SERVICES		
6437P4 · ATTORNEY		
6437P7 · COLLECTION AGENCY		
6437P8 · DENITE SYSTEMS ANALYSIS		
6437P9 · EAP		
6437P · PROFESSIONAL FEES - Other	-135,100.00	0.11%
<b>Total 6437P · PROFESSIONAL FEES</b>	<b>-60,108.18</b>	<b>55.56%</b>
6438 · DUES	-2,096.94	58.06%
6439A · EQUIPMENT R & M (ADULT)	-3,462.65	1.07%
6439C · EQUIPMENT R & M (C&P)	-3,500.00	0.0%
6439G · EQUIPMENT R & M (GEN)	-16,658.22	57.3%
6439N · EQUIPMENT R & M (TEEN)	-362.65	9.34%
6439R · EQUIPMENT R & M (CIRC)	-16,049.00	70.82%
6439T · EQUIPMENT R & M (TECH)	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	-15,496.67	40.4%
6450E · ELECTRICITY	-44,121.28	69.57%
6450F · FUEL/GAS	-16,946.51	32.21%
6450W · WATER	-475.86	68.28%
6451G · CUSTODIAL SUPPLIES	-4,321.37	77.26%
6452G · BLDG ALTERATION AND MAINT	-408,639.54	6.24%
6454 · INSURANCE	5,530.67	111.06%
6485G · Bank Fees		
66900 · Reconciliation Discrepancies		
6700 · TAN INTEREST	-60,000.00	0.0%

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

	FAL	
	\$ Over Budget	% of Budget
<b>7203 · EQUIPMENT - Capital Purchases</b>		
7203A · EQUIPMENT ADULT	-1,845.87	47.26%
7203C · EQUIPMENT C & P	-1,621.89	45.94%
7203D · EQUIPMENT ADMIN	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	-4,455.02	1.0%
7203N · EQUIPMENT TEEN	-1,116.39	25.57%
7203R · EQUIPMENT CIRC	-1,000.00	0.0%
7203T · EQUIPMENT TECH	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	-84,718.03	39.49%
<b>Total 7203 · EQUIPMENT - Capital Purchases</b>	<b>-99,257.20</b>	<b>37.18%</b>
<b>Total Expense</b>	<b>-3,006,438.22</b>	<b>67.23%</b>
<b>Net Ordinary Income</b>	<b>-2,107,464.62</b>	<b>100.0%</b>
<b>Other Income/Expense</b>		
Other Expense		
7500 · BUILDING IMPROVEMENTS		
7900 · TRANSFER TO/(FROM) CAPITAL FUND		
<b>Total Other Expense</b>		
<b>Net Other Income</b>	<b>-1,201,119.15</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-3,308,583.77</b>	<b>100.0%</b>

MMSCL  
Operating Funds Monthly Report  
**March 2013**

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 6,553,472.34	\$ 16,351.23	\$ 564,625.56	\$ 3,783.01	\$ 6,008,981.02
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 314,346.61	\$ 5,195.04	\$ 173.75	\$ 188.46	\$ 319,556.36
Empire Nat'l Bank	OPERATING	\$ 215,205.60	\$ 144,615.69	\$ 233,598.73	\$ 95.34	\$ 126,317.90
Empire Nat'l Bank	PAYROLL	\$ 101,838.83	\$ 419,933.98	\$ 410,690.68	\$ -	\$ 111,082.13
						<b>\$ 6,565,937.41</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: \$ 6,580,937.41**

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**MARCH 2013**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
Empire Nat'l Bank	XXXXXX082				
July-12		\$ 2,870,445.83	\$ 2,431.25	\$ -	\$ 2,872,877.08
August-12		\$ 2,872,877.08	\$ 2,433.31	\$ -	\$ 2,875,310.39
September-12		\$ 2,875,310.39	\$ 2,356.81	\$ -	\$ 2,877,667.20
October-12		\$ 2,877,667.20	\$ 1,706.16	\$ -	\$ 2,879,373.36
November-12		\$ 2,879,373.36	\$ 1,652.10	\$ -	\$ 2,881,025.46
December-12		\$ 2,881,025.46	\$ 1,708.15	\$ -	\$ 2,882,733.61
January-13		\$ 2,882,733.61	\$ 1,001,771.38	\$ -	\$ 3,884,504.99
February-13		\$ 3,884,504.99	\$ 2,085.93	\$ -	\$ 3,886,590.92
March-13		\$ 3,886,590.92	\$ 2,310.66	\$ -	\$ 3,888,901.58
				Grand Total :	\$ 3,888,901.58



	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits	23,403	24,940	25,192	21,412	25,285	24,353	31,077	29,958	31,698				237,318	227,520
Website Visits	58,621	53,304	50,675	51,437	50,674	43,458	55,534	54,409	53,840				471,952	425,864
Adult	9,680	9,329	8,708	8,968	9,695	7,907	8,838	8,059	9,261				80,445	79,332
Children's	2,112	1,615	1,097	1,240	1,378	1,144	1,519	1,449	1,356				12,910	19,133
Teen	1,113	807	714	800	797	606	1,074	1,431	1,603				8,945	13,533
Program Calendar	4,666	3,797	3,713	3,851	3,441	3,053	3,666	3,521	3,606				33,314	33,925
Library Link	340	383	383	319	289	232	370	367	383				3,066	3,397
CommunityLibrary.org	21,474	19,799	19,115	18,831	18,097	16,072	20,186	20,886	19,258				173,718	150,512
Facebook	7,738	11,750	5,264	7,590	9,802	7,553	4,114	6,159	3,725				63,695	27,173
Circulation	72,789	69,937	64,084	68,356	65,053	56,693	69,013	61,266	67,898	-	-	-	595,089	629,298
Staff assisted checkouts & renewals	33,916	32,199	30,403	33,285	32,004	26,162	33,427	28,486	31,522				281,404	381,715
Express Lane Checkouts & renewals	29,472	28,882	26,986	27,537	25,299	22,565	27,020	24,340	27,455				239,556	183,341
Renewals by patrons (web)	7,762	7,218	5,090	5,829	6,388	6,163	6,239	6,359	6,980				58,028	53,960
Overdrive Digital Checkouts	1,639	1,638	1,605	1,705	1,362	1,803	2,327	2,081	1,941				16,101	10,282
Freegal Downloads	704	986	837	701	709	628	658	548	554				6,325	6,481
ILLs out	3,237	3,446	2,775	2,866	2,681	2,392	3,255	2,574	2,995				26,221	31,099
ILLs in	2,708	2,949	2,430	2,374	2,198	2,020	2,711	2,355	2,567				22,312	23,241
Holds	7,014	7,231	6,464	5,913	6,038	5,633	6,663	6,591	7,156				58,703	59,030
Filled Holds	5,383	5,507	5,086	5,108	4,854	4,810	5,504	5,060	5,733				47,045	44,839
New Library Cards	382	275	357	279	270	156	362	241	260				2,582	2,911
New/Renewed Contract Patrons	1,417	98	21	11	7	13	21	9	14				1,611	1,539
Computer Usage	6,137	6,312	5,674	6,208	5,265	5,646	6,626	5,512	6,731	-	-	-	54,111	63,635
Adult	4,136	4,460	4,090	4,369	3,814	3,945	4,599	3,744	4,627				37,784	43,844
Children's	1,193	1,117	744	823	603	830	919	876	1,030				8,135	11,033
Teen	808	735	840	1,016	848	871	1,108	892	1,074				8,192	8,758
Reference Questions	2,485	2,515	2,736	2,977	2,480	2,193	2,835	2,935	2,546	-	-	-	23,702	20,943
Adult	608	1,026	1,066	1,284	1,082	838	1,327	1,175	1,062				9,468	4,357
Children's	1,422	1,146	1,285	1,254	1,028	1,090	1,147	1,526	1,220				11,118	13,420
Teen	360	264	291	314	290	214	245	178	200				2,356	2,110
Chat Reference	95	79	94	125	80	51	116	56	64				760	1,056
Other Questions	6,009	5,721	5,430	5,957	5,814	4,850	6,027	5,090	5,781	-	-	-	50,679	64,572
Adult	2,881	3,295	2,941	2,851	2,864	2,593	3,170	2,555	3,073				26,223	34,448
Children's	2,278	1,523	1,473	1,814	1,953	1,498	1,697	1,842	1,776				15,854	23,386
Teen	850	903	1,016	1,292	997	759	1,160	693	932				8,602	6,738
Programs, In-House Attendance	4,001	3,007	1,815	2,246	3,729	2,463	2,899	3,866	1,859	-	-	-	25,885	28,734
Programs, In-House Sessions	237	225	182	256	267	210	330	277	177	-	-	-	2,161	683
Adult	1,223	1,138	627	581	687	481	762	1,143	787				7,429	8,088
Adult # of Sessions	66	60	52	49	68	50	90	79	87				601	-
Children's	1,594	932	303	642	1,691	863	833	1,622	545				9,025	11,325
Children's # of Sessions	49	28	15	39	58	20	28	23	29				289	-
Teen	760	417	340	509	469	454	594	375	527				4,445	4,743
Teen # of Sessions	69	50	33	51	49	48	62	50	61				473	-
Community Services													-	-
Community Services # of Sessions													-	-
Outside Organizations	424	520	545	514	882	665	710	726					4,986	4,578
Outside Organizations # of Sessions	53	87	82	117	92	92	150	125					798	683
Programs, Offsite Attendance	574	544	150	424	273	534	1,270	307	399	-	-	-	4,475	3,448
Programs, Offsite Sessions	23	21	7	17	13	18	13	10	17	-	-	-	139	135
Adult	117	123	60	67	30	99	48	64	110				718	585
Adult # of Sessions	3	3	2	2	1	2	2	2	3				20	22
Children's	376	204	70	325	227	403	1,222	223	269				3,319	2,519
Children's # of Sessions	15	8	4	12	11	13	11	7	13				94	96
Teen	81	217	20	32	16	32	-	20	20				438	344
Teen # of Sessions	5	10	1	3	1	3	-	1	1				25	17
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	1,669	-	-	-	12,833	9,113
Programs, Literacy Sessions	14	17	33	99	87	60	116	97	91	-	-	-	614	534
In-house Attendance	308	330	223	782	467	398	745	515	687				4,455	4,005
In-house Children's Attendance	294	385	135	459	235	214	334	196	229				2,481	1,548
In-house # of Sessions	14	17	13	40	31	24	50	39	38				266	229
Offsite attendance	-		346	972	699	525	1,069	699	636				4,946	3,560
Offsite Children's Attendance	-		27	216	137	115	207	132	117				951	-
Offsite # of sessions	-		20	59	56	36	66	58	53				348	305

**Memo: To the Board of Trustees, April 22, 2013**

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

### **Administration**

- Successfully coordinated the Library's Budget vote, congratulations to all the Trustees on a passing vote! This will be the last year of using the old lever voting machines, get ready for scanning voter machines next April.
- Completed conference and travel arrangements to professional development activities for several staff members.
- The Staff Safety Committee has been meeting every 2 weeks and is actively working with our consulting firm, SPP, to revise library safety and security procedures as well as work out safety issues. Coordinated an evening walk through with SCPD Emergency Services to familiarize their officers with our building layout. Minutes from the recent safety meetings are attached, for your review. Safety committee activity , documents and minutes of all meetings are available on the library staff website for all to view.
- Assisted the Director with policy planning regarding mobile devices.
- Worked with the Director to host a Library Security Staff meeting which included most of the Security Guards and discussed new policy related to removing smokers from the front of the building, handling skateboarder complaints, dealing with unattended children and general safety issues in the building.
- Interviewed for positions in Reference and Literacy. Assisted with employee counseling process for several departments.

### **Community Service**

- The William Floyd Summit Community Theater committee held their annual Community Musical on April 6<sup>th</sup> and 7<sup>th</sup>. The production was Bye Bye Birdie. The audience was nearly full for each evening event. The students did an amazing job all around, and the organizers from the Summit were pleased with the turnout. They have enough funding now to continue to do another production next year.
- Due to some personal health issues I am facing, Rachel Wyneken will be assisting me in coordinating more Community Service events. Her expertise in planning for family and children's activities is a welcome addition to our efforts. Our next big event will be participating in Kindergarten Orientations, and hosting a family program for Tri Hamlet Community Day on June 1, 2013.



# Children & Parents

Rachel Wyneken  
Department Head

## April 2013 Board Report

The spring theme for the room and the Discovery Center is *Things with Wings*. I invite you upstairs to see the bulletin board and other decorations, centered on butterflies and fairies. It's a land of enchantment. We even have our own fairy garden.



In the Discovery Center, we are incubating and (with some luck) hatching quail eggs in cooperation with Long Island's Bobwhite Quail Project. The quails we hatch will eventually be released into the wild, and our patrons will be invited to witness this event.

Early in April, I presented the principals and librarian at Tangier Smith Elementary school with The Frosty, in recognition of the fact that it was the school with the most students who completed the winter reading club. The school district's public relations staff member was there to record the event, as well as a representative of the Tri-Hamlet News, which featured a video of us talking about the success of the cooperative venture between the school and public library.

In my last two board reports, I have promised you photos of our new fish tank. Unfortunately, I'm going to make only another promise in this board report. While the fish tank is beautiful and the fish are thriving, getting the fish and other sea creatures acclimated in a saltwater aquarium is a slow process. I want to wait until we have a tank FULL of colorful sea creatures before I put a photo in the board report. You will just have to wait.

For many years, CPSD has partnered with Colonial Youth in serving teen parents with our monthly Teen Parent Toddler Program. The last session in this school year was particularly successful. Pat Mininni, the librarian who works with this group of patrons, gives this report:

"On Tuesday evening, April 2, we ended our Teen Parent Toddler Program with a special treat for the young ladies (and one gentleman). The New York Institute of Beauty agreed to come in and give a presentation on the ABC's of acing an interview. They followed up the presentation with a makeover that would be appropriate for going on an interview.

The presenter (who is a seasoned interviewer) gave first-hand information on what to do and not to do on an interview. The girls were thoroughly engaged and contributed their own views and funny stories as well.

The estheticians did a fabulous job on the make-overs and offered tips on skin care and application. More importantly, they made the girls feel special and good about themselves.

As a parting gift, they were given a bag of products and a tip sheet on how to ace an interview. This was such a successful way to end the season."

What I'm most excited about is right now is what I'm calling the CPSD Literacy Revival. It's a renewed focus on our role as literacy cheerleaders, based on the following credo:

*We believe that the most important thing parents can do to ensure their children's success is to talk, read, sing, play and write with them from birth on. Everything we do will support parents in this role.*

As part of this revival, we are re-visiting various roles and job responsibilities of staff in the department at all levels. So far, all staff members involved seem to be inspired and excited about these changes, which is essential for success. All the details are still being worked out, with staff input, and there will be a transitional period during which some staff may be playing two roles at the same time, but I'm hopeful that this will be a time of renewal for everyone.



# Adults

**April 2013**

**Josephine Wuthenow**  
Department Head

## DEPARTMENTAL SNAPSHOT

### PROGRAMS

- **787** patrons attended in-house programs
- **110** patrons attended off-site programs

### COPIES & FAXES

- We helped patrons **902** times with copies, faxes, scanning, and email

### COMPUTERS

- Patrons used our computers **4,627** times

### REFERENCE & INFORMATION

- We answered **4,135** patron questions

## Readers' Advisory Update

31 new posts were published to the Reader's Advisory Blog in March. The blog had 430 unique visitors and 1,951 page views. In March, two patrons submitted book reviews via the blog. I posted the first one in March and will post the second one in April.

**The top 3 posts viewed during the month of March were:**

- Apps for Bookworms
- Why Things Catch On
- Big Titles This Month





# Teen Services Department — April 2013

March 2013 Teen Desk Questions Statistics	
01 Readers Advisory/"Do you have ____?"	123
02 Homework Help/Reference	14
03 Reserve/ILL item(s)	44
04 Internet Searching/Computer Help	19
All Reference Requests	200
05 Program Signup and Information	143
06 Directions/Procedures	19
07 Computer Signup/Time Extension/Printing	573
08 Retrieve video game(s)	107
09 Needs supplies/headphones/etc	79
Other	11
Directional/Other Requests	932
<b>Total Requests</b>	<b>1132</b>

March 2013 Teen Desk Questions by Time Slot

	Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		# Ref Ques TOTAL	# Other Req TOTAL	TOTAL # of ques per time slot	# of days	Avg # Ref Ques/day	Avg # Other Req/Day	Avg Total Ques/Day	
9am - 1pm	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	40	155	195	26	2	6	8	9am - 1pm
1pm - 5pm*	10	13	11	31	0	32	4	13	1	7	14	59	na	na	96	541	637	31	3	17	21	1pm - 5pm*
5pm - 9pm	22	75	16	74	15	67	6	64	8	70	17	110	12	81	63	237	300	16	4	15	19	5pm - 9pm
comb.	22	65	19	68	11	52	11	52	na	na	na	na	na	na	199	933	1132	31	6	30	37	comb.
# of days	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5							
avg 9a-1p	3	3	3	8	0	8	1	3	0	1	3	12	n/a	n/a	Notes:							
avg 1p-5p	6	19	4	19	4	17	2	16	2	14	3	22	2	16	Reference Questions: Readers Advisory, Homework Help, Reference, Do you have _____? (Specific title/author/artist), Reserve/ILL item(s), and							
avg 5p-9p	6	16	5	17	3	13	3	13	n/a	n/a	n/a	n/a	n/a	n/a	Other Requests: Program Signup and Information, Directional ("Where is the program?"), Computer Signup/Time Extension/Printing/Computer Troubleshooting, Retrieve video game(s), Needs supplies/headphones/etc, Other							
avg Q/day	14	38	12	43	7	38	5	32	2	15	6	34	n/a	n/a								
	Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays									
	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req	# Ref Ques	# Other Req								

\*1pm - 5pm includes 1-7:30pm Fridays and 12-4p Sundays

TEEN SERVICES PROGRAMS: March 2013		
Program Category	Attendance	# of Programs
ARTS	30	4
CLASS VISITS	25	2
COMMUNITY SERVICE	46	10
COMPUTERS & DIGITAL LEARNING	13	4
CRAFTS & FOOD	44	5
DROP-IN	109	16
ENRICHMENT	21	2
ENTERTAINMENT	174	13
PLANNING AHEAD	34	1
READING	31	4
ON THE ROAD	20	1
<b>TOTALS</b>	<b>547</b>	<b>62</b>





## **From Kerrilynn Hurley:**

On Wednesday, March 13th I attended the William Floyd Middle Showcase Night. Current students of the school talked about their classes and presented clubs and extracurricular activities to students entering the 6th grade and their families. Assistant Principal Eugenia Jackolski had a table for the community library where I sat and had the chance to speak with dozens of our patrons. I handed out fliers and information for parents and students regarding Live-brary and Homework Help, Authors Unlimited Community Service, teen programs and more. There were many parents who were unaware of the free online tutoring service that we offer and they were excited to try it out at home. Ms. Jackolski is looking to expand this night next year with more input and appearances from local and community groups and I look forward to being there again.

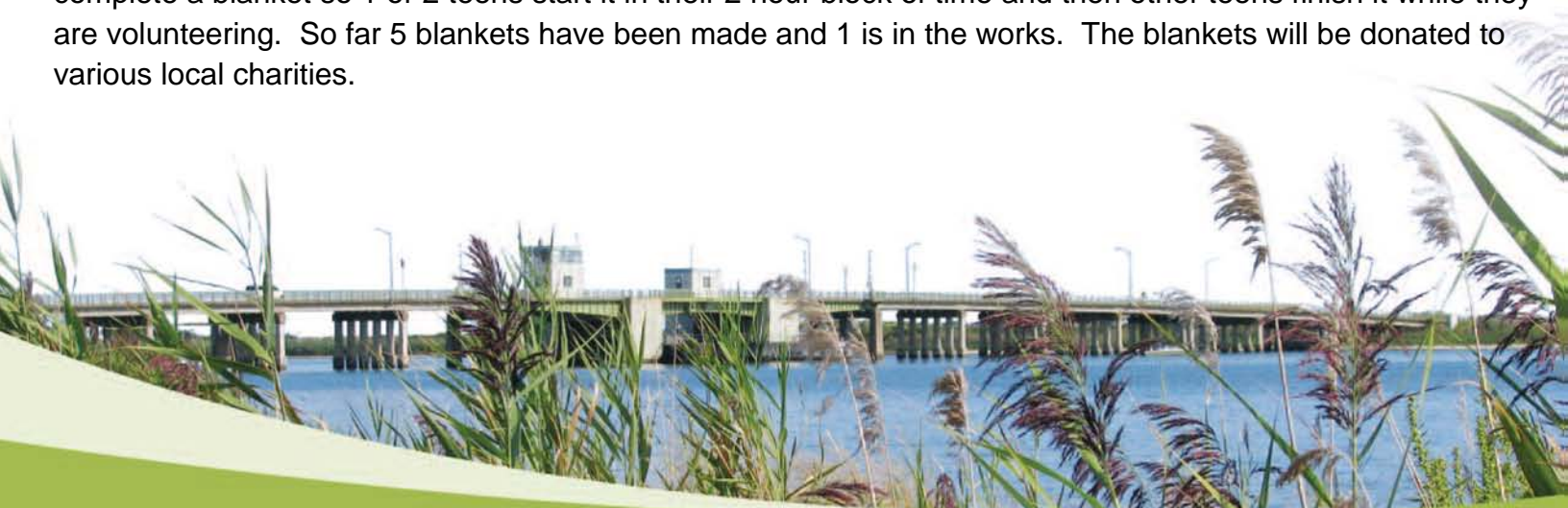
## **From Tom Casper:**

On Saturday May 4, the library will be holding its first ever Star Wars Day. May 4 is often known as "Star Wars Day". It is jokingly said: "May the 4th be with you", in reference to the popular phrase in Star Wars, "May the Force be with you." May 4 is considered a holiday by Star Wars fans to celebrate Star Wars culture and honor the films. The teen departments along with Nick Tanzi and Andrea Malchodi have put together an entire day of star wars related events at the library for all ages. The events range from crafts, video games, star war cooking, trivia, character identification, Star Wars Pictionary, lightsaber building and a Jabba frog toss. A Stormtrooper from the 501<sup>st</sup> Legion Empire City Garrison will be joining the celebration for 2 hours of the afternoon. Patrons will be able to take photos with this Sandtrooper. We are encouraging everyone to come dressed as their favorite Star Wars character as there will be a costume contest at 4:00 p.m. which will top off the days activities.

Illustrator's Workshop has expanded to the Adult department for the 18-24 year old patrons. We meet two Wednesdays a month. In the near future, look for art work created by this age group to be hanging in their designated area behind the adult reference desk.

## **From Mary Maggio:**

The Teen Department is well underway with our new community service opportunity, "Community Service Blankets". These do not require any sewing skills and all the teens have to do is measure, cut and knot. It is very popular with the students who are doing community service for honor society. It takes several hours to complete a blanket so 1 or 2 teens start it in their 2 hour block of time and then other teens finish it while they are volunteering. So far 5 blankets have been made and 1 is in the works. The blankets will be donated to various local charities.





# Teen Services Department - April 2013 - page 4

From Stephanie Kyle:

## YASD Program March 14th- Jamie's Mission...An End to Bullying

Long Island student, Jamie Isaacs, was bullied at school and through social media which lead her to work with Legislator Jon Cooper to write and pass the Suffolk County Cyber-Bullying Law while she was 14 years old. Jamie and her mother are currently working with NYS Senator Jeff Klein to modify existing stalking and harassment laws. This was a very moving workshop that public libraries and school districts could benefit from. It was an honor to meet and listen to Jamie Isaacs speak about what she went through and how she is able to help others.

## Advanced Battle of the Books- March 15th

Although we did not qualify for the final, our team, ROYGBIV, was only 5 points away from those that did. Tom Casper and I are very proud of our team- Bradley McBride, Mark Noonan, Jessica Johnsen, Marleeen Rios, Alexandra DeGennaro, Emily LaSpisa, and Jasmine Somers. They were truly experts on the 3 battle books- *The Future of Us* by Jay Asher & Carolyn Mackler, *Half Brother* by Kenneth Oppel and *What I Saw and How I Lied* by Judy Blundell.

## Common Core and the Public Library- March 19th

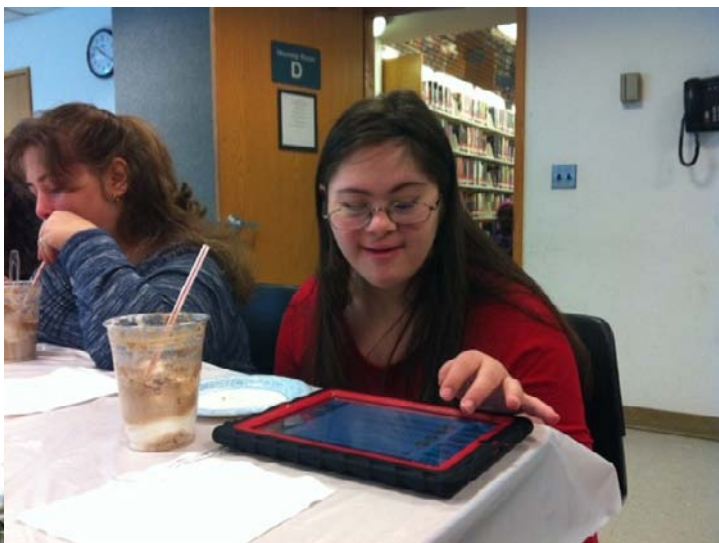
This NYSUT workshop I attended was about how the Common Core works. A school librarian, Amy Jo Southward from Bay Shore High School, gave an overview of Common Core since her technology was not cooperating.

## Enrichment

Waffles on March 23

Root Beer Social on April 6

Our special needs teens continue to enjoy programs that are scaled down to meet their needs. They have a sense of ownership of the programs since they tell me what they would like to do at upcoming programs. It is a joy to work with them.



## Literacy April 2013 Board Report

In partnership with the Suffolk County Department of Health Services a workshop was presented to the evening classes at William Floyd High School on March 12, 2013. Health concerns such as diabetes and alcohol abuse were discussed as well as community resources that are available to county residents for all health related issues.

Working together with the Children's Department a workshop was presented on Saturday, March 16<sup>th</sup> by Cornell Cooperative Extension. The topic of discussion was how different parenting styles can promote either good or bad eating habits.



On March 28, Carmen Navarro-Gao accompanied Children's Librarian Pat Mininni to the Marilyn Shellabarger South Brookhaven Family Health Center. Carmen's goal of community outreach was well received as she interacted with Latino families visiting the health center. Literacy program informational flyers were left at the health center for distribution.



The Stony Brook Long Island Children's Hospital presented a workshop on financial literacy to a group of 14 teens on, Monday evening, April 1<sup>st</sup> at William Floyd High School. Not only did the teens learn how to manage their money, they were delighted to share in a delicious meal provided by Stony Brook University.



On Thursday, April 4<sup>th</sup> Immigration Lawyer, Cheryl David, made the long trek from Manhattan out to MMSCL to present a pro-bono immigration workshop to our literacy students. 84 students came to hear Ms. David speak on Immigration Reform, CRI, Provisional Waivers and the "Dream Act". The families listened intently as Ms. David talked and Carmen Navarro-Gao translated. The workshop was fabulous, well received, and something that Ms. David would be happy to do again in the future.



## **Literacy Citizenship Scholarships**

**It all started with one big hearted long time literacy volunteer offering to pay for a literacy student to obtain United States Citizenship. Most of us don't realize what a costly endeavor it can be. The current rate is \$680.00 to submit an application to USCIS. We were thrilled to have this wonderful opportunity to enhance a literacy student's life. Well, word got out that this was happening and two additional long time literacy volunteers (all wish to**

**remain anonymous) decided to sponsor two more students as they proceed with becoming United States Citizens. This makes a total of three scholarships that will be presented at our Annual Recognition Event on Sunday, June 2<sup>nd</sup>.**

**The procedure we'd like to put in place is here for your review. Any suggestions or concerns are welcome as we begin to implement this wonderful scholarship program that will certainly change people's lives.**

Application Number \_\_\_\_\_

Please identify yourself with this number on your essay.

Please do not use your name.

*Community Family Literacy Project, Inc.*

2013 United States Citizenship Scholarship Application

Please Print Clearly

Name \_\_\_\_\_  
First Middle Last

Mailing Address \_\_\_\_\_  
Street/P.O. Box Town Zip Code

Home Telephone (\_\_\_\_)\_\_\_\_\_ Cell Telephone (\_\_\_\_)\_\_\_\_\_

E-Mail Address \_\_\_\_\_ Native Country \_\_\_\_\_

Please check-off the following:

\_\_\_\_\_ I will be eligible to apply for United States citizenship by June 30, 2013.

\_\_\_\_\_ I am a patron of the Mastics-Moriches-Shirley Community Library.

\_\_\_\_\_ I am currently enrolled in the library citizenship preparation class.

\_\_\_\_\_ I have read and understand the notification of scholarship opportunity information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Today's Date

(on CFLP letterhead)

## Notification of Scholarship Opportunity

April 2013

The Community Family Literacy Project, Inc. is currently accepting applications for privately funded scholarships to be awarded to three individuals interested in obtaining United States citizenship. These scholarships are available exclusively to students enrolled in the Mastics-Moriches-Shirley Community Library Citizenship Preparation Class.

No cash award is provided to the scholarship winners. In lieu of a cash award, a check in the amount of \$680 will be made payable to the U. S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) on behalf of each scholarship recipient.

### Scholarship Eligibility Requirements:

- Applicants must be eligible to apply for U.S. citizenship by June 30, 2013.
- Applicants must be a current patron of the M-M-S Community Library.
- Applicants must be currently enrolled in citizenship preparation class.
- Applicants must maintain a good history of class attendance and participation.

### Scholarship Application Process:

Please submit the following to the Literacy Department at the Mastics-Moriches-Shirley Community Library:

- A completed Scholarship Application form, signed and dated by the applicant.
- A 500 – 700 word essay written solely by the applicant on the following topic: Why Becoming a United States Citizen is Important to Me  
*Please note that your essay must be written in English unless you qualify for the English language exceptions as defined by U.S. Citizenship and Immigration Services.*
- Each submission must be typewritten, in 12 point Times New Roman font, and double-spaced.
- Use only your assigned Scholarship Application Number as a label to identify your essay. Do not include your name in body of the essay.
- The deadline for essay submission is 5 p.m. May 17, 2013.

Winners will be notified on or about May 24, 2013. Award winners will be acknowledged during Recognition Celebration on June 2<sup>nd</sup>. Therefore, attendance at the event on June 2<sup>nd</sup> by winners is expected.

Important Information for Scholarship Recipients: If you are chosen as a scholarship recipient, you will need to do the following:

- Before mailing your completed N-400 application to USCIS, bring it to the literacy office so that the scholarship award check can be attached to it.
- Once you have mailed the N-400 application to USCIS, please bring a copy of the postal service certified return receipt to the literacy office for our files.

Our commitment to provide the immigration fee payment on behalf of each scholarship winner expires 06/30/13.

Thank you for your interest in participating in this competition.  
Good Luck!



April 2013

Compiled by: Nick Tanzi

### Expanded Training for Staff

This month, we completed staff training on the Kodak EZ Scan station. Computer clerks were instructed on a one-on-one basis on how the machine is operated, FAQs and basic trouble shooting. In addition to this formal training session, Digital Services separately held two “open house” sessions where staff could learn about the station.

**Forty-two staff members attended**, with many getting hands on with the batch & flat bed scanner with personal and sample photos. Based on the reaction, we expect this to be a popular service when it goes live later this April.



Following our Kodak scanner training, Digital Services put into place a much larger curriculum focused on mobile devices. A training station was assembled that is able to handle multiple staff members simultaneously, and can be user directed. Staff will receive interactive lessons on a computer, while engaging in hands on training with eReaders and tablets.

Individual lessons from Digital Services staff are available, and progress is demonstrated through testing, which is then recorded online for associated staff to access.



This training is intended to complement our eBook support site, and should leave staff well-prepared to provide front-line eBook assistance to our public. Additionally, it will improve staff comfort with tablets, a device that has begun to supplant traditional laptops/PCs. The entire lesson plan should take individuals roughly 6 hours to complete over a five week period. All part time and full time librarians will complete this regimen.

## Computer Classes for ESL Students

Working with the Literacy Department, Stephen Burg has been giving computer instruction to ESL students. These workshops run for approximately 1 ½ hours and are done once a week, for approximately six weeks. This is the third such workshop done this year. In the past month alone, **51 attendees** have been taught Internet basics, E-mail and word processing.



## The Quail Are Coming!

We are currently working on the Discovery Center webpage for “Wings & Things”. As part of the site, we are bringing back the popular incubator webcam feature as the Children’s Department hatches Northern Bobwhite Quail, a species native to Long Island. The webcam feature has been pretested and should be good to go in the coming days, allowing our public to watch the chicks hatch and develop before being reintroduced to the wild.





# REPORT OF PERSONNEL CHANGES

## SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

**DATE PREPARED**  
**04/22/13**

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

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF P/T, INCL # OF HRS PER WK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
RE/A	Maurer, Sylvia		Lib I - Children's Services	\$52,999.78		03/20/13	01/04/13-03/20/13
NC	Krystal Schweimler to Krystal <b>Brand</b>		Librarian I			03/17/13	
APT	Cohen, Deanna L.		Page	\$8.29/hr		04/01/13	
APT	Galluzzo, Veronica B.		Page	\$8.29/hr		04/01/13	
RL	George, Ivette		Page	\$8.29		03/26/13	
APT	George, Ivette		Library Clerk - Spanish Speaking	\$13.13/hr	Under 17.5	03/27/13	
APT	Calero, Robert S.		Librarian I	\$24.72/hr	Under 17.5	04/02/13	
LA	Gorden, Catherine		Librarian I	\$24.72/hr		03/21/13-05/01/13	
LA/EXT	Swensen, Rachel		Library Clerk	\$13.39/hr		02/12/13-04/14/13	
RE/APT	Swensen, Rachel		Library Clerk	\$13.39/hr	Under 17.5	04/15/13	

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

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

☐ APPROVED
 ☐ DISAPPROVED
 ☐ APPROVED AS NOTED

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

# REPORT OF PERSONNEL CHANGES

## SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

**DATE PREPARED**  
**04/22/13**

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

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF P/T, INCL # OF HRS PER WK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
APT	Montecalvo, Candice P.		Library Clerk	\$13.13/hr	Under 17.5	04/15/13	
APT	Moran, Tara T.		Librarian Trainee	\$23.49/hr	Under 17.5	04/16/13	
APT	Curtin, Caroline M.		Librarian I	\$24.72/hr	Under 17.5	04/16/13	
APT	Lasko, Jennifer A.		Librarian Trainee	\$23.49/hr	Under 17.5	04/16/13	
LA	Costa, Daniel		Technical Coordinator II	\$69,198.02		04/08/13-06/05/13	
TM	Lish, Alexander		Page	\$8.46/hr		04/11/13	
TRS	Nasta, Joseph		Guard	\$19.29/hr		04/02/13	
CANC/LA	Miller, Danielle		Librarian I	\$24.72/hr		01/29/11-10/29/11	
LA	Miller, Danielle		Librarian I	\$24.72/hr		10/30/11-10/29/12	
EXT/LA	Miller, Danielle		Librarian I	\$24.72/hr		10/30/12-05/01/13	

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

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

☐ APPROVED
 ☐ DISAPPROVED
 ☐ APPROVED AS NOTED

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

# Mastics-Moriches-Shirley Community Lib

## Annual Report For Public And Association Libraries - 2012

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	8000586075
1.2	Library Name	MASTICS-MORICHES-SHIRLEY COMMUNITY LIB
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Shirley
1.6	Beginning Fiscal Reporting Year	07/01/2011
1.7	Ending Fiscal Reporting Year	06/30/2012
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2011
1.12	Ending <u>Local</u> Fiscal Year	06/30/2012
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	407 WILLIAM FLOYD PARKWAY
1.15	City	SHIRLEY
1.16	Zip Code	11967
1.17	Mailing Address	407 WILLIAM FLOYD PARKWAY
1.18	City	SHIRLEY
1.19	Zip Code	11967
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 399-1511
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 281-4442
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	mmscl@gmail.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	WWW.COMMUNITYLIBRARY.ORG
1.24	Population Chartered to Serve (per 2010 Census)	49,854
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute

- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 03/22/1979
- 1.30 Date the library was last registered 12/13/1974
- 1.31 Federal Employer Identification Number 112343981
- 1.32 County SUFFOLK
- 1.33 School District William Floyd
- 1.34 Library System Suffolk Cooperative Library System

NOTE: For questions 1.35 through 1.40, report all information for the current library director/manager.

- 1.35 Title of Library Director/ Manager (select one): Mrs.
- 1.36 First Name of Library Director/Manager Kerri
- 1.37 Last Name of Library Director/Manager Rosalia
- 1.38 NYS Public Librarian Certification Number 16282
- 1.39 E-mail Address of the Director/Manager mmscldirector@gmail.com
- 1.40 Fax Number of the Director/Manager (631) 399-1518
- 1.41 Does the library charge fees for library cards to people residing outside the system's service area? N
- 1.42 For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget either subject to a public vote(s) or from a previous appropriation(s) which was approved by public vote(s). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44. Y

1. Name of municipality or district holding the vote William Floyd UFSD
2. Indicate the type of municipality or district holding the vote School District
3. Was this a Chapter 414 (Ed. Law Â§259.1.b)? N/A
4. Dollar amount \$8,540,000
5. Was the vote successful? Y
6. Date the vote was held (mm/dd/yyyy) 04/05/2011

- 1.43 For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that came from a previous appropriation(s) approved by public vote(s) still in effect. 100%

- 1.44 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.45. Y

1. Name of contracting municipality or district Eastport-South Manor SD
2. Is this a written contractual agreement? Y
3. Population of the geographic area served by this contract 18,927
4. Dollar amount of contract \$599,813
5. Enter the appropriate code for range of services provided (select one): Full

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

## 2. LIBRARY COLLECTION

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

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	49,856
2.2	Adult Non-fiction Books	48,206
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	98,062
2.4	Children's Fiction Books	40,458
2.5	Children's Non-fiction Books	27,182
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	67,640
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	165,702

#### Other Print Materials

2.8	Total Uncataloged Books	2
2.9	Total Print Serials	4,282
2.10	All Other Print Materials	128
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	4,412
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	170,114

### ELECTRONIC MATERIALS

2.13	Electronic Books	29,559
2.14	Local Databases	67
2.15	NOVELNY Databases	9
2.16	<b>Total Databases (Total questions 2.14 and 2.15)</b>	76
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	106,651
2.18	<b>Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)</b>	136,286

### ALL OTHER MATERIALS

2.19	Audio - Physical Units	11,727
2.20	Audio - Downloadable Titles	10,300
2.21	Video - Physical Units	27,519
2.22	Video - Downloadable Titles	337
2.23	All Other Materials (includes microform, films, slides, etc.)	2,765
2.24	<b>Total Other Materials Holdings (Total questions 2.19 through 2.23)</b>	52,648
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)</b>	359,048

### CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	641
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### ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	17,538
2.28	All Other Print Materials	3,049
2.29	Electronic Materials	26,663
2.30	All Other Materials	7,610
2.31	<b>Total Additions (Total questions 2.27 through 2.30)</b>	54,860

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.50 for the 2012 calendar year.

#### LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	860
3.2	Young Adult Program Sessions	581
3.3	Children's Program Sessions	746
3.4	All Other Program Sessions	987
3.5	<b>Total Number of Program Sessions (Total questions 3.1 through 3.4)</b>	3,174
3.6	Adult Program Attendance	11,219
3.7	Young Adult Program Attendance	6,240
3.8	Children's Program Attendance	20,039
3.9	All Other Program Attendance	6,790
3.10	<b>Total Program Attendance (Total questions 3.6 through 3.9)</b>	44,288

#### SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Summer Reading at New York Libraries name and/or logo used	No
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes
e.	N/A	No
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	1,519
3.14	Young adults registered for the library's summer reading program	226
3.15	<b>Total number registered for the library's summer reading program (total 3.13 + 3.14)</b>	1,745
3.16	Children's program sessions - Summer 2012	103
3.17	Young adult program sessions - Summer 2012	136
3.18	<b>Total program sessions - Summer 2012 (total 3.16 + 3.17)</b>	239
3.19	Children's program attendance - Summer 2012	3,102
3.20	Young adult program attendance - Summer 2012	1,668
3.21	<b>Total program attendance - Summer 2012 (total 3.19 + 3.20)</b>	4,770

#### COLLABORATORS

3.22	Public school district(s) and/or BOCES	2
3.23	Non-public school(s)	0
3.24	Childcare center(s)	4
3.25	Summer camp(s)	1
3.26	Municipality/Municipalities	0
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	0
3.29	<b>Total Collaborators (total 3.22 through 3.28)</b>	7

## EARLY LITERACY PROGRAMS

3.30	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.31	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	No
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No
3.32	Number of sessions	
a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	13
d.	N/A	0
3.33	<b>Total Sessions</b>	13
3.34	Attendance at sessions	
a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	121
d.	N/A	0
3.35	<b>Total Attendance</b>	121
3.36	Collaborators (check all that apply):	
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	Yes
e.	Other (describe using the State note)	No
f.	N/A	No

## ADULT LITERACY

3.37	Did the library offer adult literacy programs?	Yes
3.38	Total program sessions	19
3.39	Total program attendance	170
3.40	Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	No
e.	N/A	No

## PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.41	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.42	Children's program sessions	271
3.43	Young adult program sessions	0
3.44	Adult program sessions	659
3.45	<b>Total program sessions (total 3.42 + 3.43 + 3.44)</b>	930
3.46	Children's program attendance	3,001
3.47	Young adult program attendance	0
3.48	Adult program attendance	8,713
3.49	<b>Total program attendance (total 3.46 + 3.47 + 3.48)</b>	11,714

**3.50 Collaborators (check all that apply):**

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
4	Health care providers/agencies	Yes
d.	Other (describe using the State note)	Yes
e.	N/A	No

**LIBRARY USE**

3.51	Library visits (total annual attendance)	302,887
3.52	Registered resident borrowers	31,932
3.53	Registered non-resident borrowers	1,708

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

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

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

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

**4. LIBRARY TRANSACTIONS**

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

**CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	91,643
4.2	Adult Non-fiction Books	50,568
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	142,211
4.4	Children's Fiction Books	128,054
4.5	Children's Non-fiction Books	37,365
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	165,419
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	307,630

**CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	417,696
4.9	Circulation of Children's Other Materials	100,103
4.10	<b>Total Circulation of Other Materials (Total questions 4.8 &amp; 4.9)</b>	517,799
4.11	<b>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.10)</b>	825,429
4.12	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	265,522

**REFERENCE TRANSACTIONS**

4.13	Total Reference Transactions	27,815
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**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.14	TOTAL MATERIALS RECEIVED	30,848
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.15	TOTAL MATERIALS PROVIDED	39,624
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**5. AUTOMATION AND TELECOMMUNICATIONS**

Report all information as of December 31, 2012.

**SYSTEMS AND SERVICES**

5.1	Automated circulation system?	N
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	557,533
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	82,435
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	David Belmonte
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 399-1511
5.9	IT contact's email address	belmontedavid@hotmail.com

**6. STAFF INFORMATION**

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

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

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

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	29
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	74
6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	104.00
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00

**SALARY INFORMATION**

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

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

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

## 8. PUBLIC SERVICE INFORMATION

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

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	65.00
8.10	Annual Total Hours - Main Library	3,528

8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	3,528.00

## 9. SERVICE OUTLET INFORMATION

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

1.	Outlet Name	Mastics-Moriches-Shirley Community Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	407 William Floyd Parkway
4.	Outlet Street Address Status	00 (for no change)
5.	City	Shirley
6.	Zip Code	11967
7.	Phone (enter 10 digits only)	(631) 399-1511
8.	Fax Number (enter 10 digits only)	(631) 281-4442
9.	E-mail Address	mmshlib@suffolk.lib.ny.us
10.	Outlet URL	www.communitylibrary.org
11.	County	Suffolk
12.	Outlet Type Code (select one):	CE
13.	Public Service Hours Per Year for This Outlet	3,528
14.	Number of Weeks This Outlet is Open	52
15.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
16.	Is the meeting space available for public use even when the outlet is closed?	N
17.	Total number of non-library sponsored programs, meetings and/or events at this outlet	6,790
18.	Enter the appropriate outlet code (select one):	LO
19.	Who owns this outlet building?	School District
20.	Who owns the land on which this outlet is built?	Library Board
21.	Indicate the year this outlet was initially constructed	1982
22.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1995
23.	Square footage of the outlet	44,000
24.	Total number of Internet terminals at this outlet used by the general public	120
25.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)
26.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 25 mbps and less than 50 mbps
27.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 25 mbps and less than 50 mbps
28.	Internet Provider	Other (specify using the State note)
29.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access
30.	Does the outlet have interactive videoconferencing capability for public use?	N
31.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y

32.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
33.	<i>LIBID</i>	8000586075
34.	<i>FSCSID</i>	NY0687
35.	<i>Metropolitan Status Code</i>	NC
36.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
37.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2012. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2012 to December 31, 2012)	15
10.2	Number of voting library board positions stated in the library's charter.	5
10.3	Number of current <u>voting</u> positions on library board.	5

### BOARD MEMBER SELECTION

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

### BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mr.
10.6	First Name	James
10.7	Last Name	Mazzarella
10.8	Mailing Address	113 Crystal Beach
10.9	City	Moriches
10.10	Zip Code (5 digits only)	11955
10.11	Phone (enter 10 digits only)	(631) 875-5550
10.12	E-mail Address	jmazz64@aol.com
10.13	Term Expires - Month	June
10.14	Term Expires - Year (yyyy)	2013
10.15	The date the Oath of Office was taken (mm/dd/yyyy)	06/25/2012
10.16	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2012

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Joseph
3.	Last Name of Board Member	Maiorana
4.	Mailing Address	13 Halewood Drive
5.	City	Shirley
6.	Zip Code (5 digits only)	11967
7.	E-mail address	jmaioran@suffolk.lib.ny.us
8.	Office Held or Trustee	Vice President
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	06/25/2012

12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2012
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Anthony
3.	Last Name of Board Member	Saggio
4.	Mailing Address	50 Ann Rd
5.	City	Mastic Beach
6.	Zip Code (5 digits only)	11951
7.	E-mail address	a123jet@aol.com
8.	Office Held or Trustee	Clerk
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2016
11.	The date the Oath of Office (mm/dd/yyyy) was taken	06/25/2012
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2012
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Joseph
3.	Last Name of Board Member	Simmons
4.	Mailing Address	47 Broadway
5.	City	Mastic
6.	Zip Code (5 digits only)	11950
7.	E-mail address	getjoe@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	06/25/2012
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2012
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Wendy
3.	Last Name of Board Member	Gross
4.	Mailing Address	6 Old Mastic Drive
5.	City	Mastic Beach
6.	Zip Code (5 digits only)	11951
7.	E-mail address	wgross12@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2017
11.	The date the Oath of Office (mm/dd/yyyy) was taken	06/25/2012
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2012

## 11. OPERATING FUNDS RECEIPTS

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

### LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 <u>(see instructions)</u> .	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	William Floyd School District
3.	Amount	\$8,540,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Eastport South Manor School District
3.	Amount	\$599,813
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$9,139,813
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>		
11.3	Local Library Services Aid (LLSA)	\$11,086
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$11,086
<b>OTHER STATE AID</b>		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$25,667
<b>FEDERAL AID FOR LIBRARY OPERATION</b>		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>OTHER RECEIPTS</b>		
11.14	Gifts and Endowments	\$0
11.15	Fund Raising	\$0
11.16	Income from Investments	\$69,804
11.17	Library Charges	\$102,950
11.18	Other	\$20,430
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$193,184
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$9,369,750
11.21	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0

11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$4,224,954
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$13,594,704

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$2,036,171
12.2	Other Staff	\$2,586,622
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$4,622,793
12.4	<b>Employee Benefits Expenditures</b>	\$1,493,732
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$6,116,525

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$301,627
12.7	Electronic Materials Expenditures	\$288,933
12.8	Other Materials Expenditures	\$2,557
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$593,117

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$214,078
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$214,078

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$44,240
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$44,240
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$215,013
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$259,253

### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$77,435
12.19	Telecommunications	\$29,166
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$53,388
12.22	Professional & Consultant fees - All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over \$10,000, please describe in the State note. See instructions for definition of Professional & Consultant.	\$86,380
12.23	Other Miscellaneous - If any expense exceeds \$10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent.	\$465,958

12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$712,327
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12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$94,522
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	<b>Total</b> (Add Questions 12.26 and 12.27)	\$0
12.29	Budget Loans (Principal and Interest)	\$58,724
12.30	Short-Term Loans	\$0
12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$58,724
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$8,048,546

**TRANSFERS**

**Transfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$1,000,000
12.34	From Other Funds (76OF)	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$1,000,000
12.36	<b>Transfer to Other Funds</b>	\$0
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$1,000,000
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$9,048,546
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012	\$4,546,158
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$13,594,704

**ASSURANCE**

12.41	The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/18/2013
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**FISCAL AUDIT**

12.42	Last audit performed (mm/dd/yyyy)	01/02/2013
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2011 - 06/30/2012
12.44	Indicate type of audit (select one):	Private Accounting Firm

**CAPITAL FUND**

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

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



## REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$31,758
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$31,758

## STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0

## FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0
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## INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$1,000,000
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$1,031,758
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$1,031,758
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$1,838,688
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$2,870,446

## 14. CAPITAL FUND DISBURSEMENTS

### PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0

### Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	<b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0

14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
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14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
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14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
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14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2012	\$2,870,446
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14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$2,870,446
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## 15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.

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

15.1	Total ALA-MLS	26.25
15.2	Total Librarians	26.25
15.3	All Other Paid Staff	64.75
15.4	Total Paid Employees	91.00
15.5	State Government Revenue	\$36,753
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$193,184
15.8	Total Operating Revenue	\$9,369,750
15.9	Other Operating Expenditures	\$1,124,826
15.10	Total Operating Expenditures	\$7,834,468
15.11	Total Capital Expenditures	\$214,078
15.12	Print Materials	169,986
15.13	Total Registered Borrowers	33,640
15.14	Other Capital Revenue and Receipts	\$1,000,000
15.15	Total Number of Internet Terminals Used by the General Public	120

## 16. FOR NEW YORK STATE LIBRARY USE ONLY

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

## SUGGESTED IMPROVEMENTS

Library Name:	Mastics-Moriches-Shirley Community Library
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Kerri A. Rosalia
Phone Number:	(631) 399-1511
Please share with us your suggestions for improving the <i>Annual Report</i> . Thank you!	

# Mastics Moriches Shirley Community Library Driver Certification Form

Name: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_  
Month Day Year

Driver's License Number: \_\_\_\_\_

State of License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Driver Standards

The Library has established the following standards for a Library Vehicle Driver:

The driver ***shall not*** have:

- A driver's license which is suspended or revoked
- Been convicted of one or more of the following:
  - Driving under the influence of alcohol or drugs
  - Hit and run
  - Evading the police
  - Reckless driving
  - Negligent homicide arising out of the use of a motor vehicle
  - Operating a vehicle during a period of suspension or revocation
  - **Using a vehicle without the owner's authority (grand theft)**
  - Speed contest
- A combination of four accidents or moving violations

I certify that I currently meet the Driver Standards as outlined above and consent that a copy of my driving record/abstract may be obtained by the **Library Director or Director's designee from the Library's insurance carrier.** I certify that I do not have a physical impairment that would prohibit me from operating a Library Vehicle. I certify that all statements I provided on this Driver Certification Form are true and correct. I agree to abide by the Vehicle Use Policy.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

.....  
For Library Use Only

Approved to drive a Library vehicle by:

\_\_\_\_\_  
Director's Signature Date

Completed Driver's Orientation with: \_\_\_\_\_ on: \_\_\_\_\_

## **PROFESSIONAL DEVELOPMENT**

The Library encourages its employees and trustees to increase their knowledge and stay connected with their profession through continuing education and professional development, particularly through participation in professional meetings, programs, and conferences. All Library Employees, full-time and part-time, and Library Trustees shall be eligible to partake in professional development training and to receive reimbursement for expenses associated with same. All professional development which the employee or trustee attends on Library time and/or expects reimbursement from the Library must be pre-approved as per the following:

- The Employee's Department Head shall approve professional development training taking place within the Library district and for which the expected aggregate cost is not expected to exceed one hundred dollars (\$100) per employee.
- The Library Director shall approve professional development training which takes place outside of the Library district but within Suffolk or Nassau County for which the expected aggregate costs exceed one hundred dollars (\$100) per employee but is not expected to exceed five hundred dollars (\$500) per employee and does not require overnight accommodations.
- The Library Board of Trustees shall approve professional development training which takes place outside of Suffolk or Nassau County, or for which the expected aggregate costs is expected to exceed five hundred dollars (\$500), or which requires overnight accommodations.
- The Library Board of Trustees shall approve professional development training attended by a Library trustee.

Employees seeking pre-approval must be able to demonstrate ways in which the training will benefit the employee on the job.

Reimbursement for approved and allowable expenses associated with professional development shall be paid to the employee upon submission of proper vouchers and approval by the Board of Trustees.

Travel to and from professional development sites in the employee's or trustee's private vehicle shall be reimbursed as per the Library's "Mileage Reimbursement" policy. Expenses incurred for travel by other means (i.e. air, rail, taxi, etc.) shall be reimbursable to the employee assuming all conditions of this policy have been met.

Employees and trustees shall be entitled to reimbursement for their own meal and beverage expenses while attending professional development training as follows: \$15 for breakfast, \$20 for lunch, \$40 for dinner (up to a maximum amount of \$75 for the employee/trustee per day). The Library will not reimburse employees or trustees for alcoholic beverages. The Library shall

also not reimburse employees or trustees for personal telephone calls or other personal expenses make while attending professional development training.

The Library will not reimburse employees or trustees for alcoholic beverages. The Library shall also not reimburse employees or trustees for personal telephone calls or other personal expenses make while attending professional development training.

Employees are expected to share knowledge gained from their professional development opportunities with their coworkers so that the benefit of such training is enhanced.

Latest Revision: May 22, 2006

Originally Adopted: April 26, 1999

--P: PROF 1--

## PROFESSIONAL DEVELOPMENT

The Library encourages its employees and trustees to increase their knowledge and stay connected with their profession through continuing education and professional development, particularly through participation in professional meetings, programs, and conferences. All Library Employees, full-time and part-time, and Library Trustees shall be eligible to partake in professional development training and to receive reimbursement for expenses associated with same. All professional development which the employee or trustee attends on Library time and/or expects reimbursement from the Library must be pre-approved as per the following:

- The Employee's Department Head shall approve professional development training taking place within the Library district and for which the expected aggregate cost is not expected to exceed one hundred dollars (\$100) per employee.
- The Library Director shall approve professional development training which takes place outside of the Library district but within Suffolk or Nassau County for which the expected aggregate costs exceed one hundred dollars (\$100) per employee but is not expected to exceed five hundred dollars (\$500) per employee and does not require overnight accommodations.
- The Library Board of Trustees shall approve professional development training which takes place outside of Suffolk or Nassau County, or for which the expected aggregate costs is expected to exceed five hundred dollars (\$500), or which requires overnight accommodations.
- The Library Board of Trustees shall approve professional development training attended by a Library trustee.

Employees seeking pre-approval must be able to demonstrate ways in which the training will benefit the employee on the job.

Reimbursement for approved and allowable expenses associated with professional development shall be paid to the employee upon submission of proper vouchers and approval by the Board of Trustees.

Travel to and from professional development sites in the employee's or trustee's private vehicle shall be reimbursed as per the Library's "Mileage Reimbursement" policy. Expenses incurred for travel by other means (i.e. air, rail, taxi, etc.) shall be reimbursable to the employee assuming all conditions of this policy have been met.

Employees and trustees shall be entitled to reimbursement up to the current **Federal GSA Meals and Incidental Expenses Rate** for their own meal and beverage expenses while attending professional development training. Rate of reimbursement is dependent on what region employees/trustees are travelling to or attending training. Currently, this information can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Original receipts must be provided to be eligible for reimbursement. When a meal is shared with coworkers or colleagues, separate checks should be requested.

The Library will not reimburse employees or trustees for alcoholic beverages. The Library shall also not reimburse employees or trustees for personal telephone calls or other personal expenses incurred while attending professional development training.

Employees are expected to share knowledge gained from their professional development opportunities with their coworkers so that the benefit of such training is enhanced. A brief written report to their supervisor or presentation at a department meeting is acceptable.

Proposed revision: April 22, 2013

Latest Revision: May 22, 2006

Originally Adopted: April 26, 1999

--P: PROF 1--

## **Vehicle Use Policy**

Mastics Moriches Shirley Community Library owns a Library vehicle which may be used by preapproved library employees for library business. While utilizing the library vehicle for approved library business, the Driver and Passengers are covered by the Library's Insurance policy. The proper utilization of Library vehicle minimizes transportation costs and liability, and helps ensure the safeguarding of Library personnel and resources. This policy seeks to provide for the safe operation of motor vehicles as well as their appropriate stewardship.

### **Driver Qualifications**

To be eligible, a driver must be:

- A current preapproved MMSCL Library employee
- At least twenty-one (21) years of age
- In possession of a valid New York State driver's license
- Pre-approved by Administration by completing a Driver Certification Form and a Library Vehicle Driver Orientation.

### **Proper Vehicle Use: The Driver's Obligations**

The Driver shall:

- Ensure appropriate behavior in the vehicle at all times. No passengers may ride in cargo areas, only in seats with seatbelts.
- Observe all federal, state, and local laws pertaining to the safe operation of a vehicle. Be responsible for the payment of fines associated with any traffic violations incurred during the operation of a Library vehicle.
- Ensure that seat belts are to be worn at all times.
- Not permit eating, drinking or smoking in the vehicle.
- Not permit alcoholic beverages, illegal drugs or controlled substances to be used or consumed in the vehicle.
- Not consume prescription or non-prescription drugs which could impair driving ability.
- Not use a cell phone or mobile device when driving.
- Secure equipment, luggage etc. carried in/on the vehicle in a safe manner.
- Only transport library employees (up to 1) and never transport people such as hitchhikers, family members or friends.
- Turn the vehicle ignition off, remove the keys and lock the vehicle when left unattended.
- Pull to the side of the road if the vehicle malfunctions. Do not attempt to fix the vehicle or change a tire. Instead, call roadside assistance. Emergency service information is in the glove compartment.
- Report all accidents, no matter how insignificant, immediately to the police and Administration. If possible, obtain a copy of the police report or report number. Seek immediate medical attention if anyone is injured.
- Be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner in violation of any applicable law or under the influence of alcohol, illegal drugs, and/or controlled substances.



# Sandpebble Builders, Inc.

PO Box 5060

TRANSMITTAL

No. 00192

Southampton, NY 11969

Phone: 631-287-6000

Fax: 631-204-1105

**PROJECT:** MMS Community Library

**DATE:** 4/17/2013

**TO:** Mastic Moriches Shirley Com Library  
407 William Floyd Parkway  
Shirley, NY 11967

**ATTN:** Kerri Rosalia

**REF:** Masonry Probes - Leveling Sheet  
For Review & Approval

**PHONE:** 631-399-1511

**FAX:** 631-399-1518

WE ARE SENDING:	SUBMITTED FOR:	ACTION TAKEN:
<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Approval	<input type="checkbox"/> Approved as Submitted
<input type="checkbox"/> Letter	<input checked="" type="checkbox"/> Your Use	<input type="checkbox"/> Approved as Noted
<input type="checkbox"/> Prints	<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned After Loan
<input type="checkbox"/> Change Order	<input checked="" type="checkbox"/> Review and Comment	<input type="checkbox"/> Resubmit
<input type="checkbox"/> Plans		<input type="checkbox"/> Submit
<input type="checkbox"/> Samples	<b>SENT VIA:</b>	<input type="checkbox"/> Returned
<input type="checkbox"/> Specifications	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Returned for Corrections
<input checked="" type="checkbox"/> Other: Leveling Sheet	<input type="checkbox"/> Separate Cover Via:	<input type="checkbox"/> Requested:

**ITEM NO. COPIES DATE**

001 01

**DESCRIPTION**

4.200 Masonry Probes - Leveling Sheet

**STATUS**

NEW

**Remarks:** Kerri,

Attached for your review, please find a copy of the Masonry Probes Leveling Sheet. Barber Brothers Contracting is the apparent low bidder.

Should you have any questions or concerns, please contact our office.

Thank you,

Kenny

**CC:**

Signed: 

Kenny Gomez

Faxed On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Faxed To: \_\_\_\_\_

Method of Transmission: Fed Ex \_\_\_\_ Mail \_\_\_\_ E-Mail \_\_\_\_ Fax \_\_\_\_ Hand Delivered \_\_\_\_ Number of Pages- \_\_\_\_

LEVELING SHEET

COST CODE & DESCRIPTION: 4.200 MASONRY PROBES		BIDDER #1	BIDDER #2	BIDDER #3
		BARBER BROTHERS CONTRACTING	MAGNUM MASORNY INC	A-PLUS MASONRY
PREPARED BY: KENNY GOMEZ	CONTACT:	MICHAEL BARBER	RALPH PUCCO	DANIELLE WILKINSON
LABOR & MATERIAL	ADDRESS:	P.O. BOX 259 PORT JEFFERSON STATION	PO BOX 584 EASTPORT, NY 11941	909 HORSEBLOCK RD. FARMINGVILLE, NY 11738
BUDGET:	PHONE:	631-928-4545	631-874-8943	631-981-2858
DEMO (10) PROBE AREAS		14,515.76	22,000.00	
TEMPORARY WATER TIGHT REPAIR OF (10) PROBE AREAS		3,250.00	3,300.00	
BALANCE OF WORK		2,560.00	22,000.00	
TOTAL LUMP SUM EXCLUDING ALTERNATES	LUMP SUM	28,300.00	47,300.00	DECLINED TO BID
ALTERNATE #1: TOTAL COST TO DEMO AND WEATHER TIGHT PATCH BRICK FACADE OR STUCCO FOR EACH (ONE) ADDITIONAL PROBE AREA, AS MAY BE REQUIRED				
		2,903.68	3,300.00	
ALTERNATE #2: HOURLY RATES				
FORMAN		114.20	175.00	
MECHANIC		109.20	160.00	
HELPER		89.56	140.00	
THE APPARENT LOW BIDDER IS: BARBER BROTHERS CONTRACTING				

## Low Bidder

DO NOT WRITE IN THESE SPACES

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

**krosalia@gmail.com**

**A COPY OF THIS BID SHOULD NOT BE SENT TO SANDPEBBLE**

**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.

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

**Company Name:**

Barber Brothers Contracting

**Contractor's Signature:**

Michael Barker

MR

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 (including access by Engineer) 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 manner and the bricks stockpiled in a designated location and preserved for re-use at a later date.
- 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.

MMS Community Library  
Contract 4.20 - Masonry Probes

Company Name: Bamber Brothers Contracting

Contractor's Signature: [Signature]

*[Handwritten initials]*

- Remove the existing flashing from the steel components as necessary. Leave a minimum of 4" overlap in existing flashing within the probe area.
- After Engineers inspection, close probe opening by installing a patch to remain in place for up to 8 weeks; Fill in area with rigid insulation and expanding foam for a weather tight temporary patch.
- Saw cut the existing stucco to expose the structural components beyond for engineer inspection. Make weather tight.

**Probe description / location:**

**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 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 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:

Barber Brothers Contracting

Contractor's Signature:

Michael Barber

MB

### 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	Attached to completed bid form
Insurance policies, declaration pages	2 days after notice of award
Scaffolding	1 day
Demo & temp. repair of 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:

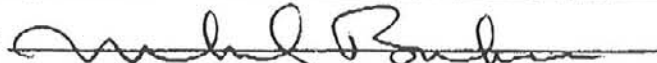
- On a daily basis, clean up (broom clean) all debris created during the performance of this work and remove from site.
- At the completion of the work, thoroughly clean all areas accessed during the performance of the work of this contract.
- Contractor shall submit certified payroll with applications for payment.

MMS Community Library  
Contract 4.20 - Masonry Probes

Company Name:

Barber Brothers Contracting

Contractor's Signature:





- Public safety and access to the Library are of utmost importance and all work shall be in compliance with OSHA and local guidelines. Whichever is more stringent shall prevail.
- 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.

MMS Community Library  
Contract 4.20 - Masonry Probes

Company Name:

Barber Brothers Contracting

Contractor's Signature:

Michael Barber

4/2



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 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:

Demo (10) probe areas

\$ 14,515.76 ✓

Temporary Water tight repair of (10) probe areas

\$ 3250.00 ✓

Balance of Work

\$ 2560.00 ✓

#### 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:

\$ 20,325.76 (Twenty Thousand Three Hundred Twenty Five and 76/100 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

#### ALTERNATE PRICES AND UNIT PRICES

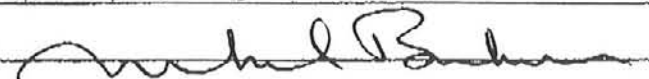
MMS Community Library

Contract 4.20 - Masonry Probes

Company Name:

Barber Brothers Contracting

Contractor's Signature:







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, as may be required.

\$ 2903.68 /ea ✓

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

Foreman

\$ 114.20 /hr

Mechanic

\$ 109.20 /hr

Helper

\$ 89.56 /hr

### INSURANCE

Name of General Liability  
Insurance Carrier:

Peerless Ins Comp

Name of Umbrella Liability  
Insurance Carrier:

Peerless Ins Comp.

Contractor Name:

Barber Brothers Contracting

Contractor Address:

P.O. Box 259

Port Jefferson Sta.

Contractor Telephone:

631-928-4545

Contractor Fax:

631-928-7401

Signed by:

Michael Barber

Print name:

Michael Barber

Date:

4-4-13

MMS Community Library  
Contract 4.20 - Masonry Probes

Company Name:

Barber Brothers Contracting

Contractor's Signature:

Michael Barber

(MP)

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

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: Peerless Ins. Company

UMBRELLA LIABILITY CARRIER: Peerless Ins. Company

• RETROACTIVE DATE: 9/1/12 - 9/1/13

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: Barber Brothers Contracting

SIGNATURE: Michael Barber NAME: Michael Barber

TITLE: Officer DATE: 4-4-13

ACKNOWLEDGED BY:

(MARTIN MORICHES-SHIRLEY  
COMMUNITY LIBRARY)

(SANDPEBBLE BUILDERS INC. &  
SANDPEBBLE PRECONSTRUCTION INC.)

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

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

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

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

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

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

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

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

MB



# CERTIFICATE OF LIABILITY INSURANCE

BARBE-1

OP ID: KC

DATE (MM/DD/YYYY)

03/22/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Roe Agency Inc.  
125 East Main Street  
Patchogue, NY 11772-3139

631-476-4000

631-476-7648

CONTACT

NAME

PHONE

(A/C, P/C, Ext):

FAX

(A/C, Ext):

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Peerless Insurance Company

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
Barber Brothers Contracting  
Corp.  
P.O. Box 269  
Pt Jefferson Station, NY 11776

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM LTH	TYPE OF INSURANCE	ACORD FORM NO.	POLICY NUMBER	POLICY PERIOD (MM/DD/YYYY)	POLICY PERIOD (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> CONTRACTUAL  GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PRO. <input type="checkbox"/> LOC.	X	X	CCP2339132	09/01/12	09/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP OR AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRE AUTOS		BA5014888	09/01/12	09/01/13	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per occurrence) \$ PROPERTY DAMAGE (Per occurrence) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		CU5034668	09/01/12	09/01/13	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000	
WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NY) If yes, describe in writing DESCRIPTION OF OPERATIONS below		N/A				NO STATUS <input type="checkbox"/> OTHER <input type="checkbox"/> P.L. EACH ACCIDENT \$ P.L. (DISEASE - BA EMP. OYBS) \$ P.L. (DISEASE - POLICY LIMIT) \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

NAMED OWNER, CONTRACTOR AND CONSTRUCTION MANAGER are included as  
Additional Insured via forms CQ2010 & CQ2037. Coverage is primary only as  
per form 23-3 pages 10 & 11 included on the policy, copy attached.  
THIS IS ISSUED AS A SAMPLE CERTIFICATE FOR INFORMATION PURPOSES ONLY

## CERTIFICATE HOLDER

SAMPLE CERTIFICATE FOR  
BIDDING PURPOSES ONLY

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE  
THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN  
ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Patricia Markowski*

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To: Kerri Rosalia	From: R Puco Magnum
Attn:	Date: 3/22/13
Phone:	Re: Masonry Probe Bid
Fax:	No.pgs. 7



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 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 Masties-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:

Demo (10) probe areas

\$ 22,000 ✓

Temporary Water tight repair of (10) probe areas

\$ 3,300 ✓

Balance of Work

\$ 22,000 ✓

#### 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:

\$ 47,300 (Forty seven thousand and three hundred 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

#### ALTERNATE PRICES AND UNIT PRICES

MMS Community Library  
Contract 4.20 - Masonry Probes

Company Name: Magnum Masonry Inc

Contractor's Signature: Ralph Puer

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, as may be required.

\$ 3,300 /ca ✓

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

Foreman \$ 175 /hr ✓

Mechanic \$ 160 /hr ✓

Helper \$ 140 /hr ✓

---

### INSURANCE

Name of General Liability  
Insurance Carrier:

Neefus Stype Agency Inc

Name of Umbrella Liability  
Insurance Carrier:

Peerless Insurance

Contractor Name:

Magnum Masonry Inc

Contractor Address:

PO Box 584 Eastport NY 11941

Contractor Telephone:

631 874-8943

Contractor Fax:

631 874-8943

Signed by:

Ralph Pucio

Print name:

Ralph Pucio

Date:

3/22/13

MMS Community Library  
Contract 4.20 - Masonry Probes

Company Name:

Magnum Masonry Inc

Contractor's Signature:

Ralph Pucio



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

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: Neefus Stype Agency Inc

UMBRELLA LIABILITY CARRIER: Peerless Insurance

• RETROACTIVE DATE: 4/11

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: Magnum Masonry Inc

SIGNATURE: Ralph Pucio NAME: Ralph Pucio

TITLE: Pres DATE: 3/22/13

ACKNOWLEDGED BY:

(MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY)

(SANDPEBBLE BUILDERS INC. &  
SANDPEBBLE PRECONSTRUCTION INC.)

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

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

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

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

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

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

MAGNU-3

OP ID: LB

DATE (MM/DD/YYYY)  
03/22/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Neefus-Stype Agency, Inc. 711 Union Avenue P.O. Box 2340 Aquebogue, NY 11931-2340 A. Joseph Stepnoski		<b>Phone:</b> 631-722-3500 <b>Fax:</b> 631-722-3591	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b> Magnum Masonry, Inc. PO Box 584 Eastport, NY 11941			<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Excelsior Insurance Comapany <b>INSURER B:</b> Peerless Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
			<b>NAIC #</b> 24198	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X	CCP8843576	04/26/2012	04/26/2013	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000	
	<input checked="" type="checkbox"/> Contractual Liab					PERSONAL & ADV INJURY \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000	
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/POP AGG \$ 2,000,000	
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$	
	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$	
						\$	
	UMBRELLA LIAB					EACH OCCURRENCE \$	
	EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$	
	DED	RETENTION \$				\$	
	B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/> N/A	WC8845177	04/26/2012	04/26/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
		E.L. EACH ACCIDENT \$ 100,000					
E.L. DISEASE - EA EMPLOYEE \$ 100,000							
E.L. DISEASE - POLICY LIMIT \$ 500,000							
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Certificate holder is listed as additional insured with respect to general liability per policy form 22-45.

**CERTIFICATE HOLDER****MASTICM**

Mastic-Moriches-Shirley  
Community Library  
407 William Floyd Parkway  
Shirley, NY 11967

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Joy Van Axen

*Declined to bid*

**From:** Ashley Lester  
**Sent:** Friday, March 22, 2013 4:10 PM  
**To:** Joy Van Axen; Chris Barletta  
**Subject:** FW: Mastic Moriches Library

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**From:** Donielle Wilkinson [mailto:[donielle@aplusmasonryinc.com](mailto:donielle@aplusmasonryinc.com)]  
**Sent:** Friday, March 22, 2013 1:49 PM  
**To:** Ashley Lester  
**Cc:** [estimating@aplusmasonryinc.com](mailto:estimating@aplusmasonryinc.com); [debbie@aplusmasonryinc.com](mailto:debbie@aplusmasonryinc.com); 'Tony Melo'  
**Subject:** Mastic Moriches Library

Ashley,

I am so sorry for the late response but we don't do this type of work. Look forward to hearing from you in the future!

Please make note of our new address, below. Have a nice weekend

Best regards,

*Donielle Wilkinson*  
Administrator  
[donielle@aplusmasonryinc.com](mailto:donielle@aplusmasonryinc.com)



*Celebrating 20 Years!*

909 Horseblock Rd  
Farmingville, NY 11738  
Ph: (631) 981-2858  
Fax: (631) 981-3472

 Please consider the environment before printing this e-mail

*✓ g.v.*

Community Family Literacy Project, Inc.  
3rd Quarter Report to Board of Trustees  
January 1, 2013 to March 31, 2013  
Submitted by Toni Witham on April 22, 2013

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
<b>Beginning Balance - January 1, 2013</b>					<b>\$ 129,339.15</b>
<b>CASH RECEIPTS:</b>					
<b>Donations:</b>					
Book Sales	\$ 1,685.00				
Reusable Bags	\$ 92.00				
Miscellaneous	\$ 30.00				
<b>Total Donations</b>		<b>\$ 1,807.00</b>			
<b>Interest:</b>					
Interest from Checking A/C #0260	\$ 4.02				
Interest from MM A/C #0279	\$ 110.43				
<b>Total Interest</b>		<b>\$ 114.45</b>			
<b>TOTAL CASH RECEIPTS:</b>		<b>\$ 1,921.45</b>			
<b>CASH DISBURSEMENTS:</b>					
<b>Expenses:</b>					
PCHP Toys			\$ -		
PCHP Books			\$ -		
Reach Out & Read			\$ -		
FLP Books LEFA			\$ 2,087.35		
LEFA Book Grant			\$ -		
LEFA Arts & Crafts			\$ -		
Adult Books			\$ 1,717.19		
<b>Total Expenses</b>				<b>\$ 3,804.54</b>	
<b>2013 5K Run</b>					
GLIRC (Greater Long Island Running Club) - advertisement			\$ 225.00		
Suffolk County Department of Parks			\$ 900.00		
<b>Total 2013 5K Run</b>				<b>\$ 1,125.00</b>	
<b>Miscellaneous:</b>					
Nicole Lunghi-Mesropian - reimbursement - Adult Literacy			\$ 21.76		
AWE Digital Learning Solutions - 2 early learning stations			\$ 5,456.00		
Denise Joya - reimbursement - Adult Literacy at High School			\$ 37.97		
Lindsay Davis - reimbursement			\$ 22.46		
Philadelphia Insurance Company			\$ 1,563.04		
Rotary Club - pancake breakfast ad			\$ 50.00		
<b>Total Miscellaneous</b>				<b>\$ 7,151.23</b>	
<b>TOTAL CASH DISBURSEMENTS:</b>				<b>\$ 12,080.77</b>	
<b>Profit/Loss for 3rd Quarter ending March 31, 2013</b>					<b>\$ (10,159.32)</b>
<b>ENDING CASH BALANCE AS OF March 31, 2013</b>					<b>\$ 119,179.83</b>

**Community Family Literacy Project, Inc.**  
3rd Quarter Report to Board of Trustees  
January 1, 2013 to March 31, 2013  
Submitted by Toni Witham on April 22, 2013

<b>ASSETS:</b>	
Empire National: Checking A/C #0260	\$ 4,289.40
Empire National: MM A/C #0279	\$ 55,530.56
Capital One: CD #2713	\$ 25,345.06
Astoria Federal Savings: CD #9953	\$ 34,014.81
<b>TOTAL ASSETS AS OF March 31, 2013</b>	<b>\$ 119,179.83</b>

**Community Library Friends of the Arts, Inc.**  
3rd Quarter Report to Board of Trustees  
January 1, 2013 to March 31, 2013  
Submitted by Toni Witham on April 22, 2013

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
<b>Beginning Balance, January 1, 2013</b>					<b>\$ 121,653.17</b>
<b>Ticket Sales:</b>					
A Christmas Carol	\$ 203.00				
Leslie McBride, Soprano	\$ 53.00				
<b>Total Ticket Sales</b>		<b>\$ 256.00</b>			
<b>Membership Dues:</b>					
Corporate	\$ 125.00				
Benefactor	\$ 50.00				
Individual	\$ 10.00				
<b>Total Miscellaneous</b>		<b>\$ 185.00</b>			
<b>Interest:</b>					
Empire National Bank - Operating A/C #028	\$ 10.63				
Empire National Bank - Endowment A/C #046	\$ 109.19				
Empire National Bank - CD #2676 - matured on 12/17/12	\$ -				
<b>Total Interest</b>		<b>\$ 119.82</b>			
<b>TOTAL CASH RECEIPTS:</b>		<b><u>\$ 560.82</u></b>			
<b>CASH DISBURSEMENTS:</b>					
<b>Performances:</b>					
Leslie McBride, Soprano			\$ 900.00		
<b>Total Performances</b>				<b>\$ 900.00</b>	
<b>Miscellaneous:</b>					
NYS Dept. of Law - Char 500 990 - 2012			\$ 50.00		
Rotary Club of Shirley & the Mastics - pancake breakfast ad			\$ 50.00		
<b>Total Miscellaneous</b>				<b>\$ 100.00</b>	
<b>TOTAL CASH DISBURSEMENTS:</b>				<b><u>\$ 1,000.00</u></b>	
<b>Profit/Loss for 3rd Quarter ending March 31, 2013</b>					<b><u>\$ (439.18)</u></b>
<b>ENDING CASH BALANCE AS OF March 31, 2013</b>					<b><u>\$ 121,213.99</u></b>



**Community Library Friends of the Arts, Inc.**

3rd Quarter Report to Board of Trustees

January 1, 2013 to March 31, 2013

Submitted by Toni Witham on April 22, 2013

<b>ASSETS:</b>	
Operating A/C - Empire National Bank #028	\$ 5,685.66
CD - Empire National Bank #2676	\$ 52,192.50
<u>RESTRICTED ASSETS:</u>	
Endowment A/C - Empire National Bank #046	\$ 63,335.83
<b>TOTAL ASSETS AS OF March 31, 2013</b>	<b>\$ 121,213.99</b>

To the Board of the Community Library:

The Community Library Trustee's Award for Research Excellence has traditionally been awarded by the Teen Department to a teen whose use of the library has caught our attention in a positive way—someone who spent their time in the Teen Area acting productively: doing homework and independent research, attending programs, and helping other teens in the area. Each year, we recognize a student at Academic Awards Night at William Floyd High School and award them a gift card to Amazon.com for \$250.00 to help with textbook purchases in their first year of college.

Given the changing nature of research in libraries and the Teen Department's growing emphasis on community service, I would like to recommend that the Trustees change the award to reflect that by renaming the award. I suggest something like:

**The Community Library Trustee's Award for Excellence in Community Service.**

If this change meets the board's approval, Kerrilynn Hurley, the librarian in charge of our Reading Buddies program, will call for applications from the high school seniors who participated this year. The Reading Buddies program pairs high school volunteers with the elementary-school aged children of our English for Speakers of Other Languages. Together, they read books, play games, and enjoy learning. Ms Hurley has had a wonderful experience working with these volunteers and seeing the positive energy and enthusiasm with which they approached helping the younger students.

Yours very truly,

Lorraine Squires  
Head, Teen Services Department

# ***Memo***

**To:** Kerri Rosalia  
**From:** David Belmonte  
**Date:** 4/19/2013

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Attached is a list of broken/obsolete technology equipment I would like to discard. All the equipment on the list is either beyond its useful life or we are unable to repair it.

<b><u>Description</u></b>	<b><u>Model Number</u></b>	<b><u>Condition</u></b>	<b><u>Serial Number</u></b>	<b><u>Price</u></b>	<b><u>Tag #</u></b>
Printer	tsp550	Broken	968400404346		2294
Printer	TSP700	Broken	10010700565		1991
Printer	TSP700	Broken	100110800295		2100
Printer	TSP700	Broken	100110900034		2017
Printer	TSP700	Broken	100111000983		2293
Printer	TSP700	Broken	100111001023		2095
Printer	2820	Broken	CNJC85D0B0		2027
Printer	CM3530	Broken	CNBSDO2072		2130
Monitor/PC	E85-00970	Broken	00045151283233		1972
Printer	deskjet895cxi	Broken	my9451b16j		2168
Laptop	4510s	Broken	CNU0221KFQ		2370
Server	8673-42x	Broken	kp-wr007		2177
Server	960	Broken	0032219253		2181
PC	310C	Broken	1099825030		2081
PC	E4100	Broken	0034615030		2032
Printer	fs-c530n	Broken	ape6706990		2299
PC	310C	Broken	1099825071		2275
PC	310C	Broken	1099825122		2276
PC	545	Broken	54500040201		2277
Fax Machine	h12250	Broken	jjw20122		2298
Printer	tsp550	Broken	968400404264		2310
Printer	tsp550	Broken	968400303694		2297
Printer	tsp700	Broken	100110800334		1903
Printer	tsp550	Broken	968400404283		2292
Printer	tsp550	Broken	968400404301		2296
Printer	tsp550	Broken	968400303885		2295
Monitor/PC	HP MS218	Broken	4CS00200R2	\$639.99	2343
Monitor	Gateway 700 G	Broken	MRB5850H05533		1708
Monitor	700G	Broken	MRB5850H05535		2137
Monitor	V173	Broken	83790411340		2036
CPU	E Machines E4100	Broken	34615034		2031
Monitor	Acer AL1714 b	Broken	ETL180910253500078PQ43		1706
Printer	DESKJET895Cxi	Broken	MY9451B178		2117
PC	profile 4	Broken	0030319827		2302
CPU	Gateway 310 C	Broken	1099825164		2171
CPU	Gateway 310 C	Broken	1099825161		2173
Server	Gateway 960	Broken	33850743		2179
CPU	Gateway 310 C	Broken	1099825030		2081

CPU	E Machines E4100	Broken	34615029		2127
CPU	E Machines E4100	Broken	34615033		2033
CPU	gateway profile 6	Broken	36893064		1700
switch	linsys	Broken	0012175cc1fe		1901
Printer	star tsp700	obsolete	100110800334		1903
monitor	gateway fpd1810	Broken	7003481		1904
Printer	hp deskjet842c	Broken	mx02a1w1j7		1920
Printer	star tsp650	obsolete	331390100074p		1961
monitor	gateway 700g	Broken	mrb5850h05519		1969
Printer	epson	obsolete	ccby185415		1971
Printer	star tsp700	obsolete	280070600567		2125
monitor	princeton lcd1910	Broken	jccf1507675		2132
scanner	hp 5300c	Broken	tw02b11509		2143
pc	e-4100	Broken		34615026	2144
pc	e-4600s	Broken		36013161	2159
monitor	19v6fb/27	Broken	bz000551412340		2214