

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

November 17, 2014

7:00 PM

AGENDA

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

III. SCHEDULE OF CLAIMS

1. OPERATING FUND

IV. FINANCIAL REPORTS

V. DIRECTOR'S REPORT

VI. ASSISTANT DIRECTOR'S REPORT

VII. BUSINESS MANAGER'S REPORT

A. Presentation, Baldessari & Coster, LLP
Annual financial report

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. DEPARTMENT REPORTS
 - 1. ADULT SERVICES
 - 2. CHILDREN'S & PARENTS SERVICES
 - 3. TEEN SERVICES
 - 4. CIRCULATION SERVICES
 - 5. LITERACY SERVICES
 - 6. DIGITAL SERVICES
 - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. CONTRACTS / RENEWALS
- D. CORRESPONDENCE
- E. SCLS RESOURCE SHARING CODE

PERIOD FOR PUBLIC EXPRESSION

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

December 15, 2014 @ 7:00PM

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

MINUTES OF OCTOBER 21, 2014 BOARD MEETING

President Mazzarella called the meeting to order at 5:07pm.

Present were Trustees Mazzarella, Maiorana, Simmons, Gross and Vigliotta, Director Rosalia, Assistant Director D'Amato, Secretary Prevete and , 3 representatives from Sandpebble, Inc.

PRESENT

The Board interviewed the following architectural firms:

5:07 - 6:00 Weidersum Associates

6:30 - 7:35 H2M

8:00 - 9:30 Michelli & Wyetzner

Motion by Mazzarella to adjourn at 10:45 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY

COMMUNITY LIBRARY

MINUTES OF OCTOBER 27, 2014 BOARD MEETING

President Mazzarella called the meeting to order at 4:34 pm.

Present were Trustees Gross, Mazzarella, Simmons, Vigliotta, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Prevete. Victor Canseco and Bob Viola of SandPebble Builders, Inc. were present.

PRESENT

The Board interviewed the following Architectural Firms : Beattie, Harvey and Coco and BSKS.

Motion by Simmons, second by Vigliotta to accept the minutes of the September 22, 2014 meeting of the Board of Trustees. Carried 4-0.

MINUTES

Motion by Vigliotta, second by Simmons to approve the Operating Fund schedule of claims dated 10/27/14 Prepay Payables Warrant #1 \$31,804.78; Prepay Payables Warrant #2 \$775.00; Payables Warrant #2 \$181,407.63; Payroll Warrant W.E. 9/26/2014 \$184,605.13; Payroll Benefits Warrant \$76,235.28; Payroll Warrant W.E. 9/12/2014 \$185,557.25; Payroll Benefits Warrant \$9,072.28. Carried 4-0.

**SCHEDULE
OF CLAIMS**

Motion by Simmons, second by Vigliotta to approve the Operating Fund Financial Report for September 2014. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Vigliotta, second by Simmons to approve the Capital Fund Financial Report for September 2014. Carried 4-0.

The Director has been busy working to organize the project Envision Your Future over the last month and a lengthy discussion ensued.

**DIRECTOR'S
REPORT**

DRAFT - UNAPPROVED

The Assistant Director has also been involved with the Envision Your Future Project. She also reported on a Halloween Event co-sponsored with the Chamber of Commerce.

ASS'T DIRECTOR'S REPORT

The Business Manager reported the closing audit for the year by Baldesari & Coster and that the firm would like to come to next month's board meeting to review the audit. Took part in a webinar given by the Comptroller's office that briefly touched on how the proposed tax freeze legislation will affect the library.

BUSINESS MNGR.'S REPORT

Motion by Simmons, second by Maiorana to approve the CS-150 report with the Director's recommended personnel changes. Carried 4-0.

RECOMMENDED PERSONNEL CHANGES

Motion by Gross, second by Vigliotta, to approve FMLA leave for Doreen Adamcik, Account Clerk Business Office, beginning on or about November 3, 2014 through approximately November 28, 2014. Carried 4-0.

Motion by Gross, second Vigliotta to appoint the Civil Engineering firm Barrett Bonacci & Van Weele, PC of Hauppauge NY for work relating to renovation of the existing library in the amount of \$10,140.00 or work relating to new construction of \$30,700.00. Additionally, hourly rates for jobsite meetings are \$780.00 and \$1,560.00 for Public Workshop attendance (8 hours). Carried 4-0.

CONTRACTS/ RENEWALS

Motion by Gross, second by Simmons to appoint the MEP Engineering firm Strunk-Albert Engineering of E. Stroudsburg, PA for work relating to renovation of the existing library or work relating to new construction not to exceed \$57,076.00 in the pre-referendum phase, and \$309,154.00 in the post referendum phase. Carried 4-0.

Motion by Vigliotta, second by Gross to appoint Conversation Design Forum as the site designer for a library renovation or new facility. Library renovation costs not to exceed \$28,850.00, new construction not to exceed \$51,250.00. Carried 4-0.

Motion by Gross, second by Simmons to authorize the Director to modify/enhance our existing Lynda.com subscription to allow patrons access to the service with their library cards eliminating the need to obtain access keys from Library staff. This enhanced subscription will commence on or about November 3, 2014, and will run for one year at a cost not to exceed \$12,468.75. Carried 4-0.

Motion by Vigliotta, second by Simmons to approve the Community Family Literacy Project, Inc. FY2014-15 Q1 financial statement as prepared by Treasurer, Toni Witham and presented by Director Rosalia. Carried 4-0.

FINANCIAL REPORT

PERIOD FOR PUBLIC EXPRESSION

Motion by Simmons, second by Vigliotta to move into Executive Session at 8:11 pm to discuss a matter related to one particular employee. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Gross, second by Simmons to leave Executive Session at 8:35 pm. Carried 4-0.

Motion by Vigliotta, second by Simmons to adjourn at 8:50 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

SCHEDULE OF CLAIMS

PRESENTED NOVEMBER 17, 2014

PREPAY PAYABLES WARRANT #1	\$ 14,631.17
PAYABLES WARRANT #2	\$138,438.03
PAYROLL WARRANT W.E. 10/24/14	\$191,736.74
PAYROLL BENEFITS WARRANT	\$ 76,368.25
PAYROLL WARRANT W.E. 11/07/14	\$192,193.78
PAYROLL BENEFITS WARRANT	\$ 9,086.29
TOTAL	<u>\$622,454.26</u>

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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

November 17, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52619	10/29/14	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*101014	10/28/14		6410A · BOOKS (ADULT)	-858.44
				6410C · BOOKS (C&P)	-1,185.32
				6417A · VIDEOS (ADULT)	-1,438.97
				6417C · VIDEOS (C&P)	-153.88
				6410N · BOOKS (TEEN)	-479.76
				6417N · VIDEOS (TEEN)	-836.62
				6429C · REALIA (C&P)	-426.60
				6412A · RECORDINGS (ADULT)	-14.88
TOTAL					<u>-5,394.47</u>
Bill Pmt -Check	52620	10/29/14	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*101414	10/28/14		6430G · OFFICE AND LIBRARY SUPPLIE	-2,469.94
				6437A · PROGRAMS (ADULT)	-46.46
				6437C · PROGRAMS (C&P)	-377.65
				6410C · BOOKS (C&P)	-620.52
				6437N · PROGRAMS (TEEN)	-567.36
				6451G · CUSTODIAL SUPPLIES	-57.70
				6431D · TELECOMMUNICATIONS	-159.31
				7203N · EQUIPMENT TEEN	-80.43
				6437C · PROGRAMS (C&P)	-1,224.71
				6450F · FUEL/GAS	-85.88
				6437N · PROGRAMS (TEEN)	-177.01
				6428D · MISCELLANEOUS	-675.42
				6435D · CED, CONF & TRAVEL (ADM)	-59.74
				7203A · EQUIPMENT ADULT	-620.76
				6428D · MISCELLANEOUS	-510.46
				6434R · PRINTING (CIRC)	-176.70
TOTAL					<u>-7,910.05</u>
Bill Pmt -Check	52621	10/30/14	Long Island Rail Road	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Tickets 11152014	10/30/14		6437A · PROGRAMS (ADULT)	-370.00
TOTAL					<u>-370.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Prepay Payables Warrant #1

November 17, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52623	11/04/14	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*10202014	11/03/14		6430G · OFFICE AND LIBRARY SUPPLIE	-8.97
				6430G · OFFICE AND LIBRARY SUPPLIE	-118.00
				6451G · CUSTODIAL SUPPLIES	-42.88
				7203N · EQUIPMENT TEEN	-146.98
				6451G · CUSTODIAL SUPPLIES	-53.91
				6437C · PROGRAMS (C&P)	-49.96
				6430G · OFFICE AND LIBRARY SUPPLIE	-41.48
TOTAL					<u>-462.18</u>
Bill Pmt -Check	52624	11/04/14	Suffolk County Water Authority	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*07292014-10272014	11/03/14		6450W · WATER	-494.47
TOTAL					<u>-494.47</u>
GRAND TOTAL					<u><u>\$14,631.17</u></u>

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

Signed _____
Title Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	52625	11/17/14	7group, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3633	10/21/14		7500 · BUILDING IMPROVEMENTS	-1,800.00
TOTAL						<u>-1,800.00</u>
	Bill Pmt -Check	52626	11/17/14	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1002,9,16,23,30/14	11/17/14		6437N · PROGRAMS (TEEN)	-300.00
TOTAL						<u>-300.00</u>
	Bill Pmt -Check	52627	11/17/14	Academic Associates	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1124	11/17/14		6437L · PROGRAMS (LIT)	-405.00
TOTAL						<u>-405.00</u>
	Bill Pmt -Check	52628	11/17/14	Advanced Plant Care, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	22514	11/17/14		643760 · PLANTINGS	-150.00
TOTAL						<u>-150.00</u>
	Bill Pmt -Check	52629	11/17/14	Amarosa, Dana	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10212014	11/17/14		6437N · PROGRAMS (TEEN)	-200.00
TOTAL						<u>-200.00</u>
	Bill Pmt -Check	52630	11/17/14	American Library Association	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	36298122	11/17/14		6410C · BOOKS (C&P)	-49.50
TOTAL						<u>-49.50</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52631	11/17/14	Andriola's Cesspool Service, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	092614	11/17/14		6452G · BLDG ALTERATION AND MAINT	-770.00
TOTAL					<u>-770.00</u>

Bill Pmt -Check	52632	11/17/14	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/21,25,11/1/14	11/17/14		6437L · PROGRAMS (LIT)	-315.00
Bill	10/1,8,15,22,29,11/5	11/17/14		6437C · PROGRAMS (C&P)	-81.25
TOTAL					<u>-396.25</u>

Bill Pmt -Check	52633	11/17/14	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3019837123	11/17/14		6410A · BOOKS (ADULT)	-168.28
Bill	3019883505	11/17/14		6410A · BOOKS (ADULT)	-490.66
Bill	3019865178	11/17/14		6410A · BOOKS (ADULT)	-488.84
Bill	3019853547	11/17/14		6410A · BOOKS (ADULT)	-476.48
Bill	3019864866	11/17/14		6410A · BOOKS (ADULT)	-287.93
Bill	3019882968	11/17/14		6410A · BOOKS (ADULT)	-470.72
Bill	3019880887	11/17/14		6410A · BOOKS (ADULT)	-756.01
Bill	3019870148	11/17/14		6410A · BOOKS (ADULT)	-164.65
Bill	3019877107	11/17/14		6410A · BOOKS (ADULT)	-463.91
Bill	3019869198	11/17/14		6410A · BOOKS (ADULT)	-421.86
Bill	3019869455	11/17/14		6410A · BOOKS (ADULT)	-469.53
Bill	3019866065	11/17/14		6410A · BOOKS (ADULT)	-253.94
Bill	3019799063	11/17/14		6410C · BOOKS (C&P)	-92.05
Bill	3019872669	11/17/14		6410C · BOOKS (C&P)	-72.17
Bill	3019853173	11/17/14		6410C · BOOKS (C&P)	-274.61
Bill	3019798413	11/17/14		6410C · BOOKS (C&P)	-100.30
Bill	3019868343	11/17/14		6410C · BOOKS (C&P)	-86.32
Bill	3019857491	11/17/14		6410C · BOOKS (C&P)	-100.42
Bill	3019890651	11/17/14		6410A · BOOKS (ADULT)	-690.06
Bill	3019897000	11/17/14		6410A · BOOKS (ADULT)	-356.50
Bill	3019883317	11/17/14		6410N · BOOKS (TEEN)	-948.00
Bill	3019885942	11/17/14		6410N · BOOKS (TEEN)	-20.57
Bill	3019872570	11/17/14		6410N · BOOKS (TEEN)	-66.50
Bill	3019863240	11/17/14		6410N · BOOKS (TEEN)	-7.88

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill	3019892931	11/17/14		6410A · BOOKS (ADULT)	-922.78
	Bill	3019905900	11/17/14		6410A · BOOKS (ADULT)	-586.82
TOTAL						<u>-9,237.79</u>
	Bill Pmt -Check	52634	11/17/14	Baker & Taylor Entertainment	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	K27257830	11/17/14		6412N · RECORDINGS (TEEN)	-247.54
	Bill	K26671740	11/17/14		6412N · RECORDINGS (TEEN)	-34.80
	Bill	K27257820	11/17/14		6412N · RECORDINGS (TEEN)	-11.88
	Bill	K26581180	11/17/14		6412N · RECORDINGS (TEEN)	-221.03
TOTAL						<u>-515.25</u>
	Bill Pmt -Check	52635	11/17/14	Baking Coach, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20/2014	11/17/14		6437A · PROGRAMS (ADULT)	-275.00
TOTAL						<u>-275.00</u>
	Bill Pmt -Check	52636	11/17/14	Bishop, Viviana G.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/21,23,28,30,11/4,	11/17/14		6437L · PROGRAMS (LIT)	-270.00
TOTAL						<u>-270.00</u>
	Bill Pmt -Check	52637	11/17/14	Bleidner, Gloria	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110314	11/17/14		6437A · PROGRAMS (ADULT)	-75.00
TOTAL						<u>-75.00</u>
	Bill Pmt -Check	52638	11/17/14	Blount, Donna	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1015,22,28/2014	11/17/14		6437A · PROGRAMS (ADULT)	-225.00
	Bill	110514	11/17/14		6437A · PROGRAMS (ADULT)	-75.00
TOTAL						<u>-300.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	52639	11/17/14	Boschi, Abigail	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111014	11/17/14		6410C · BOOKS (C&P)	-11.52
TOTAL						-11.52
	Bill Pmt -Check	52640	11/17/14	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	373507	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-361.73
	Bill	374480	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-293.64
TOTAL						-655.37
	Bill Pmt -Check	52641	11/17/14	Carco Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	00791336	11/17/14		6437P16 · STAFF BACKGROUND SCREEN	-588.90
TOTAL						-588.90
	Bill Pmt -Check	52642	11/17/14	Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/21 2014	11/17/14		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	52643	11/17/14	Casper, Thomas	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/28/2014	11/17/14		6437C · PROGRAMS (C&P)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	52644	11/17/14	Children's Plus Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	105117	11/17/14		6410C · BOOKS (C&P)	-3,621.68
	Bill	105312	11/17/14		6410C · BOOKS (C&P)	-83.79

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-3,705.47
	Bill Pmt -Check	52645	11/17/14	Ciccotto, William	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	1023, 30/14	11/17/14		6437N - PROGRAMS (TEEN)	-40.00
TOTAL						<u>-40.00</u>
	Bill Pmt -Check	52646	11/17/14	Coffee Solutions	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	778253	11/17/14		6430G - OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL						<u>-249.00</u>
	Bill Pmt -Check	52647	11/17/14	Colonial Youth & Family Services	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	1015, 102214	11/17/14		6437A - PROGRAMS (ADULT)	-90.00
					6437C - PROGRAMS (C&P)	-90.00
TOTAL						<u>-180.00</u>
	Bill Pmt -Check	52648	11/17/14	Corella, Ronald	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	10/20,22,27,29,11/3,	11/17/14		6437L - PROGRAMS (LIT)	-550.00
TOTAL						<u>-550.00</u>
	Bill Pmt -Check	52649	11/17/14	Cornell Cooperative Extension	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	10212014	11/17/14		6437C - PROGRAMS (C&P)	-120.00
TOTAL						<u>-120.00</u>
	Bill Pmt -Check	52650	11/17/14	Cueva, Daniel S.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	10/21,22,27,28,29,	11/17/14		6437L - PROGRAMS (LIT)	-550.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-550.00
	Bill Pmt -Check	52651	11/17/14	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101814	11/17/14		6437N · PROGRAMS (TEEN)	-55.00
	Bill	110114	11/17/14		6437N · PROGRAMS (TEEN)	-55.00
TOTAL						-110.00
	Bill Pmt -Check	52652	11/17/14	Daily News	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101814-121214	11/17/14		6413A · PERIODICALS (ADULT)	-30.80
TOTAL						-30.80
	Bill Pmt -Check	52653	11/17/14	Davis, Lindsay	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11/7/14	11/17/14		6437L · PROGRAMS (LIT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	52654	11/17/14	Demco, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	5442543	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-69.72
	Bill	5446233	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-1,069.37
TOTAL						-1,139.09
	Bill Pmt -Check	52655	11/17/14	Detail Carting Co. Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	66089	11/17/14		6432G · CARTAGE	-250.38
TOTAL						-250.38
	Bill Pmt -Check	52656	11/17/14	Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill	D20145520101	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-157.37
TOTAL						-157.37
	Bill Pmt -Check	52657	11/17/14	DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2053217	11/17/14		6439W · EQUIPMENT R & M (WIRES)	-378.81
TOTAL						-378.81
	Bill Pmt -Check	52658	11/17/14	Donovan, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111014	11/17/14		6435L · CED, CONF & TRAVEL (LIT)	-502.76
TOTAL						-502.76
	Bill Pmt -Check	52659	11/17/14	East End Driving School, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102514	11/17/14		6437N · PROGRAMS (TEEN)	-990.00
TOTAL						-990.00
	Bill Pmt -Check	52660	11/17/14	EBSCO A	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9174584	11/17/14		6413A · PERIODICALS (ADULT)	-22.00
	Bill	9174372	11/17/14		6413A · PERIODICALS (ADULT)	-30.00
	Bill	0064518	11/17/14		6413A · PERIODICALS (ADULT)	-151.19
TOTAL						-203.19
	Bill Pmt -Check	52661	11/17/14	Eco-Photo Explorers	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10272014	11/17/14		6437A · PROGRAMS (ADULT)	-225.00
TOTAL						-225.00
	Bill Pmt -Check	52662	11/17/14	Embus, Cecilia	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill	10/16,20,21,23,24,27	11/17/14		6437L · PROGRAMS (LIT)	-780.00
TOTAL						<u>-780.00</u>
	Bill Pmt -Check	52663	11/17/14	Emerald Island	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	273012	11/17/14		6451G · CUSTODIAL SUPPLIES	-272.40
TOTAL						<u>-272.40</u>
	Bill Pmt -Check	52664	11/17/14	Erik's Reptile Edventures	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11/09/14	11/17/14		6437C · PROGRAMS (C&P)	-400.00
TOTAL						<u>-400.00</u>
	Bill Pmt -Check	52665	11/17/14	Foerderer, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20,24,27,29,31,	11/17/14		6437L · PROGRAMS (LIT)	-350.00
TOTAL						<u>-350.00</u>
	Bill Pmt -Check	52666	11/17/14	Franzone, Denise	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/21,23,28,30,11/4,	11/17/14		6437L · PROGRAMS (LIT)	-250.00
TOTAL						<u>-250.00</u>
	Bill Pmt -Check	52667	11/17/14	Frisina, Megan	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/17,24,31 2014	11/17/14		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						<u>-150.00</u>
	Bill Pmt -Check	52668	11/17/14	Galvez, Viodelda	L0225 · EMPIRE NAT'L - OPERATING	

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	10/20/14	11/17/14		6437L · PROGRAMS (LIT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	52669	11/17/14	Garda CL Atlantic, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10047817	11/17/14		6437P13 · ARMORED CAR SERVICE	-182.02
TOTAL						-182.02
	Bill Pmt -Check	52670	11/17/14	George, Ivette	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20,22,27,29,11/3	11/17/14		6437L · PROGRAMS (LIT)	-255.00
TOTAL						-255.00
	Bill Pmt -Check	52671	11/17/14	Giouvalakis, Katherine	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102914	11/17/14		6437N · PROGRAMS (TEEN)	-260.00
	Bill	110414	11/17/14		6437N · PROGRAMS (TEEN)	-275.00
TOTAL						-535.00
	Bill Pmt -Check	52672	11/17/14	Gonzalez, Johnana	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20,21,25,27,28,	11/17/14		6437L · PROGRAMS (LIT)	-375.00
TOTAL						-375.00
	Bill Pmt -Check	52673	11/17/14	Henn, JoAnn	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/27,30/14	11/17/14		6437A · PROGRAMS (ADULT)	-160.00
	Bill	10/20,23/14	11/17/14		6437A · PROGRAMS (ADULT)	-160.00
	Bill	11/03,06/14	11/17/14		6437A · PROGRAMS (ADULT)	-160.00
TOTAL						-480.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	52674	11/17/14	Hernandez, Loreta Zuniga	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/23,11/6/14	11/17/14		6437C · PROGRAMS (C&P)	-52.00
TOTAL						-52.00
	Bill Pmt -Check	52675	11/17/14	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	16546	11/17/14		6452G · BLDG ALTERATION AND MAINT	-364.00
TOTAL						-364.00
	Bill Pmt -Check	52676	11/17/14	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110314	11/17/14		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	52677	11/17/14	Joya, Denise	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20,23,25,27,30,	11/17/14		6437L · PROGRAMS (LIT)	-506.25
TOTAL						-506.25
	Bill Pmt -Check	52678	11/17/14	Karant, Roberta	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/1,8,15,22,29,11/5	11/17/14		6437C · PROGRAMS (C&P)	-270.00
TOTAL						-270.00
	Bill Pmt -Check	52679	11/17/14	Kim, Jae Min	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110414	11/17/14		6410C · BOOKS (C&P)	-15.95
TOTAL						-15.95
	Bill Pmt -Check	52680	11/17/14	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	

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Type	Num	Date	Name	Account	Paid Amount
Bill	142901366351	11/17/14		6437C · PROGRAMS (C&P)	-119.21
				6437A · PROGRAMS (ADULT)	-10.67
				6430G · OFFICE AND LIBRARY SUPPLIES	-78.92
				6437L · PROGRAMS (LIT)	-37.51
				6437D · PROGRAMS (DIGITAL)	-50.00
				6437N · PROGRAMS (TEEN)	-97.91
TOTAL					<u>-394.22</u>
Bill Pmt -Check	52681	11/17/14	Kunins, Carissa	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/21,22,23,27,28,29	11/17/14		6437L · PROGRAMS (LIT)	-550.00
TOTAL					<u>-550.00</u>
Bill Pmt -Check	52682	11/17/14	Language Line Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3478279	11/17/14		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL					<u>-6.50</u>
Bill Pmt -Check	52683	11/17/14	Lebron, Crystal	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100114-102914	11/17/14		6437N · PROGRAMS (TEEN)	-820.00
TOTAL					<u>-820.00</u>
Bill Pmt -Check	52684	11/17/14	Lighttower Fiber Networks	L0225 · EMPIRE NAT'L - OPERATING	
Bill	MASTIC-20141107544	11/17/14		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					<u>-2,495.00</u>
Bill Pmt -Check	52685	11/17/14	Linthwaite, Dara	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11/8/14	11/17/14		6437C · PROGRAMS (C&P)	-200.00
					<u>-200.00</u>

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	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-200.00
	Bill Pmt -Check	52686	11/17/14	Long Island Aquarium Service LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	17316	11/17/14		6452G · BLDG ALTERATION AND MAINT	-265.98
TOTAL						-265.98
	Bill Pmt -Check	52687	11/17/14	Long Island Library Resources Council	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	13860	11/17/14		6411C · MICRO/REF CD (C&P)	-682.00
					6411A · MICRO/REF CD (ADULT)	-682.00
					6411N · MICRO/REF CD (TEEN)	-682.00
					6419T · SOFTWARE (TECH)	-681.00
TOTAL						-2,727.00
	Bill Pmt -Check	52688	11/17/14	Lynda.com, inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	INV00778541	11/17/14		6410A · BOOKS (ADULT)	-12,468.75
TOTAL						-12,468.75
	Bill Pmt -Check	52689	11/17/14	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20,21,22,23,25,27	11/17/14		6437L · PROGRAMS (LIT)	-799.00
TOTAL						-799.00
	Bill Pmt -Check	52690	11/17/14	MakerBot	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	INV047170	11/17/14		6437D · PROGRAMS (DIGITAL)	-39.01
TOTAL						-39.01
	Bill Pmt -Check	52691	11/17/14	Maurer, Sylvia	L0225 · EMPIRE NAT'L - OPERATING	

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	10/28-30	11/17/14		6435C · CED, CONF & TRAVEL (C&P)	-366.48
TOTAL						<u>-366.48</u>
	Bill Pmt -Check	52692	11/17/14	McHale, Patrick	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10242014	11/17/14		6437A · PROGRAMS (ADULT)	-300.00
TOTAL						<u>-300.00</u>
	Bill Pmt -Check	52693	11/17/14	McKenna, Karen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102214	11/17/14		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						<u>-250.00</u>
	Bill Pmt -Check	52694	11/17/14	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	92264859	11/17/14		6412A · RECORDINGS (ADULT)	-284.02
	Bill	92267041	11/17/14		6412A · RECORDINGS (ADULT)	-156.96
	Bill	92248910	11/17/14		6412C · RECORDINGS (C&P)	-9.74
	Bill	92265051	11/17/14		6412C · RECORDINGS (C&P)	-17.24
	Bill	92264994	11/17/14		6417A · VIDEOS (ADULT)	-57.18
	Bill	92270747	11/17/14		6417A · VIDEOS (ADULT)	-487.75
	Bill	92270748	11/17/14		6417A · VIDEOS (ADULT)	-14.89
	Bill	92248566	11/17/14		6417A · VIDEOS (ADULT)	-493.29
	Bill	92248568	11/17/14		6417A · VIDEOS (ADULT)	-229.53
	Bill	92277253	11/17/14		6417A · VIDEOS (ADULT)	-177.60
	Bill	92263972	11/17/14		6417A · VIDEOS (ADULT)	-411.06
	Bill	92263971	11/17/14		6417A · VIDEOS (ADULT)	-1,353.44
	Bill	92277255	11/17/14		6417C · VIDEOS (C&P)	-8.84
	Bill	92263974	11/17/14		6417C · VIDEOS (C&P)	-157.08
	Bill	92264996	11/17/14		6417C · VIDEOS (C&P)	-71.76
	Bill	92270749	11/17/14		6417C · VIDEOS (C&P)	-39.82
	Bill	92248569	11/17/14		6417C · VIDEOS (C&P)	-24.94
	Bill	92305900	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-183.98
	Bill	92298895	11/17/14		6417C · VIDEOS (C&P)	-13.04
	Bill	92265417	11/17/14		6412A · RECORDINGS (ADULT)	-93.31

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Type	Num	Date	Name	Account	Paid Amount
				6412N · RECORDINGS (TEEN)	-93.31
				6412C · RECORDINGS (C&P)	-46.66
Bill	92286172	11/17/14		6412A · RECORDINGS (ADULT)	-76.79
				6412N · RECORDINGS (TEEN)	-76.79
				6412C · RECORDINGS (C&P)	-38.39
Bill	92282146	11/17/14		6417C · VIDEOS (C&P)	-365.70
Bill	92282147	11/17/14		6417C · VIDEOS (C&P)	-71.78
Bill	92298893	11/17/14		6417A · VIDEOS (ADULT)	-303.33
Bill	92282143	11/17/14		6417A · VIDEOS (ADULT)	-1,054.40
Bill	92282145	11/17/14		6417A · VIDEOS (ADULT)	-453.46
Bill	92288529	11/17/14		6412A · RECORDINGS (ADULT)	-34.99
Bill	92288527	11/17/14		6412A · RECORDINGS (ADULT)	-206.39
Bill	92289774	11/17/14		6417A · VIDEOS (ADULT)	-196.74
Bill	92289772	11/17/14		6417A · VIDEOS (ADULT)	-238.90
Bill	92307370	11/17/14		6417A · VIDEOS (ADULT)	-98.67
Bill	92311376	11/17/14		6412A · RECORDINGS (ADULT)	-97.88
Bill	92311374	11/17/14		6412A · RECORDINGS (ADULT)	-89.98
Bill	92302313	11/17/14		6417A · VIDEOS (ADULT)	-823.59
Bill	92302315	11/17/14		6417A · VIDEOS (ADULT)	-313.99
Bill	92288580	11/17/14		6417A · VIDEOS (ADULT)	-41.99
Bill	92309685	11/17/14		6412A · RECORDINGS (ADULT)	-70.02
				6412N · RECORDINGS (TEEN)	-70.02
				6412C · RECORDINGS (C&P)	-35.02
TOTAL					-9,184.26
Bill Pmt -Check	52695	11/17/14	Mikkleson, Harry	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100814	11/17/14		6437A · PROGRAMS (ADULT)	-60.00
Bill	102214	11/17/14		6437A · PROGRAMS (ADULT)	-60.00
TOTAL					-120.00
Bill Pmt -Check	52696	11/17/14	Minas, Andrew	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10202014	11/17/14		6417N · VIDEOS (TEEN)	-24.98
TOTAL					-24.98

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	52697	11/17/14	Minna, Irfan	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110514	11/17/14		6410C · BOOKS (C&P)	-9.99
TOTAL						<u>-9.99</u>
	Bill Pmt -Check	52698	11/17/14	Minuteman Press	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	18149	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-245.68
TOTAL						<u>-245.68</u>
	Bill Pmt -Check	52699	11/17/14	Moran, Tara (Staff)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10152014	11/17/14		6435A · CED, CONF & TRAVEL (ADULT)	-18.03
TOTAL						<u>-18.03</u>
	Bill Pmt -Check	52700	11/17/14	Moriches Caterers	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11082014	11/17/14		643765 · PROMOTION AND PUBLICITY	-4,605.40
TOTAL						<u>-4,605.40</u>
	Bill Pmt -Check	52701	11/17/14	Muralles, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/8,15,20,22,27,29	11/17/14		6437L · PROGRAMS (LIT)	-351.00
TOTAL						<u>-351.00</u>
	Bill Pmt -Check	52702	11/17/14	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	09302014-10312014	11/17/14		6450F · FUEL/GAS	-346.26
TOTAL						<u>-346.26</u>
	Bill Pmt -Check	52703	11/17/14	National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	0045609	11/17/14		6410A · BOOKS (ADULT)	-220.68
	Bill	45659	11/17/14		6410A · BOOKS (ADULT)	-144.77
TOTAL						<u>-365.45</u>
	Bill Pmt -Check	52704	11/17/14	Navarro-Gao, Carmen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/18,11/1	11/17/14		6437L · PROGRAMS (LIT)	-90.00
TOTAL						<u>-90.00</u>
	Bill Pmt -Check	52705	11/17/14	Negron, Senia	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/21,23,28,30,11/6	11/17/14		6437L · PROGRAMS (LIT)	-195.00
TOTAL						<u>-195.00</u>
	Bill Pmt -Check	52706	11/17/14	New York Times	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101914-101715	11/17/14		6413A · PERIODICALS (ADULT)	-2,063.42
TOTAL						<u>-2,063.42</u>
	Bill Pmt -Check	52707	11/17/14	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20/ 2014	11/17/14		6437A · PROGRAMS (ADULT)	-357.00
	Bill	110614	11/17/14		6437A · PROGRAMS (ADULT)	-175.00
TOTAL						<u>-532.00</u>
	Bill Pmt -Check	52708	11/17/14	OverDrive	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1302-110059653-10201	11/17/14		6410A · BOOKS (ADULT)	-31.24
	Bill	1302-155736143-10231	11/17/14		6410A · BOOKS (ADULT)	-21.99
TOTAL						<u>-53.23</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52709	11/17/14	Paychex, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	387671	11/17/14		6437P12 · PAYROLL SERVICES	-485.30
Bill	389575	11/17/14		6437P12 · PAYROLL SERVICES	-458.42
TOTAL					<u>-943.72</u>
Bill Pmt -Check	52710	11/17/14	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	PC 110714 CPSD	11/17/14		6437C · PROGRAMS (C&P)	-35.45
Bill	PC 110314 TEEN	11/17/14		6437N · PROGRAMS (TEEN)	-49.00
Bill	PC 110714 RASD	11/17/14		6435A · CED, CONF & TRAVEL (ADULT)	-12.66
Bill	PC 110714 RASD	11/17/14		6437A · PROGRAMS (ADULT)	-36.20
TOTAL					<u>-133.31</u>
Bill Pmt -Check	52711	11/17/14	Poland Spring	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14J8211383149	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-173.53
TOTAL					<u>-173.53</u>
Bill Pmt -Check	52712	11/17/14	Quill	L0225 · EMPIRE NAT'L - OPERATING	
Bill	7315923	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-457.51
Bill	7347106	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-27.16
Bill	7351571	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-67.96
Bill	7384638	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-26.34
Bill	7304683	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-44.28
Bill	7286780	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-22.53
TOTAL					<u>-645.78</u>
Bill Pmt -Check	52713	11/17/14	Quizhpi, Rosa	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/10,11,20	11/17/14		6437L · PROGRAMS (LIT)	-149.50

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	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-149.50
	Bill Pmt -Check	52714	11/17/14	Rain Drop	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11/6/2014	11/17/14		6452G · BLDG ALTERATION AND MAINT	-70.00
TOTAL						<u>-70.00</u>
	Bill Pmt -Check	52715	11/17/14	Random House, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1081651181	11/17/14		6412A · RECORDINGS (ADULT)	-33.75
	Bill	1081745797	11/17/14		6412A · RECORDINGS (ADULT)	-45.00
	Bill	1081720240	11/17/14		6412A · RECORDINGS (ADULT)	-33.75
	Bill	1081710916	11/17/14		6412A · RECORDINGS (ADULT)	-45.00
	Bill	1081772337	11/17/14		6412A · RECORDINGS (ADULT)	-10.00
	Bill	1081841667	11/17/14		6412A · RECORDINGS (ADULT)	-37.50
TOTAL						<u>-205.00</u>
	Bill Pmt -Check	52716	11/17/14	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	75022518	11/17/14		6412A · RECORDINGS (ADULT)	-433.40
	Bill	75025174	11/17/14		6412A · RECORDINGS (ADULT)	-39.99
	Bill	75024012	11/17/14		6412A · RECORDINGS (ADULT)	-29.99
	Bill	75022391	11/17/14		6412A · RECORDINGS (ADULT)	-38.99
	Bill	75020912	11/17/14		6417A · VIDEOS (ADULT)	-41.60
	Bill	75013818	11/17/14		6411A · MICRO/REF CD (ADULT)	-2,000.00
					6411C · MICRO/REF CD (C&P)	-1,000.00
					6411N · MICRO/REF CD (TEEN)	-1,000.00
	Bill	75029706	11/17/14		6412N · RECORDINGS (TEEN)	-321.80
TOTAL						<u>-4,905.77</u>
	Bill Pmt -Check	52717	11/17/14	Rondon, Miriam	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/8,15,22,29,11/3,5	11/17/14		6437L · PROGRAMS (LIT)	-300.00
TOTAL						<u>-300.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52718	11/17/14	Roye, Sarah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/30,31 2014	11/17/14		6435D · CED, CONF & TRAVEL (ADM)	-21.62
Bill	10/15, 22, 29 2014	11/17/14		6437A · PROGRAMS (ADULT)	-300.00
Bill	110514	11/17/14		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-421.62</u>
Bill Pmt -Check	52719	11/17/14	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11082014	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-49.82
				6437L · PROGRAMS (LIT)	-479.09
				6437A · PROGRAMS (ADULT)	-765.75
				6430G · OFFICE AND LIBRARY SUPPLIES	-225.98
				6437C · PROGRAMS (C&P)	-192.39
				6451G · CUSTODIAL SUPPLIES	-799.63
TOTAL					<u>-2,512.66</u>
Bill Pmt -Check	52720	11/17/14	Sandpebble Builders Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11052014	11/17/14		7500 · BUILDING IMPROVEMENTS	-27,886.78
TOTAL					<u>-27,886.78</u>
Bill Pmt -Check	52721	11/17/14	Schel, Lee	L0225 · EMPIRE NAT'L - OPERATING	
Bill	090	11/17/14		6437P17 · TRANSLATION SERVICES	-30.00
Bill	091	11/17/14		6437P17 · TRANSLATION SERVICES	-82.50
TOTAL					<u>-112.50</u>
Bill Pmt -Check	52722	11/17/14	Schiano, Joseph, CPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2014-035	11/17/14		6437P02 · AUDITOR	-500.00
TOTAL					<u>-500.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52723	11/17/14	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	34250	11/17/14		643765 · PROMOTION AND PUBLICITY	-853.00
Bill	34238	11/17/14		6434G · PRINTING (GEN)	-6,581.00
				6434C · PRINTING (C&P)	-190.00
				643765 · PROMOTION AND PUBLICITY	-3,213.00
TOTAL					<u>-10,837.00</u>
Bill Pmt -Check	52724	11/17/14	Sharper Training Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10282014	11/17/14		6437A · PROGRAMS (ADULT)	-200.00
Bill	10232014	11/17/14		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	52725	11/17/14	Sheppard, Clarence	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102	11/17/14		643765 · PROMOTION AND PUBLICITY	-550.00
TOTAL					<u>-550.00</u>
Bill Pmt -Check	52726	11/17/14	Sievers, Sandra	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110314	11/17/14		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					<u>-75.00</u>
Bill Pmt -Check	52727	11/17/14	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	72059	11/17/14		643765 · PROMOTION AND PUBLICITY	-800.00
TOTAL					<u>-800.00</u>
Bill Pmt -Check	52728	11/17/14	Sparling, Nicole	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill	102314	11/17/14		6437C · PROGRAMS (C&P)	-275.00
	Bill	11/6/14	11/17/14		6437C · PROGRAMS (C&P)	-275.00
TOTAL						<u>-550.00</u>
	Bill Pmt -Check	52729	11/17/14	SPLIA	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	52176	11/17/14		6410A · BOOKS (ADULT)	-49.00
TOTAL						<u>-49.00</u>
	Bill Pmt -Check	52730	11/17/14	Squires, Lorraine	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Reimburse 10/14	11/17/14		7203N · EQUIPMENT TEEN	-101.55
TOTAL						<u>-101.55</u>
	Bill Pmt -Check	52731	11/17/14	Stalzer, Diane	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/28/2014	11/17/14		6437C · PROGRAMS (C&P)	-125.00
TOTAL						<u>-125.00</u>
	Bill Pmt -Check	52732	11/17/14	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	56471	11/17/14		6411A · MICRO/REF CD (ADULT)	-1,820.00
					6411C · MICRO/REF CD (C&P)	-1,819.50
					6411N · MICRO/REF CD (TEEN)	-1,819.50
TOTAL						<u>-5,459.00</u>
	Bill Pmt -Check	52733	11/17/14	Suffolk County Locksmith, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	68934	11/17/14		6451G · CUSTODIAL SUPPLIES	-19.80
TOTAL						<u>-19.80</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	52734	11/17/14	Thompson Publishing Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11172014	11/17/14		6411A · MICRO/REF CD (ADULT)	-429.00
TOTAL						-429.00
	Bill Pmt -Check	52735	11/17/14	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	12021	11/17/14		6452G · BLDG ALTERATION AND MAINT	-460.00
TOTAL						-460.00
	Bill Pmt -Check	52736	11/17/14	Upstart	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	5429395	11/17/14		6410C · BOOKS (C&P)	-24.50
TOTAL						-24.50
	Bill Pmt -Check	52737	11/17/14	Villegas, Martha (Vendor)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/20,21,22,23,27,28	11/17/14		6437L · PROGRAMS (LIT)	-468.00
	Bill	10/23,30,11/6	11/17/14		6437C · PROGRAMS (C&P)	-78.00
TOTAL						-546.00
	Bill Pmt -Check	52738	11/17/14	Vincent's Pizza of Shirley	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	812795	11/17/14		6437N · PROGRAMS (TEEN)	-47.50
	Bill	812574	11/17/14		6437N · PROGRAMS (TEEN)	-47.50
	Bill	812695	11/17/14		6437N · PROGRAMS (TEEN)	-57.00
	Bill	812562	11/17/14		6437N · PROGRAMS (TEEN)	-66.50
	Bill	812673	11/17/14		6437N · PROGRAMS (TEEN)	-47.50
	Bill	73485	11/17/14		6437N · PROGRAMS (TEEN)	-19.00
	Bill	812563	11/17/14		6437A · PROGRAMS (ADULT)	-38.00
TOTAL						-323.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52739	11/17/14	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	634815	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-723.93
Bill	I21609767	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-724.75
Bill	I21645299	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-235.43
Bill	I21413815	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-80.23
Bill	I21593572	11/17/14		6430G · OFFICE AND LIBRARY SUPPLIES	-13.58
TOTAL					-1,777.92
Bill Pmt -Check	52740	11/17/14	Walters, Lisa	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/1, 8, 15, 22, 29	11/17/14		6437C · PROGRAMS (C&P)	-500.00
Bill	9/26; 10/3,10,17,24,	11/17/14		6437C · PROGRAMS (C&P)	-600.00
TOTAL					-1,100.00
Bill Pmt -Check	52741	11/17/14	Wang, Michael	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10202014	11/17/14		6410C · BOOKS (C&P)	-19.80
TOTAL					-19.80
Bill Pmt -Check	52742	11/17/14	Westbury Window Cleaning & Maintenance	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1066-14	11/17/14		6452G · BLDG ALTERATION AND MAINT	-320.00
TOTAL					-320.00
Bill Pmt -Check	52743	11/17/14	White, Edna Terry	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/16,20,22,23,27,29	11/17/14		6437L · PROGRAMS (LIT)	-400.00
TOTAL					-400.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 17, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	52744	11/17/14	Wischhusen, Will	L0225 - EMPIRE NAT'L - OPERATING	
Bill	103,10,17,7,14,21,29	11/17/14		6437N - PROGRAMS (TEEN)	-560.00
TOTAL					<u>-560.00</u>

Bill Pmt -Check	52745	11/17/14	Xerox Corporation	L0225 - EMPIRE NAT'L - OPERATING	
Bill	132512132	11/17/14		7203W - EQUIPMENT WIRE	-309.00
Bill	076519566	11/17/14		6439G - EQUIPMENT R & M (GEN)	-479.52
Bill	076519565	11/17/14		6439G - EQUIPMENT R & M (GEN)	-570.92
Bill	076519564	11/17/14		6439G - EQUIPMENT R & M (GEN)	-1,337.50
Bill	076519563	11/17/14		6439G - EQUIPMENT R & M (GEN)	-355.64
TOTAL					<u>-3,052.58</u>

Bill Pmt -Check	52746	11/17/14	Zafar, Tanzeela	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10/25, 11/1/14	11/17/14		6437L - PROGRAMS (LIT)	-143.00
TOTAL					<u>-143.00</u>

GRAND TOTAL \$ 138,438.03

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
October 24, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - EFT Bill	10242014	10/24/14	1106 NYS Employees' Retirement System	L0226 · EMPIRE NAT'L - PAYROLL L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160 · RA - ERS ARREARS (VOLUNTARY) TOTAL	 \$ 2,815.75 \$ 1,495.00 \$ 141.10 <u>\$ 4,451.85</u>
Bill Pmt - EFT Bill	6930781-7	10/24/14	Hartford Insurance Co.	L0226 · EMPIRE NAT'L - PAYROLL L0196 · LONG TER 9055 · DISABILTY INSURANCE TOTAL	 \$ 183.48 \$ 1,858.71 <u>\$ 2,042.19</u>
Bill Pmt -Check Bill	5018 474	10/24/14	1103 State Of NY Dept. of Civil Service	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 59,346.83</u> \$ 59,346.83
Bill Pmt -Check Bill	5019 10242014	10/24/14	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	 <u>\$ 1,555.00</u> \$ 1,555.00
Bill Pmt -Check Bill	5020 927064	10/24/14	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL L0625 · AFLAC PRE-TAX L0626 · AFLAC POST-TAX TOTAL	 \$ 2,170.94 \$ 251.82 <u>\$ 2,422.76</u>

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
October 24, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	5021 10242014	10/24/14	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	 \$ 1,605.29 <u>\$ 1,605.29</u>
Bill Pmt -Check Bill	5022 10242014	10/24/14	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	 \$ 2,488.00 <u>\$ 2,488.00</u>
Bill Pmt -Check Bill	5023 10242014	10/24/14	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	 \$ 2,456.33 <u>\$ 2,456.33</u>
GRAND TOTAL					<u><u>\$ 76,368.25</u></u>

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

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
November 7, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5026	11/07/14	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11072014			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5027	11/07/14	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11072014			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5028	11/07/14	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11072014			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5029	11/07/14	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11072014			9060 · MEDICAL INSURANCE	\$ 209.80
				TOTAL	<u>\$ 209.80</u>
Bill Pmt -Check	5030	11/07/14	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11072014			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5031	11/07/14	1101 Rose Giehl	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11072014			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
November 7, 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	5032 11072014	11/07/14	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 209.80 <u>\$ 209.80</u>
Bill Pmt -Check Bill	5033 11072014	11/07/14	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	\$ 1,555.00 <u>\$ 1,555.00</u>
Bill Pmt -Check Bill	5034 217287	11/07/14	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	\$ 1,589.53 <u>\$ 1,589.53</u>
Bill Pmt -Check Bill	5035 11072014	11/07/14	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	\$ 2,518.00 <u>\$ 2,518.00</u>
Bill Pmt -Check Bill	5036 11072014	11/07/14	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	\$ 2,479.66 <u>\$ 2,479.66</u>
				GRAND TOTAL	<u><u>\$ 9,086.29</u></u>

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

Signed: _____
Title: Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

OCTOBER 2014

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
2000 • PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	9,025,000.00	-9,025,000.00	0.0%
2082 • FINES AND FEES	7,808.02	5,605.64	7,342.42	5,426.68	26,182.76	105,000.00	-78,817.24	24.94%
2360 • CONTRACTS WITH OTHER LIBR.	623,510.49	0.00	0.00	0.00	623,510.49	295,000.00	328,510.49	211.36%
2401 • INTEREST	1,974.07	1,938.08	1,590.83	0.00	5,502.98	66,000.00	-60,497.02	8.34%
2650 • SALES OF EXCESS MATERIAL	53.80	40.00	66.00	-229.00	-69.20			
2670 • SALES OF BOOKS	62.41	0.00	62.80	54.14	179.35			
2671 • FEDERAL & STATE GRANTS	6,377.00	0.00	0.00	0.00	6,377.00			
2705 • GIFTS AND DONATIONS	125.00	0.00	0.00	0.00	125.00			
2760 • SYSTEM & STATE AID	0.00	0.00	11,791.00	1,310.00	13,101.00	9,000.00	4,101.00	145.57%
2771 • COPIER REVENUE - CONTRACT (R)	341.00	439.80	649.35	956.75	2,386.90	10,000.00	-7,613.10	23.87%
2771A • COPIER REVENUE - INHOUSE (N)	5.65	3.00	0.00	0.00	8.65			
2771C • COPIER REVENUE- COLOR	254.00	181.00	149.00	871.65	1,455.65			
2772A • ADULT-ADULT PRINTER	259.00	405.96	868.55	923.70	2,457.21			
2800 • Program Receipts								
2805 • Program Receipts - Adult	800.75	431.50	700.00	1,875.75	3,808.00			
2810 • Program Receipts - Teen	49.00	1,372.00	0.00	770.00	2,191.00			
Total 2800 • Program Receipts	849.75	1,803.50	700.00	2,645.75	5,999.00			
2999 • Lost Books	239.79	18.95	0.00	0.00	258.74			
Total Income	641,859.98	10,435.93	23,219.95	11,959.67	687,475.53	9,510,000.00	-8,822,524.47	7.23%
Gross Profit	641,859.98	10,435.93	23,219.95	11,959.67	687,475.53	9,510,000.00	-8,822,524.47	7.23%
Expense								
6000 • SALARIES AND WAGES								

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
6141 · PROFESSIONAL SALARIES								
6141A · PROFESSIONAL (ADULT)	47,311.66	71,972.32	47,544.22	49,176.67	216,004.87	717,512.00	-501,507.13	30.11%
6141C · PROFESSIONAL (C&P)	48,033.43	75,330.95	47,988.59	47,548.53	218,901.50	681,801.00	-462,899.50	32.11%
6141D · PROFESSIONAL (DIGITAL)	9,421.33	14,271.93	9,514.62	9,514.62	42,722.50	230,954.00	-188,231.50	18.5%
6141N · PROFESSIONAL (TEEN)	27,250.17	41,436.28	26,521.64	28,944.35	124,152.44	421,658.00	-297,505.56	29.44%
6141S · COMM SERV LIBR (SVC)	13,764.89	20,851.77	13,901.18	13,901.18	62,419.02	213,475.00	-151,055.98	29.24%
6141T · PROFESSIONAL (TECH)	14,246.41	21,596.01	7,903.48	11,235.82	54,981.72	188,704.00	-133,722.28	29.14%
Total 6141 · PROFESSIONAL SALARIES	160,027.89	245,459.26	153,373.73	160,321.17	719,182.05	2,454,104.00	-1,734,921.95	29.31%
6142 · CLERICAL SALARIES								
6142A · CLERICAL (ADULT)	25,330.69	35,822.93	24,869.98	25,673.01	111,696.61	366,874.00	-255,177.39	30.45%
6142C · CLERICAL (C&P)	14,636.15	23,457.96	14,684.84	15,364.08	68,143.03	229,322.00	-161,178.97	29.72%
6142D · CLERICAL (DIGITAL)	3,056.65	4,630.38	4,200.07	4,213.65	16,100.75			
6142G · CLERICAL (GEN)	12,798.71	19,388.16	12,925.44	12,925.44	58,037.75	168,030.00	-109,992.25	34.54%
6142L · CLERICAL (LIT)	13,509.19	22,004.16	14,423.20	15,602.60	65,539.15	212,686.00	-147,146.85	30.82%
6142N · CLERICAL (TEEN)	5,411.52	8,694.89	5,063.45	6,040.97	25,210.83	82,845.00	-57,634.17	30.43%
6142R · CLERICAL (CIRC)	25,803.84	38,926.30	24,399.22	24,239.58	113,368.94	330,473.00	-217,104.06	34.31%
6142S · CLERICAL (SVC)	1,464.75	2,131.90	568.40	625.24	4,790.29			
6142T · CLERICAL (TECH)	12,016.89	17,364.05	11,835.58	11,641.31	52,857.83	163,743.00	-110,885.17	32.28%
6142X · CLERICAL (WIRES)	854.82	1,376.25	928.88	908.40	4,068.35	12,554.00	-8,485.65	32.41%
Total 6142 · CLERICAL SALARIES	114,883.21	173,796.98	113,899.06	117,234.28	519,813.53	1,566,527.00	-1,046,713.47	33.18%
6143 · PAGE SALARIES								
6143A · PAGE (ADULT)	11,301.13	17,931.74	12,117.35	13,476.33	54,826.55	199,444.00	-144,617.45	27.49%
6143C · PAGE (C&P)	11,805.11	17,421.32	10,932.42	12,279.90	52,438.75	125,974.00	-73,535.25	41.63%
6143L · PAGE (LIT)	498.08	747.79	396.52	349.11	1,991.50			
6143N · PAGE (TEEN)	1,482.75	2,294.27	1,639.60	2,059.28	7,475.90	19,431.00	-11,955.10	38.47%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
6143R · PAGE (CIRC)	1,683.09	2,803.69	1,667.16	1,956.66	8,110.60	39,072.00	-30,961.40	20.76%
6143T · PAGE (TECH)	2,905.45	4,818.92	3,225.73	3,098.94	14,049.04	46,531.00	-32,481.96	30.19%
Total 6143 · PAGE SALARIES	29,675.61	46,017.73	29,978.78	33,220.22	138,892.34	430,452.00	-291,559.66	32.27%
6144 · CUSTODIAL								
6144G · CUSTODIAL	15,422.50	23,239.86	15,850.92	17,540.38	72,053.66	237,371.00	-165,317.34	30.36%
Total 6144 · CUSTODIAL	15,422.50	23,239.86	15,850.92	17,540.38	72,053.66	237,371.00	-165,317.34	30.36%
6145 · SECURITY								
6145G · SECURITY	14,290.34	22,139.82	15,426.13	16,085.81	67,942.10	199,869.00	-131,926.90	33.99%
Total 6145 · SECURITY	14,290.34	22,139.82	15,426.13	16,085.81	67,942.10	199,869.00	-131,926.90	33.99%
6146 · TECHNICIAN								
6146W · TECHNICAL (WIRES)	14,005.19	21,201.01	14,218.48	13,424.25	62,848.93	186,312.00	-123,463.07	33.73%
Total 6146 · TECHNICIAN	14,005.19	21,201.01	14,218.48	13,424.25	62,848.93	186,312.00	-123,463.07	33.73%
6147 · ADMINISTRATIVE								
Total 6147 · ADMINISTRATIVE	37,457.81	29,475.69	19,650.46	19,650.46	106,234.42	255,456.00	-149,221.58	41.59%
Total 6000 · SALARIES AND WAGES	385,762.55	561,330.35	362,397.56	377,476.57	1,686,967.03	5,330,091.00	-3,643,123.97	31.65%
6200 · EMPLOYEE BENEFITS								
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	744,576.00	-744,576.00	0.0%
9030 · SOCIAL SECURITY	28,898.40	41,612.41	26,399.85	27,555.63	124,466.29	370,000.00	-245,533.71	33.64%
9040 · WORKERS' COMPENSATION	563.00	0.00	0.00	0.00	563.00	80,000.00	-79,437.00	0.7%
9050 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	109.45	109.45	7,500.00	-7,390.55	1.46%
9055 · DISABILTY INSURANCE	1,625.86	3,518.08	1,803.54	1,858.71	8,806.19	20,500.00	-11,693.81	42.96%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
9060 • MEDICAL INSURANCE	55,083.03	52,907.63	55,083.03	55,083.03	218,156.72	656,100.00	-437,943.28	33.25%
9065 • MTA TRANSIT TAX	1,284.38	1,867.69	1,205.22	1,256.59	5,613.88	18,122.00	-12,508.12	30.98%
Total 6200 • EMPLOYEE BENEFITS	87,454.67	99,905.81	84,491.64	85,863.41	357,715.53	1,896,798.00	-1,539,082.47	18.86%
6410A • BOOKS (ADULT)	8,092.24	13,279.49	10,907.91	10,340.49	42,620.13	185,000.00	-142,379.87	23.04%
6410C • BOOKS (C&P)	5,671.53	3,257.64	5,337.23	7,824.58	22,090.98	119,500.00	-97,409.02	18.49%
6410L • BOOKS (LIT)	0.00	0.00	0.00	0.00	0.00	4,250.00	-4,250.00	0.0%
6410N • BOOKS (TEEN)	954.12	967.89	3,861.20	2,112.71	7,895.92	30,000.00	-22,104.08	26.32%
6410T • BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A • MICRO/REF CD (ADULT)	0.00	7,625.00	2,140.10	525.00	10,290.10	45,000.00	-34,709.90	22.87%
6411C • MICRO/REF CD (C&P)	0.00	0.00	0.00	0.00	0.00	18,250.00	-18,250.00	0.0%
6411N • MICRO/REF CD (TEEN)	0.00	0.00	0.00	525.00	525.00	20,000.00	-19,475.00	2.63%
6412A • RECORDINGS (ADULT)	1,125.67	3,985.74	2,626.81	2,931.42	10,669.64	47,200.00	-36,530.36	22.61%
6412C • RECORDINGS (C&P)	0.00	594.43	564.27	1,532.75	2,691.45	10,000.00	-7,308.55	26.92%
6412N • RECORDINGS (TEEN)	0.00	765.57	861.86	527.63	2,155.06	10,000.00	-7,844.94	21.55%
6413A • PERIODICALS (ADULT)	0.00	0.00	16.61	8,403.86	8,420.47	33,000.00	-24,579.53	25.52%
6413C • PERIODICALS (C&P)	0.00	0.00	0.00	263.38	263.38	6,325.00	-6,061.62	4.16%
6413D • PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6413G • PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6413N • PERIODICALS (TEEN)	0.00	0.00	0.00	317.64	317.64	3,700.00	-3,382.36	8.59%
6413T • PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W • PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A • VIDEOS (ADULT)	4,704.75	7,877.21	10,401.15	9,033.34	32,016.45	135,000.00	-102,983.55	23.72%
6417C • VIDEOS (C&P)	1,400.19	966.96	763.04	1,387.85	4,518.04	53,000.00	-48,481.96	8.53%
6417L • VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6417N • VIDEOS (TEEN)	377.50	0.00	538.77	836.62	1,752.89	12,000.00	-10,247.11	14.61%
6419G • SOFTWARE (GEN)	5,495.00	0.00	0.00	0.00	5,495.00	1,200.00	4,295.00	457.92%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6419W · SOFTWARE (WIRES)	793.27	0.00	0.00	0.00	793.27	16,000.00	-15,206.73	4.96%
6428D · MISCELLANEOUS	4,672.71	0.00	636.71	1,191.00	6,500.42	2,500.00	4,000.42	260.02%
6429C · REALIA (C&P)	136.87	0.00	299.34	526.84	963.05	4,500.00	-3,536.95	21.4%
6430G · OFFICE AND LIBRARY SUPPLIES	2,722.12	5,102.82	7,633.13	9,827.97	25,286.04	95,000.00	-69,713.96	26.62%
6431D · TELECOMMUNICATIONS	3,637.25	3,541.13	3,863.88	3,491.92	14,534.18	50,000.00	-35,465.82	29.07%
6432G · CARTAGE	250.38	250.38	250.38	250.38	1,001.52	3,000.00	-1,998.48	33.38%
6433G · POSTAGE	4,763.47	3,263.47	4,771.65	4,763.47	17,562.06	51,000.00	-33,437.94	34.44%
6434A · PRINTING (ADULT)	-317.00	-247.00	0.00	0.00	-564.00	4,275.00	-4,839.00	-13.19%
6434C · PRINTING (C&P)	0.00	0.00	1,250.00	0.00	1,250.00	7,000.00	-5,750.00	17.86%
6434G · PRINTING (GEN)	0.00	6,597.50	6,581.00	6,998.05	20,176.55	102,000.00	-81,823.45	19.78%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	4,650.89	852.46	5,503.35	5,500.00	3.35	100.06%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	361.04	113.26	110.00	311.91	896.21	4,000.00	-3,103.79	22.41%
6435C · CED, CONF & TRAVEL (C&P)	328.00	95.08	2,273.57	132.57	2,829.22	5,250.00	-2,420.78	53.89%
6435D · CED, CONF & TRAVEL (ADM)	774.00	2,691.84	-2,584.96	387.56	1,268.44	7,500.00	-6,231.56	16.91%
6435G · CED, CONF & TRAVEL (GEN)	328.00	25.65	0.00	0.00	353.65	3,000.00	-2,646.35	11.79%
6435L · CED, CONF & TRAVEL (LIT)	328.00	87.96	36.72	648.38	1,101.06	7,000.00	-5,898.94	15.73%
6435N · CED, CONF & TRAVEL (TEEN)	328.00	856.51	136.08	146.81	1,467.40	5,000.00	-3,532.60	29.35%
6435R · CED, CONF & TRAVEL (CIRC)	328.00	0.00	0.00	388.00	716.00	2,500.00	-1,784.00	28.64%
6435S · CED, CONF & TRAV (COMM SRV)	395.54	85.00	2,329.60	60.00	2,870.14	3,000.00	-129.86	95.67%
6435T · CED, CONF & TRAVEL (TECH)	328.00	0.00	0.00	0.00	328.00	2,950.00	-2,622.00	11.12%
6435W · CED, CONF & TRAVEL (WIRES)	328.00	0.00	0.00	0.00	328.00	4,000.00	-3,672.00	8.2%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	96,500.00	-96,500.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
6437A · PROGRAMS (ADULT)	1,666.06	3,683.11	4,382.81	6,007.00	15,738.98	61,120.00	-45,381.02	25.75%
6437C · PROGRAMS (C&P)	3,023.45	6,622.50	6,564.23	4,626.92	20,837.10	75,000.00	-54,162.90	27.78%
6437D · PROGRAMS (DIGITAL)	4,516.90	74.80	0.00	132.60	4,724.30	7,500.00	-2,775.70	62.99%
6437L · PROGRAMS (LIT)	1,448.50	2,405.64	2,233.20	8,501.17	14,588.51	75,000.00	-60,411.49	19.45%
6437N · PROGRAMS (TEEN)	1,756.88	9,333.79	5,185.71	5,552.71	21,829.09	50,000.00	-28,170.91	43.66%
6437P · PROFESSIONAL FEES								
643760 · PLANTINGS	150.00	150.00	150.00	150.00	600.00	2,500.00	-1,900.00	24.0%
643765 · PROMOTION AND PUBLICITY	60.00	3,000.00	120.00	1,800.00	4,980.00	30,000.00	-25,020.00	16.6%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	17,000.00	-17,000.00	0.0%
6437P02 · AUDITOR	1,000.00	0.00	1,000.00	500.00	2,500.00	6,000.00	-3,500.00	41.67%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	4,700.00	-4,700.00	0.0%
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	535.00	1,600.00	-1,065.00	33.44%
6437P12 · PAYROLL SERVICES	1,596.90	1,543.78	1,548.75	1,519.07	6,208.50	22,000.00	-15,791.50	28.22%
6437P13 · ARMORED CAR SERVICE	136.52	182.02	182.02	182.02	682.58	2,050.00	-1,367.42	33.3%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	144.00	0.00	144.00	288.00			
6437P16 · STAFF BACKGROUND SCREEN	0.00	568.15	227.26	1,012.52	1,807.93	5,500.00	-3,692.07	32.87%
6437P17 · TRANSLATION SERVICES	0.00	13.00	84.00	0.00	97.00	500.00	-403.00	19.4%
6437P3 · APPRAISAL SERVICES	1,161.00	0.00	0.00	0.00	1,161.00			
6437P4 · ATTORNEY	8,056.25	0.00	-3,366.32	4,937.30	9,627.23	25,000.00	-15,372.77	38.51%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P7 · COLLECTION AGENCY	295.35	98.45	161.10	116.35	671.25	3,350.00	-2,678.75	20.04%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	300.00	0.00	300.00	750.00	-450.00	40.0%
6437P9 · EAP	0.00	0.00	0.00	7,290.00	7,290.00	6,950.00	340.00	104.89%
Total 6437P · PROFESSIONAL FEES	12,589.77	5,833.15	540.56	17,785.01	36,748.49	131,000.00	-94,251.51	28.05%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2014

	TOTAL							
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
6438 · DUES	100.00	0.00	240.00	760.00	1,100.00	5,000.00	-3,900.00	22.0%
6439A · EQUIPMENT R & M (ADULT)	197.50	4.15	4.15	4.15	209.95	3,500.00	-3,290.05	6.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6439G · EQUIPMENT R & M (GEN)	628.80	2,935.46	3,735.40	3,542.73	10,842.39	35,000.00	-24,157.61	30.98%
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	4.15	16.60	400.00	-383.40	4.15%
6439R · EQUIPMENT R & M (CIRC)	0.00	11,425.39	0.00	11,425.39	22,850.78	55,000.00	-32,149.22	41.55%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	378.81	378.81	378.81	713.81	1,850.24	26,000.00	-24,149.76	7.12%
6450E · ELECTRICITY	13,841.60	16,773.57	14,477.14	10,367.58	55,459.89	130,000.00	-74,540.11	42.66%
6450F · FUEL/GAS	-2,190.25	45.55	233.56	157.42	-1,753.72	20,000.00	-21,753.72	-8.77%
6450W · WATER	0.00	344.59	0.00	0.00	344.59	1,600.00	-1,255.41	21.54%
6451G · CUSTODIAL SUPPLIES	1,604.07	1,153.95	583.07	2,337.07	5,678.16	20,000.00	-14,321.84	28.39%
6452G · BLDG ALTERATION AND MAINT	2,731.15	5,714.85	1,739.49	10,816.43	21,001.92	93,591.00	-72,589.08	22.44%
6454 · INSURANCE	58,133.80	0.00	25.00	0.00	58,158.80	56,000.00	2,158.80	103.86%
6485G · Bank Fees	190.98	189.54	216.10	6.00	602.62			
66900 · Reconciliation Discrepancies	0.00	10.35	-49.00	0.00	-38.65			
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
7203 · EQUIPMENT - Capital Purchases								
7203A · EQUIPMENT ADULT	0.00	0.00	606.63	623.44	1,230.07	3,500.00	-2,269.93	35.15%
7203C · EQUIPMENT C & P	0.00	0.00	189.99	0.00	189.99	3,000.00	-2,810.01	6.33%
7203D · EQUIPMENT ADMIN	504.78	0.00	0.00	0.00	504.78	2,500.00	-1,995.22	20.19%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
7203L · EQUIPMENT LITERACY	0.00	0.00	403.06	593.28	996.34			
7203N · EQUIPMENT TEEN	94.65	49.99	0.00	80.78	225.42	1,500.00	-1,274.58	15.03%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2014

						TOTAL		
	Jul 14	Aug 14	Sep 14	Oct 14	Jul - Oct 14	Budget	\$ Over Budget	% of Budget
7203W · EQUIPMENT WIRE	0.00	635.84	65,006.29	615.80	66,257.93	140,000.00	-73,742.07	47.33%
Total 7203 · EQUIPMENT - Capital Purchases	599.43	685.83	66,205.97	1,913.30	69,404.53	158,000.00	-88,595.47	43.93%
Total Expense	622,745.47	790,638.87	623,846.49	624,533.01	2,661,763.84	9,510,000.00	-6,848,236.16	27.99%
Net Ordinary Income	19,114.51	-780,202.94	-600,626.54	-612,573.34	-1,974,288.31	0.00	-1,974,288.31	100.0%
Other Income/Expense								
Other Expense								
7500 · BUILDING IMPROVEMENTS	25,173.75	82,045.56	87,440.42	54,135.48	248,795.21			
Total Other Expense	25,173.75	82,045.56	87,440.42	54,135.48	248,795.21			
Net Other Income	-25,173.75	-82,045.56	-87,440.42	-54,135.48	-248,795.21	0.00	-248,795.21	100.0%
Net Income	-6,059.24	-862,248.50	-688,066.96	-666,708.82	-2,223,083.52	0.00	-2,223,083.52	100.0%

MMSCL
Operating Funds Monthly Report
October 2014

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 2,805,257.57	\$ 10,927.40	\$ 688,766.73	\$ 1,078.04	\$ 2,128,496.28
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 380,503.87	\$ 2,911.33	\$ 207.90	\$ 162.29	\$ 383,369.59
Empire Nat'l Bank	OPERATING	\$ 190,406.03	\$ 225,923.46	\$ 106,952.91	\$ 87.05	\$ 309,463.63
Empire Nat'l Bank	PAYROLL	\$ 98,049.94	\$ 462,953.00	\$ 539,294.54	\$ -	\$ 21,708.40
						\$ 2,843,037.90

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	November 1, 2015	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					\$ 15,000.00
TOTAL CASH & INVESTMENTS:					<u>\$ 2,858,037.90</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

OCTOBER 2014

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-14		\$ 4,526,395.44	\$ 1,922.17	\$ -	\$ 4,528,317.61
August-14		\$ 4,528,317.61	\$ 1,922.98	\$ -	\$ 4,530,240.59
September-14		\$ 4,530,240.59	\$ 1,861.74	\$ -	\$ 4,532,102.33
October-14		\$ 4,532,102.33	\$ 1,924.59	\$ -	\$ 4,534,026.92
				Grand Total :	\$ 4,534,026.92

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits	26,523	22,568	23,396	28,391									100,878	102,640
Website Visits	56,080	48,752	49,013	54,218									208,063	193,154
Adult	4,888	4,703	5,170	5,214									19,975	27,156
Children's	2,031	1,827	1,577	1,669									7,104	4,636
Teen	1,260	1,245	1,101	1,267									4,873	5,376
Program Calendar	5,789	4,084	4,415	4,821									19,109	14,992
Library Link	319	293	345	375									1,332	1,367
CommunityLibrary.org	25,037	22,860	21,814	27,127									96,838	73,306
Facebook	19,092												19,092	80,761
Circulation	65,774	58,828	46,202	61,674	-	-	-	-	-	-	-	-	232,478	261,308
Staff assisted checkouts & renewals	32,582	27,864	22,125	30,943									113,514	130,709
Express Lane Checkouts & renewals	23,473	21,311	16,122	20,940									81,846	98,701
Renewals by patrons (web)	6,922	6,690	5,175	7,130									25,917	23,713
Overdrive Digital Checkouts	2,797	2,963	2,780	2,661									11,201	8,185
Freegal Downloads													-	2,356
ILLs out	1,435	1,392	999	1,397									5,223	12,470
ILLs in	1,485	1,448	990	1,344									5,267	5,986
Holds	6,716	6,497	4,955	6,366									24,534	26,496
Filled Holds	5,401	5,148	3,933	5,178									19,660	22,106
New Library Cards	354	238	474	334									1,400	1,188
New/Renewed Contract Patrons	309	7	9	12									337	1,309
Computer Usage	5,644	5,844	5,605	5,937	-	-	-	-	-	-	-	-	23,030	22,583
Adult	3,868	3,806	4,088	4,284									16,046	15,839
Children's	905	1,040	721	794									3,460	3,482
Teen	871	998	796	859									3,524	3,262
Reference Questions	2,442	1,981	2,348	2,329	-	-	-	-	-	-	-	-	9,100	10,406
Adult	1,423	1,001	890	970									4,284	4,364
Children's	882	818	1,251	1,130									4,081	5,256
Teen	137	162	207	229									735	786
Chat Reference													-	-
Other Questions	4,995	4,680	4,935	5,626	-	-	-	-	-	-	-	-	20,236	20,685
Adult	2,790	2,268	2,805	3,043									10,906	10,634
Children's	1,836	2,128	1,843	2,165									7,972	7,771
Teen	369	284	287	418									1,358	2,280
Programs, In-House Attendance	9,196	7,905	2,655	3,704	-	-	-	-	-	-	-	-	23,460	12,354
Programs, In-House Sessions	287	286	216	259	-	-	-	-	-	-	-	-	1,048	907
Adult	1,282	1,543	675	742									4,242	3,915
Adult # of Sessions	56	71	75	63									265	292
Children's	5,684	4,252	367	1,192									11,495	4,847
Children's # of Sessions	59	62	29	67									217	136
Teen	666	614											1,280	1,811
Teen # of Sessions	83	68											151	206
Community Services													-	-
Community Services # of Sessions													-	-
Outside Organizations	1,564	1,496	1,613	1,770									6,443	1,781
Outside Organizations # of Sessions	89	85	112	129									415	273
Programs, Offsite Attendance	767	391	744	771	-	-	-	-	-	-	-	-	2,673	3,643
Programs, Offsite Sessions	34	25	19	18	-	-	-	-	-	-	-	-	96	82
Adult	99	96	73	164									432	257
Adult # of Sessions	4	4	3	7									18	8
Children's	639	259	671	607									2,176	3,248
Children's # of Sessions	24	13	16	11									64	62

[illegible]

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

**FINANCIAL REPORT
WITH ADDITIONAL INFORMATION**

JUNE 30, 2014

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
Mastics-Moriches-Shirley Community Library
407 William Floyd Parkway
Shirley, New York 11967

We have audited the accompanying basic financial statements of the governmental activities and each major fund of Mastics-Moriches-Shirley Community Library as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Library's financial basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Mastics-Moriches-Shirley Community Library, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT

(Continued)

Other Matter

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and the schedule of funding progress for the retiree health plan on pages 5 through 9 and 27 through 31 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Certified Public Accountants
Stewart Manor, New York
November 12, 2014

MANAGEMENT'S DISCUSSION AND ANALYSIS

Using This Annual Report

This annual report consists of three parts- *management's discussion and analysis* (this section), the *basic financial statements*, and *required supplementary information*. The basic financial statements include information that presents two different views of the Library:

- The first three columns of the financial statements include information on the Library's funds under the modified accrual method. These *Fund Financial Statements* focus on current financial resources and provide a more detailed view about the accountability of the Library's sources and uses of funds.

The adjustment column of the financial statements represents adjustments necessary to convert the fund financial statements to the government-wide financial statements under the full-accrual method.

- The *government-wide financial statement* columns provide both long-term and short-term information about the Library's overall financial status. The statement of net position and the statement of activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short term as well as what remains for future spending.

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Condensed Financial Information:

The table below compares key financial information in a condensed format between the current year and the prior year, in thousands of dollars:

	June 30, 2014	June 30, 2013	Increase (Decrease)
Current assets	\$ 10,145	\$ 9,264	\$ 881
Capital assets	<u>3,767</u>	<u>3,720</u>	<u>47</u>
Total Assets	<u>13,912</u>	<u>12,984</u>	<u>928</u>
Long-term debt	2,831	2,313	518
Other liabilities	<u>463</u>	<u>475</u>	<u>(12)</u>
Total Liabilities	<u>3,294</u>	<u>2,788</u>	<u>506</u>
Net Position:			
Net investment in capital assets	3,767	3,720	47
Unrestricted	<u>6,851</u>	<u>6,476</u>	<u>375</u>
Total Net Position	<u>\$ 10,618</u>	<u>\$ 10,196</u>	<u>\$ 422</u>
Revenue:			
District taxes	\$ 8,850	\$ 8,690	\$ 160
Contracts with other districts	624	580	44
Other revenue	<u>208</u>	<u>316</u>	<u>(108)</u>
Total Revenue	9,682	9,586	96
Expenses - Library services	<u>9,260</u>	<u>8,766</u>	<u>494</u>
Change in net position	422	820	(398)
Net Position - Beginning of Year	<u>10,196</u>	<u>9,376</u>	<u>820</u>
Net Position - End of Year	<u>\$ 10,618</u>	<u>\$ 10,196</u>	<u>\$ 422</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS **(Continued)**

The Library As A Whole

- The Library's net position increased by \$422,422 this year. This was primarily the result of higher revenues and lower spending than anticipated. The explanations for many of the budgetary variances are explained in the "Budgetary Highlights" section below.
- The Library's primary source of revenue is from property tax related items, which represents 91 percent of total revenue. This is the same percentage as in the prior year.
- As is typical of service agencies, salaries and benefits are a significant expense of the Library, representing 77 percent of the Library's total expenses (as per the Statement of Activities). This is one percent higher than the prior year.

The Library Funds:

Our analyses of the Library's major funds are included in the first three columns of pages 10 and 11 on the respective statements. The fund columns provide detailed information about the most significant funds – not the Library as a whole. The Library Board has the ability to create separate funds to help manage money for specific purposes and to maintain accountability for certain activities. Currently, the Library has two major funds, the General Fund and Capital Fund.

For the year ending June 30, 2014, the fund balance of the General Fund increased by \$262,219. The fund balance of the Capital Fund increased during the year by \$630,702.

Budgetary Highlights:

The following are explanations for the significant variations between the Library's final budget and the actual results of the General Fund:

- In total, the Library received \$316,659 more for operating revenues than anticipated. This favorable variance was primarily due to receiving more revenue from contracts with other districts than anticipated. The Library budgets this number conservatively since revenues can fluctuate depending upon the number of residents from a neighboring un-served library district who sign up with the Mastics-Moriches-Shirley Community Library for service.

Other explanations for the favorable revenue variance include the fact that more State aid and grants were received than expected. There was an unfavorable variance within the budget line for interest income because rates did not increase as expected.

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Budgetary Highlights: (continued)

- The New York State retirement budget line was overspent by \$85,059. This was the result of projecting an amount based on information provided by the New York State Retirement System approximately a year in advance of the billing. The actual amount billed was more than the original projection.
- The budget line for workers compensation was overspent as the Library's insurability in this area continued to be challenged by its negative claims history.
- In total, the Library materials and programs budget section was underspent by \$189,155. The Library is moving toward a customer demand-driven collection development methodology, as well as trying to find a balance between the purchase of print materials and e-materials. The Library's materials budget will be in flux for a few years as it finds an appropriate way to meet increasing digital demand for all materials.
- The budget line for telecommunications was underspent because the Library changed its primary broadband service provider. However, the provider did not come online until very late in the year. In addition, the Library received a significant refund from the outgoing provider in the fourth quarter which helped to further suppress the overall expense recognized.
- The budget lines for printing as well as promotion and publicity were both underspent. This was due to the fact that communication/marketing work related to the anticipated library renovation project did not occur during the 2013/2014 fiscal year.
- The budget line for other rent, repair and maintenance costs was underspent due to the uncertain status of the building renovation project.
- The building operations budget section was under spent by \$287,073. Since the plan to completely renovate the building did not come to pass, the Library did not realize the spending in the building repairs and maintenance budget line as anticipated.
- The budget line for interest payments on the tax anticipation note was lower than expected as the rate that the William Floyd School District imputes on the Library borrowing continues to decline. At the time that the budget is prepared, the Library is not aware of what the rate will be or how much will be borrowed.
- The capital outlay budget section was over spent by \$175,035. This was due to the fact that the Library had to pay for certain architectural and project management services related to the renovation project. The Library had originally intended to pay for these costs from the Capital Fund. However, because of the savings realized in other budget lines, the Library was able to pay for these expenditures from the General Fund.

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Capital Assets and Debt Administration:

During the fiscal year ending June 30, 2014 the Library recorded purchases of fixed assets (capital outlay) of \$333,035 for the fund method of accounting. However, for purposes of GASB 34, only \$293,734 of the purchases were in excess of the capital limit and subject to depreciation. The majority of the expenditures (\$212,576) were for construction in progress related to the building project. The remaining expenditures were for various types of equipment, furniture and fixtures. The Library also discarded broken or obsolete furniture and equipment that had an original cost of \$16,214.

The only long term debt that the Library has is to its employees for compensated absences and its obligation for other post-employment benefits. The liability for compensated absences at June 30, 2014 was \$464,310. This represents an increase of \$42,732 from the previous year. The obligation for other post-employment benefits at June 30, 2014 was \$2,367,137. This represents an increase of \$475,183 from the previous year.

Currently Known Conditions:

The Library budget vote for the 2014-2015 fiscal year was approved by the taxpayers. The anticipated tax revenues will be \$9,025,000. This represents a 1.98% increase over the 2013-2014 fiscal year budget.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET
JUNE 30, 2014

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total</u>	<u>Adjustments (Note 13)</u>	<u>Statement of Net Position</u>
Assets:					
Cash and cash equivalents	\$ 4,926,515	\$ 4,526,395	\$ 9,452,910	\$	\$ 9,452,910
Contract services receivable	623,510		623,510		623,510
Grants receivable	6,377		6,377		6,377
Other receivables	3,366		3,366		3,366
Prepaid insurance	38,705		38,705		38,705
Other prepaid expenses	4,549		4,549		4,549
Investments - certificates of deposit	15,000		15,000		15,000
Capital assets, net of depreciation				3,767,399	3,767,399
Total Assets	<u>\$ 5,618,022</u>	<u>\$ 4,526,395</u>	<u>\$ 10,144,417</u>	<u>\$ 3,767,399</u>	<u>\$ 13,911,816</u>
Liabilities:					
Accounts payable	\$ 83,704	\$	\$ 83,704	\$	\$ 83,704
Accrued payroll	189,950		189,950		189,950
Accrued New York State Retirement	186,144		186,144		186,144
Other liabilities	2,278		2,278		2,278
Non-current liabilities:					
Compensated absences payable				464,310	464,310
Obligation for other post-employment benefits				2,367,137	2,367,137
Total Liabilities	<u>462,076</u>	<u>0</u>	<u>462,076</u>	<u>2,831,447</u>	<u>3,293,523</u>
Fund Balances/Net Position:					
Nonspendable (prepaid expenses)	43,254		43,254	(43,254)	
Committed for specific purposes	2,404,675	2,093,000	4,497,675	(4,497,675)	
Assigned for capital projects		2,433,395	2,433,395	(2,433,395)	
Unassigned	<u>2,708,017</u>		<u>2,708,017</u>	<u>(2,708,017)</u>	
Total Fund Balance	<u>5,155,946</u>	<u>4,526,395</u>	<u>9,682,341</u>	<u>(9,682,341)</u>	
Total Liabilities And Fund Balances	<u>\$ 5,618,022</u>	<u>\$ 4,526,395</u>	<u>\$ 10,144,417</u>		
Net Position:					
Net investment in capital assets				3,767,399	3,767,399
Unrestricted				6,850,894	6,850,894
Total Net Position				<u>\$ 10,618,293</u>	<u>\$ 10,618,293</u>

The accompanying notes are an integral part of the financial statements.

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
STATEMENT OF ACTIVITIES AND GOVERNMENTAL
FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total</u>	<u>Adjustments (Note 13)</u>	<u>Statement of Activities</u>
Revenues:					
Tax revenue	\$ 8,850,000	\$	\$ 8,850,000	\$	\$ 8,850,000
Contracts with other districts	623,510		623,510		623,510
Fines and fees	90,395		90,395		90,395
Interest	38,400	30,702	69,102		69,102
State aid and grants	27,703		27,703		27,703
Copier and printer revenue	15,980		15,980		15,980
Refund of prior years expense	3,357		3,357		3,357
Miscellaneous sales and other income	2,314		2,314		2,314
Total Revenues	<u>9,651,659</u>	<u>30,702</u>	<u>9,682,361</u>	<u>0</u>	<u>9,682,361</u>
Expenditures/Expenses For Library Services:					
Salaries and wages	4,817,041		4,817,041	39,695	4,856,736
Employee benefits	1,813,017		1,813,017	478,220	2,291,237
Library materials and programs	848,390		848,390		848,390
Library operations	536,113		536,113		536,113
Professional fees	102,347		102,347		102,347
Building operations	303,719		303,719		303,719
Capital outlay	333,035		333,035	(293,734)	39,301
Depreciation				246,318	246,318
Interest - tax anticipation note	35,778		35,778		35,778
Total Expenditures/Expenses	<u>8,789,440</u>	<u>0</u>	<u>8,789,440</u>	<u>470,499</u>	<u>9,259,939</u>
Excess (Deficiency) Of Revenues Over Expenditures	862,219	30,702	892,921	(470,499)	
Other Financing Sources/Uses:					
Transfers- internal activities	(600,000)	600,000	0		
Excess (Deficiency) Of Revenues And Transfers Over Expenditures	262,219	630,702	892,921	(892,921)	
Change In Net Position				422,422	422,422
Fund balance/net position- beginning of year	<u>4,893,727</u>	<u>3,895,693</u>	<u>8,789,420</u>	<u>1,406,451</u>	<u>10,195,871</u>
Fund Balance/Net Position- End Of The Year	<u>\$ 5,155,946</u>	<u>\$ 4,526,395</u>	<u>\$ 9,682,341</u>	<u>\$ 935,952</u>	<u>\$ 10,618,293</u>

The accompanying notes are an integral part of the financial statements.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1: Summary of Significant Accounting Policies

The accounting policies of Mastics-Moriches-Shirley Community Library conform to accounting principles generally accepted in the United States of America as applicable to governmental units. Accordingly, in June 1999, the Governmental Accounting Standards Board issued Statement No. 34, *Basic Financial Statements – and Managements Discussion and analysis – for State and Local Governments*. Some of the significant changes in the statement include the following:

- A management's Discussion and Analysis section providing an analysis of the Library's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Library's activities.
- A change in the fund financial statements to focus on the major funds.

The following is a summary of the significant accounting policies:

- A. **Reporting Entity:** The Mastics-Moriches-Shirley Community Library coordinates the raising of its real estate tax revenues with the William Floyd Union Free School District. The Board of Trustees is responsible for the approval of the annual budget and oversight of the Library management's control and disbursement of funds and maintenance of assets. The Library's management is solely responsible for day-to-day operations.
- B. **Management Focus, Basis of Accounting and Financial Statement Presentation:** The Library's basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds).

Government-Wide Financial Statements: The Government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1: **Summary of Significant Accounting Policies (continued)**

B. **Management Focus, Basis of Accounting and Financial Statement Presentation: (continued)**

The Statement of Net Position includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Library's net position is reported in three parts- net investment in capital assets; restricted net position; and unrestricted net position.

Fund Financial Statements: Governmental fund financial statements are reported using the modified accrual basis of accounting prescribed by the Governmental Accounting Standards Board and the State of New York's Department of Audit and Control, Division of Municipal Affairs. Under this method, revenues are recognized in the period in which they become both measurable and available. The Library considers all revenues reported in the governmental funds to be available if the revenues are collected within a reasonable period of time after fiscal year end, except for real property taxes, which are considered to be available if they are collected within sixty days after the end of the fiscal year. Fees and other income items other than interest income are recorded when received in cash. Expenditures are recognized in the period in which the liability is incurred. However, debt service expenditures, if applicable, are recorded only when a payment is due.

The Library reports on the following funds:

General Fund: This fund is established to account for resources devoted to the general services that the Library performs for its taxpayers. General tax revenues and other sources of revenues used to finance the fundamental operation of the Library are included in this fund.

Capital Fund: This fund is established to account for resources devoted to construction and renovation of the Library.

- C.** **Interfund Transactions:** The operations of the Library include transactions between funds. These transactions may be temporary in nature, such as with interfund borrowings. The Library typically loans resources between funds for cash flow purposes. These interfund receivables and payables are expected to be repaid within one year. Permanent transfers of funds include transfers to provide financing or other services. This includes the transfer of unrestricted General Fund revenues to finance various programs that the Library must account for in other funds in accordance with budgetary authorizations.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1: **Summary of Significant Accounting Policies (continued)**

- D. Capital Assets:** Capital assets are defined by the Library as assets with an initial cost of \$2,000 or more and an estimated useful life of more than two years. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Library books and materials are not capitalized. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment	5 years
Furniture and fixtures	7 to 15 years
Building and improvements	40 years

- E. Fund Balance Classifications:** The Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* that defines the different types of fund balances that a governmental entity must use for financial reporting purposes. They are as follows:

Nonspendable: This includes amounts that cannot be spent because they are either not in spendable form (i.e. inventories, prepaid expenses, etc.) or they are legally or contractually required to be maintained intact.

Restricted: This includes amounts with constraints placed on the use of resources. These constraints can be externally imposed by creditors, grantors, contributors, or imposed by laws and regulations.

Committed: This includes amounts that can only be used for the specific purposes pursuant to constraints imposed by formal action of the Library's Board. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Assigned: This includes amounts that are constrained by the Library's intent to be used for specific purposes, but are neither restricted nor committed. The Library Board is not required to impose or remove the constraint. Assignments of fund balance cannot be made if it would result in a negative unassigned fund balance.

Unassigned: This includes the residual classification for the Library's general fund. This classification represents fund balance that has not been assigned to other funds, assigned for specific purposes, restricted, or committed.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1: **Summary of Significant Accounting Policies (continued)**

- F. Use of Restricted/Unrestricted Net Position:** When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Library's policy is to apply restricted net position first.
- G. Use of Estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.
- H. Cash and Cash Equivalents:** The Library has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with a maturity of three months or less.

NOTE 2: **Investments**

Generally, fair values for investments are determined by reference to quoted market prices for similar investments, yield curves, and other relevant information. There were no changes in valuation techniques in the twelve months ended June 30, 2014. The Library recognizes transfers into and out of levels within the fair value hierarchy at the end of the reporting period. There were no transfers between levels in the twelve months ended June 30, 2014. Fair value measurements for investments reported at fair value on a recurring basis at June 30, 2014 were determined based on:

	Quoted Prices		
	In Active Markets For Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Total Fair Market Value
Investment in Certificates of Deposit:			
Capital One Bank- matures 09/28/14, rate .10%	\$ <u>0</u>	\$ <u>15,000</u>	\$ <u>15,000</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 3: **Concentration of Credit Risk**

The Library maintains its cash balances at several banks. At year end, the Library's carrying amount of deposits was \$9,467,110 (exclusive of petty cash) and the bank balance was \$9,620,820. Of the bank balance, \$515,073 was covered by federal depository insurance. The remaining balance of \$9,105,747 was covered by collateral held by the Library's agent.

NOTE 4: **Capital Assets**

A summary of changes in general fixed assets is as follows:

	Balance as of 7/1/2013	Additions	Deletions and Adjustments	Balance as of 6/30/2014
Assets not being depreciated:				
Construction in progress	\$ 322,772	\$ 212,576	\$ 0	\$ 535,348
Other capital assets:				
Building and improvements	5,839,710	0	0	5,839,710
Furniture and fixtures	1,046,030	6,458	(9,805)	1,042,683
Computer equipment	675,923	55,217	(6,409)	724,731
Other equipment	181,283	19,483	0	200,766
Automotive	15,800	0	0	15,800
Total	8,081,518	293,734	(16,214)	8,359,038
Accumulated depreciation	(4,361,535)	(246,318)	16,214	(4,591,639)
Net Book Value	\$ <u>3,719,983</u>	\$ <u>47,416</u>	\$ <u>0</u>	\$ <u>3,767,399</u>

NOTE 5: **Accounts Payable**

Accounts payable consisted of unpaid invoices at June 30, 2014.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 6: **Compensated Absences Payable**

The Library has an accumulated liability as of June 30, 2014 for unused sick and vacation pay amounting to \$464,310. This is an increase of \$42,732 from the June 30, 2013 balance of \$421,578.

NOTE 7: **Tax Anticipation Note**

During the fiscal year the School District borrowed funds in order to advance the Library some of their tax revenues in anticipation of their collection by the School District. The Library had requested \$5,600,000 all of which had been repaid by the end of the fiscal year. The School District charged interest to the Library at the rate of 1.00 % for a total of \$35,778.

NOTE 8: **Long Term Debt**

The following is a summary of changes in long-term debt for the period ended June 30, 2014:

	<u>Balance</u>			<u>Balance</u>	<u>Non-current Liabilities</u>	
	<u>7/1/2013</u>	<u>Increases</u>	<u>Reductions</u>	<u>6/30/2014</u>	<u>Due Within</u>	<u>Due After</u>
					<u>One Year</u>	<u>One Year</u>
Compensated absences	\$ 421,578	\$ 42,732	\$ 0	\$ 464,310	\$ 0	\$ 464,310
Other post-employment benefits payable	1,891,954	475,183	0	2,367,137	0	2,367,137
Tax anticipation note payable	0	5,600,000	5,600,000	0	0	0
	<u>\$ 2,313,532</u>	<u>\$ 6,117,915</u>	<u>\$ 5,600,000</u>	<u>\$ 2,831,447</u>	<u>\$ 0</u>	<u>\$ 2,831,447</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

NOTE 9: Funds Committed For Specific Purposes

A summary of changes in committed funds for the year ending June 30, 2014 is as follows:

	Balance as of 7/1/2013	Funds Committed (Uncommitted)	Funds Expended	Balance as of 6/30/2014
Funds Committed For:				
General Fund:				
Unused sick and vacation time	\$ 400,824	\$ 0	\$ 0	\$ 400,824
Other post-employment benefits	2,000,000	0	0	2,000,000
Unemployment	6,104	0	(2,253)	3,851
Capital Fund:				
Capital repairs	2,093,000	0	0	2,093,000
Total	<u>\$ 4,499,928</u>	<u>\$ 0</u>	<u>\$ (2,253)</u>	<u>\$ 4,497,675</u>

NOTE 10: Retirement Plan

- A. **General Information:** The Mastics-Moriches-Shirley Community Library contributes to the New York State and Local Employees' Retirement System (ERS). The Retirement System is a cost sharing multiple employer defined benefit pension plan. The Retirement System provides retirement benefits, as well as death and disability benefits.
- B. **Plan Description:** The ERS is established pursuant to the New York State Retirement and Social Security Law, to provide benefits for the state and local governments and their employees. The State Constitution guarantees ERS plan benefits.

The Retirement System issues a publicly available financial report that includes financial statements and required supplementary information. These reports may be obtained by writing to the New York State and Local Retirement System, Gov. Alfred E. Smith State Office Building, Albany, New York 12244.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 10: **Retirement Plan (continued)**

- C. **Funding Policy:** The Retirement System is noncontributory except for: 1) employees who joined the Retirement System between July 27, 1976 and December 31, 2009, and have less than ten years of service, who contribute 3% of their salary, 2) employees who joined the Retirement System between January 1, 2010 and March 31, 2014 who contribute 3% of their salary in perpetuity and 3) employees who joined the Retirement System on or after April 1, 2014 who contribute from 3% to 6% of their salary in perpetuity dependent upon their annual wage. Under the Authority of the NYSRSSL, the Comptroller shall certify annually the rates expressed as proportions of payroll of members, which shall be used in computing the contributions required to be made by employers to the pension accumulation fund.

The Library is required to contribute annually at an actuarially determined rate. The required contribution for the current fiscal year was \$732,190, for the 2013 fiscal year it was \$763,034 and for the 2012 fiscal year it was \$533,037.

The actual contributions made to the Retirement System were equal to 100% of the contribution required for each year.

NOTE 11: **Post-employment Benefits Other Than Pensions**

- A. **Plan Description:** The New York State Department of Civil Service (DCS) administers the New York Health Insurance Program (NYSHIP) which provides health insurance to current and retired employees of New York State, and participating public authorities and local governmental units, such as the Mastics-Moriches-Shirley Community Library. NYSHIP offers comprehensive hospital, medical and prescription drug benefits. As administrator of NYSHIP, the DCS performs all administrative tasks and has the authority to establish and amend the benefit provisions offered. Annual benefit premiums charged to and paid by participating local governmental entities are generally the same, regardless of each individual employer's risk profile. The annual benefit premiums collected by DCS are then remitted to the health insurance carriers that comprise NYSHIP. NYSHIP is considered an agent multiple-employer defined benefit plan, it is not a separate entity or trust, and does not issue stand-alone financial statements. The Library, as a participant in the plan, recognizes these postemployment benefits on an accrual basis.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 11: **Post-employment Benefits Other Than Pensions (continued)**

- B. Funding Policy:** Contribution requirements are determined by the Library Board. Currently, the Library will pay 100% of the amount for an individual policy premium and 75% for a family policy (after subtracting the individual fee from the family fee).

For the year ending June 30, 2014, the Library recognized the cost of providing health insurance by recording its share of retiree insurance premiums of \$111,150 as an expenditure in the General Fund. Mastics-Moriches-Shirley Community Library also reimburses qualifying retired employees and their spouses the full cost of Medicare deducted from their Social Security benefits, which amounted to \$11,224.

The calculation of the liability was based upon the 2012 annual medical premiums of:

		<u>Individual</u>	<u>Family</u>	<u>Family With Two Medicare Participants</u>	<u>Family With One Medicare Participant</u>
Empire	\$	8,553	\$ 18,754		
Empire Medicare	\$	5,031		\$ 11,709	\$ 15,231

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 11: Post-employment Benefits Other Than Pensions (continued)

- C. Annual OPEB Cost and Net OPEB Obligation:** The Library's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the "annual required contribution of the employer (ARC). The Library has elected to calculate the ARC and related information using the alternative measurement method permitted by GASB Statement 45 for employers in plans with fewer than 100 total plan members. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Library's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Library's net OPEB obligation to the Retiree Health Plan:

Annual required contribution & OPEB cost	\$ 607,132
Interest on net OPEB obligation	75,678
Adjustment to annual required contribution	<u>(93,275)</u>
Annual OPEB cost (expense)	589,535
Contributions made	<u>(114,352)</u>
Increase in net OPEB obligation	475,183
Net OPEB obligation - beginning of year	<u>1,891,954</u>
Net OPEB obligation - end of year	<u>\$ 2,367,137</u>

The Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the years ending June 30, 2012 through 2014 are as follows:

<u>Year Ended</u>	<u>Annual OPEB Cost</u>	<u>% of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>	<u>Covered Payroll</u>	<u>OPEB Cost % Of Payroll</u>
6/30/2012	\$ 588,518	15.90%	\$ 1,425,698	\$ 2,863,998	20.55%
6/30/2013	\$ 563,960	17.30%	\$ 1,891,954	\$ 2,883,940	19.56%
6/30/2014	\$ 589,535	19.40%	\$ 2,367,137	\$ 2,941,619	20.04%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 11: **Post-employment Benefits Other Than Pensions (continued)**

- D. Funded Status and Funded Progress:** As of June 30, 2014, the actuarial accrued liability for benefits based upon the valuation date of July 1, 2012 was \$5,831,751, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$2,941,619, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 198.24 percent.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress, presented as required supplementary information following the notes to the financial statements, will present multi-year trend information as time passes about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

- E. Methods and Assumptions:** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. The following simplifying assumptions were made:

Funding interest rate – An interest rate of 4% was used.

Mortality – Life expectancies were based on the RP2000 Mortality Table with sex distinct rates and with generational mortality improvements projected using the AA table projection rates.

Participation rate – It was assumed that 100% of the current active employees covered under the active plan on the day before retirement would enroll in the retiree medical plan upon retirement.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 11: Post-employment Benefits Other Than Pensions (continued)

E. Methods and Assumptions: (continued)

Retirement rates:

<u>Age</u>	<u>Rate</u>
55-59	3.0%
60-64	9.0%
65-69	12.0%
70-79	20.0%
80+	100.0%

Termination rates – The following rates from Table 1, paragraph 35 of Government Accounting Standard no. 45 were used.

<u>Age</u>	<u>Rate</u>
20	7.79%
25	6.78%
30	4.66%
35	3.19%
40	2.21%
45	1.59%
50+	0.00%

Healthcare cost trend rates – It was assumed that health care costs would increase in accordance with the trend rates in the following table:

<u>Year</u>	<u>Pre-65 Rates</u>	<u>Post-65 Rates</u>
2012	9.0%	5.5%
2013	8.0%	5.0%
2014	7.0%	5.0%
2015	6.0%	5.0%
2016+	5.0%	5.0%

Participant salary increases – 2.00% annually.

Payroll growth rate – 1.50% annually.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 11: **Post-employment Benefits Other Than Pensions (continued)**

E. **Methods and Assumptions: (continued)**

Percent married – It was assumed that 65% of the male and 25% of the female employees who elect retiree health care coverage for themselves would also elect coverage for their spouse upon retirement. It was assumed that male spouses are three years older than their wives and female spouses are three years younger than the retiree. For current retirees, actual census information was used.

Actuarial value of assets – N/A

Per capita claims cost – Are based on the premium levels of the plan provisions in section B. The premiums paid by the Library are independent of the Library's experience and demographic profile, and are expected to change consistent with a community rated plan. Thus, we have applied the premiums with no additional adjustments other than future trend increases.

Administrative expenses – Included in premiums used.

Actuarial Cost Method – An actuarial cost method develops an orderly allocation of the actuarial present value of benefit payments over the working lifetime of the participants in the plan. The actuarial present value of benefits allocated to a particular fiscal year is called the Normal Cost. The actuarial present value of benefits allocated to all periods prior to a valuation date is called the Actuarial Accrued Liability. The Unfunded Actuarial Accrued Liability is amortized over future years in accordance with the employer's established accounting policy.

The Entry Age Normal Cost Method is used in this valuation. Under this method, the Actuarial Present value of Projected Benefits of each individual is allocated on a level basis over the earnings of the individual between hire age and assumed exit age(s). The portion of the Actuarial Present Value allocated to the valuation year is called the Normal Cost. The portion of the Actuarial Present Value not provided for as of the valuation date by the Actuarial Present Value of future Normal Costs is called the Actuarial Accrued Liability.

The amortization of the unfunded actuarial accrued liability has been determined as a level percentage of the projected payroll of active plan members. At each valuation, a new amortization base is created equal to the excess of the unfunded actuarial accrued liability over the remaining balances of prior amortization bases. The new base is amortized over 30 years. The equivalent single amortization period for all components combined may not exceed the maximum acceptable period of 30 years.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 12: **Commitments and Contingencies**

The Library leases various pieces of office equipment. For the fiscal year ending June 30, 2014 the Library made lease payments of \$20,853.

The future minimum lease commitment is detailed as follows:

Year Ending <u>June 30,</u>	<u>Total</u>
2015	\$ 16,232
2016	5,420
2017	<u>0</u>
Total	\$ <u>21,652</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 13: Reconciliation of Fund Financial Statements to Government-Wide Financial Statements

Total fund balance and the net change in fund balance of the Library's governmental fund differs from net position and changes in net position of the governmental activities reported in the statement of net position and statement of activities. This difference primarily results from the long-term economic focus of the statement of net position and statement of activities versus the current financial resources focus of the governmental fund balance sheet and statement of revenue, expenditures, and change in fund balance. The following are reconciliations of fund balance to net position and the net change in fund balance to the net change in net position:

Total Fund Balance - Modified Accrual Basis \$ 9,682,341

Amounts reported in the statement of net position are different because:

- Capital assets are not financial resources, and are not reported in the funds 3,767,399
- Compensated absences are included as a liability (464,310)
- Obligation for post-employment health insurance, to be paid in future periods is not reported in the funds (2,367,137)

Total Net Position - Full Accrual Basis \$ 10,618,293

Net Change in Fund Balance - Modified Accrual Basis \$ 892,921

Amounts reported in the statement of activities are different because:

- Capital outlays are reported as expenditures in the statement of revenue, expenditures, and changes in fund balance; in the statement of activities, these costs are allocated over their estimated useful lives as depreciation:
 - Capital outlay 293,734
 - Depreciation expense (246,318)
- (Increase)/decrease in the accruals for items reported as expenditures in the statements of activities, not in the fund statements:
 - Compensated absences (42,732)
 - Post-employment health costs (475,183)

Change In Net Position - Full Accrual Basis \$ 422,422

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:				
Tax Revenue:				
William Floyd Union Free School District	\$ 8,850,000	\$ 8,850,000	\$ 8,850,000	\$ 0
Operating Revenue:				
Contracts with other districts	295,000	295,000	623,510	328,510
Fines and fees	105,000	105,000	90,395	(14,605)
Interest	66,000	66,000	38,400	(27,600)
State aid and grants	9,000	9,000	27,703	18,703
Copier and printer revenue	10,000	10,000	15,980	5,980
Refund of prior years expense	0	0	3,357	3,357
Miscellaneous sales and other income	0	0	2,314	2,314
Total Operating Revenue	<u>485,000</u>	<u>485,000</u>	<u>801,659</u>	<u>316,659</u>
Total Revenues	<u>\$ 9,335,000</u>	<u>\$ 9,335,000</u>	<u>\$ 9,651,659</u>	<u>\$ 316,659</u>
Expenditures:				
Salaries and Wages:				
Professional	\$ 2,163,167	\$ 2,163,167	\$ 2,109,916	\$ 53,251
Clerical	1,439,011	1,439,011	1,471,997	(32,986)
Pages	401,605	401,605	373,928	27,677
Custodial	240,854	240,854	226,747	14,107
Security	168,511	168,511	202,397	(33,886)
Technical	182,594	182,594	184,877	(2,283)
Administrative	237,693	237,693	247,179	(9,486)
Total Salaries and wages	<u>4,833,435</u>	<u>4,833,435</u>	<u>4,817,041</u>	<u>16,394</u>
Employee Benefits:				
Retirement	802,714	802,714	717,655	85,059
Social security	365,000	365,000	359,541	5,459
Health insurance	645,690	645,690	634,035	11,655
Disability insurance	19,750	19,750	20,309	(559)
Unemployment insurance	7,500	7,500	2,253	5,247
Workers compensation	70,000	70,000	79,224	(9,224)
Total Employee Benefits	<u>\$ 1,910,654</u>	<u>\$ 1,910,654</u>	<u>\$ 1,813,017</u>	<u>\$ 97,637</u>

The accompanying notes are an integral part of the financial statements.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures: (continued)				
Library Materials and Programs:				
Books - adult	\$ 185,000	\$ 185,000	\$ 138,336	46,664
Books - C&P	119,500	119,500	95,640	23,860
Books - lit	4,250	4,250	642	3,608
Books - teen	30,000	30,000	24,943	5,057
Books - tech	900	900	296	604
Microforms and C.D. - adult	45,000	45,000	45,689	(689)
Microforms and C.D. - C&P	18,250	18,250	24,799	(6,549)
Microforms and C.D. - teen	20,000	20,000	22,075	(2,075)
Recordings - adult	47,200	47,200	33,824	13,376
Recordings - C&P	10,000	10,000	7,221	2,779
Recordings - teen	10,000	10,000	10,571	(571)
Periodicals - adult	33,000	33,000	31,876	1,124
Periodicals - C&P	6,325	6,325	4,835	1,490
Periodicals - adm	1,000	1,000	50	950
Periodicals - gen	1,200	1,200	474	726
Periodicals - teen	3,700	3,700	2,336	1,364
Periodicals - wires	150	150	0	150
Periodicals - tech	250	250	0	250
Videos - adult	135,000	135,000	96,584	38,416
Videos - C&P	53,000	53,000	31,563	21,437
Videos - lit	500	500	23	477
Videos - teen	12,000	12,000	3,497	8,503
Software - wires	16,000	16,000	15,458	542
Software - gen	1,200	1,200	5,268	(4,068)
Software - teen	1,500	1,500	1,199	301
Software - tech	3,000	3,000	1,143	1,857
Other materials	2,500	2,500	771	1,729
Realia	4,500	4,500	3,681	819
Programs - adult (net cash receipts of \$12,222)	68,620	68,620	55,557	13,063
Programs - C&P	75,000	75,000	53,808	21,192
Programs - lit	79,000	79,000	68,208	10,792
Programs - teen (net cash receipts of \$7,776)	50,000	50,000	68,023	(18,023)
Total Library Materials and Programs	\$ 1,037,545	\$ 1,037,545	\$ 848,390	\$ 189,155

The accompanying notes are an integral part of the financial statements.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures: (continued)				
Library Operations:				
Office, library and computer supplies	\$ 95,000	\$ 95,000	\$ 100,056	\$ (5,056)
Telecommunications	50,000	50,000	34,208	15,792
Printing	130,275	130,275	97,040	33,235
Promotion and publicity	30,000	30,000	360	29,640
Postage	50,000	50,000	47,734	2,266
Contracts	96,500	96,500	96,361	139
Repair and maintenance - circulation system	55,000	55,000	47,014	7,986
Other rent, repair and maintenance costs	73,415	73,415	54,429	18,986
Conference, education and travel	40,200	40,200	36,841	3,359
Dues	5,000	5,000	3,486	1,514
MTA commuter tax	16,434	16,434	15,951	483
Miscellaneous	0	0	2,633	(2,633)
Total Library Operations	<u>641,824</u>	<u>641,824</u>	<u>536,113</u>	<u>105,711</u>
Professional Fees:				
Accounting and auditing fees	24,750	24,750	21,000	3,750
Payroll services	22,000	22,000	20,004	1,996
Legal fees	25,000	25,000	33,888	(8,888)
Other professional fees	31,000	31,000	27,455	3,545
Total Professional Fees	<u>102,750</u>	<u>102,750</u>	<u>102,347</u>	<u>403</u>
Building Operations:				
Electricity	125,000	125,000	147,947	(22,947)
Fuel/gas	25,000	25,000	16,602	8,398
Water	1,250	1,250	942	308
Building repairs and maintenance	364,542	364,542	63,278	301,264
Insurance	53,000	53,000	51,706	1,294
Custodial supplies	19,000	19,000	20,239	(1,239)
Cartage	3,000	3,000	3,005	(5)
Total Building Operations	<u>\$ 590,792</u>	<u>\$ 590,792</u>	<u>\$ 303,719</u>	<u>\$ 287,073</u>

The accompanying notes are an integral part of the financial statements.

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures: (continued)				
Debt Service:				
Interest - tax anticipation note	\$ 60,000	\$ 60,000	\$ 35,778	\$ 24,222
Capital Outlay:				
Building improvements			212,576	
Furniture and equipment			120,459	
Total Capital Outlay	<u>158,000</u>	<u>158,000</u>	<u>333,035</u>	<u>(175,035)</u>
Total Expenditures	<u>9,335,000</u>	<u>9,335,000</u>	<u>8,789,440</u>	<u>545,560</u>
Excess Of Revenues Over Expenditures	0	0	862,219	862,219
Other Financing Sources (Uses):				
Transfer to Capital Fund	<u>0</u>	<u>0</u>	<u>(600,000)</u>	<u>(600,000)</u>
Excess Of Revenues Over Expenditures And Other Financing Uses	0	0	262,219	262,219
Budgetary fund balance- beginning of year	<u>4,893,727</u>	<u>4,893,727</u>	<u>4,893,727</u>	<u>4,893,727</u>
Budgetary Fund Balance- End Of Year	<u><u>\$ 4,893,727</u></u>	<u><u>\$ 4,893,727</u></u>	<u><u>\$ 5,155,946</u></u>	<u><u>\$ 5,155,946</u></u>

The accompanying notes are an integral part of the financial statements.

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
SCHEDULE OF FUNDING PROGRESS
FOR THE RETIREE HEALTH PLAN**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (d)	UAAL as a percentage of Covered Payroll ((b - a) / d)
7/1/2009	\$ 0	\$ 5,254,721	\$ 5,254,721	0.0%	\$ 2,850,069	184.37%
7/1/2012	\$ 0	\$ 5,831,751	\$ 5,831,751	0.0%	\$ 2,883,940	202.21%

The accompanying notes are an integral part of the financial statements.

CIRCULATION SERVICES DEPARTMENT

MMSCL November 2014 Board Report by DH Anne Marie Hofmann

STATISTICAL INFORMATION FOR THE MONTH OF OCTOBER 2014

**TOTAL Circulation Activity:
61,674**

Activity Breakdown

Staff Assisted Checkouts:

30,943

Self Checkouts:

20,940

Online Renewals:

7,130

Digital Checkouts:

2,661



Physical Visitors:

28,391

Current Card Holders:

39,749

NEW Library Cards Issued:

District Patrons: **334**

Contract Patrons: **12**

SMS Alerts - Text Notifications: Currently 798
Online Temporary Self Registration: Currently 9

Meeting Room Usage:

Rooms booked by district organizations including Tutors: 129

Community residents including students in attendance: 1770

STAFF:

Circulation Services staff celebrated Halloween in great style, staff and patrons alike were impressed by their enthusiasm.

As the Sierra migration draws closer staff is currently previewing the interface on Circulation Services computers and so far have had no problems navigating the site. Unfortunately, during October Millennium's transaction file failed for approximately 2 days causing a back log of returns. We are hoping this will not occur with Sierra.



OUTREACH:

Two of our pages Jen Palmer and Aodhan Browning will be lending a hand to the Children's Department during our National Gaming Day event. Jen and Aodhan are happy to help and look forward to future opportunities. Circulation Services staff will continue our commitment to bring services into the community whenever and wherever the need and opportunity arises.

DEPARTMENT HEAD NOTE:

During the month of October I attended a CATS meeting held at South Country Library on October 2nd where the topic of discussion was how to use the cloud for document sharing and storage. I also had the privilege of attending a gala event at the Long Island Aquarium hosted by Colonial Youth on October 3rd. As part of getting out into the community I have started attending the Mastic Beach Village monthly meetings—the first one was October 14th and the second was November 11th. The MBV meetings are proving to be very interesting and I am hoping to start a library card sign up campaign in the near future for any villagers interested in getting a library card.



Children & Parents

Rachel Wyneken
Department Head

November 2014 Board Report

Read 1,000 Books Before Kindergarten! Families Celebrate!

On Saturday, November 8, we recognized and celebrated families who have read over 1,000 books before kindergarten. Kids and family members sang and danced, listened to a story, did a book-related craft and had a special visit from Froggy of Jonathan London picture book fame. Each child received a book to take home. Special thanks to William Floyd School District kindergarten teachers Kim Bahr, Caroline Miller, Ellen Nigro and Cathy Wagner, who attended to honor their students. *Reported by Eileen Curtin*

Outreach to Poospatuck Reservation

Library staff spent the afternoon at the Poospatuck Reservation on Saturday, November 8. We talked and read with kids and provided library information to parents who were interested. The children were very excited to receive free books to take home. We hope to be invited to return in the future. *Reported by Eileen Curtin*

PC-RAP – Parent Child Read and Play

Loosely modeled after the Parent Child Home Program, our group meets at the library every Thursday at 12:00 p.m. We meet in the circle where library assistant Debbie Diamant facilitates a story time that includes literacy tips for the parents, a featured book, interactive songs, movement activities and finger plays. The role of Debbie is to model for parents ways to have conversation around both the story and pictures in an engaging and interactive approach.



The group then breaks up into three groups led by a trained group leader (a.k.a. home visitor from PCHP). Each group visits a specific area that includes: toys/puzzles, an open-ended art table and a book area. Each leader models within each area ways to engage children in literacy while having fun. They offer literacy conversation techniques, such as asking open-ended questions, introducing new vocabulary, labeling and

problem-solving. They also encourage developmentally appropriate side-by-side play and sharing. Each family gets three early literacy activity cards per week to take home and try with their children.

Conversation is encouraged and modeled at each table. After each group has visited every table, we head back to the circle and sing songs. That is also the time we make any announcements. We save the last 15 minutes for snack and socialization.

Based on feedback, the parents and children love it!

Reported by Pat Mininni. "We help kids succeed each and every day. Talking, singing, reading, writing, playing is the way." (Rachel)

Blokify

Our latest in a series of collaborations with digital services was a program called blokify. The children used this app to create a 3D image that Nick Tanzi then turned into a printable structure. Using our 3D printer, the children will be able to have a physical "print out" of their creation. The 3D printer will be printing on the children's floor on Monday and Tuesday night, November 18 and 19. Please feel free to stop by and check out what the children created. All prints will be displayed in our glass cabinet until the children pick them up. For a quick video about blokify, click here... <http://blokify.com> *Reported by Andrea Malchiodi*

Association of Bookmobile and Outreach Services Conference, October 29-31

Andrea Malchiodi, Sylvia Maurer and I are so appreciative of the opportunity you gave us to attend this conference. I attended the ABOS conference 2 years ago and found it to be the most inspiring of any other conferences I have attended over the past 25 years. This conference was just as motivating. It is such a passionate, lively but relatively small association, and each member obviously puts his/her heart in the work of reaching the unreachable with library services. I asked Andrea and Sylvia to write a bit about their experience at the conference.

I wanted to thank you for letting me attend this fantastic conference. It was well worth the hassle of travel. As I review the material from the conference, two words in particular resonate with what I believe to be the library's current philosophy: innovation and opportunity.

I hope to bring my knowledge from the conference to our library by thinking outside of the box and beyond the walls of our library building.

As the digital branch manager of the children's department, I am looking forward to taking our already innovative digital, stem/steam, maker programs on the road.

I believe the next step is to discuss some of the things I learned at the conference with all of you at a future board meeting as we further explore the passion that I have for excellent library service both inside and outside of the library walls. Reported by Andrea Malchiodi

Thank you so much for giving me the opportunity to attend the Association of Bookmobile and Outreach Services 2014 Conference. I connected with so many people during this conference and everyone was so excited and passionate about what we do. Turns out National Bookmobile Day in 2015 is on April 15th, which happens to be my birthday. I believe this means it is my destiny to bring a bookmobile to MMSCL. I strive every day to discover new ways to fulfill and enhance my role as the CPSD Community Outreach Librarian. This conference has opened my eyes to even more possibilities, and I would love the opportunity to make them come true. I look forward to sharing my ideas with you at a board meeting in the near future. Reported by Sylvia Maurer

Book Sale

The love of reading really shone through on October 18th and 19th as our community embraced our annual book sale. Movie watchers were thrilled as well, as hundreds of DVD's were purchased along with children's books and CD's. Over \$1600.00 was raised. This will enable us to donate more books to The Marilyn Shellabarger Health Center for Reach Out and Read this coming year.



Immigration Workshop

The Department of Homeland Security presented a United States Citizenship and Immigration Services workshop at the library on October 21st. This workshop, open to the public, provided the most current information about the naturalization process. 40 patrons in the audience watched as a mock immigration interview was presented to the group. Participants commented how this alleviated their fears and apprehensions about the immigration process. This service will be repeated spring 2015.



ESL Parent Night

WFSD English as a Second Language teachers and MMSCL literacy staff worked together to create a warm and welcoming atmosphere on October 28th to present ESL Parent Night. Parents learned how important the school-parent relationship is as well as valuable information about student testing. Literacy staff was on hand to provide support and talk about literacy and library services. We look forward to participating in the next ESL Parent Night in February 2015.



National Family Literacy Day

Each year the Community Family Literacy Project presents a fun, family performance for the community in celebration of National Family Literacy Day. On Sunday, November 2, families delighted as Darren Sardelli presented his “out of this world” spin on poetry. Darren shared his expertise on writing poems which was met by numerous audience questions. The afternoon ended with five lucky raffle winners going home with Community Family Literacy Project bags full of books.



Literacy Outreach

In an attempt to expand our Learning English a Family Affair program off-site to the new William Floyd Family Center (located between Paca Jr. High and Tangier Smith Elementary school) literacy staff visited all the local nursery and Universal Pre-K schools. Spreading the word to community residents about services the library offers was well received. New LEFA families were identified and enrolled in our program. Working with the school district and Family Service League is an excellent partnership that we are excited to be part of. The new site should be up and running very soon.



William Floyd High School Family Nights

Four nights a week entire families go to William Floyd High School to partake in our English as a Second Language program. The entire library is working together to insure library patrons, 18 months to adult, are partaking in positive experiences as they transition to a new society and cultural norms.

Family nights consist of adult ESL instruction, early English immersion for toddlers, reading buddies, iPad instruction as well as fun and games for school age children.

Teens have the opportunity to socialize, earn community service hours (reading buddies) and get their homework done. Our ESL Family Night program is truly a model program that would not be as successful without the skillful collaboration of MMSCL staff.



REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 11/17/14	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 1 OF 1
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
	Andresen, Alana D.						
NC	Seeman, Alana D.		Librarian I			09/27/14	
RL	Della Rocca Jr. , Brian		Page	\$8.62/hr		11/04/14	
APT	Della Rocca JR., Brian		Library Clerk	\$13.13/hr	Under 17.5	11/05/14	
RL	Lasko, Jennifer		Librarian I	\$25.72/hr	Under 17.5	11/18/14	
A	Lasko, Jennifer		Librarian I	\$33,436.00	25 hours	11/19/14	14EL401
LA/EXT	Brand, Krystal		Librarian I	\$25.72/hr		12/31/14	08/21/14-12/31/14
AT/EXT	Lugo, Elma L.		Librarian I	\$24.72/hr	Under 17.5	11/29/14	
TM	Lugo, Elma L.		Librarian I	\$24.72/hr		12/31/14	
DID YOU:					The above changes are hereby certified as being in accordance with Civil Service requirements.		
1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?							
2. Request and canvas an eligible list for all competitive positions?							
3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application							
4. Submit a personnel change on the previous incumbent shown above?							
<input type="checkbox"/>	APPROVED				<input type="checkbox"/>	DISAPPROVED	
<input type="checkbox"/>	APPROVED AS NOTED				Signature of Appointing Authority		



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

September 9, 2014

To: SCLS Member Library Directors and Boards of Trustees
From: Kevin Verbesey

Re: Proposed Resource Sharing Code Amendments

Attached please find a copy of proposed changes to the Suffolk Cooperative Library System's Resource Sharing Code. In the attached Code additions are in **BOLD** and deletions are in ~~striketrough~~.

A number of changes (both additions and deletions) are being recommended in order to make the Code a more clear and "user friendly" document. The Code has also been updated to better reflect current practices and the use of modern technologies. The guiding philosophy of the document remains the idea that *reciprocal* borrowing by both individual library users (direct access) and by member libraries (interlibrary loan) is good for all parties involved.

All of the proposed changes have been developed, discussed, debated, and unanimously recommended for approval by the SCLS Resource Sharing Advisory Committee of member library directors. The SCLS Board of Trustees unanimously approved the changes at their September 3, 2014 meeting and has authorized me to distribute them to you for a vote.

In order for this proposed amendment to take effect two-thirds of the member library's Board of Trustees must vote for their approval.

Attached please find a copy of the revised Code and a copy of the ballot. Please complete and return the ballot to Rhonda Carroll at SCLS by December 1, 2014.

Please do not hesitate to contact me if you have any questions or concerns at all about this issue. I would be happy to visit with any interested member library directors or Boards of Trustees to discuss the Resource Sharing Code and the proposed changes.

**SUFFOLK COOPERATIVE
LIBRARY SYSTEM**

*Resource
Sharing
Code*

ADOPTED 6/84

REVISED 12/85; 5/87; 6/89; 4/94; 5/96; 6/99; 7/02; 9/07; 5/10, **12/14**

SCLS RESOURCE SHARING CODE

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SCLS RESOURCE SHARING CODE

(Adopted July 1, 1984; revised 12/4/85; 5/31/87, 6/30/89, 4/6/94, 5/1/96, 6/2/99, 7/18/01, 7/17/02, 9/5/07, 5/5/10)

INTRODUCTION

The Resource Sharing Code provides minimum standards for sharing of resources among Suffolk Cooperative Library System (SCLS) member libraries. However, libraries are encouraged to do more to facilitate resource sharing so that our patrons are well-served regardless of the library they are using.

Resource Sharing has three components:

- I. Direct Access: cardholders of one library borrowing material in person from another SCLS member library that is not their home library.**
- II. Interlibrary Loan: cardholders borrowing materials obtained from other libraries, as a result of holds initiated by themselves or by the library.**
- III. In-library/On-site Use: any New York State resident using library resources on the premises of any SCLS member library.**

I. DIRECT ACCESS

A. Member Library Responsibilities

- 1. Member libraries of the Suffolk Cooperative Library System (hereinafter referred to as SCLS) agree to make the resources of their collections available to any borrower possessing a valid full service borrower's card in good standing issued by any member library of SCLS. A full-service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a borrowers card issued by any member library to a nonresident as part of a library service contract ~~as defined in Appendix III~~. The following restrictions apply to direct access borrowing at the discretion of each library:
 - a) Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to direct access borrowers.
 - b) Any material which is in high demand at the local library may be withheld from circulation to direct access borrowers.
 - c) Materials which have been in a library's collection less than one year may be withheld from circulation to direct access borrowers.

- d) A library may restrict direct access borrowing by residents of any individual library service area if this borrowing exceeds 3.5% of its annual circulation to local patrons or if its direct access circulation in the aggregate exceeds 7% of its local circulation. ~~(See Appendix I for sample notification letters.)~~ The SCLS direct access samples and the library's annual circulation for the previous six months as reported on SCLS circulation statistics shall be the basis for such a determination. Local circulation shall be defined for this purpose as the sum of a library's annual circulation plus the number of books borrowed by its resident card holders through direct access during the last sample period minus the number of books lent by the library to residents of other communities through direct access during the last sample period.
 - e) Each member library may **deny local** ~~suspend the~~ borrowing privileges of any delinquent direct access borrower, who after notice, fails to return overdue library material or who fails to pay any fines or charges levied by reason of this borrowing.
 - ~~(f) Each member library may, at its option, restrict non-print materials to direct access patrons. The policies and procedures as detailed in Direct Access – Section A.~~
2. Each member library agrees to accept the initial responsibility for the recovery of any materials it lends through direct access borrowing. If materials are not returned to the lending library after due notice, each member library agrees to accept financial responsibility for materials not returned by its patrons borrowed through direct access.
 3. Each member library agrees to **share with** ~~submit to~~ the home library and to SCLS the name of any direct access borrower who, after due notice, has failed to pay for or return materials borrowed from that library. ~~This submission is to be made only after the material has been overdue for at least four months and less than one year, unless that patron owes materials valued at \$100.00 or more. In such cases, the library agrees to notify the home library and SCLS immediately so that such patron's name may be added to the Delinquency List and the patron stopped at the home library at once. Direct access borrowers names shall not be placed on the list for failure to return material other than materials eligible for direct access or for failure to pay fines. Names of direct access borrowers who refuse to pay charges for material damaged beyond repair should also be reported to the list for inclusion. (See Appendix II, for detailed procedures and sample forms.)~~

~~4. Each member library agrees to notify the delinquent borrower that borrowing privileges will be denied by all the member libraries of SCLS until the borrower returns the material outstanding or makes restitution to the library. (See Appendix II, Form DA1.)~~

4. Each member library agrees to notify SCLS when a delinquent borrower it has placed on the list pays for or returns the overdue material. Only the lending library can clear the delinquent patron's name from the county-wide Delinquency List. If a patron returns direct access material long overdue and the lending library has already been reimbursed **there will be no**, the lending library may choose to accept the item or its cost from the patron. After acceptance, the lending library must refund of the reimbursement previously received.

5. Each member library agrees that fines and charges for direct access borrowing will be the same as those levied for local borrowing.

6. Each member library agrees that the loan period for **local and** direct access **cardholders borrowing** will be the same as that used for local borrowing.

7. ~~As the need arises,~~ Each member library agrees to **share with** ~~acknowledge to~~ other member libraries the delinquency status of its own patrons.

~~9. Each member library agrees to tabulate direct access borrowing statistics on forms to be supplied by SCLS and to supply these statistics to SCLS by the deadline requested.~~

8. Each member library agrees to accept for return to the home library through the SCLS delivery any material belonging to **any** SCLS member library. The **patron's** ~~retains~~ responsibility for **any** all materials **ends once** ~~until~~ accepted **for return** by **any** SCLS member library.

B. SCLS Responsibilities

1. SCLS agrees to be responsible for the delivery of materials belonging to SCLS member libraries that have been returned to other member libraries. SCLS agrees to be financially responsible for any materials lost in transit, ~~provided that the lending library submits appropriate documentation to SCLS.~~

2. SCLS agrees to maintain and update a **Countywide patron database that is accessible by** ~~delinquency list of borrowers who have failed to return materials borrowed through direct access in accordance with paragraph I. A. 3. It agrees to furnish copies of this list on a regular basis to each member library.~~
3. SCLS agrees to tabulate direct access statistics **annually** ~~reported to it by its member libraries~~ and to provide, ~~upon request,~~ a copy of this tabulation to each member library **annually**.
4. SCLS agrees to establish a ~~minimum~~ contract fee which must be charged to any unserved contracting area ~~if the residents of that contracting area are to be eligible for direct access, interlibrary loan and other county-wide privileges. These fees shall be reviewed each year by SCLS and updated based on the formula in Appendix III of this document.~~ **The contract fee shall equal the Countywide average per capita support of libraries. The fee is calculated each year based upon submissions in the most recently approved Annual State Reports and becomes effective July 1.**

II. **INTERLIBRARY LOAN** ~~(ILL procedures are found in the Interlibrary Loan Manual issued separately.)~~

A. Member Library Responsibilities

1. Member libraries of the Suffolk Cooperative Library System agree to make available the resources of their collections, ~~as detailed in the SCLS Interlibrary Loan Manual,~~ to other member libraries for loan to any patron possessing a valid full service borrower's card in good standing.

A full service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a card issued to a non-resident as part of a library service contract as defined in Appendix III.

The following restrictions apply to interlibrary loan borrowing at the discretion of each library:

- a) **Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to interlibrary loan borrowers.**

- b) **Any material which is in high demand at the local library may be withheld from circulation to interlibrary loan borrowers.**
 - c) **Materials which have been in a library's collection less than one year may be withheld from circulation to interlibrary loan borrowers.**
2. Each member library agrees to be responsible for materials borrowed ~~by it~~ through interlibrary loan ~~for its patrons~~ and to make every effort to recover these materials and to pay any costs incidental to their loss.
 3. Each member library agrees to honor the loan period for interlibrary loan materials stipulated by the lending library and to honor any use restrictions imposed by the lending library.

~~Each library agrees that the loan period for interlibrary loan materials set by the lending library may be extended for one week at the discretion of the borrowing library to compensate for time expended in delivery and notification.~~

B. SCLS Responsibilities

SCLS agrees to be responsible for the delivery and return of materials borrowed through interlibrary loan. It agrees to be financially responsible for any interlibrary loan materials lost in transit, ~~provided that the lending library submits appropriate documentation to SCLS.~~

III. IN-LIBRARY/ON-SITE USE

In-library/On-Site Use is governed by New York State Commissioner of Education's Regulation 90.3 (1-5). (Appendix I)

IV. SYSTEM-WIDE SERVICES

System-wide services, other than those mandated by **New York State**, shall be available only to patrons of fully participating libraries in the SCLS Service Program holding a full service borrower's card in good standing.

V. MAINTENANCE OF UNION CATALOG and COUNTYWIDE PATRON DATABASE

A. Member Library Responsibilities

Each member library agrees to furnish ~~the SCLS Union Catalog~~ with a copy of the bibliographic record of each title **currently in added or withdrawn** ~~from~~ its collection.

Each member library agrees to furnish SCLS with a copy of the patron record of each current cardholder.

B. SCLS Responsibilities

SCLS agrees to maintain and update a union catalog of materials held by the member libraries of the SCLS as required by **New York State Commissioner of Education's Regulation 90.3** and to provide access to this catalog to the member libraries.

SCLS agrees to maintain and update a Countywide patron database and to provide access to this database to the member libraries.

VI. CODE OBSERVANCE AND REVISION

A. Member Library Responsibilities

Each member library agrees that as a member of SCLS it will be bound by the terms of this agreement and by the terms of any subsequent agreement which is modified according to the provisions of paragraph V. B.

B. SCLS Responsibilities

SCLS agrees that it will review the Code **regularly annually** for the purpose of recommending to the member libraries any necessary changes in the Code. It agrees that any recommendations for changes to the Code are to be made to the member library Boards of Trustees and that no changes in the Code will be implemented without prior agreement of the Boards of Trustees of two-thirds of its member libraries.

APPENDIX I

§90.3 Approval of public library systems (revised May 18, 2009)

(a) Definitions

(b) A public library system may be approved for State aid under sections 272 and 273 of the Education Law if it complies with the provisions of the aforementioned sections of the Education Law and the provisions of this section.

(c) Full approval shall not be given to a public library system unless it will serve at least 200,000 people or 4,000 square miles of area. Provisional approval may be given to a public library system which will serve at least 50,000 persons, provided the area includes three or more political subdivisions, and provided further that a satisfactory plan is submitted for expansion of service during the ensuing five-year period.

(d) (1) In order to qualify for full approval, a public library system plan of service shall provide for:

(i) on site use, by all individuals residing within the boundaries of the public library system, of the total library resources within the system. No such individual shall pay a fee for such on-site use. No such individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

(ii) direct access, by all individuals residing within the boundaries of the public library system, to the library resources within the system, by acceptance of a borrower's card issued by the system or by any member library in the system. Such card shall be issued at no cost to the individual and shall be honored on the same basis as that specified for resident borrowers in each member library. No resident shall be excluded from direct access to the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

(iii) a procedure, whereby a member libraries may discuss, modify or amend the conditions, procedures, and agreed upon means of implementing, changing or altering the conditions of direct access within the system service area pursuant to paragraphs (2) and (3) of this subdivision. The system board of trustees, prior to submission of a plan of service for approval by the commissioner, shall by majority vote of the member libraries obtain ratification of the direct access provision. The plan shall be accompanied by a statement of agreement signed by the president of the public library system board of trustees and the presidents of the board of trustees of a majority of the member libraries.

(iv) an analysis of the library resources available to unserved and underserved populations residing within the system's boundaries in a format prescribed by the commissioner. Such analysis shall include, but shall not be limited to:

(a) a description of the unserved and underserved populations residing within the system's boundaries;

(b) a description of any deficiencies in library resources currently available to individuals residing within the system's boundaries;

(c) a summary of recommended actions to expand the availability of library resources to unserved and underserved populations residing within the system's boundaries;

(d) a timetable for taking action on recommendations; and

(e) assignment of responsibilities for providing library resources to unserved and underserved populations.

(2) Subject to the approval of the majority of the member libraries, certain modifications to unrestricted direct access as described in subparagraphs (ii) and (iii) of this paragraph may be made without the approval of the commissioner. An approved plan of service must describe the conditions under which such modifications will be implemented. If such conditions change, the public library system shall submit an amendment of the plan of service to the department in a format and according to a timetable established by the commissioner. The plan shall describe the conditions under which registered member libraries:

(i) shall not be required to provide free direct access to their materials and services to residents of a jurisdiction of 10,000 population or more which has not exercised the authority contained in section 255 of the Education Law, or other pertinent legislative act, to establish and maintain a public library, or which is not contracting for public library service in accordance with section 256 of the Education Law.

(ii) may place restrictions upon the loan of library resources. Such restrictions shall be limited to nonprint materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials must have been purchased from local funds.

(iii) may place restrictions upon attendance at library programs. If attendance must be limited, local residents may be given first access to them. Such programs must have been supported entirely from local funds.

(3) Subject first to the approval of the majority of the member libraries, and then to the approval of the commissioner, certain additional modifications to unrestricted direct access may be made for individual member libraries beyond those described in paragraph (2) of this subdivision. Such requests from individual libraries, once approved by the majority of the member libraries according to the procedures outlined in subparagraph (iii) of paragraph (1) of this subdivision, shall be submitted by the public library system to the commissioner for approval in a format and according to a timetable determined by the commissioner. The system board of trustees shall not unreasonably delay consideration of transmission of a member library's request to the commissioner. No such request will be approved if it

includes a fee or charge to an individual for a borrower's card. The request for approval of additional modifications to unrestricted direct access shall be in writing and shall include, but is not limited to, the following:

(i) documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;

(ii) the proposed modifications to unrestricted direct access that will be implemented and a description of the anticipated impact on resident and non-resident borrowers;

(iii) a proposed timeframe within which such modifications will be in effect; and

(iv) recommendations for remedying the underlying inequity with a proposed timetable for action.

(4) Provisional approval may be granted, provided that each member library of the system shall have the right to borrow for one or more of its cardholders from any other member library of the public library system any book or other material on the same basis as that provided by the lending member library applicable to its resident cardholder.

(5) The provisional approval of a public library system may be extended by the commissioner for a period of not more than three years after the expiration of the original five-year period, upon satisfactory proof that immediate full compliance with paragraph (1) of this subdivision would result in specific extreme hardship to such system or its participating libraries and upon the condition that such public library system submit to the commissioner, prior to such extension, a satisfactory plan for compliance with paragraph (1) of this subdivision within the period of such extension. As a further condition of such extension, the commissioner may require a demonstration by the public library system of free access to a portion of the population served by such system. Each such library system shall annually submit a report of progress toward full compliance with paragraph (1) of this subdivision.

APPENDIX I

SAMPLE NOTIFICATION LETTERS

1. ~~Suggested wording which may be included in a letter between libraries advising overuse of direct access.~~

~~As per Direct Access Policy originally adopted July 1, 1984, and last amended July 17, 2007 by the member libraries of the Suffolk Cooperative Library System, the _____ (loaning) Library is hereby notifying the _____ (borrowing) Library that its patrons have been found to account for (no.) % of our circulation. Therefore, direct access borrowing privileges are being restricted for all patrons of the (borrowing) Library and by the (loaning) Library in the following manner:~~

~~*"TYPE AND TIME FRAME OF RESTRICTIONS IN EFFECT"*~~

2. ~~Suggested wording of a contract between libraries which allows continued direct access usage in an overuse situation or restores borrowing privileges restricted due to direct access overuse. Such an agreement should be signed by Board Presidents of both libraries.~~

~~This letter contract serves as an agreement between the _____ library and the _____ Library whereby in consideration of the payment of \$ _____ (per item loaned; annually; any other local variation desired) the patrons of the _____ Library are, during the length of this agreement, allowed to borrow various materials (may be specified) from the _____ Library.~~

~~Signed _____ Library and
_____ Library~~

APPENDIX II

DELINQUENCY NOTIFICATION

1. ~~Notification of direct access delinquency should be included on Form DA1 which the lending library submits to the delinquent patron's home library for notification purposes and SCLS for inclusion on the County-wide Delinquency List. This is to be done for any unreturned reimbursable item for which said patron has refused to reimburse the library. Bills should be submitted only after the material is overdue for at least four months, but not more than one year.~~
2. ~~Unless otherwise agreed to by the libraries involved, materials loaned on Direct Access and unreturned should be reimbursed on the following basis:~~
 - ~~a. If in print, at full current retail price listed in *Books in Print* or similar source.~~
 - ~~b. If out of print, the last known publisher's price listed in *Books in Print* or a similar source, or the price the library paid or billed. If the latter price seems excessive or the price cannot be documented, this may be subject to negotiation between SCLS and the member library.~~
3. ~~When a patron clears a delinquency, a clearance notice in the form of a photocopy of Form DA1, must be sent to SCLS and to the home library clearly stamped "paid" and signed by a staff member (under the staff member's typed name). If a library uses a receipt form, a photocopy of the library's signed receipt for payment of the lost book will be acceptable when submitted with Form DA1.~~
4. ~~Uncleared names will be dropped from the delinquency list after three years.~~

LOST MATERIALS CLAIM

Claims for payment for lost material for which another library's patron has refused to pay must be accompanied by the following documentation:

- a. — Documentary evidence that the material was actually loaned to the specified patron including the date of the loan.
- b. — Documentary evidence that the library attempted to recover the material through routine overdue procedures.
- c. — Documentary evidence that the patron was billed for the lost material.
- d. — Documentary evidence that the library notified the borrower of the consequences of the borrower's failure to return the material or make restitution for it.

NOTE: — Any combination of the above may be incorporated in a single document in some charging systems.

~~SAMPLE~~

~~DIRECT ACCESS DELINQUENCY NOTIFICATION (Form DA1)~~

TO: _____ Patron name and full address

_____ Home library of patron:

_____ Patron ID#:

FROM: _____ Library name and full address (rubber stamp suggested)

DATE: _____

SUBJECT: _____ Failure to return borrowed materials

On _____ (date) you borrowed the following materials from the library listed above and failed to return them or make proper restitution for them despite notification of the payment required.

List materials

This letter serves as official notification that your borrowing privileges have been withdrawn from all public libraries in Suffolk County until the material listed above has been returned or restitution made to the library. Material must be returned within six months of the date due or the library at its discretion, may choose to require full payment to restore borrowing privileges.

YOU MUST BRING THIS LETTER WITH YOU WHEN YOU SETTLE THIS ACCOUNT.

Signed _____

For: (name and title of person authorized to withdraw
_____ borrowing privileges)

(Library Stamp)

DA Delinquency Notification
Form DA1

APPENDIX III

CONTRACTS WITH UNSERVED AREAS

- ~~1. A minimum contract fee equal to the average county per capita support must be charged if the residents of the contracting area are to be eligible for the direct access privilege. Cards issued as a result of a contract costing less than this amount must be stamped "LOCAL USE ONLY".~~

~~If a contracting library's zone per capita support exceeds the county average by more than 10%, the contract rate can be the zone per capita average support, rather than the county average. Contracting districts will pay the rate applicable in the zone where they are located, not where the supplying library is located.~~

~~SCLS shall establish the "average per capita support" each year based on the most recent tax information available. The fee is recalculated each year and becomes effective July 1.~~

- ~~2. Libraries may enter into contracts to provide library service to an otherwise unserved area for less than the standard per capita amount detailed above, but patrons of such a contracting area are not eligible for direct access, interlibrary loan or county wide services, and cards issued to them must be stamped "LOCAL USE ONLY".~~



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

September 9, 2014

BALLOT

To: SCLS DIRECTOR'S OFFICE

At the Board meeting held _____ the _____

_____ Library voted on the proposed amendments to

the SCLS Resource Sharing Code as outlined in the memorandum dated September 9, 2014.

Accept _____

Reject _____

Signed _____
Library Director

Please return to Rhonda Carroll at SCLS by December 1, 2014